



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, April 26, 2022**

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.

A) CALL TO ORDER (8:30 a.m.)

B) EXECUTIVE SESSION

None

C) OPENING REMARKS (8:30 a.m.)

- 1) Opening Remarks, Pledge of Allegiance
- 2) Approve Minutes of the April 12, 2022, 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 25, 2022, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve Lease Agreement between the Port of Vancouver USA and West Coast Sand and Gravel Inc.
- 2) Approve Contract with Floyd Snider for On-Call Dredge Consulting Services
- 3) Rejection of Bids for Public Works Bid #22-02: Berth 17 Crane & Gallery Demolition

- 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
- J) **COMMISSIONERS REPORTS**
- K) **UPCOMING EVENTS**
- L) **WORKSHOP**
Sustainability/Climate Action Plan – 2021 Accomplishments
- M) **SIGN DOCUMENTS**
- N) **ADMINISTRATIVE UPDATE/WORK SESSION**
Energy Policy Discussion
- O) **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 no later than 12:00 p.m. on Monday, April 25, 2022. 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 8:30 a.m. Tuesday, April 26, 2022, 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 for more information.

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, April 12, 2022**

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 8:31 a.m., Tuesday, April 12, 2022, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Burkman welcomed everyone to the first in-person commission meeting in almost two years. He announced no executive session was held and that the meeting is being recorded. He stated the port is conducting a hybrid meeting so those who are not physically able to provide oral testimony can do so virtually. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of March 22, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the March 22, 2022, regular meeting.

OPEN FORUM

Commissioner Burkman stated that the agenda invited public comment and reminded community members to keep their comments to three minutes. He said one community member registered to speak remotely and then called on Cathryn Chudy. Ms. Chudy had technical difficulties, so Commissioner Burkman moved to unfinished business to give her time to resolve those and reconnect.

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.

OPEN FORUM

Cathryn Chudy

Ms. Chudy stated the Port's Climate Action Plan is prefaced with the words: "clean air, sustainability and protecting our environment." She indicated the port cannot support clean air, sustainability, and a healthy environment by allowing new buildings to burn fossil fuels. She asked that the board turn Climate Action Plan intentions into meaningful port policy. Commissioner Burkman thanked Ms. Chudy for her comments.

ACTION ITEMS

No action items were presented to the board.

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.

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 March 2022 Vouchers 108860 – 109219 in the amount of \$5,906,242.51 including Electronic Payments generated between 03/01/2022 – 03/31/2022 in the amount of \$623,013.24 and March 2022 Payroll Check 51658002 and Payroll Direct Deposits 100001 – 100131 and 120001 – 120125 in the amount of \$694,307.79.

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.

C-Tran Presentation

CEO Marler introduced Shawn Donaghy, C-TRAN CEO. Mr. Donaghy stated C-TRAN has been mapping out the growth in the city and county for the communities they serve. He also indicated the port has been helpful finding where new businesses are going in and providing opportunities for C-TRAN to change bus services. He then introduced Taylor Eidt, C-TRAN's Assistant Manager of Planning and Development. Mr. Eidt provided a presentation on C-TRAN's new on-demand, curb-to-curb, shared-vehicle transit service called The Current that serves the port area. Mr. Donaghy and Mr. Eidt answered questions from the Board.

Project Updates

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

- Terminal 1 Design Standards & Guidelines
- Fish Stranding Agreement
- T4 Bank Erosion
- T4 Habitat Considerations

He answered questions from the Board.

CEO Marler stated the port has completed its 2021 Financial and Accountability Audit. She stated this is the port's 13th consecutive clean audit and for the seventh year in a row the port is the first Washington agency to complete their annual audit.

COMMISSIONERS REPORTS

Commissioner LaBrant stated he attended the following events and meetings:

- Columbia River Economic Development Council Board Meeting
- City of Vancouver Council Member Ty Stober

Commissioner Orange stated he attended the following events and meetings:

- City of Vancouver Council Member Ty Stober

Commissioner Orange also shared selections from several newspapers regarding climate change, greenhouse gas emissions and people's expectations from policy makers.

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

- CEO Marler
- Tax Increment Financing Public Briefing #1
- Port Report Filming
- State Audit Exit Conference
- Southwest Washington Contractors Association Summit
- Pacific Northwest Waterways Rail Roundtable
- Interstate Bridge Replacement Program Executive Steering Group
- Regional Transportation Council Meeting

Commissioner Burkman also mentioned he has been working with CEO Marler on an administrative work session regarding natural gas that he expects will occur at the next commission meeting.

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 would be held on Tuesday, April 26 at 8:30 a.m. She also highlighted several other upcoming community events.

Commissioner Burkman reminded everyone of the ways they can communicate with the Commission. He stated there is a great deal of information available on the port's website and encouraged everyone to check it out.

RECESS

Commissioner Burkman called a recess from 9:38 a.m. – 9:48 a.m. to sign documents and prepare for the port's workshop on Contracts & Procurement.

WORKSHOP

Contracts & Procurement

Commissioner Burkman reopened the meeting at 9:48 a.m. for a workshop on Contracts & Procurement led by Procurement Services Manager Dawn Egbert. She discussed what services the Contracts Department provides and introduced team members Contract Manager Rick Cline, Contract Manager Randy McCaleb, and Procurement/Grant Specialist Jennifer Brower. Each team member gave a brief update on their specific areas of responsibility.

ADMINISTRATIVE 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 12, 2022, regular meeting was adjourned at 10:18 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, April 12, 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	PORT OF VANCOUVER USA
REVIEWED BY:	Director of Business Development
Mike Schiller	Title
APPROVED BY:	Chief Commercial Officer
Alex Strogen	Title
	04/26/2022 Date
SUBJECT:	Approve Lease Agreement between the Port of Vancouver USA and West Coast Sand and Gravel Inc.

BACKGROUND

This lease supports the port's Strategic Plan goal to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

West Coast Sand and Gravel Inc. (West Coast) has been in business since 1993 servicing the commercial construction market with construction materials. It has a fleet of 11 dump trucks and a truck repair and maintenance shop located along St. Francis Way. West Coast has 18 full time employees.

If approved, this site will allow West Coast to relocate its fleet parking, be closer to its maintenance shop and reduce truck trips. West Coast will maintain the site in a clean and orderly manner and provide its drivers with access to portable restrooms, garbage service and an area to turn in and pick up paperwork.

The lease is for 39,000 sf of fenced and paved area located at 2451 St. Francis Way. It has a term of 3 years effective June 1, 2022 with either party having the option to terminate prior to each year's anniversary date. The value for the initial term is approximately \$171,872.00 plus leasehold excise tax, common area maintenance and stormwater fees.

The value of this lease was not projected in the 2022 approved budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to execute the Lease Agreement at 2451 St. Francis Way between the Port of Vancouver USA and West Coast Sand and Gravel Inc.

Submitted by: *Julianne Marler*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	Project Delivery Manager
Mark Newell	Title
APPROVED BY:	Chief Operations Officer
Kent Cash	Title
	04/26/2022 Date
SUBJECT:	Approve Contract with Floyd Snider for On-Call Dredge Consulting Services

BACKGROUND:

This contract supports the port's Strategic Plan goal for the port to play a key role in maintaining navigability of the Columbia River system, including berthing systems, anchorage, turning basins, and the shipping channel.

The port requires professional services for the design, planning, permitting and implementation of dredging initiatives. Examples of work that may be performed under this contract include maintenance dredging and berth deepening design; geotechnical analysis in support of berth deepening; structural review of slope stability impacts on existing dock structures; bidding and construction support; providing consultation with regulatory agencies/services; and participating in agency coordination and permit management.

On February 2, 2022, the port issued a Request for Qualifications (RFQ) for On-Call Dredge Consulting Services. Interviews were conducted, and the results determined Floyd Snider to be the most qualified consultant to perform the services required by the port.

The contract will be issued for five years with the option to extend to complete any open task orders. If the contract reaches the 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 this contract are included in the approved annual budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with Floyd Snider for a not to exceed amount of \$700,000 to perform on-call dredge consulting services.

Submitted by: *Julianne Marler*, CEO

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous:** Yes ___ No ___

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer 04/26/2022

Kent Cash

Title

Date

SUBJECT: Rejection of Bids for Public Works Bid #22-02: Berth 17 Crane & Gallery Demolition

BACKGROUND:

On February 7, 2022, the Port of Vancouver issued Invitation to Bid 22-02: Berth 17 Crane & Gallery Demolition. The project provided for the removal of the existing crane and gallery and included infrastructure improvements to Berth 17. On March 10, 2022, two bids were received:

Bidder	Location	Amount
Keystone Contracting Inc.	Ridgefield, WA	\$ 2,148,300.00
Groat Brothers Inc.	Woodland, WA	\$ 2,413,626.98

The bid results were significantly higher than the engineer's estimate of \$1,332,000.

RCW 53.08.130 states "If, in the opinion of the commission, all bids are unsatisfactory, they may reject all of them and readvertise..."

Staff recommends rejecting all bids due to severe supply chain delays and the lowest bid being substantially higher than the engineer's estimate. Staff will reevaluate the project and may issue a request for bids at a later date.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners reject all bids associated with Invitation to Bid 22-02: Berth 17 Crane & Gallery Demolition pursuant to RCW 53.08.130.

Submitted by: *Julianne Marler* , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___