



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, April 6, 2021**

- A) **CALL TO ORDER VIRTUAL MEETING\* (8:30 a.m.)**
- B) **EXECUTIVE SESSION**  
None
- C) **OPENING REMARKS (8:30 a.m.)**  
1) Opening Remarks  
2) Approve Minutes of the March 9, 2021 Regular Meeting
- D) **OPEN FORUM**  
1) To provide public comment during the virtual board meeting, you must register no later than 12:00 p.m. Monday, April 5, 2021 by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**  
1) Approve Lease Agreement between the Port of Vancouver USA and BOZ Port of Vancouver Owner LLC
- F) **UNFINISHED BUSINESS**  
1) Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**
- |                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers         | 104660 - 105045         | \$ 3,243,133.73 |
| Electronic Payments     | 03/01/2021 – 03/25/2021 | \$ 486,964.42   |
| Payroll Voucher Numbers |                         | \$ 575,572.49   |
| Checks                  |                         |                 |
| Direct Deposits         | 100001 – 100122         |                 |
|                         | 120001 – 120122         |                 |
- I) **CEO REPORT**  
1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers  
2) Project Updates
- J) **COMMISSIONERS REPORTS**

**K) WORKSHOP**

None

**L) ADJOURNMENT**

**\*In compliance with the Governor's Emergency Proclamation 20-28, the Port's Resolution 3-2020, and in the interest of the safety and welfare of the public, the community, port employees, and to limit the spread of the virus, this Board meeting will not be open to in-person attendance. Board members will be attending this meeting remotely via video conference.**

**To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 914 8875 7607 and Passcode number: 605238 or Join the Zoom Meeting by clicking [here](#). Please call (360) 693-3611 for technical difficulties. Meeting materials are available on the port's website at [www.portvanusa.com](http://www.portvanusa.com).**

**\*\*Public comments are welcome during Open Forum by registering in advance via email to [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, April 5, 2021. Individuals will have three minutes to read their comments into the record and will be called in the order in which the port receives the registration email request. 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 8:30 a.m. Tuesday, April 6, 2021 will become part of the official meeting record and will be provided to the Commission.**

# Agenda Item No. C-2

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**REQUEST FOR COMMISSION ACTION**

**PORT OF VANCOUVER USA**

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**REVIEWED BY:**

Executive Services Manager

04/06/2021

Michelle Allan

Title

Date

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**APPROVED BY:**

Title

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**SUBJECT:** Minutes of the March 9, 2021 Regular Meeting

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## **BACKGROUND:**

Please see attached minutes.

## **Additional Information Attached: Minutes of 03/09/2021 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the March 9, 2021, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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**Submitted by:** Julianne Marler CEO

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**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_\_ No \_\_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, March 9, 2021**

**CALL TO ORDER**

CEO Julianna Marler called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, March 9, 2021, via teleconference number 1 (253) 215-8782, conference code: 919 1919 8831 and Passcode number: 811893 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

CEO Marler confirmed that Commissioners Orange, LaBrant and Burkman were on the line.

**OPENING REMARKS**

CEO Marler welcomed and reminded everyone that all board members and the public are participating virtually pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and the port's Resolution 3-2020. She also stated that no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Eric LaBrant	Port Commission President
Jack Burkman	Port Commission Vice President
Don Orange	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Savannah Mitcham	Port Administrative Assistant
Callie DeBoer	Port Project Manager
Casey O'Dell	Port Director of Facilities
Chris Carter	Port Information Security Analyst
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Collette Miranda	Port Payroll Specialist
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Payne	Port Revenue Accountant
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Kent Cash	Port Chief Operations Officer
Mary Mattix	Port Environmental Program Manager

Mason Kae	Port Records Officer
Matt Harding	Port Environmental Project Manager
Mike Bomar	Port Director Economic Development
Mike Schiller	Port Director of Business Development
Mindy Pennington	Port Accounts Payable Specialist
Monty Edberg	Port Director Engineering & Project Delivery
Nam Nguyen	Port Applications Analyst
Patty Boyden	Port Director of Environmental Services
Phala Le	Port Human Resources Specialist
Rachelle Askman	Port Communications Coordinator
Randy McCaleb	Port Contract Manager
Rick Cline	Port Contract Manager
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Scott Ouchi	Port Safety, Risk and Emergency Manager
Sheila Deng	Port Senior Accountant
Therese Lang	Port Director of Communications
Todd Krout	Port Director of Operations
Zack Merrill	Port Sales Account Manager
Don Steinke	Community Member
Alona Steinke	Community Member
Amber Roesler	Community Member
Cathryn Chudy	Community Member
DeAnn Fields	Community Member
Den Mark Wichar	Community Member
Scott McMahon	Community Member
Teresa Hardy	Community Member
Cager Clabaugh	ILWU Local 4
Lori Froehlich	Clark PUD

Additional members of the public participated in the virtual meeting but were not identified by name.

## **APPROVAL OF MINUTES**

### **Regular Meeting of February 9, 2020**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the February 9, 2020 regular meeting.

## **OPEN FORUM**

CEO Marler stated that the agenda invited public comment on all matters on the agenda and several community members responded to provide comment. She called on each community member based on the order in which the port received their request.

### Don Steinke

Mr. Steinke discussed the science of global warming and offered suggestions on ways to help reduce greenhouse gases. He encouraged the port to hold a workshop in the near future.

### Alona Steinke

Ms. Steinke discussed the port's climate action plan and discussed the social cost of global warming. She hopes the port will work with BPA to lower emissions.

### Theresa Hardy

Ms. Hardy stated her appreciation that the port is moving forward with its climate action plan.

### Cathryn Chudy

Ms. Chudy discussed the recent extreme weather events that she stated are due to climate change. She is pleased that the port is advancing its climate action plan and is pleased that the port is working with the city.

### Den Mark Richar

Mr. Richar discussed the climate action plan and the need to have the plan advance as quickly as possible.

CEO Marler thanked everyone for their comments. She reminded everyone interested in speaking during Open Forum to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting.

## **ACTION ITEMS**

### **E-1 Approve Public Works Contract for Bid 21-04: Building 2565 Exterior Recladding Project**

Callie DeBoer, Project Manager introduced the action item and discussed it with the Commission. She answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the Public Works Contract for Bid 21-04: Building 2565 Exterior Recladding.

## **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 by the Board.

No additional unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed at this time.

## **ACCOUNTS PAYABLE**

Director of Finance & Accounting Scott Goodrich presented the action item as contained in the Commission's packet and discussed the recommendation with the Board. Mr. Goodrich answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2021 Vouchers 104312 - 104657 in the amount of \$2,908,909.08 including Electronic Payments generated between 02/01/2021 – 02/28/2021 in the amount of \$874,991.86 and February 2021 Payroll Direct Deposits 060001 – 060131 and 080001 – 080123 in the amount of \$663,547.24.

## **CEO REPORT**

### **Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers**

CEO Marler shared the history behind the adoption of Resolution 2-2020 and then advised the commissioners that she has not taken any action provided her under this resolution.

### **Climate Action Plan Update**

Mary Mattix, Environmental Program Manager provided an update on the port's Climate Action Plan. She highlighted the following areas:

- Information gathering stage
- Consultant team selection
- Greenhouse gas inventory
- Greenhouse gas reduction opportunities
- Goal/target setting
- Collaboration and community engagement
- Port's new climate action webpage

Ms. Mattix answered questions from the Board.

## Terminal 1 Waterfront Project Update

Jonathan Eder, Terminal 1 Project Executive Sponsor, provided an update on the Terminal 1 hotel, the Terminal 1 landing project, and the Renaissance trail. He also updated the Board on the Lincoln Property Company project. He answered questions from the Board.

## **COMMISSIONERS REPORTS**

Commissioner Orange stated he met with a couple of business owners and unfortunately the community is losing some businesses due to COVID-19. He stated he also met with a couple of port tenants.

Commissioner Burkman stated he attended the following events and meetings and provided a summary on some of the meetings he attended:

- PNWA Briefing
- IBR Executive Steering Group
- Labor Roundtable
- Commercial and finance update from port staff
- PNWA Regional Meeting
- City of Vancouver Mayor McEnerny-Ogle and city/port staff
- PNWW Columbia River Coastal meeting
- Maritime Commerce Club meeting

Commissioner LaBrant stated he attended the following events and meetings:

- Commercial and finance update from port staff
- PNWA Regional Meeting

He thanked the staff for the work they have completed over the past year, despite COVID-19. CEO Marler also thanked staff for the work they have accomplished this past year. Both Commissioners Orange and Burkman echoed the comments of Commissioner LaBrant and CEO Marler.

CEO Marler 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. She added the port's recent virtual port tour has been uploaded to the site as well.

CEO Marler called a recess from 9:46 a.m. – 10:00 a.m. to prepare for the port's workshop on the Strategic Plan Update.

## **WORKSHOP**

### Strategic Plan Annual Report

Chief Financial and Administrative Officer Elizabeth Gotelli lead the workshop on the Strategic Plan 2020 Annual Report. She stated that the port was successful in advancing the goals it set out to meet last year, even with the challenging conditions of COVID-19. She also stated that the PowerPoint presentation from today's workshop, along with the strategic plan supplemental report, can be found on the port's website.

Ryan Hart, Chief External Affairs Officer provided an update on the port's community goals and highlighted various ways the port conducted community outreach. He provided an update on the port's shared goals through its partnerships and offered an overview of the activities happening at Terminal 1 and along the waterfront.

Director of Economic Development Mike Bomar highlighted the port's economic development goals, including an update on the port's commercial and industrial real estate supply. He discussed transportation and freight mobility and highlighted the port's workforce development activities.

Patty Boyden, Director of Environmental Services thanked Mary Mattix for her update earlier on the port's Climate Action Plan. She then highlighted the port's environmental outreach efforts, and its natural resource and stormwater management activities.

Chief Commercial Officer Alex Strogon provided an update on the port's marine and industrial business goals, including job creation and support of the economy. He discussed the global market conditions and updated the board on the port's handling of renewable energy.

Director of Economic Development Mike Bomar lead a conversation on the Columbia River navigation efforts and highlighted the port's high and heavy cargo efforts.

Director of Business Development Mike Schiller provided an update on the port's industrial and commercial growth goals and was pleased to announce that the port's facilities remain at nearly full occupancy. He also updated the board on tenant support and resources available to port tenants.

Scott Goodrich, Director of Finance & Accounting updated the board on the port's financial sustainability and diverse revenue base as well as the port's precision of financial tools and forecasting. He also discussed the port's long-term strategy for debt financing and financial performance during the COVID-19 pandemic.

Director of Facilities Casey O'Dell updated the board on the port's long-term maintenance plan and indicated that the port has made good progress this past year and will continue to advance the program over the next many years. Mr. O'Dell also provided a brief update on the port's increased use of technology that has provided opportunities for greater efficiencies.

HR Director Jonathan Eder reported on the port's organizational goals, including employee training and development, and shared how the port has moved from in-person trainings to more virtual programs. He discussed the port's recruitment process and shared how the program encourages a talented and diverse staff.

Scott Ouchi, the port's Safety, Risk and Emergency Manager provided an update on the port's COVID-19 response. He was pleased to share that the port had just completed its Business Continuity & Resiliency Plan at the end of 2019 and has been successful in using it to manage through the pandemic. He highlighted changes to the port's operations to keep employees safe and continue to operate essential business.

Ms. Gotelli thanked all the presenters and asked the board for any final thoughts or questions. Commissioner Burkman stated he is pleased to hear the port's update. He stated the presentation was very thorough and he is impressed with the amount of work the organization was able to accomplish with the ongoing pandemic. He encouraged the community to look at the supplemental report that is on the port's website. He added that the port is a powerful organization and is doing great things.

Commissioner LaBrant stated the presentation had a lot of very good information and he thanked the staff for the update. He also stated the port is an organization that is very collaborative.

CEO Marler thanked everyone for the work done on the Strategic Plan.

## **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, March 9, 2021 regular meeting was adjourned at 11:23 a.m. by CEO Julianna Marler.

### **PORT OF VANCOUVER USA BOARD OF COMMISSIONERS**

Michelle Allan, Executive Services  
Manager, March 9, 2021, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Eric LaBrant, President

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Jack Burkman, Vice President

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Don Orange, Secretary

# Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Business  
Development

Mike Schiller

Title

**APPROVED BY:**

Chief Commercial  
Officer

04/06/2021

Alex Strogen

Title

Date

**SUBJECT:** Approve Lease Agreement between the Port of Vancouver USA and BOZ Port of Vancouver Owner LLC

## **BACKGROUND:**

This lease agreement supports the port's Strategic Plan goal to implement the vision of a destination waterfront at Terminal 1, as well as the goal to pursue opportunities that use the port's property and investments to create jobs and support the local economy.

In 2019, after a public process, the port selected Lincoln Property Company as a potential lessee to develop a portion of the port's Terminal 1 commercial property. Development discussions occurred thereafter, leading to the lease presented for consideration between the Port of Vancouver and BOZ Port of Vancouver Owner LLC (a joint venture of Lincoln Property Company and Bridge Investment Group).

This lease finalizes discussions and allows the lessee to complete remaining due diligence actions, including design and permitting, which will lead to an anticipated groundbreaking later this year. Consistent with the Terminal 1 Concept Development Plan approved by the Vancouver City Council in 2017, the current development plan calls for retail, residential and office uses, supported by parking within the structure. As required under the lease, the development will be designed to receive the LEED Gold designation. The port is currently finalizing a boundary line adjustment, and when complete – expected by June 2021, the lease premises will be approximately 100,626 square feet. The initial term of the lease is for 50 years, with two consecutive 15-year options thereafter. Leasehold excise taxes and common area maintenance fees will be included in monthly lease payments.

This development is expected to occur over the next three years, supporting hundreds of construction and other trade jobs. Once completed, the development will continue to support jobs within the community.

Revenue for the initial 50-year term is expected to exceed \$50 million. Lease payments will be included into subsequent annual budgets.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to sign and execute the lease and associated documents between the Port of Vancouver USA and BOZ Port of Vancouver Owner LLC.

**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

04/06/2021

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

## BACKGROUND:

March 2021 Vendor Claims:

Voucher Numbers	104660 - 105045	\$ 3,243,133.73
Electronic Payments	03/01/2021 – 03/25/2021	\$ 486,964.42
Payroll Voucher Numbers		\$ 575,572.49
Checks		
Direct Deposits	100001 – 100122	
	120001 – 120122	

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2021 Vouchers 104660 – 105045 in the amount of \$3,243,133.73 including Electronic Payments generated between 03/01/2021 – 03/25/2021 in the amount of \$486,964.42 and March 2021 Payroll Direct Deposits 100001 – 100122 and 120001 – 120122 in the amount of \$575,572.49.

Submitted by: Julianne Marler, CEO

Date Action Taken \_\_\_\_\_

Motion By: \_\_\_\_\_

Approved: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Deferred To: \_\_\_\_\_

Unanimous: Yes\_\_\_\_ No\_\_\_\_