



# Port of Vancouver USA

**AGENDA  
PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, April 25, 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 CVTV 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 April 11, 2023, Regular Meeting
- 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, April 24, 2023, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**
  - 1) Approve the Lease between the Port of Vancouver and Vancouver Bulk Terminal, LLC
  - 2) Approve Purchase of Vactor Truck
  - 3) Approve the Janitorial Services and Supplies Contract

- F) **UNFINISHED BUSINESS**  
None
- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **WORKSHOP**  
Sustainability and Climate Action Report
- 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, April 24, 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, April 25, 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, April 11, 2023**

**CALL TO ORDER**

Commission President Orange 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, April 11, 2023, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

Commissioner Orange welcomed everyone to the commission meeting. He announced 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**

**Regular Meeting of March 28, 2023**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the March 28, 2023, regular meeting.

**OPEN FORUM**

Commissioner Orange stated that the agenda invited public comment and asked if anyone had signed up to speak. CEO Marler indicated no community members registered in advance to provide virtual oral comments. She also confirmed that there was no one present who signed up to provide comment.

**ACTION ITEMS**

**E-1 Approve Contract with Johansson Wing Architects for Parcel 10 Architectural Design & Consulting Services**

Monty Edberg, Director of Engineering & Project Delivery Manager presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with

Johansson Wing Architects for a not-to-exceed amount of \$834,514 to perform Parcel 10 Architectural Design and Consulting Services.

## **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 from the Board.

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. No 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 March 2023 Vouchers 113358 – 113796 in the amount of \$4,484,758.29 including Electronic Payments generated between 03/01/2023 – 03/31/2023 in the amount of \$1,054,144.60 and March 2023 Payroll Direct Deposits 100001 – 100123 and 120001 – 120124 in the amount of \$626,997.60.

## **CEO REPORT**

### **Project Updates**

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

- Terminal 1 Dock Replacement
  - Permits
  - Best Management Practices for Construction
  - Environmental Improvements

He answered questions from the Board.

## **COMMISSIONERS REPORTS**

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

- Port Public Lecture - Marine and Commercial Outlook
- City of Vancouver Mayor Anne McEnerny-Ogle
- Regional Transportation Council

Commissioner LaBrant stated he attended the following event and provided a brief summary:

- Climate Tech Industry Tour

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

- Labor Roundtable

## **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, April 25, 2023, will begin at 9:30 a.m. She highlighted several other upcoming community events.

She also 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 10:09 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, April 11, 2023, regular meeting was adjourned at 10:16 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, April 11, 2023, Regular  
Port of Vancouver USA Board of  
Commission Meeting

---

Don Orange, President

---

Eric LaBrant, Vice President

---

Jack Burkman, Secretary

# Agenda Item No. E-1

---

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

**PORT OF VANCOUVER USA**

---

Chief Commercial Officer

Alex Strogon

Title

---

**APPROVED BY:**

---

Chief Executive Officer

04/25/2023

Julianna Marler

Title

Date

---

**SUBJECT:** Approve the Lease between the Port of Vancouver and Vancouver Bulk Terminal, LLC

---

## **BACKGROUND:**

This lease agreement supports the port's Strategic Plan goals to strengthen the port's marine and industrial business and strengthen its financial sustainability by utilizing the port's property and infrastructure investments to create jobs and support the local economy.

Vancouver Bulk Terminal, LLC ("VBT") will operate the port's mineral Bulk Terminal Facility, which currently handles bulk copper concentrate and bentonite clay. The Bulk Terminal Facility encompasses approximately 15.9 acres, comprised of warehouses, unloading building, wastewater treatment facility, conveyors, rail, miscellaneous auxiliary buildings, numerous port-owned equipment and includes Berth 7 dock. The effective date of the Lease would be June 1, 2023. With an initial lease term of thirty (30) years, the expiration date would be May 31, 2053. There are two (2) options to extend the lease, each for an additional ten (10) years. Rent will be \$66,165.09 per month, plus leasehold excise tax, insurance, stormwater recovery, common area maintenance and rail fees. Rent will be adjusted annually based on the Consumer Price Index and adjusted to fair market rent upon the exercise of each extension option. The permitted use is for marine terminal services and stevedoring at the Premises for the transloading of approved cargoes.

The port will contribute up to \$5,500,000 towards structural improvements, alterations or repairs ("Repairs") of the port assets within the Bulk Terminal Facility. Within 120 days of the effective date of the Lease, the port and VBT will agree on the necessary Repairs and each party's responsibility for permitting, costs and timing. If the parties are unable to agree, either party may terminate this Lease upon thirty (30) days written notice to the other party without liability or further obligation.

Within 12 months of the effective date, VBT will submit a proposal to the port for constructing a new handling system for copper concentrate. Once approved by the port, VBT will construct the necessary capital improvements for the new terminal facilities and start operations no later than December 31, 2027. In the event that the new handling system is not operating by 12/31/27, either party may terminate the Lease and VBT will be required to pay a Termination Fee as defined in the Lease.



Lease revenue to the port over the initial lease term will be approximately \$23,819,432.40 plus leasehold excise tax, insurance, stormwater recovery fees and common area maintenance fees. VBT will employ approximately 12 on-site people on a daily basis. In addition, VBT employs additional longshore to unload trains and load vessels when those operations are scheduled.

Revenue for this lease was included in the 2023 budget.

**Additional Information Attached? No**

---

**RECOMMENDATION:** That the Board of Commissioners approve and authorize the CEO to execute the Lease Agreement at 2701 NW Harborside Drive between the Port of Vancouver and Vancouver Bulk Terminal, LLC.

---

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

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

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

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

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

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

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

# Agenda Item No. E-2

---

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

**PORT OF VANCOUVER USA**

---

Director of Facilities

Casey O'Dell

Title

---

**APPROVED BY:**

---

Chief Operations Officer 04/25/2023

Kent Cash

Title

Date

---

**SUBJECT:** Approve Purchase of Vactor Truck

---

**BACKGROUND:**

This purchase supports the port's Strategic Plan goals and initiatives to develop and implement a proactive ten to twenty-year repair and replacement plan for building, fleet, rail and infrastructure assets; and protect air quality, water resources, and land managed by the port through deliberate and proactive efforts in all aspects of the port's operations with a focus on our climate action plan (CAP) goals.

The port has utilized three different methods for maintaining our storm drains and underground piping. Our existing vacuum skid is used to clean out storm drains, underground piping requires jetting and is subcontracted, and video inspections of the underground piping is accomplished using outdated port equipment. The new vactor truck can perform all three of these functions as a single unit. This new unit will have a 12 cubic yard storage tank capacity which is three times larger than our existing unit. This will improve crew efficiency by reducing the trips needed to dump the tank. Rental fees for subcontracted jetting and large storm clean out projects are greatly reduced. This vehicle will also be used as a safe method for "potholing" to identify underground utilities prior to excavations.

This new model vactor truck can be fueled with renewable diesel, cutting emissions up to 70 percent, reduces costly rental fees, and supports long-term project plans.

Used vactor trucks of this size range from \$200,000 to \$525,000. Rental of operated vactor trucks costs approximately \$3,000 to \$6,000/day.

Staff recommends the purchase of this truck in the amount of \$634,475.37, including Washington State sales tax. This vactor truck is available through a cooperative contract with Sourcewell #1010221-VTR. Upon commission approval, the order will be placed with lead time estimated at 13 months for delivery.

This purchase is included in the 2023 capital budget.

**Additional Information Attached?** No

---

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to purchase a 2023 2100i Vactor truck from Owen Equipment in the amount of \$634,475.37 including Washington State sales tax.

---

**Submitted by:** *Julianne Marler*, CEO

---

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

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

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

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

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

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

# Agenda Item No. E-3

<b>REQUEST FOR COMMISSION ACTION REVIEWED BY:</b>	<b>PORT OF VANCOUVER USA</b> Chief Financial and Administrative Officer	
Elizabeth Gotelli	Title	
<b>APPROVED BY:</b>	Administrative Supervisor	4/25/2023
Betsy Rogers	Title	Date
<b>SUBJECT:</b>	Approve Janitorial Services and Supplies Contract	

## BACKGROUND:

The Janitorial Service and Supplies Contract 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.

On January 11, 2023, a Request for Proposals for Janitorial Services and Supplies was issued and six proposals were received. A cross-departmental evaluation team interviewed the three highest scoring proposers and identified Midnight Janitorial as the most qualified to perform the services required by the port.

Midnight Janitorial is a family owned and locally operated business serving the Vancouver area for approximately 35 years, satisfactorily performing the janitorial services for the port for the past four years. Midnight Janitorial employs eight full and part-time employees to serve the port's janitorial needs.

To fulfill the port's commitment to sustainability, all consumable paper and plastic products, liquid soap, cleaners, and similar materials under this contract must be accepted by a port approved certification program.

The janitorial contract is for services to seven port buildings that includes the administrative offices, security facilities, the maintenance shop and terminal operations. The annual cost for janitorial services is \$131,069.88. The cost for green cleaning supplies/paper products and as-needed carpet/furniture cleaning and window cleaning is estimated at \$40,000 for a contract total of \$171,069.88.

A one (1) year contract will be issued to Midnight Janitorial with an option to extend for three (3) additional one-year terms. The CEO may approve up to three options to extend this contract including associated annual funds. Scope changes to the contract that result in a change order that exceeds the CEO's threshold authority will require Commission approval.

Janitorial services and supplies in this contract are included in the approved 2023 budget. Funds for contract extensions will be included in subsequent annual budgets.

**Additional Information Attached?** No

---

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a contract with Midnight Janitorial for \$171,069.88 for Janitorial Services and Supplies for a period of one (1) year with the option to extend for three (3) additional one-year terms.

---

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

---

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

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

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

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

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

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