



# Port of Vancouver USA

**AGENDA  
PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, November 26, 2019**

- 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, etc.
  - 2) Approve and Sign Minutes of the November 12, 2019 Regular Meeting
- D) **OPEN FORUM**
  - 1) Public comment on matters not subject to Commission vote at this meeting
  - 2) Commissioner and CEO comments

**Public Hearing: 2020 Final Budget – Action Item E-1 and E-2**
- E) **ACTION ITEMS**
  - 1) Approve Resolution 5-2019: Authorizing an Increase in Regular Tax Levy
  - 2) Approve Resolution 6-2019: Adoption of 2020 Final Budget
- F) **UNFINISHED BUSINESS**
- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **SIGN DOCUMENTS**
- L) **WORKSHOP**  
None
- M) **ADJOURNMENT**

# Agenda Item No. C-2

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REQUEST FOR COMMISSION ACTION      PORT OF VANCOUVER USA

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REVIEWED BY:

*Betsy Rogers*

Administrative Supervisor

11/26/2019

Betsy Rogers

Title

Date

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APPROVED BY:

Title

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SUBJECT:      Minutes of the November 12, 2019 Regular Meeting

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## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 11/12/19 Regular Meeting

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 12, 2019, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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Submitted by: *Juliana Morales* 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 12, 2019**

**CALL TO ORDER**

Commission President Oliver 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, November 12, 2019 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

Commissioner Oliver welcomed everyone, announced no executive session was held and invited guests to participate in the Pledge of Allegiance.

Meeting attendees included:

Jerry Oliver	Port Commission President
Don Orange	Port Commission Vice President
Eric LaBrant	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
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
Rachelle Askman	Port Communications Coordinator
Savannah Mitcham	Port Administrative Assistant
Heather Stebbings	Port Director of Communications
Randy McCaleb	Port Contract Manager
Rick Cline	Port Contracts Manager
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Jonathan Eder	Port Director of Human Resources
Mark Newell	Port Project Delivery Manager
Mike Bomar	Port Director of Economic Development
Jack Flug	Port Senior Financial Analyst
Sheila Deng	Port Senior Accountant
Don Steinke	Community Member
Kim Noll	Community Member
Chip Lees	Community Member
Alona Steinke	Community Member
Cathryn Chudy	Community Member
Jack Burkman	Community Member

Ron Morrison	Community Member
Heidi Cody	Community Member
Paul Younger	Community Member
Lori Benton	Community Member
Karen Jones	Community Member
Anthony Macuk	The Columbian
Mona McNeil	Community Member
Meridian Green	Community Member
Page Strickler	Strategies 360
Janet Hedgepath	Community Member
Peter Fels	Community Member
Steven Campana	Community Member
Alex Aigner	Community Member
Carrie Parks	Community Member
Patrick Gilligan	Lincoln Property Company
Mark Ludtka	DLR Group
Clayton Taylor	West of West
Just Cua	West of West
Monica Zazwheppa	Community Member

## **APPROVAL OF MINUTES**

### **Regular Meeting of October 22, 2019**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 22, 2019 regular meeting.

## **OPEN FORUM**

Commissioner Oliver invited comments from the audience.

### **Don Steinke, Community Member**

Mr. Steinke shared his thoughts and suggestions regarding the climate action plan.

### **Kim Noll, Community Member**

Ms. Noll shared her concerns about climate change.

### **Alona Steinke, Community Member**

Ms. Steinke indicated she looks forward to an update on the port's climate action plan. She also shared some information regarding other ports and their efforts to reduce climate change.

Cathryn Chudy, Community Member

Ms. Chudy discussed climate change and encouraged the board to further advance the climate action plan.

Heidi Cody, Community Member

Ms. Cody discussed climate change and the port's climate action plan.

Meridian Green, Community Member

Ms. Green expressed appreciation for the port's recent newsletter and the port's efforts for environmental remediation.

Monica Zazwheppa, Community Member

Ms. Zazwheppa encouraged the board to minimize impacts to the climate.

No further public comments were received.

**COMMISSIONER AND CEO COMMENTS**

Commissioner Orange thanked everyone for the comments received. He stated he is listening.

Commissioner LaBrant commented that there are a number of initiatives currently underway.

CEO Marler discussed the steps shippers are taking to reduce climate change. She also indicated shore power is being researched. She reminded the board and community that staff does provide regular updates on the Climate Action Plan. She also stated that efforts to update the port's website are currently underway and she encouraged folks to continue to use the website as a resource.

Commissioner Oliver stated that seismic planning is also underway.

All questions asked were answered and no further comments were provided by the Commissioners or the CEO.

**ACTION ITEMS**

**E-1 Approve Contract with CMD for Advertising, Marketing and Public Relations Services**

Director of Communications Heather Stebbings presented the action item and discussed the recommendation with the commission. She also introduced the team from CMD, who

shared background about their company and their thoughts on how they intend to advance the port's initiatives.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

Don Steinke, Community Member

Mr. Steinke shared his thoughts regarding the port's previous marketing firm and how they marketed the port.

Carrie Parks, Community Member

Ms. Parks inquired how the port will market to tenants. Her questions were answered by Ms. Stebbings.

Ron Morrison, Community Member

Mr. Morrison inquired how the port plans to use the firm.

Meridian Green, Community Member

Ms. Green shared her thoughts regarding CMD's relationship with other clients and asked how they will keep the port's initiatives separate from those.

Commissioner LaBrant reminded Ms. Green that it is the responsibility of the port to ensure that marketing is done as directed and approved by the port.

No additional public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to sign and execute a one-year contract with two options to extend for a total contract term of three years with CMD. Each year's budget for services shall be approved through the annual budget process.

**E-2 Approve First Amendment to Lease Between the Port of Vancouver USA and Fabricated Products, Inc.**

Commercial and Industrial Sales Manager Chrissy Lyons presented the action item and discussed the recommendation with the commission.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

No public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the First Amendment to Lease at 3201 Section-A NW Lower River Road, Vancouver between the Port of Vancouver USA and Fabricated Products, Inc.

### **E-3 Approve Second Amendment to Lease Between the Port of Vancouver USA and Choose Fun, Inc. d/b/a Warehouse '23**

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

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

No public comments were received.

Commissioner LaBrant expressed continued appreciation and thanks to Mark Matthias and his team.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the Second Amendment to Lease at 100 Columbia Street, Vancouver between the Port of Vancouver USA and Choose Fun, Inc. d/b/a Warehouse '23.

### **E-4 Approve 2020 Preliminary Budget**

Director of Finance & Accounting Scott Goodrich presented the action item and discussed the recommendation with the commission. He provided the process by which the port followed to prepare the preliminary budget. He also explained the four options as requested by the board at the preliminary budget workshop and answered questions by the board.

CEO Marler provided additional background information regarding the reasons why these options are being presented to the board for consideration.

Commissioner LaBrant stated he believes that option 4 is important to continue to advance the programs and to be able to move forward the proposed capital program. He indicated this is based on the return on investment to the state and community.

Commissioner Orange stated he supports option 4 based on the return on investment to the state and the community.

Commissioner Oliver explained the importance of advancing the capital program.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

Don Steinke, Community Member

Mr. Steinke shared his thoughts on the capital program and ways to incorporate environmentally friendly projects.

Ron Morrison, Community Member

Mr. Morrison indicated that he has heard other ports talk about using the tax revenue for programs and projects that benefit the public.

Meridian Green, Community Member

Ms. Green stated she didn't see a line item for the climate action plan in the options presented. CEO Marler confirmed that there are dollars in the port's operational budget for this program.

Commissioner Orange indicated the port has incorporated environmental best practices in what it does.

Commissioner LaBrant stated that the port's focus over the past many years has been on economic development. He also indicated his hope is that as the port works on the climate action plan it is also able to create a framework in the future to measure its progress.

Ron Morrison, Community Member

Mr. Morrison shared concerns about the workshop and the community's ability to share thoughts or ask questions. He also sought clarification regarding the port's compensation program.

All questions were answered by CEO Marler and no additional public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried 2-1 (Commissioner Oliver voted nay), the Board of Commissioners adopts the 2020 preliminary budget option #4 as presented.

**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 additional unfinished business was considered.

## **NEW BUSINESS**

No new business was considered 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. He answered questions from the board.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

No public comments were received.

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 2019 Vouchers 098031 - 098508 in the amount of \$5,125,381.88 including Electronic Payments generated between 09/30/2019 – 10/31/2019 in the amount of \$660,623.19 and October 2019 Payroll Checks 51144422 and 51157549 and Payroll Direct Deposits 410001 – 410128 and 430001 – 430126 in the amount of \$571,772.77.

## **CEO REPORT**

### **Project Updates**

Project Delivery Manager Mark Newell provided an update on the following projects:

- Terminal 2 – Paving Project
- Terminal 1 – Ground Improvements
- 2019 Roof and Gutter Project

He also stated that the berm operation is complete for the season and will continue in the new year.

## **COMMISSIONER REPORTS**

Commissioner LaBrant reported attending the following:

- Met with CEO Marler

Commissioner Orange reported attending several events including the following:

- Met with CEO Marler

- NW Packing Tour
- Booville event at the Luepke Center

Commissioner Oliver provided no report.

### **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 will be held on November 26, 2019 at 8:30 a.m. She also highlighted several upcoming neighborhood association meetings and the Night Market Vancouver Holiday Market on November 22 and 23.

### **RECESS**

The regular meeting was recessed from 10:34 a.m. until 10:45 a.m. to sign documents and prepare for the workshop.

Commissioner Oliver also stated that at 12:15 p.m. the board of commissioners will recess into executive session to review the performance of a public employee per RCW 42.30.110(1)(g). He stated executive session will conclude no later than 1:45 p.m. and no final action will be taken during the executive session.

### **WORKSHOP**

#### **Terminal 1 Presentation**

Commissioner Oliver reopened the meeting at 10:45 a.m. for the Terminal 1 Presentation workshop.

Director of Human Resources Jonathan Eder introduced the Lincoln Property Company team. Patrick Gilligan led the discussion and shared with the board what is proposed for Blocks A and C. He highlighted a feature that will eventually allow for community access through the buildings and out to the waterfront via a future pedestrian bridge. He discussed the flexible space that can be adapted to additional office space for when future parking needs change. He also discussed next steps and indicated the hope is to advance the city permitting with a Q1 of 2021 goal to break ground if all goes well.

### **RECESS**

The regular meeting was recessed for lunch from 11:36 a.m. until 12:15 p.m.

### **EXECUTIVE SESSION**

Commissioner Oliver reopened the meeting at 12:15 p.m. and immediately recessed into executive session.

Commissioner Oliver reopened the meeting to the public at 1:16 p.m. He announced there was no one in the lobby or in the boardroom. He indicated the board of commissioners was in executive session from 12:15 p.m. – 1:16 p.m. to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). He stated no final action was taken during the executive session.

**ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, November 12, 2019 regular meeting was adjourned at 1:16 p.m. by Commissioner Oliver.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, November 12, 2019, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Jerry Oliver, President

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Don Orange, Vice President

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Eric LaBrant, Secretary

# Agenda Item No. E-1

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<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>	
<b>REVIEWED BY:</b>		
Scott D. Goodrich	Director of Finance & Accounting Title	
<b>APPROVED BY:</b>		
Elizabeth Gotelli	Chief Financial & Administrative Officer Title	11/26/2019 Date
<b>SUBJECT:</b> Approve Resolution 5-2019: Authorizing an Increase in Regular Tax Levy		

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**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 2020 budget proposes an increase of the regular tax levy of 1% and utilization of previously banked tax levy capacity.


**Additional Information Attached?** Yes

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**RECOMMENDATION**

That the Port of Vancouver Board of Commissioners approves and executes Resolution 5-2019, authorizing an increase in regular tax levy.

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

**RESOLUTION 5-2019**

**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 2020; and

**WHEREAS**, the district's highest lawful levy amount was \$9,986,858; 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 2020 tax year. Utilizing banked capacity, the dollar amount of the increase over the actual levy amount collected in the 2019 tax year shall be \$1,764,792 which is a percentage increase of 17.671% 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 \$206,142 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 26<sup>th</sup> day of November 2019 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

11/26/2019

Date

**SUBJECT:**

Approve Resolution 6-2019: Adoption of 2020 Final Budget

**BACKGROUND:**

The 2020 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 workshop was held on October 22, 2019 to review the port's recommended 2020 budget of the port district. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, 2020 capital program, financing and tax levy options to consider. The workshop 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, 2020 through December 31, 2020. 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% 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 6-2019, adopting the 2020 Final Budget in the amount of \$56,582,820.

**Submitted by:** Juliana Morales, CEO

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

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

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

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

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

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

**RESOLUTION 6-2019**

**A RESOLUTION OF THE PORT OF VANCOUVER  
BOARD OF COMMISSIONERS ADOPTING THE  
2020 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 workshop on October 22, 2019; and the Port of Vancouver Board of Commissioners held a final budget public hearing on November 26, 2019; 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 2020 final budget for the Port of Vancouver.

**NOW, THEREFORE, BE IT RESOLVED** by the Port of Vancouver Board of Commissioners that the 2020 final budget, as set forth in the attached exhibit



hereto and made a part hereof, be adopted as the final budget for the year 2020.

**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 \$11,957,792 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 2019, to be collected in year 2020.

**ADOPTED** by the Port of Vancouver Board of Commissioners on the 26<sup>th</sup> day of November, 2019 and signed in authentication of its adoption.

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary