



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, June 9, 2020**

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

B) EXECUTIVE SESSION
None

C) OPENING REMARKS (8:30 a.m.)
1) Opening Remarks
2) Approve Minutes of the April 14, 2020 Regular Meeting

D) OPEN FORUM
1) All written public comments received by 8:30 a.m. Monday, June 8, 2020 regarding matters subject to Commission vote at this meeting will be read into the record**

E) ACTION ITEMS
None

F) UNFINISHED BUSINESS
1) Port Contracts Logs

G) NEW BUSINESS

H) <u>ACCOUNTS PAYABLE</u>		
Voucher Numbers	100519 - 101160	\$10,190,166.74
Electronic Payments	04/06/2020 – 05/31/2020	\$ 3,921,564.54
Payroll Voucher Numbers		
Checks	51308256 - 51308257	\$ 1,170,217.59
Direct Deposits	150001 – 150121	
	170001 – 170122	
	190001 – 190122	
	210001 – 210121	

I) CEO REPORT
1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers

L) ADJOURNMENT

***All board members and the public may only participate via teleconference due to the coronavirus disease (Covid-19) event pursuant to Washington State Governor's Proclamation 20-28.4 dated May 29, 2020 and in effect until June 17, 2020.**

To participate in this meeting by teleconference, please call 1 (253) 527-1624 and enter the conference ID number: 911 466 499 #. Meeting materials are available on the port's website at www.portvanusa.com. Please call (360) 693-3611 for technical difficulties. Verbal comments during the meeting will not be accepted.

****Written public comments are welcome and may only be related to matters subject to Commission vote at this meeting, pursuant to Proclamation 20-28.4. Written comments should be emailed to povcommissioners@portvanusa.com no later than 8:30 a.m. Monday, June 8, 2020 for them to be a part of the meeting record. Written comments will be provided to the Commission prior to the start of the board meeting. Written comments pertaining to matters on the agenda will be read into the record.**

Agenda Item No. C-2

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

REVIEWED BY:

Betsy Rogers

Administrative Supervisor

06/09/2020

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the April 14, 2020 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 04/14/2020 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the April 14, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Elizabeth Stetler* CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, April 14, 2020**

CALL TO ORDER

Commission President Orange called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, April 14, 2020 via teleconference number 1 (253) 527-1624, conference ID: 785791645# pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event dated March 24, 2020.

Commissioner Orange confirmed Commissioner LaBrant and Commissioner Burkman were also on the call. He welcomed CEO Julianna Marler and then directed Ms. Marler to lead the call due to the circumstances.

OPENING REMARKS

CEO Marler welcomed everyone and announced no executive session was held. She also stated that the agenda and agenda items are posted on the port's website for the public to view and to follow along.

CEO Marler reminded everyone that all board members and the public are participating via teleconference due to the coronavirus disease (COVID-19) event pursuant to Washington State Governor's Proclamation 20-28 dated March 24, 2020. She also stated that the meeting is being recorded.

Meeting attendees included:

Don Orange	Port Commission President
Eric LaBrant	Port Commission Vice President
Jack Burkman	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Mike Schiller	Port Director of Business Development
Kent Cash	Port Chief Operations Officer
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Dawn Egbert	Port Procurement Services Manager
Julie Rawls	Port Community Relations Manager
Katie Odem	Port Marketing & Communications Manager
Mike Bomar	Port Director of Economic Development
Betsy Rogers	Port Administrative Supervisor
Nam Nguyen	Port Applications Analyst

Rachelle Askman
Mindy Pennington

Port Communications Coordinator
Port Accounts Payable Specialist

APPROVAL OF MINUTES

Regular Meeting of March 10, 2020

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the March 10, 2020 regular meeting.

Special Meeting of March 26, 2020

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the March 26, 2020 special meeting.

OPEN FORUM

CEO Marler indicated that based on the governor's Proclamation 20-28, the port has limited its agenda to necessary and routine business only and created a process for the public to submit written public comment on matters on the agenda that are subject to a vote.

She indicated the port received one comment regarding Terminal 1 from community member Don Steinke and read it into the record. His comment referenced HB 1257 and higher emission standards when building to reduce GHG emissions.

ACTION ITEMS

E-1 Approve Third Lease Amendment to the Lease Agreement Between the Port of Vancouver USA and T1 Hotel LLC

Mike Schiller, Director of Business Development presented the action item and discussed the recommendation with the commission. No questions were received by the board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant, and carried unanimously, the Board of Commissioners approve the Third Lease Amendment to the Lease Agreement between the Port of Vancouver USA and T1 Hotel LLC.

E-2 Approve First Amendment to Lease between the Port of Vancouver USA and Mark's Design and Metalworks, LLC

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item, discussed the recommendation with the commission and answered questions by the board.

On motion by Commissioner Burkman, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the First Amendment to the Lease Agreement between the Port of Vancouver USA and Mark's Design and Metalworks LLC

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are available on the port's website. No questions were asked by the Commission.

No additional unfinished business was considered.

NEW BUSINESS

None at this time.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the staff report as contained in the agenda packet and discussed the recommendation with the commission.

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 2020 Vouchers 100082 - 100515 in the amount of \$4,893,536.44 including Electronic Payments generated between 03/02/2020 – 04/05/2020 in the amount of \$1,069,773.34 and March Payroll Checks 51269030 - 51269031 and Payroll Direct Deposits 100001 - 100122 and 130001 - 130123 in the amount of \$568,814.67.

CEO REPORT

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

CEO Marler shared with the commissioners that she has not taken any action provided her under Resolution 2-2020.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, April 14, 2020 regular meeting was adjourned at 8:49 a.m.

by CEO Julianna Marler.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, April 14, 2020, Regular
Port of Vancouver USA Board of
Commission Meeting

Don Orange, President

Eric LaBrant, Vice President

Jack Burkman, Secretary

Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Accounts Payable
Title

APPROVED BY:

Director of Finance
& Accounting

06/09/2020

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

April/May Vendor Claims:

Voucher Numbers	100519 - 101160	\$10,190,166.74
Electronic Payments	04/06/2020 – 05/31/2020	\$ 3,921,564.54
Payroll Voucher Numbers		\$ 1,170,217.59
Checks	51308256 - 51308257	
Direct Deposits	150001 – 150121	
	170001 – 170122	
	190001 – 190122	
	210001 – 210121	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of April/May 2020 Vouchers 100519 - 101160 in the amount of \$10,190,166.74 including Electronic Payments generated between 04/06/2020 – 05/31/2020 in the amount of \$3,921,564.54 and April/May 2020 Payroll Checks 51308256 - 51308257 and Payroll Direct Deposits 150001 – 150121, 170001 – 170122, 190001 – 190122 and 210001 – 210121 in the amount of \$1,170,217.59.

Submitted by: Eladot Kottler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes___ No___