



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, July 11, 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 June 27, 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, July 10, 2023, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Change Order 10 for Public Works Contract Bid 22 – 34: Berth 17 Rehabilitation Project
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	114476 – 114912	\$ 8,620,424.02
Electronic Payments	06/01/2023 – 06/30/2023	\$ 4,019,020.34
Payroll Voucher Numbers		\$ 693,917.51
Checks	51880680 - 51880682	
Direct Deposits	230001 – 230126	
	250001 – 250126	

I) CEO REPORT

- 1) Project Updates
- 2) Columbia Land Trust Update

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

Procurement/Contracts

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, July 10, 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, July 11, 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.

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services Manager 07/11/2023

Michelle Allan Title Date

APPROVED BY:

Title

SUBJECT: Minutes of the June 27, 2023, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 06/27/2023 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the June 27, 2023, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Juliana Marler* , CEO

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

Approved: _____ **Seconded By:** _____

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

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, June 27, 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, June 27, 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 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 June 13, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the June 13, 2023, regular meeting.

OPEN FORUM

Celebrate Freedom Program

Temple Lentz, President/CEO of the Historic Trust provided an update on Celebrate Freedom activities. She expressed appreciation to the port for its association with the Celebrate Freedom program and indicated she looks forward to seeing the port at future events.

Executive Services Manager Michelle Allan indicated they do a fantastic job, and it is a privilege to partner with them.

Commissioner Orange stated that the agenda invited public comment and asked if anyone had signed up to speak. Executive Services Manager Allan indicated no community members registered in advance to provide virtual oral comments. She also confirmed that there was no one present who signed up to provide comment.

ACTION ITEMS

E-1 Approve Third Amendment to Lease and Consent to Assignment Between the Port of Vancouver USA, NGL and Midstream Energy

Angie Hansloven, Real Estate Specialist 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 approve and authorize the Chief Executive Officer to sign the Third Amendment and Consent to Assignment to Lease Between the Port of Vancouver USA, NGL and Midstream Energy.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

CEO REPORT

No CEO report was provided as CEO Marler was not present.

COMMISSIONERS REPORTS

Commissioner Burkman thanked the Oregon Legislature for passing the appropriate bills to provide the funding for the Interstate Bridge Replacement Program. He also provided an overview of the Pacific Northwest Waterways Association Summer Conference he attended.

Commissioner LaBrant stated he attended a public port tour. He also encouraged folks to sign up for the tours next year.

Commissioner Orange stated he participated in several of the events already mentioned. He also shared that he attended the Juneteenth Freedom Celebration in Esther Short park.

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Services Manager Allan stated the next commission meeting scheduled for July 11 will begin at 9:30 a.m. She also highlighted several other upcoming community events.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:00 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, June 27, 2023, regular meeting was adjourned at 10:02 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, June 27, 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 Engineering & Project Delivery
Monty Edberg	Title

APPROVED BY:	Chief Operations Officer	07/11/2023
Kent Cash	Title	Date

SUBJECT:	Approve Change Order 10 for Public Works Contract Bid 22 – 34: Berth 17 Rehabilitation Project
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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, the Berth 17 Rehabilitation Project was awarded to Advanced American Construction, Inc. of Portland, OR in the amount of \$10,035,232.27. The CEO’s Authority under Resolution 10-2022 requires Commission approval for change orders that cumulatively exceed \$350,000. Once approved, the amount resets for any additional change orders.

Change orders 1 through 9, cumulatively totaling \$942,642.28 were approved in accordance with Resolution 10-2022.

Change order 10 in the amount of \$442,745.04 requires Commission approval in accordance with Resolution 10-2022 and will bring the cumulative amount of change orders to \$1,385,387.32 for a revised total contract amount of \$11,420,619.59.

Change order 10 includes the procurement of materials and labor to provide additional electrical components to support permanent shore power, lengthen the upriver catwalk, provide modifications to catwalk approaches that enhance safety and access to the berth, and the procurement of a camera pole to enhance security at Terminal 5.

This project is included in the approved 2023 budget. The port has sufficient funds for change order 10.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute change order 10 in the amount of \$442,745.04 with Advanced American Construction, Inc. for Public Works Contract Bid 22-34: Berth 17 Rehabilitation Project, revising the total contract amount to \$11,420,619.59 including Washington State Sales Tax.

Submitted by: <i>Julianne Marler</i> , 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	07/11/2023
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

June 2023 Vendor Claims:

Voucher Numbers	114476 – 114912	\$ 8,620,424.02
Electronic Payments	06/01/2023 – 06/30/2023	\$ 4,019,020.34
Payroll Voucher Numbers		\$ 693,917.51
Checks	51880680 - 51880682	
Direct Deposits	230001 – 230126	
	250001 – 250126	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of June 2023 Vouchers 114476 – 114912 in the amount of \$8,620,424.02 including Electronic Payments generated between 06/01/2023 – 06/30/2023 in the amount of \$4,019,020.34 and June 2023 Payroll Checks 51880680 – 51880682 and Payroll Direct Deposits 230001 – 230126 and 250001 – 250126 in the amount of \$693,917.51.

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