



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, November 14, 2023

In accordance with the Open Public Meetings Act (OPMA), the Port of Vancouver Board of Commissioners meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting to provide virtual oral comment will also be accommodated (see details below). The Board members will be attending this meeting in person.

*Public testimony will be accepted under Open Forum. **Advance registration will be required for individuals who want to provide virtual oral testimony (see details below).***

The business meeting and workshop (Items A – L) are recorded and broadcast live on CVTV cable channels 21, 23 / HD 323, and at www.cvtv.org.

A) CALL TO ORDER (9:30 a.m.)

B) EXECUTIVE SESSION

None

C) OPENING REMARKS (9:30 a.m.)

- 1) Opening Remarks
- 2) Approve Minutes of the October 31, 2023, Regular Meeting

D) OPEN FORUM

- 1) Public comment -To provide virtual oral comment during the board meeting, you must register no later than 12:00 p.m. Monday, November 13, 2023, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve 2024 Preliminary Budget
- 2) Approve Contracts with S&F Land Services LLC, Mackay Sposito Inc., and PBS Engineering and Environmental Inc. for On-Call Surveying Services

F) UNFINISHED BUSINESS

- 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	116120 – 116462	\$ 3,330,186.13
Electronic Payments	10/01/2023 – 10/31/2023	\$ 871,942.95
Payroll Voucher Numbers		\$ 696,577.96
Check	51939154 - 51939157	
Direct Deposits	400001 – 400131	
	430001 – 430131	

I) CEO REPORT

- 1) Project Updates
- 2) State Legislative Priorities
- 3) Clark County Transportation Alliance 2024 Policy Statement

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

Workforce Partnership Update

M) SIGN DOCUMENTS

N) ADMINISTRATIVE UPDATE/WORK SESSION

None

O) ADJOURNMENT

****Public comments are welcome during Open Forum. Individuals requesting to provide virtual oral comment must register in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, November 13, 2023. All individuals will have three minutes to read their comments into the record and will be asked to provide their name and city of residence for the record. No public comments will be read into the record by the port. Written comments not intended to be read by the community member and received by 9:30 a.m. Tuesday, November 14, 2023, will become part of the official meeting record and will be provided to the Commission.**

Further instructions for accessing the virtual meeting (for virtual oral comment) will be provided upon registration. Please call the Port of Vancouver at (360) 693-3611 with questions. Visit the port's website at www.portvanusa.com for more information.

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, October 31, 2023**

CALL TO ORDER

Commission President Orange called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 9:30 a.m., Tuesday, October 31, 2023, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Orange welcomed everyone to the commission meeting. He announced no executive session was held and the meeting is being recorded. He stated this meeting is a hybrid meeting so that along with everyone present in the meeting, anyone who wants to make virtual oral comment can use Zoom. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of September 26, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the September 26, 2023, regular meeting.

Community Fund Update – Vancouver Public Schools Construction Trades

Community Relations Manager Julie Rawls reminded the Board that it is part of the port's Community Fund Program to invite fund recipients to come and share the partnerships they have with the port and how their project supports the port's mission of creating economic benefit for the community and beyond. She then introduced Nina Stemm, the CTE Partnerships and Magnet Lead who thanked the Board for the opportunity and for the partnership. She then introduced Eric Gunderson, the teacher who worked directly with the students. Several students attended and shared their individual experiences of being involved with the hands-on projects and the knowledge they learned. The Board shared their enthusiasm with the group and was pleased to hear about the group's successes.

OPEN FORUM

Commissioner Orange asked if anyone had signed up to speak during Open Forum. CEO Marler stated that one person signed up in advance to provide virtual comment and one community member was present who signed up to provide comment.

CEO Marler invited Cathryn Chudy to share her testimony virtually via Zoom.

Cathryn Chudy

Ms. Chudy shared her thoughts and concerns about the City of Vancouver's Climate Action Framework, the port's Climate Action Plan, and the city's warehouse moratorium.

CEO Marler invited community member Bob Housley to the podium to share his thoughts with the Commission.

Bob Housley

Mr. Housley shared his appreciation for the presentation by the Vancouver School students this morning and for taking the time to be in attendance today.

Mr. Housley raised his concerns about property taxes and shared his thoughts with the Board. Commissioner Orange asked Mr. Housley to leave his contact information so he can further discuss this matter with him after the meeting.

ACTION ITEMS

E-1 Approve Lease Agreement between Port of Vancouver USA and URS Midwest, Inc.

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approves and authorize the CEO to sign the Lease Agreement at 2480 Kotobuki Way between Port of Vancouver USA and URS Midwest, Inc.

E-2 Approve Contracts with LSW Architects, Livermore Architecture & Engineering, Inc. and CISA, Inc. for On-Call Architectural Design Services

Josh Pope, Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with LSW Architects for a not-to-exceed amount of \$400,000; a contract with Livermore Architecture & Engineering, Inc., for a not-to-exceed amount of \$400,000; and a contract with CIDA, Inc. for a not-to-exceed amount of \$200,000 to perform on-call architectural services.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are provided to the Commission on a monthly basis and are available on the port's website. No questions were asked from the Board.

No additional unfinished business was considered.

NEW BUSINESS

No new business was discussed.

ACCOUNTS PAYABLE

Scott Goodrich, Director of Finance & Accounting presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission. No questions were asked from the Board.

On motion by Commissioner LaBrant seconded by Commissioner Burkman and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of September 2023 Vouchers 115753–116117 in the amount of \$4,985,005.83 including Electronic Payments generated between 09/01/2023 – 09/30/2023 in the amount of \$1,529,608.38 and September 2023 Payroll Checks 51917897 and Payroll Direct Deposits 360001 – 360138 and 380001 – 380001 in the amount of \$716,207.10.

CEO REPORT

CEO Marler provided a report on her attendance and involvement in the recent American Association of Port Authorities Convention.

COMMISSIONERS REPORTS

Commissioner Burkman stated he attended the following events and provided a brief summary:

- Vancouver Historic Trust 25th Anniversary
- PNWA Annual Conference
- C-Tran Bus Rapid Transit Event
- Booville Fall Event

Commissioner LaBrant stated he attended the following events and provided a brief summary:

- Learn Here Celebration at WSU-V
- Labor Roundtable
- Booville Fall Event

Commissioner Orange stated he attended the following events and provided a brief summary:

- Booville Fall Event
- PNWA Annual Conference
- Columbia River High School event
- All Staff Meeting

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler stated the next commission meeting would be held on Tuesday, November 14, 2023, at 9:30 a.m.

She also reminded everyone of the ways they can communicate with the Commission. She stated there is a great deal of information available on the port's website and encouraged everyone to check it out.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:26 a.m.

RECESS

A recess was held from 10:26 a.m. to 10:45 a.m. to prepare for the Administrative Update / Work Session on the 2024 Budget.

ADMINISTRATIVE UPDATE / WORK SESSION

Commissioner Orange called the meeting back to order at 10:45 a.m. into the 2024 budget administrative work session. Director of Finance and Accounting Scott Goodrich lead the work session and shared with the Board the thorough process staff followed to prepare the proposed 2024 budget for review today. He added that the process is an organization-wide

effort, and he appreciates the time of each team member. Department leads then shared their proposed budgets and answered questions from the Board.

RECESS

A recess was called at 11:41 a.m. for a short break and at 11:47 a.m., the meeting reconvened with a continuation of the administrative work session.

Another recess was called at 12:08 p.m. for a short lunch break and at 12:30 p.m., the meeting reconvened with a continuation of the administrative work session.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 31, 2023, regular meeting was adjourned at 1:55 p.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, October 31, 2023, Regular
Port of Vancouver USA Board of
Commission Meeting

Don Orange, President

Eric LaBrant, Vice President

Jack Burkman, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA		
REVIEWED BY:		Director of Finance & Accounting	
	Scott D. Goodrich	Title	
APPROVED BY:		Chief Financial and Administrative Officer	11/14/2023
	Elizabeth Gotelli	Title	Date
SUBJECT:	Approve 2024 Preliminary Budget		

BACKGROUND:

Each year, as part of the annual budget process, staff prepares a preliminary budget document. Per RCW 53.35.010, the preliminary budget of the port district for the ensuing fiscal year will show the estimated expenditures and the anticipated available funds.

The attached 2024 preliminary budget shows the estimated expenditures and the anticipated sources of funds from which all expenditures are to be paid.

An administrative work session was held on October 31, 2023, to review the port's recommended 2024 budget. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, the 2024 capital program, a financing overview, and a tax levy to consider. The administrative work session was open to the public.

The final budget will be adjusted based on input resulting from the administrative work session and today's discussion with the Board of Commissioners. The final budget and tax levy are anticipated to be presented at the November 28, 2023, Board of Commissioners meeting, which will include a public hearing to hear feedback from the public regarding the proposed 2024 budget. Following the public hearing, the Commissioners may take action to adopt the final budget.

Additional Information Attached? Yes

RECOMMENDATION: That the Board of Commissioners adopt the 2024 preliminary budget as presented.

Submitted by: <u>Julianne Marler</u> , CEO	
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___



Port of Vancouver USA

2024 Preliminary Budget

<u>SOURCES</u>	
Operating Revenues	
15-Rail	1,438,300
16-Finance & Accounting	175,000
18-Commercial	401,241
19-Industrial	16,303,394
21-Marine Operations	22,011,935
22-Security	722,107
40-Marine Terminal	11,477,009
Total Operating Revenues	<u>\$ 52,528,986</u>
Non-operating Revenues	
Ad Valorem Taxes	13,391,964
TIF Revenue	112,255
Interest Income	2,310,000
Grants & Other Contributions	3,642,875
Proceeds from Sale of Property	20,000
Other	78,600
Total Non-operating Revenues	<u>\$ 19,555,694</u>
Total Revenues	\$ 72,084,680
Transfer from General Fund/Financing	\$ 30,901,122
TOTAL SOURCES	<u>\$ 102,985,802</u>

<u>USES</u>	
Operating Expenses	
05-Executive	1,059,974
06-Economic Development	900,271
10-Administration	1,449,585
11-External Affairs	2,265,824
12-Information Technology	2,600,778
13-Procurement & Contracts	625,104
14-Human Resources	557,410
15-Rail	1,384,896
16-Finance & Accounting	3,035,079
17-Sales	2,488,160
18-Commercial	375,910
19-Industrial	1,842,200
20-Facilities	8,467,605
21-Marine Operations	2,044,641
22-Security	2,841,617
32-Environmental	1,897,195
40-Marine Terminal	11,489,379
Total Operating Expenses	<u>\$ 45,325,629</u>
Non-operating Expenses	
Debt Service	10,856,786
Environmental Remediation	1,308,006
Interest Expense	584,994
Other Non-Operating Expenses	470,000
Total Non-operating Expenses	<u>\$ 13,219,786</u>
Total Expenses	\$ 58,545,414
Capital Projects	\$ 44,440,388
TOTAL USES	<u>\$ 102,985,802</u>

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA		
REVIEWED BY:		Director of Engineering & Project Delivery	
	Monty Edberg	Title	
APPROVED BY:		Chief Operations Officer	11/14/2023
	Kent Cash	Title	Date
SUBJECT:	Approve Contracts with S&F Land Services LLC, Mackay Sposito Inc., and PBS Engineering and Environmental Inc. for On-Call Surveying Services		

BACKGROUND:

This professional services contract supports the port's strategic plan goal of pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

The port requires land surveying and drafting services on an as-needed basis to support a wide range of projects, property development and property management requirements. Examples of services included in this contract are the preparation of topographic surveys; installation of permanent monuments; legal lot determination; preparing and filing record of survey documents; drafting services; construction staking; binding site plans; boundary line adjustments; Right of Way research/document preparation; and property mapping services.

On June 12, 2023, the port issued a Request for Qualifications (RFQ) for On-Call Surveying and Drafting Services. Interviews were conducted, and the results determined PBS Engineering & Environmental Inc., S&F Land Services, LLC, and Mackay Sposito, Inc., to be the most qualified consultants to perform the services required by the port.

The contracts will be issued for five years with the option to extend to complete any open task orders. If contracts reach their dollar limits, additional funds will be requested in accordance with Resolution 10-22: Administrative Authority of the CEO approval process, depending on the amount of the request. The funds used for these contracts are included in the approved annual budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with PBS Engineering and Environmental Inc., for a not-to-exceed amount of \$250,000; a contract with S&F Land Services, LLC, for a not-to-exceed amount of \$450,000; and a contract with MacKay & Sposito for a not-to-exceed amount of \$300,000 to perform on-call surveying and drafting services.

Submitted by: *Julianne Marler*, CEO

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous:** Yes ___ No ___

Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	
Accounts Payable	
Title	
APPROVED BY:	
Director of Finance	
& Accounting	
Scott D. Goodrich	11/14/2023
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

October 2023 Vendor Claims:

Voucher Numbers	116120 – 116462	\$ 3,330,186.13
Electronic Payments	10/01/2023 – 10/31/2023	\$ 871,942.95
Payroll Voucher Numbers		\$ 696,577.96
Check	51939154 - 51939157	
Direct Deposits	400001 – 400131	
	430001 – 430131	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of October 2023 Vouchers 116120 – 116462 in the amount of \$3,330,186.13 including Electronic Payments generated between 10/01/2023 – 10/31/2023 in the amount of \$871,942.95 and October 2023 Payroll Checks 51939154 - 51939157 and Payroll Direct Deposits 400001 – 400131 and 430001 – 430131 in the amount of \$696,577.96.

Submitted by: <i>Juliana Marler</i> , CEO	
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes___ No___