



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, February 22, 2022

- A) **CALL TO ORDER VIRTUAL MEETING* (8:30 a.m.)**
- B) **EXECUTIVE SESSION**
None
- C) **OPENING REMARKS (8:30 a.m.)**
 - 1) Opening Remarks
 - 2) Approve Minutes of the February 8, 2022 Regular Meeting
- D) **OPEN FORUM**
 - 1) To provide public comment during the virtual board meeting, you must register no later than 12:00 p.m. Monday, February 21, 2022 by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Change Order for the Public Works Contract for Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project
- F) **UNFINISHED BUSINESS**
None
- G) **NEW BUSINESS**
- H) **CEO REPORT**
 - 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers
- I) **COMMISSIONERS REPORTS**
- J) **WORKSHOP**
None
- K) **ADMINISTRATIVE WORK SESSION**
None
- L) **ADJOURNMENT**

***In compliance with the Governor's Emergency Proclamation 20-28, the Port's Resolution 3-2020, and in the interest of the safety and welfare of the public, the community, port employees, and to limit the spread of the virus, this Board meeting will not be open to in-person attendance. Board members will be attending this meeting remotely via video conference.**

To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 813 9202 5180 and Passcode number: 204768 or Join the Zoom Meeting by clicking [here](#). Please call (360) 693-3611 for technical difficulties. Meeting materials are available on the port's website at www.portvanusa.com.

****Public comments are welcome during Open Forum by registering in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, February 21, 2022. Individuals will have three minutes to read their comments into the record and will be called in the order in which the port receives the registration email request. 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 8:30 a.m. Tuesday, February 22, 2022 will become part of the official meeting record and will be provided to the Commission.**

Agenda Item No. C-2

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

REVIEWED BY:

Executive Services Manager 02/22/2022

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the February 8, 2022 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 02/08/2022 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 8, 2022, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Julianne 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, February 8, 2022**

CALL TO ORDER

Commission President Burkman called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, February 8, 2022, via teleconference number 1 (253) 215-8782, conference code: 875 1829 0422 and passcode number: 835594 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

Commissioner Burkman confirmed that Commissioners Orange and LaBrant were on the line.

OPENING REMARKS

Commissioner Burkman welcomed and reminded everyone that all board members and the public are participating virtually pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and the port's Resolution 3-2020. He also stated that no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Jack Burkman	Port Commission President
Don Orange	Port Commission Vice President
Erik LaBrant	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Tiffany Truckey	Port Administrative Assistant
Casey O'Dell	Port Director of Facilities
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Collette Miranda	Port Payroll Specialist
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Erik Milliron	Port Tenant Services Coordinator
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Joel Fairchild	Port Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Kent Cash	Port Chief Operations Officer

Lori Kaylor	Port Commercial Sales Associate
Mark Newell	Port Project Delivery Manager
Mark Tauscher	Port Environmental Specialist
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer
Matt Harding	Port Environmental Project Manager
Mike Bomar	Port Director of Economic Development
Patty Boyden	Port Director of Environmental Services
Phala Le	Port Human Resources Specialist
Randy McCaleb	Port Contracts Manager
Rick Cline	Port Contracts Manager
Ron Williams	Port Construction Inspector
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Thane Giles	Port Project Manager
Therese Lang	Port Director of Communications
Todd Krout	Port Director of Operations
Cathryn Chudy	Community Member
Jean Avery	Community Member
Tim Kramer	Community Member
Blake Walling	Community Member
Patrick Duffy	Duffy & Kinne, Inc.
Nick Popenuk	Tiberius Solutions
Elaine Howard	Elaine Howard Consulting

Additional members of the public participated in the virtual meeting but were not identified by name.

APPROVAL OF MINUTES

Regular Meeting of January 25, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the January 25, 2022, regular meeting.

OPEN FORUM

Commissioner Burkman stated that the agenda invited public comment on all matters on the agenda and reminded community members to keep their comments to three minutes. He then asked CEO Julianna Marler if any community members responded to provide comment. She answered that one community member had registered to speak. She then called on the community member to provide public comment, but they were not present.

Commissioner Burkman stated the commissioners received written comments from Alona and Don Steinke prior to the meeting and indicated the public are always welcome to send written

comments. He also reminded everyone interested in speaking during Open Forum at future meetings to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting.

ACTION ITEMS

E-1 Approve Purchase and Sale Agreement between the Port of Vancouver USA and Duffy & Kinne Inc.

Commercial and Industrial Sales Manager Chrissy Lyons presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner LaBrant, and carried unanimously, the Board of Commissioners approve the Purchase and Sale Agreement for Lot 2 Centennial Industrial Park between the Port of Vancouver USA and Duffy & Kinne, Inc. and authorize the CEO to execute all documents necessary for closing the transaction.

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. No questions were asked by the Board.

No additional unfinished business was considered.

NEW BUSINESS

No new business was discussed.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the action item as contained in the Commission's packet and discussed the recommendation with the Board. He answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2022 Vouchers 108286 – 108592 in the amount of \$4,560,892.12 including Electronic Payments generated between 01/01/2022 – 01/31/2022 in the amount of \$685,852.74 and January 2022 Payroll Check 51637524 and Payroll Direct Deposits 10001 – 10121 and 30001 – 30122 in the amount of \$601,089.45.

CEO REPORT

Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers

CEO Marler shared the history behind the adoption of Resolution 2-2020 and then advised the commissioners that she has not taken any action provided her under this resolution.

Project Updates

Mark Newell, Project Delivery Manager provided an update on several port projects, including:

- Terminal 1 Site & Infrastructure
- Terminal 1 Red Lion Demolition
- Cascade Street Wall Project

No questions were received from the Board.

COMMISSIONERS REPORTS

Commissioner LaBrant stated the Labor Roundtable meeting was cancelled but indicated he attended the following meetings:

- CEO Marler

Commissioner Orange stated he attended the following meetings and provided a brief summary of the meetings he attended:

- Community Member Cathryn Chudy
- Community Member Ron Morrison
- CEO Marler

Commissioner Orange also discussed election day, Black History Month, diversity and hiring practices, and the port's Climate Action Plan.

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

- CEO Marler
- Washington Public Ports Association (WPPA) 3 Ports Virtual Lobby Day
- Interstate Bridge Replacement Program Executive Steering Group
- Regional Transportation Council Meeting
- Vancouver City Council Meeting

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

Terminal 1 Update

Terminal 1 Executive Sponsor Jonathan Eder provided a high-level overview of the Terminal 1 Waterfront Redevelopment project. He described the project vision and highlighted the progress in the following project areas:

- Terminal 1 – Deconstruction
- Dock Replacement Project
- AC Hotel by Marriott at Terminal 1
- Lincoln Property Company (LPC) – Blocks A and C
- Landing at Terminal 1
- Renaissance Trail

He also discussed future projects that will be part of the Terminal 1 Waterfront Redevelopment including:

- East Portal
- Daniels Way
- Marketplace

He answered questions from the Board. The workshop concluded at 9:32 a.m.

RECESS

Commissioner Burkman called a recess from 9:32 a.m. – 9:40 a.m. to prepare for the port's administrative work session on Terminal 1 Tax Increment Area.

ADMINISTRATIVE WORK SESSION

Terminal 1 Tax Increment Area

Director of Finance & Accounting Scott Goodrich provided a roadmap of the presentation on the Terminal 1 Tax Increment Area discussion. He then introduced Nick Popenuk from Tiberius Solutions and Elaine Howard from Elaine Howard Consulting who both have public finance consulting experience specializing in tax increment financing to lead the workshop.

Mr. Popenuk and Ms. Howard conducted a presentation on the Terminal 1 Tax Increment Area and discussed the goals and objectives related to the anticipated development. They also shared information regarding the financial plan, economic impacts, public outreach and the process and schedule to meet these goals and objectives.

Director of Finance & Accounting Scott Goodrich, Mr. Popenuk, and Ms. Howard answered questions from the Board.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, February 8, 2022, regular meeting was adjourned at 10:50 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, February 8, 2022, Regular
Port of Vancouver USA Board of
Commission Meeting

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations
Officer

2/22/2022

Kent Cash

Title

Date

SUBJECT: Approve Change Order for the Public Works Contract for Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project

BACKGROUND:

The Terminal 1 Vancouver Landing Site and Infrastructure project supports the port's Strategic Plan goals of implementing the vision of a destination waterfront at Terminal 1 and pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

On January 12, 2021, a contract for the project was awarded to the James W. Fowler Company of Dallas, OR in the amount of \$2,747,996.91. Change orders 1 and 2, totaling \$126,452.62 were issued by authority of the CEO.

The CEO's Authority under Resolution 9-2015 requires Commission to authorize change orders reaching \$200,000 or 25% of the contract, whichever is less. This change order totaling \$248,465.50 brings the cumulative change order total to \$374,918.12 including WA state sales tax.

These cumulative changes are necessary to compensate the contractor for the following modifications: unforeseen underground utility conflicts, underdeck thermory deck coating for moisture protection, increased density and quantity of structural geofoam based on site conditions, direct mounted joist concrete anchoring, substitution of cedar for pressure treated stacked railroad timbers, additional skate deterrents and modified electrical and lighting details.

Also included are agreed upon modifications associated with site interpretive elements to better reflect stakeholders' feedback that includes additional routered and inlayed historical timeline elements, adding braille to interpretive signage, and incorporation of a more robust peace pole and substituting painted metal for a bronze rotary wheel.

This project was included in the approved 2021 budget. The port has sufficient funds to cover the change orders noted above.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute Change Order #3 with James W. Fowler Company for Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project revising the total contract amount to \$3,125,421.33 including Washington State Sales Tax

Submitted by:  , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___