



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, September 26, 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 September 12, 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, September 25, 2023, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- 2) Community Fund Update – WHY Racing

**E) ACTION ITEMS**

- 1) Approve Public Works Contract Bid 23-40: Terminal 3 – 2023 Paving Project
- 2) Approve Contract with Mott MacDonald Group, Inc. for Engineering Design and Permitting Services for Terminals 5 & 6

- F) **UNFINISHED BUSINESS**  
None
- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **WORKSHOP**  
None
- 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, September 25, 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, September 26, 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, September 12, 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 8:30 a.m., Tuesday, September 12, 2023, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**EXECUTIVE SESSION**

The regular meeting was immediately recessed into executive session at 8:30 a.m. to discuss potential litigation pursuant to RCW 42.30.110(1)(i). He announced no final action will be taken during executive session and executive session will conclude no later than 9:15 a.m.

**OPENING REMARKS**

Commissioner Orange reopened the commission meeting to the public at 9:30 a.m. CVTV had some technical issues, so Commissioner Orange waited until CVTV was operational and recording the meeting at 9:33 a.m. to welcome everyone. He announced that the commissioners had been in executive session from 8:30 a.m. – 9:15 a.m. for the purpose of discussing potential litigation pursuant to RCW 42.30.110(1)(i). He stated no final action was taken during executive session.

Commissioner Orange stated that this meeting is being recorded. He also indicated 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 August 22, 2023**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the August 22, 2023, regular meeting.

**OPEN FORUM**

Commissioner Orange asked if anyone had signed up to speak during open forum. CEO Marler stated that no one signed up in advance to provide virtual comment and that there was no one present who signed up to provide comment.

## **ACTION ITEMS**

### **E-1 Approve Parties' Agreement to Settle Claims and Sign Consent Decree**

CEO Marler 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 approves the Parties' Agreement to Settle Claims and authorizes the CEO to sign the Consent Decree.

### **E-2 Approve Lease Agreement between the Port of Vancouver and Plastics NW, Inc.**

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the Commission. She answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve and authorize the CEO to sign the Lease Agreement at 2851 and 2801 Section A NW Lower River Road between the Port of Vancouver USA and Plastics NW, Inc.

## **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.

CEO Marler noted that Kelly Walsh, Legal Counsel joined the meeting to fill in for the port's General Counsel, Lisa Lowe who needed to leave the meeting early.

## **ACCOUNTS PAYABLE**

Scott Goodrich, Director of Finance & Accounting presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission. No questions were asked from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of August 2023 Vouchers 115377–

115751 in the amount of \$5,072,776.10 including Electronic Payments generated between 08/01/2023 – 08/31/2023 in the amount of \$578,361.42 and August 2023 Payroll Checks 51902195 – 51902196 and 51910608 – 51910609 and Payroll Direct Deposits 320001 – 320154 and 340001 – 340133 in the amount of \$755,503.31.

## **CEO REPORT**

CEO Marler provided an update on pursuing solar opportunities as part of the port's Climate Action Plan. She stated the port team has met with Clark Public Utilities, tenants, and the Port of Camas-Washougal to discuss their solar project site. She shared that the Port of Vancouver's Centennial Industrial Building can support solar, and that new buildings at Terminal 1 will also be solar ready. She stated older buildings at the port will be assessed to see if they can support "rooftop solar" and indicated older buildings may also need additional electrical infrastructure to meet the needs for solar. Lastly, she stated the port is actively seeking grant opportunities to conduct these activities and other climate initiatives.

## **Project Updates**

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

- Berth 17 Rehabilitation Project
- Quayside Place ADA Sidewalk Ramp
- Port Administrative Building ADA Motorized Door Project
- 2023 Berth 13-14 Repairs
- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)
- CIP Lot 2 Nu-Tech (Not Port Project)

## **COMMISSIONERS REPORTS**

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

- Identity Clark County's 30 Year Celebration
- Finance and Marketing Update from port staff
- Labor Roundtable
- Regional Transportation Council

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

- Finance and Marketing Update from port staff
- Hispanic Metropolitan Chamber's Heritage Awards Gala
- Columbia Springs, Hooked on Nature Annual Fundraiser

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

- Columbia Springs, Hooked on Nature Annual Fundraiser
- Peace and Justice Fair
- Meeting with CEO Marler
- Finance and Marketing Update from port staff

## **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, September 26 at 9:30 a.m. She also 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**

### **2023 Strategic Plan Mid-Year Update Workshop**

Chief Financial and Administrative Officer Elizabeth Gotelli provided a brief presentation on the key areas of progress of the Strategic Plan in the first half of 2023. She shared updates about the plan's Community, Economic Development, Environmental, and Organizational Goals.

She introduced Scott Goodrich, Director of Finance & Accounting to discuss achievements under the port's Financial Goals and provide a mid-year financial update, as well as the financial forecast for the remainder of 2023 and into 2024.

He introduced Alex Strogon, Chief Commercial Officer, who updated the Board on the port's Marine and Commercial Goals and discussed market and commercial trends for the second half of 2023 and moving into 2024.

Chief Financial and Administrative Officer Elizabeth Gotelli concluded by stating that the PowerPoint presentation for this Strategic Plan update and all previous presentations can be found on the port's website.

## **SIGN DOCUMENTS**

The Board signed documents at 10:56 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, September 12, 2023, regular meeting was adjourned at 10:59 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative  
Supervisor, September 12, 2023, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Don Orange, President

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Eric LaBrant, Vice President

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Jack Burkman, 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

09/26/2023

Kent Cash

Title

Date

**SUBJECT:** Approve Public Works Contract Bid 23-40: Terminal 3 – 2023 Paving Project

**BACKGROUND:**

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

Terminal 3 is used to move multiple cargoes at the Port of Vancouver. The terminal serves as cargo laydown space for many of the port’s customers, and contains three break bulk warehouses, along with the port’s maintenance and security facilities. The pavement at Terminal 3 is an integral part of the port’s interconnected storage and throughway operational surfaces, such as the movement and storage of wind turbine components. Terminal 3 also has rail service on the north side and is outfitted with Berths 8 and 9 along the waterfront, allowing for transportation of goods from rail and ship across the terminal.

Because the terminal is critical to moving a variety of cargoes through the port, substantial effort is made to maintain and extend the working life of the pavement. The asphalt has reached the point where on-going maintenance is no longer sufficient to ensure efficient and reliable use of the terminal, and replacement is required.

On August 29, 2023, the port issued Invitation to Bid 23 -40: Terminal 3 - 2023 Paving Project. On September 14, 2023 the following bids were received:

Bidder	Location	Total
Granite Construction Co.	Vancouver, WA	\$485,286.80
McDonald Excavating Inc.	Washougal, WA	\$493,362.13
Clark and Son’s	Battle Ground, WA	\$519,092.50
Lakeside Industries	Vancouver, WA	\$530,888.06
Karvonen Sand & Gravel, Inc.	Battle Ground, WA	\$608,761.76
Knife River Corporation NW	Tangent, OR	\$755,465.00

Staff has reviewed the Granite Construction Co. responsive bid and concluded they are a responsible contractor capable of performing the work.

The engineer's estimate is \$606,650 - \$670,500. The project is included in the approved 2023 budget.

**Additional Information Attached?** No

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**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a public works contract with Granite Construction Co., the lowest responsive and responsible bidder, for Bid 23 - 40: Terminal 3 - 2023 Paving Project in the amount of \$485,286.80 including Washington State Sales Tax.

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

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

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

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

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

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

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

# Agenda Item No. E-2

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**REQUEST FOR COMMISSION ACTION**

**PORT OF VANCOUVER USA**

**REVIEWED BY:**

Director of Engineering  
& Project Delivery

09/26/2023

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Monty Edberg

Title

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**APPROVED BY:**

Chief Operations Officer

09/26/2023

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Kent Cash

Title

Date

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**SUBJECT:**

Approve Contract with Mott MacDonald Group, Inc. for Engineering Design and Permitting Services for Terminals 5 & 6

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**BACKGROUND:**

This project supports the port's Strategic Plan goals of pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy. The port continues to develop and expand its existing infrastructure while concurrently pursuing funding through available grant programs.

There is the potential to accommodate up to five additional rail tracks in the port's central rail corridor, three of which would serve tenants working trains on the Terminal 5 rail loop. Design and construction of the central rail corridor will make these tracks available for use by present and future tenants at Terminal 5. To aid in financing these improvements, the port is preparing a Consolidated Rail Infrastructure and Safety Improvements grant application to the Federal Railroad Administration.

The port is also applying for a U.S. Department of Transportation Rebuilding American Infrastructure with Sustainability and Equity grant. This grant would help fund the proposed grade separation connecting Gateway Avenue to the interior of the Terminal 5 rail loop. Preliminary design of the overpass would be completed for use in the application and early environmental permitting. The port will also be exploring concepts for development of Terminal 6, previously known as Terminal 5-West. These would include potential tenant accommodations and stormwater improvements.

On May 22, 2023, the port issued a Request for Qualifications (RFQ) for Terminals 5 & 6 Development Engineering Design and Permitting Services. Interviews were conducted, and Mott MacDonald Group, Inc. was determined to be the most qualified and capable to perform the services required by the port.

The contract will be issued for a period of five years with options to extend through completion of the project. The initial amount to cover engineering, design, permitting and administration is \$2,977,000 and is anticipated to go through 2025. Contract amendments will be executed per Resolution 10-2022: Administrative Authority of CEO and Their Designees. Funds for this contract will be included in the 2024 budget and amounts for subsequent years shall be included annually for budget approval prior to execution of services.

**Additional Information Attached?** No

That the Board of Commissioners authorize the CEO to execute a contract with Mott MacDonald Group, Inc. to perform Engineering Design and Permitting Services for Terminals 5 & 6 for a not to exceed amount of \$2,977,000.

**Submitted by:** Juliana Marler, CEO/Executive Director

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

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

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

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

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

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