



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, June 22, 2021**

- 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 June 8, 2021 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, June 21, 2021 by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
None
- 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
 - 2) Apprenticeship Program Implementation Update
- I) **COMMISSIONERS REPORTS**
- J) **WORKSHOP**
None
- K) **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: 926 3981 8955 and Passcode number: 130355 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, June 21, 2021. 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, June 22, 2021 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

06/22/2021

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the June 8, 2021 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 06/08/2021 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the June 8, 2021, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: Elizabeth Stetliker, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, June 8, 2021**

CALL TO ORDER

CEO Julianna Marler called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, June 8, 2021, via teleconference number 1 (253) 215-8782, conference code: 980 4085 2712 and passcode number: 485028 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

CEO Marler confirmed that Commissioners Orange, LaBrant and Burkman were on the line.

OPENING REMARKS

CEO Marler 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. She also stated that no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Eric LaBrant	Port Commission President
Jack Burkman	Port Commission Vice President
Don Orange	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Savannah Mitcham	Port Administrative Assistant
Angela Blake	Port Facilities Program Coordinator
Ben Shoop	Port Construction Inspector
Casey O'Dell	Port Director of Facilities
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Jonathan Eder	Port Director of Human Resources
Julie Payne	Port Revenue Accountant
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Katie Odem	Port Marketing Communications Manager
Ken Mishler	Port Terminal Manager
Kent Cash	Port Chief Operations Officer

Lori Kaylor	Port Commercial Sales Associate
Mark Newell	Port Project Delivery Manager
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer
Mike Bomar	Port Director Economic Development
Mike Schiller	Port Director of Business Development
Mindy Pennington	Port Accounts Payable Specialist
Patty Boyden	Port Director of Environmental Services
Rachelle Askman	Port Communications Coordinator
Randy McCaleb	Port Contract Manager
Richard Troudt	Port Security Manager
Rick Cline	Port Contract Manager
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Scott Ouchi	Port Safety, Risk and Emergency Manager
Sheila Deng	Port Senior Accountant
Thane Giles	Port Project Manager
Therese Lang	Port Director of Communications
Todd Krout	Port Director of Operations
Don Steinke	Community Member
Alona Steinke	Community Member
Cathryn Chudy	Community Member
Scott McMahon	Community Member
DeAnn Fields	Community Member
Richard Kolber	Community Member
Sharon Pesut	Partners In Careers
Josh Jones	Partners In Careers
Amber Carter	Amber Carter Government Relations LLC
Amnon Bar-Ilan	Ramboll
Amy Malick	Ramboll
Helen Devery	WSP

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

APPROVAL OF MINUTES

Regular Meeting of May 11, 2021

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the May 11, 2021 regular meeting.

COMMUNITY FUND UPDATE

Community Relations Manager Julie Rawls stated the Community Fund Committee launched in 2020 with \$5,000 and the goal of funding projects by local community organizations that directly tie to the port's mission of job creation, job training, international trade and economic development. She indicated three organizations were chosen to participate but due to the pandemic programs at these organizations were impacted, so the committee gave the groups through December of this year to complete their projects.

She indicated Partners In Careers (PIC), one of the three organizations chosen, originally proposed a project involving worksite tours for students to introduce them to a variety of businesses and to expand their knowledge of careers and the types of training involved in those careers. She explained that due to COVID they could not put students on buses, so they proposed a different project to learn about stormwater mitigation by creating two Grattix Boxes. She thanked Port of Vancouver Grattix Box designers Mary Mattix and Matt Graves for providing expert help to the students on this project and thanked the Community Fund Committee for time spent selecting the projects to fund. She then introduced Sharon Pesut, Executive Director and Josh Jones, Workforce Development Specialist of Partners in Careers.

Josh Jones provided information about PIC and shared photos and highlights from the Grattix Project. He stated that PIC developed and coordinated this hands-on project for students at iTech Prep to learn how local agencies like the port work to mitigate stormwater runoff and how it impacts the local economy. His summary and next steps included the following:

- 24 upperclassmen at iTech Prep gained a comprehensive understanding of stormwater runoff's impact on local infrastructure, watersheds, and jobs.
- Students participated in 12 hours of project-based learning, through both hands-on Grattix construction and virtual meetings with engineers, architects, and environmental managers, who donated nearly 20 hours of their time to support the project.
- Two Grattix units were constructed on-site at iTech Prep, and installed under exterior downspouts from the roof.
- Next Step 1: Continue to test output from the Grattix unit, and compare to the untreated water collected previously from the downspouts.
- Next Step 2: Work in partnership with LSW Architects to identify off-campus installation locations for future iterations of this project.
- Next Step 3: Resume full in-person activities, to include site tours of treatment facilities and new sustainable buildings.

OPEN FORUM

CEO Marler stated that the agenda invited public comment on all matters on the agenda and several community members responded to provide comment. She called on each community member based on the order in which the port received their request.

Don Steinke

Mr. Steinke discussed the port's draft climate strategy and urged the port to match or exceed state goals to reduce greenhouse gas emissions per RCW 70A.45.020. He also discussed Hydro Extrusion.

Cathryn Chudy

Ms. Chudy discussed the port's 2019 Renewable Energy Policy and the City of Vancouver's ordinance regarding large-scale fossil fuel facilities. She urged the Board to give its full support to Vancouver for a strong, updated ordinance to be completed in the timeline established, by the end of the year.

CEO Marler thanked everyone for their comments. She reminded everyone interested in speaking during Open Forum to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting.

ACTION ITEMS

E-1 Approve First Amendment to Lease and Termination Agreement between the Port of Vancouver USA and Hydro Extrusion Portland, Inc.

Kathy Holtby, Real Estate Manager introduced the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve and authorize the CEO to sign the First Amendment to Lease and Termination Agreement between the Port of Vancouver USA and Hydro Extrusion Portland, Inc.

E-2 Approve Lease Agreement between the Port of Vancouver USA and Western Partitions, Inc.

Chrissy Lyons, Commercial and Industrial Sales Manager introduced 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 and authorize the CEO to sign the Lease Agreement at 2001 Kotobuki Way between the Port of Vancouver USA and Western Partitions, Inc.

E-3 Approve Change Order #3 for Public Works Contract Bid 20-22: Terminal 1 Vancouver Landing Structural Renovation Project

Mark Newell, Project Delivery Manager introduced the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners authorize the CEO to execute Change Order #3 with Advanced American Construction for Bid 20-22: Terminal 1 Vancouver Landing Structural Renovation Project, revising the total contract amount to \$2,692,044.15, 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. No questions were asked by the Board.

No additional unfinished business was considered.

NEW BUSINESS

No new business was discussed at this time.

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 Burkman and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of May 2021 Vouchers 105372 – 105725 in the amount of \$4,702,056.12 including Electronic Payments generated between 05/03/2021 – 05/31/2021 in the amount of \$2,856,415.16 and May 2021 Payroll Checks 51497873 – 51497874 and 51505279 and Payroll Direct Deposits 180001 – 180122 and 200001 – 200123 in the amount of \$581,911.60.

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.

State Legislative Update

Amber Carter, the port's state legislative lobbyist, provided the Board with a state legislative update.

CEO Marler and the Board thanked Ms. Carter for the work she does on behalf of the Port of Vancouver.

Project Updates

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

- Terminal 1 Site & Infrastructure
- AC Marriott (not a port contractor)
- Parcel 3 Gateway Equipping Well
- Chlorinator System Improvements
- BL2565 Recladding & Window Replacement
- BL2645 Roof Repair

No questions were asked by the Board.

Port RePort

CEO Marler stated that in years past the port held its annual lecture series which usually consisted of four presentations. She indicated the final presentation was typically the Port RePort. She explained that due to COVID-19, the port created a ten-minute State of the Port video presentation. She stated the presentation provides a summary of the port's performance in 2020 as well as a look ahead into 2021. She indicated it also includes behind the scenes marine and commercial operations footage, information regarding the Terminal 1 project, the port's environmental efforts and highlights of several port tenants. She thanked Katie Odem, Julie Rawls, Rachelle Askman, Therese Lang and Ryan Hart from the port's External Affairs Team and CMD Agency for their work on the project. She also thanked presenters Dena Ford and Lamar Stewart from the ILWU Local 4 and Chief Commercial Officer Alex Strogon from the Port of Vancouver. She stated the video link will be available to the public on the port's website after this meeting and encouraged folks to watch it.

Commissioner Burkman stated he was very impressed with the video because it not only is a good summary of what happened in 2020, but it is an exceptional look at a whole range of aspects of the port including our tenants. He shared his amazement that the video was only ten minutes long but contained so much information and expressed his appreciation for the broad participation including the longshore.

COMMISSIONERS REPORTS

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

- Washington Public Ports Association (WPPA) 2021 Spring Meeting
- Neighborhood Chairperson

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

- CEO Marler
- Washington Public Ports Association (WPPA) 2021 Spring Meeting
- Labor Roundtable
- IBR Executive Steering Group
- Greater Vancouver Chamber of Commerce Legislative Review
- Maritime Commerce Club Presentation on History of Trade on the River

Commissioner LaBrant stated he attended the following events and meetings and provided a summary on some of the meetings he attended:

- Washington Public Ports Association (WPPA) 2021 Spring Meeting
- CREDC Board Meeting
- CEO Marler

CEO Marler reminded everyone that public comment is not taken during workshops but highlighted the numerous ways that folks can provide feedback on the information heard during the workshop.

She then called a recess from 9:57 a.m. – 10:10 a.m. to prepare for the port's workshop on the Climate Action Plan Update.

WORKSHOP

Climate Action Plan Update

Port Environmental Program Manager Mary Mattix stated the Climate Action Plan is a key strategy of the port's Strategic Plan and that the plan's goal is to reduce the port's greenhouse gas emissions. She shared that the port is working on the plan with the help of our consultant team Ramboll US Consulting along with their subcontractors WSP Global and Fehr & Peers. She stated these consultants are experts in their field on climate change and planning, public involvement and transportation. She indicated they work with other agencies and ports on similar efforts including the ports of San Francisco, Oakland, Los Angeles, Long Beach, Houston and Portland. In addition, she stated there is an internal core team that includes staff from a variety of disciplines in Operations, Environmental, Facilities, and External Affairs that offer their expertise and provides input to make sure that the plan can be successfully implemented at the port.

She indicated that the goals for today are to provide a project update on what has been accomplished to date, what work is yet to be done, collect feedback to make sure the team is on the right path and to answer any questions. She stated the presentation will include the results of the port's recently concluded greenhouse gas emissions inventory and the potential greenhouse gas reduction measures that will guide the port's future greenhouse gas reduction activities. She shared that this was informed by both internal and external outreach conducted

over the last several months coupled with the technical expertise on the team. She indicated there is still more work to be done to wrap up the plan later this summer, but the team is excited to begin implementation. She then introduced our project manager from Ramboll Amy Malick who will provide the presentation for the Climate Action Plan Update. She also announced that Amnon Bar-Ilan who is the Principal of Ramboll and Helen Devery who is the Vice President of WSP are in attendance and both have been integral in the success of the project to date.

Amy Malick provided the presentation on the port's Climate Action Plan update. She discussed the development of the plan, efforts by the port and shared additional detailed information on the following:

- Project Overview
- 2019 Greenhouse Gas Inventory Summary
- Greenhouse Gas Inventory Forecast & Relevant Reduction Targets
- Proposed Climate Actions
- Sample Implementation Plan
- Project Schedule & Next Steps

Port Environmental Program Manager Mary Mattix stated 2022 Climate Action Plan initiatives will be brought forth during the budget planning process this year. She indicated progress on these initiatives will be reported out annually through the annual Sustainability Report and updates to the Climate Action Plan webpage. She noted that the Climate Action Plan email address will also remain in place so the public and other stakeholders can continue to provide their input and feedback. She stated the team will come back to present the final draft of the implementation targets for the plan at a workshop at the July 13 commission meeting.

Commissioner LaBrant asked about the outreach and feedback from the tenants regarding the plan. He also stated he would like to see additional information included on the purpose of the plan, an explanation on how it relates to port activities and why the port needs to be involved in the effort.

Commissioner Orange stated the port has many unimpeded south facing roofs and asked if the plan includes any consideration to include solar as an energy source.

Commissioner Burkman stated he thinks overall it is a good framework. He indicated folks will be interested in the implementation; how we do it, what the cost is and what the direct impact will be. He asked if the main concern from tenants is what their obligation would be if the port implements any of these initiatives.

Port Environmental Program Manager Mary Mattix stated the team will keep in mind the use of incentives and grant opportunities to make sure businesses can continue to operate here successfully.

CEO Marler thanked Mary and Amy for their efforts and reminded everyone that this presentation would be available on the website.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, June 8, 2021 regular meeting was adjourned at 10:43 a.m. by CEO Julianna Marler.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, June 8, 2021, Regular
Port of Vancouver USA Board of
Commission Meeting

Eric LaBrant, President

Jack Burkman, Vice President

Don Orange, Secretary