

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, January 14, 2020**

CALL TO ORDER

Commission Vice President Orange called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 8:30 a.m., Tuesday, January 14, 2020 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Orange welcomed everyone and invited guests to participate in the Pledge of Allegiance.

Meeting attendees included:

Don Orange	Port Commission President
Eric LaBrant	Port Commission Vice President
Jack Burkman	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Kent Cash	Port Chief Operations Officer
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Ryan Hart	Port Chief External Affairs Officer
Alex Strogon	Port Chief Commercial Officer
Scott Goodrich	Port Director of Finance & Accounting
Patty Boyden	Port Director of Environmental Services
Rachelle Askman	Port Communications Coordinator
Savannah Mitcham	Port Administrative Assistant
Heather Stebbings	Port Director of Communications
Julie Rawls	Port Community Relations Manager
Dawn Egbert	Port Procurement Services Manager
Randy McCaleb	Port Contract Manager
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Kathy Holtby	Port Real Estate Manager
Mike Schiller	Port Director of Business Development
Mark Newell	Port Project Delivery Manager
Casey O'Dell	Port Director of Facilities
Mike Bomar	Port Director of Economic Development
Tiffany Truckey	Port Administrative Assistant
Lori Kaylor	Port Administrative Sales Coordinator
Charles Bower	Vancouver Warehouse Distribution Company

Taylor Storaci	Partners in Careers
Don Steinke	Community Member
Jared Smith	ILWU Local 4
Alona Steinke	Community Member/ACE
Mike Pauletto	Community Member
Jeff Ames	Community Member
Carrie Parks	ACE
Andrew Warner	Erickson Farm Properties
Daniel Lautzenheiser	DJ & A
Tim Overstreet	DJ & A
Michael Ball	CES Industrial
Ron Morrison	TRPP
Cathryn Chudy	Community Member
Page Strickler	Strategies 360
Stephanie McClintock	UGC
Bridget Bayer	Business Association Management
Kathy McDonald	Community Member
Jim Paulsen	Mark's Design and Metalworks

APPROVAL OF MINUTES

Regular Meeting of December 10, 2019

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried 2-0 (Commissioner Oliver not present), the Board of Commissioners approve the minutes of the December 10, 2019 regular meeting.

Special Meeting of December 19, 2019

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried 2-0 (Commissioner Oliver not present), the Board of Commissioners approve the minutes of the December 19, 2019 special meeting.

OPENING REMARKS

Commissioner Orange highlighted a few changes to the meeting agenda. He stated these changes have been implemented to be more consistent with other public agencies and to minimize confusion with different processes at different public meetings. He also indicated Workshops will now be recorded on CTV. One additional update to the agenda is an agenda item entitled Administrative Update/Work Session. This is a public session that will not be recorded and is for administrative work sessions or updates between staff and the commission.

PARTNERS IN CAREERS INTERNSHIP UPDATE

Director of Economic Development Mike Bomar introduced the port's Economic Development Intern, Liam Roberts. Mr. Bomar thanked the Partners In Careers team for working with the Port of Vancouver. Mr. Roberts shared his experience with the port and thanked the staff for the opportunity.

OPEN FORUM

Commissioner Orange invited comments from the audience.

Don Steinke, Community Member

Mr. Steinke suggested a framework for a climate action plan.

Alona Steinke, Community Member

Ms. Steinke spoke about a clean fuel bill currently moving through the Washington State Legislature.

Cathryn Chudy, Community Member

Ms. Chudy discussed climate and climate change. She also discussed low carbon fuel legislation.

CEO Julianna Marler invited others to provide public comment and reminded everyone this is the opportunity to share comments, including matters subject to commission vote.

No further public comments were received.

ACTION ITEMS

E-1 Approve Port of Vancouver USA Board – Election of Officers - 2020

CEO Julianna Marler presented the action item and discussed the election of officers for the 2020 board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners elects each of the following officers to serve for the year 2020:

President	Commissioner Don Orange
Vice President	Commissioner Eric LaBrant
Secretary	Commissioner Jack Burkman

E-2 Approve Port Organizational Assignments - 2020

CEO Julianna Marler presented the action item and discussed the 2020 port organizational assignments with the commission.

Commissioner Burkman inquired about the Pacific Northwest Waterways Association (PNWA) not being on the list.

CEO Marler shared that Chief External Affairs Officer Ryan Hart serves on the board and PNWA does not require board of commission approval as do the others listed on the assignments list.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners reviewed proposed assignments and based on discussion approves membership assignments for 2020.

E-3 Approve Erickson Farm Properties Tidelands Easement

Real Estate Manager Kathy Holtby presented the action item and discussed the recommendation with the commission. She, along with Counsel Lowe answered all questions by the board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant, and carried unanimously, the Board of Commissioners approve the Erickson Farm Properties Tidelands Easement and Delegate Authority to the Port of Vancouver USA's CEO to execute all required documents.

E-4 Approve Lease Agreement between the Port of Vancouver USA and Vancouver Warehouse and Distribution Co., Inc.

Commercial and Industrial Sales Manager Chrissy Lyons presented the action item and discussed the recommendation with the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve the Lease Agreement at 2701 NW Lower River Road, Vancouver between the Port of Vancouver USA and Vancouver Warehouse and Distribution Co., Inc.

E-5 Approve Lease Agreement between the Port of Vancouver USA and Mark's Design and Metalworks, LLC

Director of Business Development Mike Schiller presented the action item, discussed the recommendation with the commission and answered questions by the board. Mr. Schiller introduced Mark's Design and Metalworks President Jim Paulsen. CEO Marler welcomed Mark's Design and Metalworks to the Port of Vancouver.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve the Lease Agreement at 2601 NW Lower River Road, Vancouver between the Port of Vancouver USA and Mark's Design and Metalworks, LLC.

E-6 Approve Fuel Supplier Contract with Wilcox & Flegel

Director of Facilities Casey O'Dell presented the action item and discussed the recommendation with the commission.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant, and carried unanimously, the Board of Commissioners authorize the CEO to execute a Keep Full & Bulk/Will-Call Contract with Wilcox & Flegel for a not to exceed amount of \$300,000 including all applicable taxes.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are available on the port's website.

No additional unfinished business was considered.

NEW BUSINESS

CEO Marler stated that January 28, 2020 is the WPPA Ports Day in Olympia so the next commission meeting will not be held.

The board also discussed the start time of regularly scheduled commission meetings. After discussion by the board, it was decided that a proposed resolution be added to the February 11, 2020 board of commission meeting for consideration to allow time for the community to weigh in.

No additional new business was considered at this time.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the staff report as contained in the agenda packet and discussed the recommendation with the commission.

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 December 2019 Vouchers 098877 - 099260 in the amount of \$2,869,142.54 including Electronic Payments generated between 12/02/2019 – 01/01/2020 in the amount of \$714,313.92 and November 2019 Payroll Checks 51196245

and 51214378 and Payroll Direct Deposits 490001 - 490124 and 510001 - 510124 in the amount of \$552,393.80.

CEO REPORT

Project Updates

Project Delivery Manager Mark Newell provided an update on the following projects:

- Berth 2 Storm Sewer Realignment
- BL 2400 Tenant Improvements
- Terminal 1 Ground Improvements
- 2019 Berth Repairs

State Legislative Priorities

Chief External Affairs Officer Ryan Hart provided the board with an update on the port's state legislative priorities. He read into the record all port priorities and discussed in greater detail many of the priorities, based on the board's questions. Director of Economic Development Mike Bomar also answered questions by the board.

COMMISSIONER REPORTS

Commissioner LaBrant reported attending the following:

- Christmas Ships event at Terminal 1
- Met with Augusto Bassanini from UGC
- Jack Burkman's swearing in ceremony
- WSU-V panel discussions on Snake River Dams
- Labor Roundtable
- Leadership Clark County Elected Officials Round Robin

Commissioner Burkman thanked all of the community members who participated in the election process.

Commissioner Burkman also reported attending the following:

- Met with CEO Marler
- Met with other organizational employees
- WSU-V panel discussions on Snake River Dams

Commissioner Orange reported he attended all of the activities that Commissioner LaBrant previously mentioned except for the meeting with Augusto Bassanini from UGC.....

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 January 28, 2020 commission meeting will not be held due to WPPA's Legislative Port Day in Olympia. She indicated the next commission meeting will be held on Tuesday, February 11, 2020 at 8:30 a.m. She highlighted several other activities and events and mentioned that the port offices will be closed on Monday, January 20th to observe Dr. Martin Luther King, Jr. day.

RECESS

The regular meeting was recessed from 10:05 a.m. until 10:15 a.m. to prepare for the workshop.

WORKSHOP

Strategic Plan 2019 Report

Commissioner Orange reopened the meeting at 10:15 a.m. for the Strategic Plan 2019 Report workshop. He also announced that there was no executive session.

CEO Julianna Marler stated based on feedback, the port will now air workshops on CVTV. She then introduced Chief Financial and Administrative Officer Elizabeth Gotelli who presented a summary of the development of the plan, an overview of the workshop and how staff will report out.

Ms. Gotelli then introduced Chief Commercial Officer Alex Strogon who provided an update on the port's marine goal to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy. He also discussed the milestones for 2019 and what is next with this specific goal.

Mr. Strogon introduced Director of Business Development Mike Schiller who updated the board on the goal to support growth and economic opportunities for existing tenants and strengthen outreach. Director Schiller answered questions by the board.

Commissioner Burkman stated his appreciation for the work accomplished and looks forward to a discussion on ways he can better measure some of the goals.

Mr. Schiller introduced Director of Communications Heather Stebbings who highlighted the following two goals:

- Strengthen community outreach and communication.
- Provide opportunities and events to increase public access on port property.

Ms. Stebbings also discussed some of the accomplishments in 2019 related to these goals and answered questions by the board.

Ms. Stebbings then introduced Director of Economic Development Mike Bomar who focused on the following three goals:

- Support local efforts to maintain an adequate supply of commercial and industrial real estate.
- Take a leadership role in supporting regional, multi-modal transportation and improving freight mobility.
- Support the development of a skilled workforce to align with regional needs and increase job opportunities across the port district.

Mr. Bomar discussed milestones met in 2019, what is next with these three goals and answered questions by the commission.

He introduced Director of Environmental Services Patty Boyden who updated the board on the following two goals:

- Protect air quality, water resources, and land managed by the port through deliberate and proactive efforts in all aspects of the port's operations.
- Maintain the port's Sustainability Program to ensure that port operations are based on economic, environmental, and social values.

Ms. Boyden discussed 2019 milestones, what is next with these two goals and answered the board's questions.

She then introduced Director of Finance & Accounting Scott Goodrich who focused on the following two financial goals:

- Strengthen the port's financial sustainability.
- Develop and communicate a long-term strategy for the use of property taxes and debt financing policies and tools.

Mr. Goodrich discussed the milestones that were met last year and what is next in 2020.

He introduced Director of Facilities Casey O'Dell who updated the board on the port's final financial goal to develop a rolling 20-year comprehensive, scheduled maintenance plan to maximize operational capacity, efficiency and life expectancy of port assets.

Mr. O'Dell discussed milestones that were met, what will happen in 2020 and answered questions from the board. He then re-introduced Chief Financial and Administrative Officer Elizabeth Gotelli who updated the board with the following three organizational goals:

- Analyze risks and develop a plan for business continuity, resiliency, and disaster recovery.
- Ensure alignment of key port planning documents.

- Recruit and retain talented and diverse staff who support effective internal and external communications, continuous improvement and innovation of port business and service to the community.

Ms. Gotelli discussed milestones met in 2019, what the organization expects in 2020 and invited comments from the board.

CEO Julianna Marler thanked the port staff for all the work that they have done in 2019.

RECESS

The regular meeting was recessed from 11:44 a.m. to sign documents.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, January 14, 2020 regular meeting was adjourned at 11:52 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, January 14, 2020, Regular
Port of Vancouver USA Board of
Commission Meeting



Don Orange, President



Eric LaBrant, Vice President



Jack Burkman, Secretary