

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, August 14, 2018**

- A) **CALL TO ORDER (9:30 a.m.)**
- B) **EXECUTIVE SESSION**
None
- C) **OPENING REMARKS (9:30 a.m.)**
1) Opening Remarks – Pledge of Allegiance, etc.
2) Approve and Sign Minutes of the July 17, 2018 Regular Meeting
3) Approve and Sign Minutes of the August 2, 2018 Special Meeting / Strategic Planning Workshop
4) Federal Legislative Update - Dale Learn
- D) **OPEN FORUM**
1) Public comment on subjects not on the agenda
2) Commissioner and CEO comments
- E) **ACTION ITEMS**
1) Approve Lease Agreement between the Port of Vancouver USA and Sigma DG Corporation
2) Approve Fourth Amendment to Lease between the Port of Vancouver USA and Pacific Power Group, LLC
- F) **UNFINISHED BUSINESS**
1) Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**
- | | | |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers | 091945 - 092286 | \$ 4,397,405.25 |
| Electronic Payments | 07/06/2018 – 08/01/2018 | \$ 995,467.91 |
| Payroll Voucher Numbers | | \$ 264,577.57 |
| Check | 50745797 | |
| Direct Deposits | 300001 – 300122 | |
- I) **CEO REPORT**
1) Project Updates

J) **COMMISSIONERS REPORTS**

K) **UPCOMING EVENTS**

L) **SIGN DOCUMENTS**

M) **WORKSHOP**
1) Strategic Plan

N) **ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION **PORT OF VANCOUVER USA**

REVIEWED BY:


Betsy Rogers

Administrative Supervisor
Title

08/14/2018
Date

APPROVED BY:

Title

SUBJECT: Minutes of the July 17, 2018 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 07/17/18 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the July 17, 2018, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by:  , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. C-3

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Betsy Rogers
Betsy Rogers

Administrative Supervisor

08/14/2018

Title

Date

APPROVED BY:

Title

SUBJECT:

Minutes of the August 2, 2018 Special Meeting / Strategic Planning
Workshop

BACKGROUND:

Please see attached minutes.

**Additional Information Attached: Minutes of 08/02/18 Special Meeting / Strategic Planning
Workshop**

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the August 2, 2018, Port of Vancouver USA Board of Commissioners Special Meeting / Strategic Planning Workshop as presented.

Submitted by: *Juliana Morales*, CEO

Date Action Taken: _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Business
Development

Michael Schiller

Title

APPROVED BY:

Chief Commercial
Officer

08/14/2018

Alex Strogon

Title

Date

SUBJECT: Approve Lease Agreement between the Port of Vancouver USA and Sigma DG Corporation

BACKGROUND:

The port's Strategic Plan has established a goal to generate and sustain diversified revenues to promote the port's long-term sustainability and economic base.

Sigma DG (Sigma) specializes in providing fiberglass composite systems ranging from concrete form ties, bolts, to rebar and other items for use in the construction industry. Formed in 2010, Sigma partnered with a New Zealand company to bring these fiberglass products to the North American market. Sigma DG Corporation began leasing warehouse space in 2801C NW Lower River Road in 2012 on a month-to-month basis for the storage, processing and distribution of construction materials and goods. The short-term option provided Sigma with flexibility on leasing space while working to bring a new product to the market.

Sigma has experienced success at the Port location and would like to continue leasing the space. This Lease Agreement would provide Sigma a long-term lease with an initial term beginning September 1, 2018 for a period of two (2) years and two (2) options to extend for two (2) years each.

Supporting up to 3 direct employees currently, Sigma would continue leasing 9,150 square feet of warehouse space providing \$88,718.40 in revenue to the port over the initial lease term. In consideration of the terms of the Lease the port will upgrade the premises with LED lights.

This revenue was included in the port's 2018 Budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners Approve the Lease Agreement at 2801C NW Lower River Road between the Port of Vancouver USA and Sigma DG Corporation

Submitted by: _____, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY:	Director of Business Development	
Michael Schiller	Title	
APPROVED BY:	Chief Commercial Officer	8/14/2018
Alex Stroger	Title	Date
SUBJECT:	Approve Fourth Amendment to Lease between the Port of Vancouver USA and Pacific Power Group, LLC	

BACKGROUND:

The Port of Vancouver's strategic plan established goals to maximize industrial business development by providing opportunities for new and existing businesses to diversify revenues and become more efficient and sustainable.

Pacific Power Group, LLC (PPG) is a valued Port tenant and began its short term lease of Building 2801B on August 17, 2015 for the storage of engine cores requiring refurbishment. The actual refurbishment occurs at another PPG property. The initial term of the short term lease was extended by a First Amendment to Lease expiring August 16, 2016, and extended again through August 16, 2017 under a Second Amendment to Lease, and extended again through August 16, 2018 under a Third Amendment.

PPG would like to extend the lease for an additional 12 months. The effective date of the extension term will be August 17, 2018 and terminate on August 16, 2019, however, PPG is provided an option to terminate the Lease on or after the 6th month by providing a 30 day notice to the Port. The termination option corresponds to potential changes to the engine core refurbishment program. If the termination option is activated prior to the end of the term the Port will be allowed access to market the premises. The lease includes base lease rent plus leasehold excise tax and all additional charges such as stormwater and common area maintenance.

If approved, PPG will continue leasing 12,000 square feet within Building 2801B to support their used engine core refurbishment program. The value of this amendment is projected to be approximately \$59,040.00 over the next term.

Revenue for this lease was included in the 2018 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the Fourth Amendment to Lease at 2801B NW Lower River Road between the Port of Vancouver USA and Pacific Power Group, LLC.

Submitted by: _____, **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

08/14/2018

Scott D. Goodrich

Title

Date

SUBJECT:

VENDOR CLAIMS APPROVAL

BACKGROUND:

Please refer to attached listing July/Aug 2018 Vendor Claims:

Voucher Numbers	091945 - 092286	\$ 4,397,405.25
Electronic Payments	07/06/2018 – 08/01/2018	\$ 995,467.91
Payroll Voucher Numbers		\$ 264,577.57
Check	50745797	
Direct Deposits	300001 - 300122	

Additional Information Attached: July/Aug 2018 Payables Listing

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of July/Aug 2018 Vouchers 091945 - 092286 in the amount of \$4,397,405.25 including Electronic Payments generated between 07/06/2018 – 08/01/2018 in the amount of \$995,467.91 and July/Aug 2018 Payroll Check 50745797 and Direct Deposits 300001 - 300122 in the amount of \$264,577.57.

Submitted by:  , CEO

Date Action Taken: _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___