

Port of Vancouver USA

Board of Commissioners Meeting

JULY 11, 2023



Open Forum

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



Action Items



Action Item E-1

Approve Change Order 9 for Public Works
Contract 22-34: Berth 17 Rehabilitation Project





Unfinished Business

PORT CONTRACTS LOGS



New Business



Accounts Payable



CEO Report



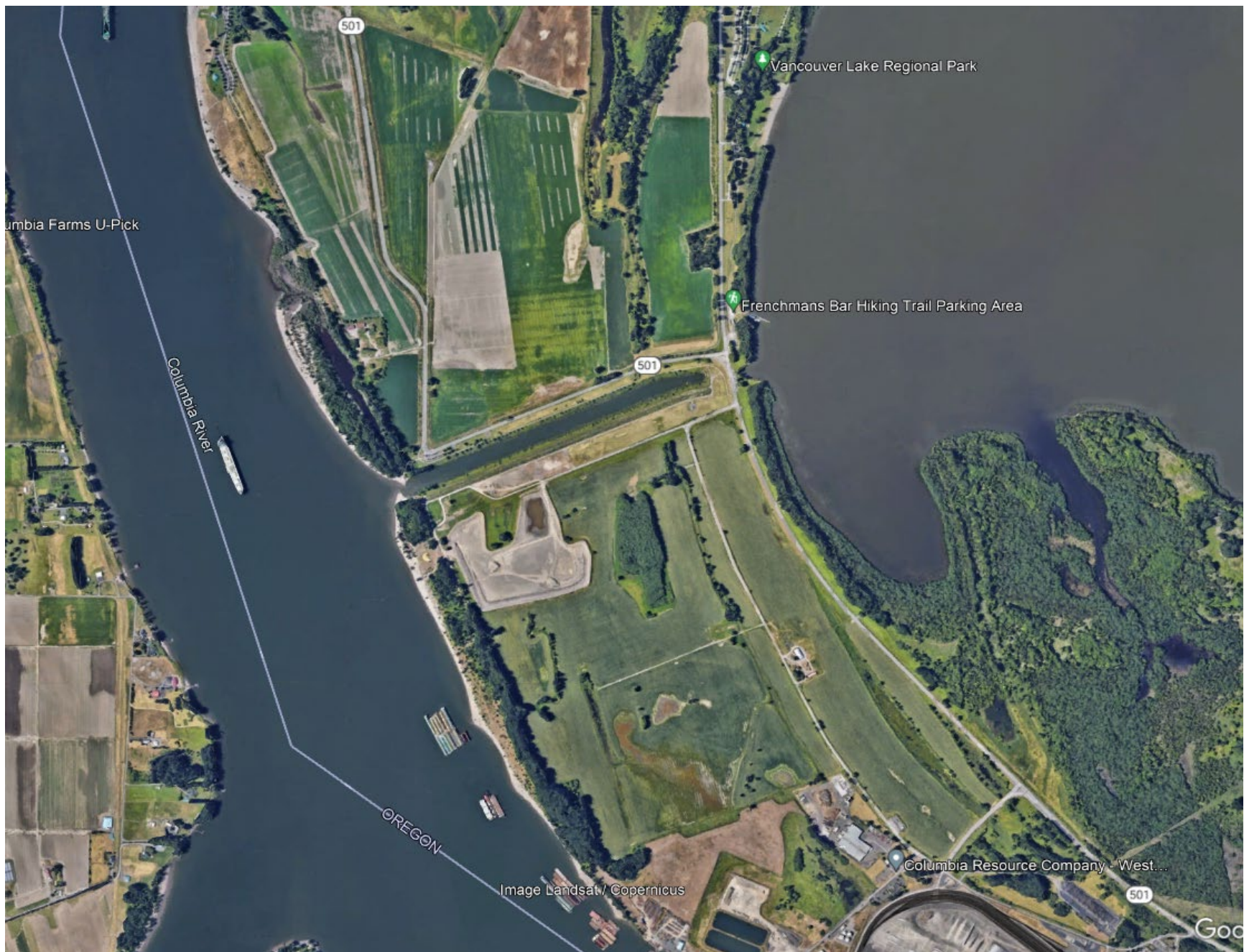
CEO Report I-1

- Project Updates
- Columbia Land Trust Update



Port of Vancouver Environmental Updates





Columbia Land Trust Update





Columbia Land Trust

CONSERVING THE NATURE YOU LOVE

Cranes' Landing Vancouver Lowlands

Sanoe Keliinoi- Natural Area Manager

Ian SINKs- Stewardship Director

Project Location

- Conservation Easement
- Habitat Maintenance Plan
- Limited Habitat Creation Fund



Sandhill Cranes (Antigone Canadensis)

- 15 crane species worldwide - 11 are threatened
 - WA: Endangered
- WA/OR: 3 subspecies nest, winter or migrate
 - Lesser, greater (E), Canadian (CL)
- Winter: SHC roost in large concentrations in shallow water, travel 3-6 miles to forage/feed during day
- 5k-6k overwinter/migrate through this area (Pacific Flyway)





Photo: Robert Steelquist



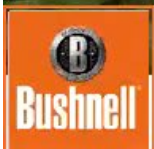
Photo: WDFW





Game Camera Images & Videos





02-19-2017 17:06:43



Historical Habitat

- Wet Prairies, Wetlands, Scattered Uplands
 - *Desire LONG Vistas= 0.25 MILE or more
- Ate native tubers, small mammals, invertebrates, frogs, seeds;
 - *Opportunistic Omnivores
- Conversion of historic habitat to agriculture, urban development
- SHC adapted and utilize waste grains - corn along Platt River, rice in Central Valley, milo, wheat, oats, barley, etc.
 - Grains help meet high energy demands for migration and survival through the winter period





Cranes Landing



Columbia River

Vancouver Lake


Columbia Land Trust
CONSERVING THE NATURE YOU LOVE

N
0 500 1,000
Feet



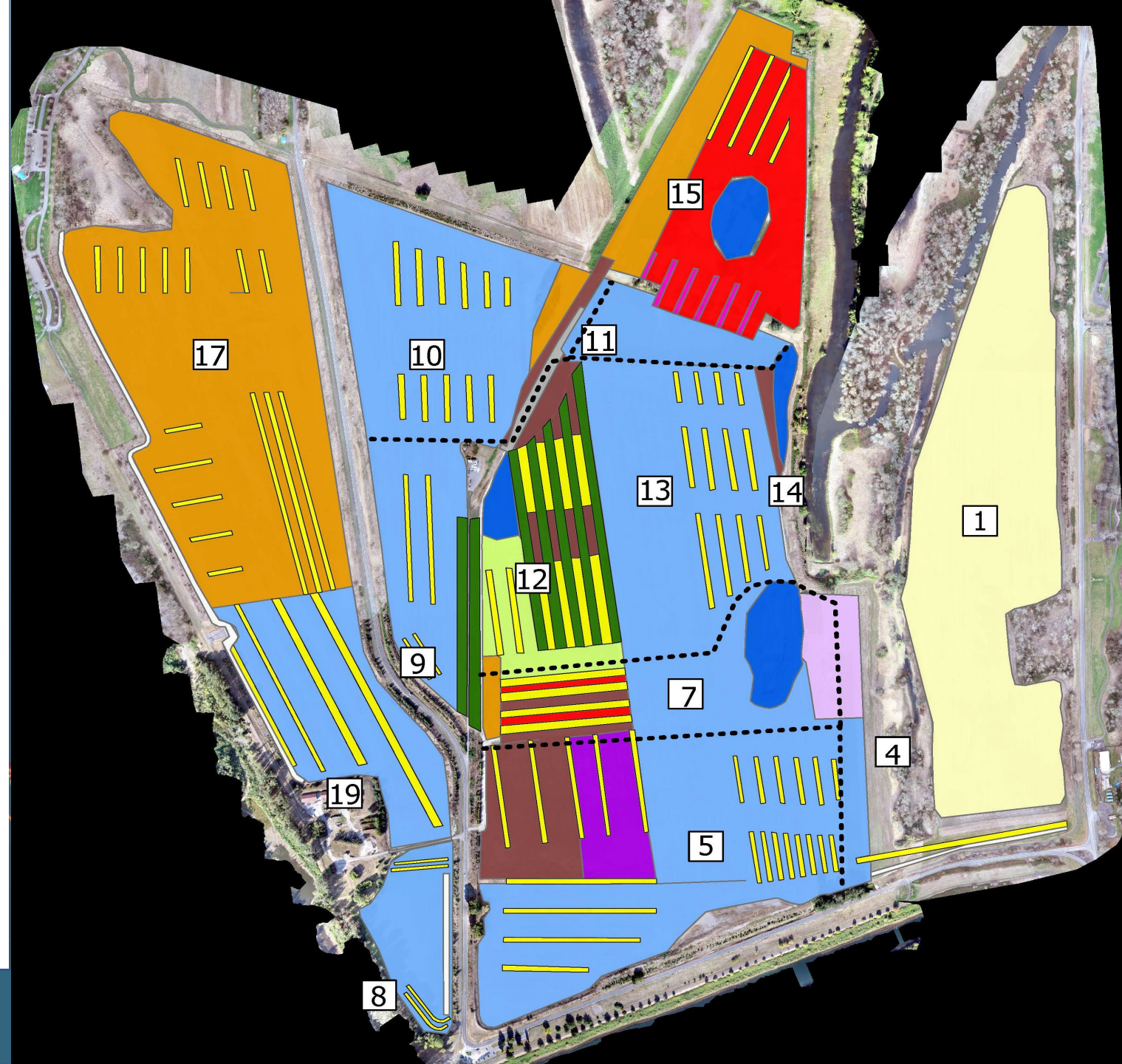
Farming

- Approximately 477 of 527 acres is in active agricultural farming
 - Contract farmer & agronomist, soil monitoring
- Miscellaneous crops left for SHC consumption include corn, sorghum, oats, alfalfa, pumpkin, clover, nutsedge, sunflower, peas, wheat, etc. in various configurations.
 - Corn rows spaced so SHC enter, 18" height of other crops
- Grit strategically spread, mowing of tall crops, manure
- Balance yield, cover, soil health, food competition



Farming Plan 2023

- Spring wheat - Blue
- Nutsedge - Orange
- Corn - Yellow Strips
- Oats - Red
- Fallow - Brown
- Alfalfa - Green



Habitat Enhancement

- Construction of screening berms
- Removal of 6000' linear feet of overhead powerline
- Native tree & shrub planting for screening & habitat
- Low area/depression enhancement
- Prairie restoration (5.8 AC)
- Weed control to enhance overall habitat value



Native Buffers

- 2016 Site Preparation
- 2023 Shrub Buffer, Sunflower & Corn Rows, Spring Wheat



2015



2018



2023





Wet Depressions



Monitoring

- Technical Board- CRANE, WDFW, International Crane Foundation
- Effectiveness monitoring on field/crop usage
- Behavior observations



CEO Report



Commissioners Reports



Upcoming Events

Next Commission Meeting

- Regular Commission Meeting – Tuesday, July 25, 9:30 a.m.

Community Events

- Clark Co. Green Neighbors Natural Garden Tour - Sunday, July 16, 10:00 a.m. – 4:00 p.m.; self-guided tour; map and booklet available online at clarkgreenneighbors.org
- Hough Neighborhood Association meeting – Tuesday, July 18, 7:00 p.m., Vancouver Housing Authority
- Waterfront Park Concert – Thursday, July 20, Bobby Torres Ensemble, 6:30 p.m. - 8:30 p.m., free
- 4 Days of Aloha - July 20-23 at Clark College and Esther Short Park. Cultural workshops, music, food vendors, kids zone, beer garden, cultural vendors. Prices vary, kids 10 and under free
- Fruit Valley Movie Night – Friday, July 21, Fruit Valley Park, family fun at 6:00 p.m.; movie at dusk. Showing Disney's *Coco* with Spanish subtitles. Come visit the port's tent for free frozen treats.
- Wander Clark County neighborhood walks with the Clark Co. Historical Museum - Saturday, July 22; discover the Arnada neighborhood, 9:00 a.m., \$8 admission (museum members free), registration required



Communicating with the Commission

- Share your thoughts during Open Forum, the public comment period for all regularly scheduled commission meetings.
- Email the commissioners at povcommissioners@portvanusa.com
- Speak to the commissioners by calling the port office at 360-693-3611 for specific contact information.
- Mail your comments to:
POV Board of Commissioners
3103 NW Lower River Road, Vancouver, WA 98660
- For more information, visit the port's website: www.portvanusa.com



Port of Vancouver USA

3103 NW Lower River Road

Vancouver, WA 98660

info@portvanusa.com

360-693-3611



Commission Workshop

CONTRACTS DEPARTMENT



JULY 2023



Contracts Department

PROCUREMENT SERVICES – THE TEAM



Dawn Egbert,
Procurement Services Manager
Final Solicitation/Contract review
Final agenda item review
Monitor legislative developments
Ensure POV compliance
Policy & Procedure development
Procurement Best Management Practices



Jennifer Brower,
Contract Specialist
Purchasing Card administrator
Small Works Contracts < \$150,000
Goods/Materials/Equipment < \$150,000
Purchase orders
Cooperative Contracts



Rick Cline, Contract Manager
Personal Services Contracts
Professional Services
or A/E Agreements
IT Contracts
Interlocal Agreements



Randy McCaleb, Contract Manager
Public Works Contracts
Small Works Contracts > \$150,000
Goods/Materials/Equipment Contracts > \$150,000
Maintenance Agreements
Purchased Services Agreements



Contracts Department

The Port of Vancouver Contracts department serves as a centralized procurement department with the purposes of:

- Ensuring open, fair, and competitive procurement processes
- Establishing a procurement system of quality and integrity
- Maximizing the purchasing value of public funds
- Administering procurements to maximize economies of scale, consistency in Port practices, and accountability procedures.



Contracts Department

PROCUREMENT SERVICES

Department Activities include:

- Purchased Services, Interlocal Agreements, IT and other contracts
- Personal Services (PSC)/Professional Services, Architect & Engineering (PSA)
- Public Works/Small Works
- Goods, Materials and Equipment
- Purchasing Card (P-Card) Administration



Contracts Department

JENNIFER BROWER, CONTRACT SPECIALIST

- Purchasing card administrator
- Small Works Contracts < \$150,000
- Goods/Materials/Equipment < \$150,000
- Daily purchase orders
- Grant Committee



Contracts Department

ADVANCING STRATEGIC PLAN INITIATIVES

- Supporting the development of a skilled workforce to align with regional needs and increase job opportunities in the port district
- Building partnerships to advance and communicate shared goals
- Maintaining the port's sustainability program to ensure that port operations are based on economic, environmental, and social values
- Ensuring alignment of key port planning documents



Contracts Department

APPRENTICESHIP UTILIZATION PROGRAM

- Meets Strategic Plan Goals
- Apprenticeship Utilization Program Details
- Implementation: May 2021
- 2023 Report Out
 - 11 qualifying projects since inception
 - 1 contractor received incentive under program
 - Program observations



Contracts Department

PROCUREMENT – LAW, POLICY, PROCEDURE

- Chapter 53 RCW – Port Districts – Law
- Chapter 39 RCW – Public Contracts and Indebtedness – Law
- Resolution 10-2022 Administrative Authority of the CEO and Their Designees – Policy (Commission approved November 2022)



Contracts Department

PROCUREMENT – LAW, POLICY, PROCEDURE

- Emergency Contracting Procedures
 - Chapter 53.19.030 RCW
 - Chapter 39.04.280 RCW
- Port Crew Work Notification Procedures



Contracts Department

GOODS, MATERIALS, EQUIPMENT & PURCHASED SERVICES

Purchasing Thresholds

DIRECT

<\$40,000 – Direct Buy Process

Selection from Vendor list recommended

Minimum of 3 quotes recommended

Contract, PO or P-Card required

QUOTE

\$40K - \$150K

Selection from Vendor list recommended

Minimum of 3 written quotes required

Contract, PO or P-Card required



Contracts Department

GOODS, MATERIALS, EQUIPMENT & PURCHASED SERVICES

INFORMAL

\$150K - \$350K

Sealed Solicitation with Public bid opening

Advertisement on website required

FORMAL

> \$350K

Sealed Solicitation with Public bid opening

Advertisement on website and newspaper required

Formal award by Commission



Contracts Department

SMALL WORKS/PUBLIC WORKS CONSTRUCTION PROJECTS & MAINTENANCE CONTRACTS

DIRECT

<\$40,000 - Direct Buy Process
Selection from Small Works Roster required
Minimum of 3 quotes recommended
Insurance and Prevailing Wage Required
Contract and/or PO required

QUOTE

\$40K - \$150K
Selection from Small Works Roster required
Invitation to all on appropriate small works roster required for $\geq \$40,000$
Insurance and prevailing wage required
Contract and/or PO required



Contracts Department

SMALL WORKS/PUBLIC WORKS CONSTRUCTION PROJECTS & MAINTENANCE CONTRACTS

INFORMAL

\$150K - \$350K

Sealed solicitation/Public Bid Opening

Selection from Small Works Roster required

Advertise – website

Insurance, bonds & prevailing wage required

Contract required

FORMAL

> \$350K

Sealed solicitation/Public Bid Opening

Advertise – newspaper & website

Insurance, bonds & prevailing wage required

Formal award by Commission



Contracts Department

AWARDING PUBLIC WORKS

Per RCW 39.04.350, bidders must meet the following mandatory responsible bidder criteria for projects in the State of Washington:

At the time of bid

- Current registration as a Washington contractor

Prior to award

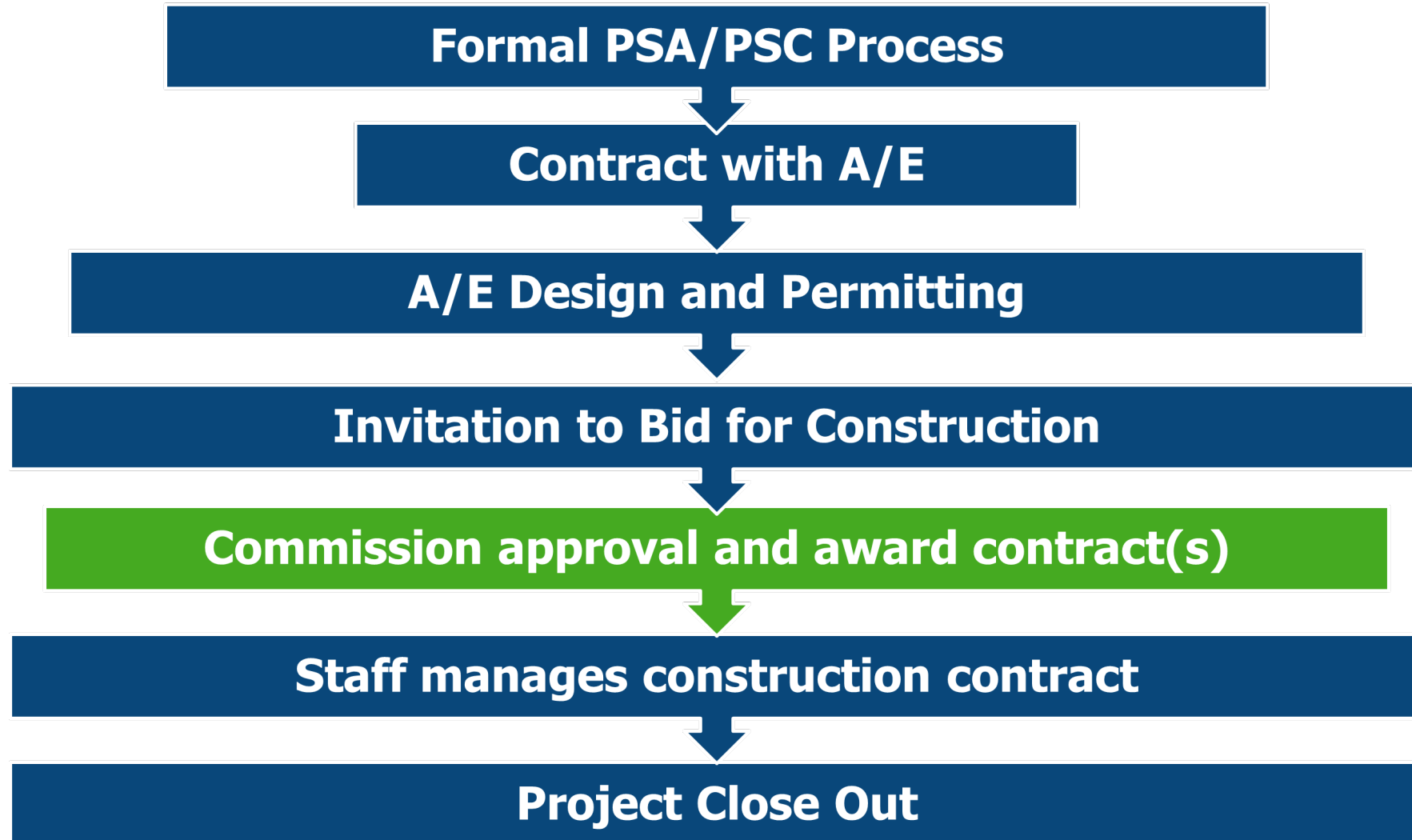
- Current UBI number
- Industrial Insurance coverage
- Employment Security Department number
- State excise tax registration number
- Received prevailing wage training
- Within a 3-year period of the date of solicitation, no violations of prevailing wage requirements
- Not disqualified from bidding
- Compliance with apprenticeship utilization requirements of RCW 39.04.320
- Compliance with off-site prefabricated items submission of information

Supplemental responsible bidder criteria may be used in the solicitation



Contracts Department

AWARDING PUBLIC WORKS



Contracts Department

PROCUREMENT – PSC/PSA/A&E

Personal Services (PSC)

- Services not reasonably related to a Public Works project

Professional / Architect & Engineering (PSA / A&E)

- Services related to a Public Works project



Contracts Department

PSA / PSC

Purchasing Thresholds

< \$50K

DIRECT

Selection from Consultant list recommended

Minimum of 3 proposals recommended

\$50K - \$350K

INFORMAL

Request for Proposal (RFP) or

Request for Qualifications (RFQ) process

Advertise – website

Evaluation criteria/committee



Contracts Department

PSA / PSC

Purchasing Thresholds

FORMAL

> \$350K

Formal Request for Proposal (RFP) or
Request for Qualifications (RFQ) process

Advertise – newspaper & website

Evaluation criteria/committee

Formal award by commission



Contracts Department

AWARDING PSC/PSA/A&E

Personal and Professional Services Consultants need to comply with applicable RCWs (53.19, 39.80 and 18.08) to be eligible for award.

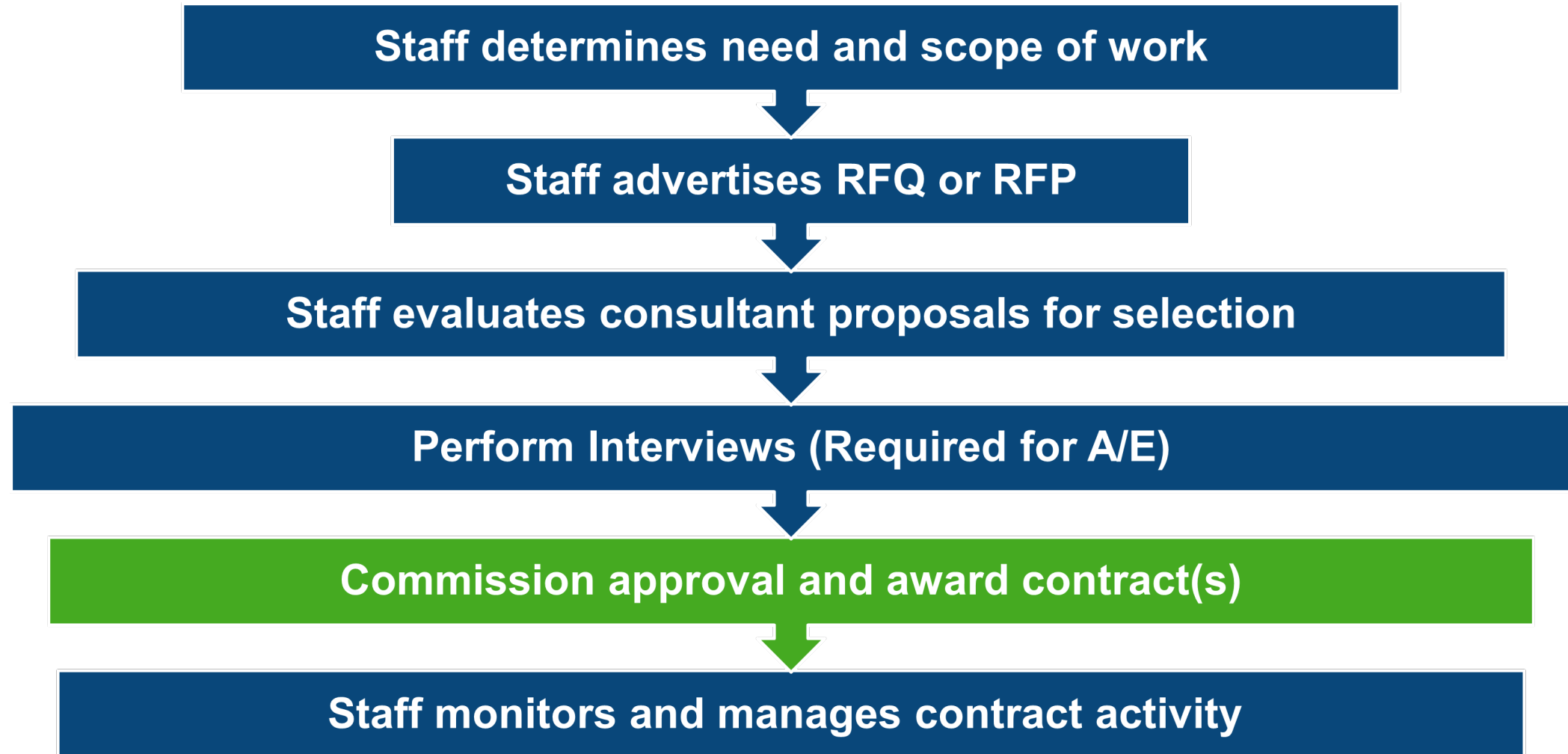
At time of award of award each consultant contract must:

- Meet all appropriate licensing requirements
- Be registered with the State to perform business in their capacity
- Provide a Certificate of Insurance for most services



Contracts Department

AWARDING PSC/PSA/A&E



Contracts Department

PRIORITIES

- Training – All employees
- Succession Planning
- MRSC Advancement of Implementation for Small Works Roster Law
- Vendor Outreach - Rosters
- Diversity and Small Business Inclusion Plans
- Apprenticeship Utilization Changes



Thank You

