



# Port of Vancouver USA

**AGENDA  
PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, January 24, 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](http://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, Pledge of Allegiance
- 2) Approve Minutes of the January 10, 2023, Regular Meeting
- 3) Community Fund Update

**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 23, 2023, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*

**E) ACTION ITEMS**

- 1) Approve Contract with Gordon Thomas Honeywell Government Affairs, LLC for Federal Government Relation Services
- 2) Approve Contracts with Development Counsellors International, Quinn Thomas, and Outside Communications for On-Call Port Marketing Services

3) Approve Change Order 1 for Purchased Service Contract Bid 22-43: Landscape Maintenance - Parcel 3 Berm

F) **UNFINISHED BUSINESS**  
None

G) **NEW BUSINESS**

H) **CEO REPORT**

I) **COMMISSIONERS REPORTS**

J) **UPCOMING EVENTS**

K) **WORKSHOP**  
None

L) **SIGN DOCUMENTS**

M) **ADMINISTRATIVE UPDATE/WORK SESSION**  
None

N) **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](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, January 23, 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 24, 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](http://www.portvanusa.com) for more information.**



**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, January 10, 2023**

**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, January 10, 2023, 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**

**Special Meeting/Executive Session of December 12, 2022**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the December 12, 2022, special meeting/executive session.

**Regular Meeting of December 13, 2022**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the December 13, 2022, regular meeting.

**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 Port of Vancouver USA Board – Election of Officers - 2023**

CEO Julianna Marler presented the action item and discussed the election of officers for the 2023 Board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners elects each of the following officers to serve for the year 2023:

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

Incoming president Commissioner Orange chaired the remainder of the meeting.

### E-2 Approve Port Organizational Assignments - 2023

CEO Julianna Marler presented the action item and discussed the proposed 2023 port organizational assignments with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the membership assignments for 2023 as presented.

### E-3 Approve Change Order #4 for Public Works Contract Bid 22 – 34: Berth 17 Rehabilitation Project

Joel Fairchild, Project Manager presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, 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.

### E-4 Approve Utility Work Agreement between Port of Vancouver and Clark Public Utilities

Thane Giles, Project Manager presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, 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.

## **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. There were a couple of questions from the Board that she previously answered.

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 Commission. He answered questions from the Board.

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 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 – 490124 and 510001 – 510126 and 514001 in the amount of \$648,915.06.

## **CEO REPORT**

### **Project Updates**

Matt Harding, Environmental Project Manager provided an update on several port projects, including:

- Purple Martin Update
- Well Decommissioning
- Parcel 3 Berm Landscape Maintenance

## **COMMISSIONERS REPORTS**

Commissioner LaBrant stated he attended the following event:

- Labor Roundtable

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

- CEO Marler
- Interstate Bridge Replacement Program Executive Steering Group
- Port Tenant Holiday Event
- Regional Transportation Council

Commissioner Orange wished everyone a happy New Year.

### **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 24, 2023, will begin at 9:30 a.m. She also highlighted several other upcoming community events.

CEO Marler reminded everyone of the ways they can communicate with the Commission. She 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 10:01 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, January 10, 2023, regular meeting was adjourned at 10:05 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, January 10, 2023, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Don Orange, President

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Eric LaBrant, Vice President

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Jack Burkman, Secretary

# Agenda Item No. E-1

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>REVIEWED BY:</b>	Chief External Affairs Officer
Ryan Hart	Title
<b>APPROVED BY:</b>	Chief Executive Officer
Julianna Marler	Title
	01/24/2023 Date
<b>SUBJECT:</b>	Approve Contract with Gordon Thomas Honeywell Government Affairs, LLC for Federal Government Relation Services

**BACKGROUND:**

This contract supports the port’s Strategic Plan goals to pursue opportunities that utilize the port’s property and infrastructure investments to create jobs and support the economy; and to build partnerships to advance and communicate shared goals. To meet these goals, aggressive and sustained advocacy is necessary to secure funding and address regulatory issues for projects supporting the plan.

Continuation of services for federal government relations with Gordon Thomas Honeywell Government Affairs, LLC, is recommended to maximize resources for development projects and to create and sustain congressional support for Port of Vancouver projects and initiatives. This contract will provide a full range of advocacy, strategy and communication services in the congressional arena.

It is of particular importance for advocacy of multi-year projects that require a long-term strategy and continuity of communications and contacts to yield political and financial support. Due to the uniqueness of these services, government relations/lobbying services contracts are exempt from the competitive solicitation process per RCW 53.19.020 and the adoption of Resolution 1-2010 which was approved by the Board of Commissioners on January 12, 2010.

The proposed Gordon Thomas Honeywell Governmental Affairs, LLC contract cost is not to exceed \$140,000 per year including expenses and is for a duration of up to five years through December 31, 2027. The cost for these services was approved in the 2023 budget. Staff recommends approval of this contract for one year with the option to extend for four one-year extensions subject to mutual agreement and approval through subsequent annual budgets.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to sign a personal services contract with Gordon Thomas Honeywell Governmental Affairs, LLC for an annual amount of \$140,000 including expenses with approval for a one-year term and option to extend for four one-year extensions subject to approval in the annual budget.

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**Submitted by:** Julianna Marler, CEO

**Date Action Taken:** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_ **Unanimous:** Yes \_\_\_ No \_\_\_



# Agenda Item No. E-2

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<b>REQUEST FOR COMMISSION ACTION REVIEWED B'</b>	<b>PORT OF VANCOUVER USA</b>
	Marketing Communications Manager
Katie Odem	Title

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**APPROVED B**

	Chief External Affairs Officer	01/24/2023
Ryan Hart	Title	Date

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**SUBJECT:** Approve Contracts with Development Counsellors International, Quinn Thomas, and Outside Communications for On-Call Port Marketing Services

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**BACKGROUND:**

These contracts support the Port of Vancouver's Strategic Plan goals to emphasize and increase marketing efforts to pursue innovative business opportunities and renewable, clean energy projects; and to increase marketing efforts to pursue business opportunities that increase cargo volumes, maximize utilization of port assets, and achieve revenue goals. External marketing and advertising services provide the expertise, creativity and data driven strategies to reach the port's marine and industrial markets and community stakeholders. The scope of work for these contracts will include:

- Marketing support and advertising for marine and industrial business objectives;
- Marketing support and advertising for community and environmental initiatives;
- Internal communications support; and
- Increased brand awareness and location recognition globally

In September 2022, the port issued an RFP for port marketing services. Eleven proposals were received and evaluated by a team of port staff members representing multiple departments. The five highest scoring proposers were selected as finalists for interviews. After careful evaluation review and deliberation by the team, Development Counsellors International, Quinn Thomas, and Outside Communications were determined the most capable proposers with whom to enter into contract.

The contracts will be issued for a period of up to three years with the option to extend each contract for two additional years. Amendments may be issued for additional time to complete any open task orders. If the contracts reach the approved dollar limit, additional funds will be requested through the CEO/Board of Commission approval process, depending on the amount of the request. The funds for these contracts are included in the approved 2023 annual budget and will be included in subsequent annual budgets.

**Additional Information Attached?** No

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**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a personal services contract with Development Counsellors International for a not-to-exceed amount of \$900,000; a contract with Quinn Thomas for a not-to-exceed amount of \$750,000; and a contract with Outside Communications for a not-to-exceed amount of \$300,000.

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**Submitted by:** Julianne Marler, CEO

<b>Date Action Taken</b> _____	<b>Motion By:</b> _____
<b>Approved:</b> _____	<b>Seconded By:</b> _____
<b>Deferred To:</b> _____	<b>Unanimous:</b> Yes ___ No ___

# Agenda Item No. E-3

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**REQUEST FOR COMMISSION ACTION**  
**REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Engineering &  
Project Delivery

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Monty Edberg

Title

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**APPROVED BY:**

Chief Operations Officer

01/24/2023

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Kent Cash

Title

Date

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**SUBJECT:** Approve Change Order 1 for Purchased Service Contract Bid 22-43:  
Landscape Maintenance - Parcel 3 Berm

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**BACKGROUND:**

This 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.

The Port of Vancouver completed construction of a vegetated earthen berm at the north end of Parcel 3 in 2021 with the purpose of providing both a visual and acoustic buffer between the open spaces and wildlife conservation areas located north of the Vancouver Lake Flushing Channel and future development activities on Parcel 3. The port intends to maintain native landscape plantings to provide for a dense understory on top of and along the length of the berm, such that it can provide visual and acoustic buffer functions.

On October 7, 2022, a contract was awarded to Sound Native Plants, Inc. of Olympia, Washington in the amount \$294,062.02 to provide landscape services on the berm which included procurement/installation of replacement plantings; invasive species management; mowing of erosion control areas; and the inspection of fencing, irrigation systems, topsoil, and bark mulch conditions.

On January 10, 2023, Change Order #1 was proposed in the amount of \$10,856.46 to substitute Tall Oregon Grape for the Pacific Wax Myrtle plantings and to increase the quantity of the 1-gallon plantings to further meet the virtual screening intent of the project.

The CEO's Authority under Resolution 10-2022 requires Commission approval for projects exceeding \$300,000. Change Order #1, in the amount of \$10,856.46, brings the cumulative cost of the project to \$304,918.48, including Washington state sales tax, and therefore requires Commission approval.

This project was included in the approved 2023 budget. The port has sufficient funds for Change Order #1.

**Additional Information Attached? No**

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**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute Change Order #1 in the amount of \$10,856.46 with Sound Native Plants, Inc. for Purchased Service Contract Bid 22-43: Landscape Maintenance - Parcel 3 Berm, revising the total contract amount to \$304,918.48 including Washington State Sales Tax.

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**Submitted by:** *Juliana Marler*, CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous: Yes** \_\_\_ **No** \_\_\_