



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, November 22, 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 CTVV cable channels 21, 23 / HD 323, and at 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 November 8, 2022, Regular Meeting
- 3) Approve Minutes of the November 14, 2022, Special Meeting/Executive Session

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, November 21, 2022, by emailing povcommissioners@portvanusa.com**

PUBLIC HEARING

- 1) 2023 Final Budget – Action Item E-1 and E-2
To provide virtual oral comment during the public hearing, you must register no later than 12:00 p.m. on Monday, November 21, 2022 by emailing povcommissioners@portvanusa.com

- E) **ACTION ITEMS**
1) Approve Resolution 8-2022: Authorizing an Increase in Regular Tax Levy
2) Approve Resolution 9-2022: Adoption of 2023 Final Budget
3) Approve Resolution 10-2022: Administrative Authority of CEO
- F) **UNFINISHED BUSINESS**
None
- G) **NEW BUSINESS**
- H) **CEO REPORT**
- J) **COMMISSIONERS REPORTS**
- K) **UPCOMING EVENTS**
- L) **WORKSHOP**
None
- M) **SIGN DOCUMENTS**
- N) **ADMINISTRATIVE UPDATE/WORK SESSION**
None
- 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, November 21, 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 9:30 a.m. Tuesday, November 22, 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.

Agenda Item No. C-2

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

REVIEWED BY:

	Executive Services Manager	11/22/2022
Michelle Allan	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the November 8, 2022 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 11/08/2022 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 8, 2022, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Julianne Marler*, CEO

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

Approved: _____ **Seconded By:** _____

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

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, November 8, 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 9:30 a.m., Tuesday, November 8, 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 commission meeting. He announced that no executive session was held and that the meeting is being recorded. He stated it 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 October 25, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 25, 2022, regular meeting.

COMMUNITY FUND UPDATE

Community Relations Manager Julie Rawls stated the port's Community Fund program awarded funds to the Vancouver Farmer's Market this year. She indicated the market has a program to help traditionally marginalized vendors that provides free space and training necessary to help nurture these small businesses. She stated these small businesses greatly contribute to Vancouver's tourism, economic development, and vitality. She indicated that this also furthers the port goals of economic development as well as diversity, equity, and inclusion. She then introduced Stephanie Haynes and Jordan Boldt from the Vancouver Farmer's Market.

Ms. Haynes provided an overview of the Vancouver Farmer's Market Foundation and thanked the port for its support. The Board expressed their appreciation to Ms. Haynes for her presentation and work on this program.

OPEN FORUM

Commissioner Burkman stated that the agenda invited public comment but indicated no community members registered in advance to provide virtual oral comments. He confirmed that there was no one present who signed up to provide comment.

ACTION ITEMS

E-1 Approve 2023 Preliminary Budget

Director of Finance and Accounting Scott Goodrich presented the action item and discussed it with the commission. Commissioner Burkman stated that two pages of the preliminary budget were updated to include last year's budget amounts along with this year's.

On motion by Commissioner Orange, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners adopt the 2023 preliminary budget as presented.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. Executive Services Manager Michelle Allan 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 Board. He answered questions from 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 October 2022 Vouchers 111561 – 111892 in the amount of \$6,619,610.91 including Electronic Payments generated between 10/01/2022 – 10/31/2022 in the amount of \$745,347.60 and October 2022 Payroll Direct Deposits 400001 – 400127 and 420001 – 420125 in the amount of \$638,919.24.

CEO REPORT

Project Updates

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

- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)
- Terminal 2 Pond Remedy Project
- Terminal 2 Berths 3 & 4 Paving Project

- Terminal 3 2022 Paving Project
- Terminal 4 Bank Stabilization
- Berth 17 Rehabilitation Project
- Building 2480 Roof Coating & Panel Replacement
- Building 2500 Warehouse & Office Painting
- Building 2565 Fire System Replacement
- Building 3201F & 3103 HVAC Installation
- 2022 Fire System Flushing

COMMISSIONERS REPORTS

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

- Grand Opening Ribbon Cutting for new Vancouver Clinic in Salmon Creek
- Port Tour for the Columbia River Economic Development Council Board

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

- Tenant meeting regarding future project
- CEO Marler
- Booville event at the Vancouver Mall

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

- CEO Marler
- Tenant meeting regarding future project
- Hispanic Metropolitan Chamber Event
- Legislative Joint Interim Committee on the Interstate Bridge
- Regional Transportation Council
- Vancouver City Council Workshop
- POWWOW at Clark College

Commissioner Burkman provided additional details regarding the Clark County Transportation Alliance 2023 Policy Statement that was discussed during the Regional Transportation Council and at the Vancouver City Council Workshop. He indicated that this statement includes six projects of particular interest to the City of Vancouver and added that two of those projects are especially important to the port, which are the I-5 bridge replacement and influence area improvements, as well as the Northwest 32nd Avenue industrial corridor. He indicated the port's recent legislative agenda workshop is consistent with the Alliance's 2023 Policy Statement, and he is pleased to see that other organizations in Southwest Washington are in support of this too.

Commissioner Burkman also answered Commissioner Orange's question regarding the I-5 bridge.

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Services Manager Michelle Allan stated the next commission meeting scheduled for November 22 will begin at 9:30 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.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:19 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, November 8, 2022, regular meeting was adjourned at 10:21 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, November 8, 2022, Regular
Port of Vancouver USA Board of
Commission Meeting

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. C-3

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services Manager

11/22/2022

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the November 14, 2022 Special Meeting/Executive Session

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 11/14/2022 Special Meeting/Executive Session

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 14, 2022, Port of Vancouver USA Board of Commissioners Special Meeting/Executive Session as presented.

Submitted by: *Julianne Marler* CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
SPECIAL MEETING/ EXECUTIVE SESSION
November 14, 2022**

CALL TO ORDER

Commission President Jack Burkman called a special meeting/executive session of the Port of Vancouver USA Board of Commissioners to order at 9:00 a.m., Monday, November 14, 2022, at the Port of Vancouver USA Administrative Office, 3103 N.W. Lower River Road, Vancouver, Washington 98660.

EXECUTIVE SESSION

The meeting was immediately recessed into executive session at 9:00 a.m. to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). He announced that the Board of Commissioners will take no action during executive session and the executive session will conclude no later than 11:00 a.m.

REOPENED MEETING AND ADJOURNMENT

Commissioner Burkman reopened the meeting to the public at 11:00 a.m. He announced that there being no further business to come before the Port of Vancouver USA Board of Commissioners, the November 14, 2022, special meeting/executive session is now adjourned at 11:00 a.m.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, November 14, 2022, Special
Port of Vancouver USA Board of
Commission Meeting/Executive Session

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 Finance & Accounting
Scott D. Goodrich	Title
APPROVED BY:	
	Chief Financial & Administrative Officer
Elizabeth Gotelli	Title
	11/22/2022 Date
SUBJECT: Approve Resolution 8-2022: Authorizing an Increase in Regular Tax Levy	

BACKGROUND:

Revised Code of Washington (RCW 84.55.120) requires a taxing district, other than the state, that collects regular levies to hold a public hearing on its budget. The hearing must include consideration on its proposed regular tax levy.

The port's 2023 budget proposes an increase of the regular tax levy of 1% including new construction and utilization of previously banked tax levy capacity. The public hearing on the 2023 budget is being held on November 22, 2022.

Additional Information Attached? Yes

RECOMMENDATION: That the Port of Vancouver Board of Commissioners approves and executes Resolution 8-2022, authorizing an increase in the regular tax levy.

Submitted by: Juliana Marler, CEO

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

Approved: _____ **Seconded By:** _____

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

RESOLUTION 8-2022

**A RESOLUTION OF THE PORT OF VANCOUVER
BOARD OF COMMISSIONERS AUTHORIZING
AN INCREASE IN TAX LEVY**

WHEREAS, the Board of Commissioners of the Port of Vancouver has met and considered its budget for the calendar year 2023; and

WHEREAS, the district's highest lawful levy amount was \$12,645,140; and,

WHEREAS, the population of this district is more than 10,000; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Vancouver that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year. Utilizing banked capacity, the dollar amount of the increase over the actual levy amount collected in the 2022 tax year shall be \$403,064 which is a percentage increase of 3.188% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made. This is currently estimated at \$276,614 in additional levy capacity.

BE IT FURTHER RESOLVED that a certified budget request or estimate is filed with the County Legislative Authority, separate from this resolution. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The form for this purpose is titled "Levy Certification" and is available through the Assessor's Office. Certification is made in a manner prescribed by the County Legislative Authority.

ADOPTED by the Port of Vancouver Board of Commissioners on the 22nd day of November 2022 and signed in authentication of its adoption.

**PORT OF VANCOUVER, U.S.A
BOARD OF COMMISSIONERS**

President

Vice President

Secretary

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA		
REVIEWED BY:	Director of Finance & Accounting		
	Scott D. Goodrich	Title	
APPROVED BY:	Chief Financial & Administrative Officer		
	Elizabeth Gotelli	Title	11/22/2022 Date
SUBJECT:	Approve Resolution 9-2022: Adoption of 2023 Final Budget		

BACKGROUND:

The 2023 Port of Vancouver USA budget supports the port’s strategic goals and mission to maximize revenue and create economic benefit to our community. This budget reflects the collaborative efforts of the port commission and staff to identify available resources to meet the port’s key initiatives.

A budget work session was held on October 25, 2022 to review the port’s recommended 2023 budget of the port district. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, 2023 capital program, financing and tax levy option to consider. The work session was open to the public.

The budget is a plan of financial operation that involves estimating sources and uses of funding for the annual period of January 1, 2023 through December 31, 2023. As a management tool, the budget provides a guide to the conduct of operations and basis for evaluating actual results. Another important function of the budget is to identify and allocate resources for planned capital projects.

Additionally, the budget document fulfills a legal requirement for the purpose of levying port district taxes. The port’s budget estimates an increase of the regular tax levy of 1%, new construction and utilization of previously banked tax levy capacity.

Additional Information Attached? Yes

RECOMMENDATION: That the Port of Vancouver Board of Commissioners approves and executes Resolution 9-2022, adopting the 2023 Final Budget in the amount of \$77,868,955.

Submitted by: <u>Juliana Marler</u>	, CEO
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___

RESOLUTION 9-2022

A RESOLUTION OF THE PORT OF VANCOUVER BOARD OF COMMISSIONERS ADOPTING THE 2023 FINAL BUDGET

WHEREAS, it is required by Chapter 53.35 of the *Revised Code of Washington* that a budget be adopted for the ensuing fiscal year showing the estimated expenditures and the anticipated available funds from which all expenditures are to be paid; and

WHEREAS, it is also required that a certified copy of such final budget, showing the amount to be raised by taxation on the assessed value of property within the district, be filed with the Board of County Commissioners for the purpose of levying port district taxes;

WHEREAS, the Port of Vancouver Board of Commissioners held a public preliminary budget work session on October 25, 2022; and the Port of Vancouver Board of Commissioners held a final budget public hearing on November 22, 2022; and

WHEREAS, notice of a public hearing to consider adoption of a final budget has been given as required by publication in *The Columbian* and that Notice of Public Hearing has also been given to the news media and other interested parties; and

WHEREAS, this is the time and place fixed by this Board of Commissioners for the adoption of the 2023 final budget for the Port of Vancouver.

NOW, THEREFORE, BE IT RESOLVED by the Port of Vancouver Board of Commissioners that the 2023 final budget, as set forth in the attached exhibit

hereto and made a part hereof, be adopted as the final budget for the year 2023.

BE IT FURTHER RESOLVED that a copy of the final budget including provision for the full available tax levy within statutory limitations, estimated to be \$13,048,204 and a copy of this Resolution be filed with the Board of County Commissioners and with the County Assessor of Clark County, Washington as the basis for the tax levy assessed in 2022, to be collected in year 2023.

ADOPTED by the Port of Vancouver Board of Commissioners on the 22nd day of November, 2022 and signed in authentication of its adoption.

**PORT OF VANCOUVER, U.S.A
BOARD OF COMMISSIONERS**

President

Vice President

Secretary

2023 Final Budget

<u>SOURCES</u>	
Operating Revenues	
15-Rail	1,420,058
16-Finance & Accounting	250,000
18-Commercial	269,629
19-Industrial	13,947,726
20-Facilities	100,000
21-Marine Operations	21,920,651
22-Security	545,634
40-Marine Terminal	11,146,417
Total Operating Revenues	<u>\$ 49,600,115</u>
Non-operating Revenues	
Ad Valorem Taxes	13,048,204
Interest Income	1,290,000
Grants & Other Contributions	2,222,120
Proceeds from Sale of Property	10,000
Other	88,600
Total Non-operating Revenues	<u>\$ 16,658,924</u>
Total Revenues	\$ 66,259,039
Transfer from General Fund/Financing	\$ 11,609,916
TOTAL SOURCES	<u>\$ 77,868,955</u>

<u>USES</u>	
Operating Expenses	
05-Executive	1,004,390
06-Economic Development	745,199
10-Administration	1,661,386
11-External Affairs	1,967,139
12-Information Technology	1,600,746
13-Procurement & Contracts	583,915
14-Human Resources	463,935
15-Rail	1,411,920
16-Finance & Accounting	2,759,903
17-Sales	2,319,693
18-Commercial	311,000
19-Industrial	1,890,900
20-Facilities	7,802,297
21-Marine Operations	2,122,248
22-Security	2,797,613
32-Environmental	1,626,388
40-Marine Terminal	11,560,956
Total Operating Expenses	<u>\$ 42,629,628</u>
Non-operating Expenses	
Debt Service	10,339,132
Environmental Remediation	1,060,175
Other Non-Operating Expenses	1,195,000
Total Non-operating Expenses	<u>\$ 12,594,307</u>
Total Expenses	\$ 55,223,935
Capital Projects	\$ 22,645,020
TOTAL USES	<u>\$ 77,868,955</u>

**Port of Vancouver
2023 Capital Budget**

Description	2023
Maintenance	
Maintenance: Buildings - BLDG 1501 Roof/Gutters and Paint	50,000
Maintenance: Buildings - BLDG 3209 Office Demo	150,000
Maintenance: Capital Dredging - Berth 17	450,000
Maintenance: Equipment - EV Charging Stations and Electrical Infrastructure	250,000
Maintenance: IT - Fiber and Cameras on Gateway overpass	75,000
Maintenance: IT - Vaults and Conduit for Connection to Main Duct Bank	150,000
Maintenance: Mechanical and HVAC - HVAC Building Replacements/Upgrades	200,000
Maintenance: Paving and Striping - T2 Pavement Replacement	315,000
Maintenance: Paving and Striping - T3 Pavement Mill and Fill	350,000
Maintenance: Rail - Hill Track Switch Replacement	75,000
Maintenance: Rail - Mill Plain Crossing	50,000
Maintenance: Stormwater - Kotobuki Way Storm Connection Upgrades	105,000
Maintenance: Stormwater - NW Packing Storm System Upgrades	99,750
Maintenance: Stormwater - Terminal 4 Pond and Outfall Improvements	231,000
Maintenance: Stormwater - Terminal 4 Pond Liner	750,000
Maintenance: Stormwater - Terminal 4 Pond Stormwater Pilot Project	441,000
Maintenance: Tenant Improvements	262,500
Maintenance: Vehicle and Equipment - EV Pickup-Maintenance	55,000
Maintenance: Vehicle and Equipment - EV Pickup-Operations	55,000
Maintenance: Vehicle and Equipment - EV Pickup-Security	55,000
Maintenance: Vehicle and Equipment - EV SUV - Admin	59,850
Maintenance: Vehicle and Equipment - Excavator	262,500
Maintenance: Vehicle and Equipment - Tandem Axle Vac Truck with Jetter and Camera	550,000
Maintenance: Vehicle and Equipment - Zero Turn Mower	21,000
Maintenance: Wastewater Treatment Improvements	157,500
Maintenance: Water System Improvements - Well 3 with Electric Pump	115,500
Sub-total: Maintenance	5,335,601
Environmental	
Environmental: Purchase of In-water Mitigation Credits	162,500
Sub-total: Industrial	162,500
Industrial	
Industrial: Parcel 10 Phase 1 - Stockpile	466,200
Industrial: Parcel 10 Phase 2 - Drainage Improvements and 20K sf Building	1,837,500
Sub-total: Industrial	2,303,700
Recreation	
Recreation: Trail Segment 4	280,000
Recreation: Trail Segment 5	315,000
Sub-total: Recreation	595,000
Terminal Rehabilitation and Improvement Program (TRIP)	
TRIP: T4 Bank Stabilization	1,029,000
TRIP: Temporary Electrical Equipment at Berth 17	383,250
TRIP: Power Infrastructure Improvements at Berth 17	600,000
TRIP: Berth 17 Phase 2-3: Demolition of Crane and Dock Rehabilitation	5,751,038
Sub-total: TRIP	7,763,288
Waterfront	
Waterfront: T1 Marketplace and Brewlab - Preliminary Design	85,000
Waterfront: T1 Dock Ground Improvements and Wall - Design	133,333
Waterfront: T1 Dock Removal - Demolition	3,885,000
Waterfront: T1 Dock Replacement - Design	1,071,000
Sub-total: Waterfront	5,174,333
Labor Capitalization	1,310,598
Total: Capital Projects	22,645,020
Grants and Other Contributions	
Grants: Waterfront: DOC - T1 Dock Design	(1,548,120)
Grants: Recreation: RTC - Trail System Segment #4	(280,000)
Grants: Recreation: RTC - Trail System Segment #5	(315,000)
Grants: Operations: FEMA - Cyber Security	(79,000)
Sub-total: Grants and Other Contributions	(2,222,120)
Total: Capital Projects - Net	20,422,900