



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, January 10, 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 CTVV 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 December 12, 2022, Special Meeting/Executive Session
 - 3) Approve Minutes of the December 13, 2022, 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, January 9, 2023, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Port of Vancouver USA Board - Election of Officers - 2023
 - 2) Approve Port Organizational Assignments - 2023
 - 3) Approve Change Order #4 for Public Works Contract Bid 22 – 34: Berth 17 Rehabilitation Project

4) Approve Utility Work Agreement between Port of Vancouver and Clark Public Utilities

F) UNFINISHED BUSINESS

1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	112273 – 112602	\$ 5,364,792.54
Electronic Payments	12/01/2022 – 12/31/2022	\$ 97,670.76
Payroll Voucher Numbers		\$ 648,915.06
Checks	51802181 - 51802183	
Direct Deposits	490001 – 490124	
	510001 – 510126	
	514001	

I) CEO REPORT

1) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

None

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, January 9, 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, January 10, 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
SPECIAL MEETING/ EXECUTIVE SESSION
December 12, 2022**

CALL TO ORDER

Commission President Jack Burkman called a special meeting/executive session of the Port of Vancouver USA Board of Commissioners to order at 3:00 p.m., Monday, December 12, 2022, at the Port of Vancouver USA Administrative Office, 3103 N.W. Lower River Road, Vancouver, Washington 98660.

EXECUTIVE SESSION

The meeting was immediately recessed into executive session at 3:01 p.m. to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). He announced that the Board of Commissioners will take no final action during executive session and the executive session will conclude no later than 4:00 p.m.

REOPENED MEETING AND ADJOURNMENT

Commissioner Burkman reopened the meeting to the public at 4:00 p.m. He announced that there being no further business to come before the Port of Vancouver USA Board of Commissioners, the December 12, 2022, special meeting/executive session is now adjourned at 4:01 p.m.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, December 12, 2022, Special
Port of Vancouver USA Board of
Commission Meeting/Executive Session

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, December 13, 2022**

CALL TO ORDER

Commission President Burkman 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, December 13, 2022, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Burkman welcomed everyone to the commission meeting. He announced that no executive session was held and that 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 November 22, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the November 22, 2022, regular meeting.

APPROVAL OF MINUTES

Special 3-Ports Meeting of November 29, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the November 29, 2022, Special 3-Ports Meeting.

Holiday Card

Katie Odem, Marketing Communications Manager introduced this year's Holiday Card. She thanked the port's consultant CMD for their work on the project and invited everyone to share the card.

OPEN FORUM

Commissioner Burkman stated that the agenda invited public comment but indicated no community members registered in advance to provide virtual oral comments. He confirmed that there was no one present who signed up to provide comment.

ACTION ITEMS

E-1 Approve First Amendment to Lease between the Port of Vancouver USA and Boeki USA, LLC

Chrissy Lyons, Commercial and Industrial Sales Manager presented 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 First Amendment to Lease between the Port of Vancouver USA and Boeki USA, LLC.

E-2 Approve Second Amendment to Lease between the Port of Vancouver USA and Marks Design and Metal Works, LLC

Chrissy Lyons, Commercial and Industrial Sales Manager presented 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 Second Amendment to Lease between the Port of Vancouver USA and Marks Design and Metal Works, LLC.

E-3 Approve Resolution 11-2022: Sell and Convey Port Property

Scott Goodrich, Director of Finance and Accounting presented the action item and discussed it with the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve Resolution 11-2022: Sell and Convey Port Property as presented.

E-4 Approve Chief Executive Officer Compensation

Jonathan Eder, Director of Human Resources presented the action item and discussed it with the commission. He answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners establishes 2023 salary compensation for the CEO as \$259,596 annually and establishes a monthly automobile allowance of \$500.

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

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

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of November 2022 Vouchers 111893 – 112272 in the amount of \$14,497,647.88 including Electronic Payments generated between 11/01/2022 – 11/30/2022 in the amount of \$11,103,433.44 and November 2022 Payroll Check 51776420 and Payroll Direct Deposits 450001 – 450126 and 470001 – 470127 in the amount of \$662,409.93.

CEO REPORT

Project Updates

Mark Newell, Project Delivery Manager provided an update on several port projects, including:

- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)
- Terminal 2 Berths 3 & 4 Upland Paving Project
- Terminal 4 Bank Stabilization
- Berth 17 Rehabilitation Project
- NW 35th Circle Extension
- Parcel 3 Berm Landscape Maintenance
- Building 2565 Fire System Replacement
- 2022 Fire System Flushing
- Backflow Prevention on Kotobuki Way
- Building 3201 Roof Repair

WPPA Annual Meeting

Last week at its annual meeting, the WPPA Board of Trustees voted to hire Eric ffitch as the new executive director. Prior to joining the association, Mr. ffitch worked with the Port of Seattle.

December 27 Regular Commission Meeting

CEO Marler indicated that at this time, the port has no business to come before the board on December 27, 2022. With the Board's support, she suggests not holding that meeting.

COMMISSIONERS REPORTS

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

- WPPA Annual Conference

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

- City Council Meeting
- Labor Potluck Dinner
- Chamber Breakfast

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

- WPPA Annual Conference
- Port of Vancouver Employee Association Holiday Event
- Bi-State Legislative Committee on the Interstate Bridge Replacement Program
- Regional Transportation Council – Appointed Vice Chair

Commissioner Burkman provided additional details regarding the Clark County Transportation Alliance 2023 Policy Statement that was discussed during both the Regional Transportation Council meeting and at the Vancouver City Council Workshop. He indicated that this statement includes six projects of particular interest to the City of Vancouver and added that two of those projects are especially important to the port, the I-5 bridge replacement and influence area improvements, and the Northwest 32nd Avenue industrial corridor. He indicated the port's recent legislative agenda workshop is consistent with the Alliance's 2023 Policy Statement, and he is pleased to see that other organizations in Southwest Washington are in support of this too.

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 scheduled for Tuesday, January 10, 2023, will begin at 9:30 a.m. She also highlighted several other upcoming community events.

Commissioner Burkman reminded everyone of the ways they can communicate with the Commission. He 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 10:27 a.m.

ADMINISTRATIVE UPDATE / WORK SESSION

No administrative work session was held during this meeting.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, November 8, 2022, regular meeting was adjourned at 10:32 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, December 12, 2022 Regular
Port of Vancouver USA Board of
Commission Meeting

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services
Manager

01/10/2023

Michelle Allan

Title

Date

APPROVED BY:

SUBJECT:

Approve Port of Vancouver USA Board - Election of Officers - 2023

BACKGROUND:

Port of Vancouver USA Board of Commission officers are elected annually for the calendar year.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners elects each of the following officers to serve for the year 2023:

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

Submitted by: *Juliana Marler*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA

Executive Services
Manager

01/10/2023

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Approve Port Organizational Assignments - 2023

BACKGROUND:

The Port of Vancouver currently holds membership in a number of associations, councils, and committees. The person who represents the port in these agencies also has voting rights on behalf of the Port of Vancouver at each organization's meetings. The attached list represents only those organizations that require approval by the Board of Commissioners.

Additional Information Attached? Proposed 2023 Organizational Assignments

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners reviewed proposed assignments and, based on discussion, approves membership assignments for 2023.

Submitted by: *Julianne Marler*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___



**Port of Vancouver USA
2023 Organizational Assignments
DRAFT**

Organization

Representative

American Association of Port Authorities (AAPA)

Marler
Hart

Washington Public Ports Assn. (WPPA)

Orange
LaBrant
Burkman
Marler

Columbia River Economic Development (CREDC)

LaBrant
Burkman
Marler

Regional Transportation Council

Burkman (Port of Vancouver)
Hughes (Port of Ridgefield)

Interstate Bridge Replacement Program
Executive Steering Group (IBRP ESG)

Marler
Burkman

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION REVIEWED BY:	PORT OF VANCOUVER USA
Monty Edberg	Director of Engineering & Project Delivery Title
APPROVED BY:	Chief Operations Officer 01/10/2023 Kent Cash Title Date
SUBJECT:	Approve Change Order #4 for Public Works Contract Bid 22 – 34: Berth 17 Rehabilitation Project

BACKGROUND:

The Berth 17 Rehabilitation project 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.

On August 23, 2022, a contract for the project was awarded to Advanced American Construction, Inc. of Portland, OR in the amount of \$10,035,232.27. Change orders #1, #2 and #3, in the amounts of \$95,588.50, \$170,086.77, and \$2,748.31 respectively, including Washington state sales tax, totaled \$268,423.58, and were previously approved by authority of the CEO.

The CEO's Authority under Resolution 10-2022 requires Commission approval for change orders that cumulatively exceed \$300,000. Change order #4, in the amount of \$37,205.74, brings the cumulative amount of change orders #1 through #4 to \$305,629.32, including Washington state sales tax, and therefore requires Commission approval.

Change order #4 is necessary for the procurement of materials to construct corner guards for dolphins, which are necessary for safety at the berth.

This project was included in the approved 2023 budget. The port has sufficient funds for change order #4.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute change order #4 in the amount of \$37,205.74 with Advanced American Construction, Inc. for Public Works Contract Bid 22-34: Berth 17 Rehabilitation Project, revising the total contract amount to \$10,340,861.59 including Washington State Sales Tax

Submitted by: *Julianne Marler*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-4

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	Director of Engineering & Project Delivery
Monty Edberg	Title
<hr/>	
APPROVED BY:	Chief Operations Officer 01/10/2023
Kent Cash	Title Date
SUBJECT:	Approve Utility Work Agreement between Port of Vancouver and Clark Public Utilities

BACKGROUND:

This agenda item 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 is planning current and future projects requiring additional electrical service in the Terminal 4 & 5 areas including service to the Berth 17 Rehabilitation project. Clark Public Utilities (CPU) is in the business of installing electrical utilities and supplying electrical power within Clark County, including to the port and its tenants. This Utility Work Agreement is necessary to establish and carry out the work necessary to provide adequate services for the Berth 17 Rehabilitation Project, future tenant infrastructure expansion projects at Terminal 4 & 5, as well as to provide a mechanism for the port to reimburse CPU for the cost of construction.

Specifically, this project will install new medium voltage electrical service cables from existing CPU power sources located near the port's administration buildings on Lower River Road and extend them out to the southwest corner of Terminal 5. The new service cables will be installed in existing underground conduits that were previously installed for this purpose. New service vaults will be installed near Subaru parking facilities in Terminal 4 and Berth 17 to provide additional electrical services to these current and future tenant locations. This work is anticipated to start in late January or early February and be completed by the end of August 2023.

CPU's estimated cost for this project is \$689,862.53 including Washington State sales tax. Actual material and labor costs will be charged by CPU and paid for by the port in accordance with the Utility Work Agreement. This project is included in the 2023 approved budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to Approve the Utility Work Agreement between Port of Vancouver and Clark Public Utilities for an estimated amount of \$689,862.53 including Washington State sales tax.

Submitted by: Julianne Marlow, 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	01/10/2023
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

December 2022 Vendor Claims:

Voucher Numbers	112273 – 112602	\$ 5,364,792.54
Electronic Payments	12/01/2022 – 12/31/2022	\$ 97,670.76
Payroll Voucher Numbers		\$ 648,915.06
Checks	51802181 - 51802183	
Direct Deposits	490001 – 490124	
	510001 – 510126	
	514001	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of December 2022 Vouchers 112273 – 112602 in the amount of \$5,364,792.54 including Electronic Payments generated between 12/01/2022 – 12/31/2022 in the amount of \$97,670.76 and December 2022 Payroll Checks 51802181 – 51802183 and Payroll Direct Deposits 490001 – 490123 and 510001 – 510126 and 514001 in the amount of \$648,915.06.

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