



# Port of Vancouver USA

**AGENDA  
PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, November 28, 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 November 13, 2023, Special Meeting/Executive Session
- 3) Approve Minutes of the November 14, 2023, Regular Meeting
- 4) Community Fund Update – Vancouver Farmers Market
- 5) Holiday Card

**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 27, 2023, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*

**PUBLIC HEARING**

- 1) 2024 Final Budget – Action Items 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 27, 2023 by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)

- E) **ACTION ITEMS**
  - 1) Approve Resolution 2-2023: Authorizing an Increase in Regular Tax Levy
  - 2) Approve Resolution 3-2023: Adoption of 2024 Final Budget
- 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, November 27, 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, November 28, 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.**

# Agenda Item No. C-2

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

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**REVIEWED BY:**

Executive Services Manager      11/28/2023

Michelle Allan      Title      Date

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**APPROVED BY:**

Title

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**SUBJECT:**      Minutes of the November 13, 2023, Special Meeting/Executive Session

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 11/13/2023 Special Meeting/Executive Session**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 13, 2023, Port of Vancouver USA Board of Commissioners Special Meeting/Executive Session as presented.

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

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**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 13, 2023**

**CALL TO ORDER**

Commission President Don Orange called a special meeting/executive session of the Port of Vancouver USA Board of Commissioners to order at 1:00 p.m., Monday, November 13, 2023, 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 1:00 p.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 3:00 p.m.

**REOPENED MEETING AND ADJOURNMENT**

Commissioner Orange reopened the meeting to the public at 2:53 p.m. He announced that there being no further business to come before the Port of Vancouver USA Board of Commissioners, the November 13, 2023, special meeting/executive session is now adjourned at 2:53 p.m.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, November 13, 2023, Special  
Port of Vancouver USA Board of  
Commission Meeting/Executive Session

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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. C-3

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

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**REVIEWED BY:**

Executive Services Manager      11/28/2023

Michelle Allan      Title      Date

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**APPROVED BY:**

Title

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**SUBJECT:**      Minutes of the November 14, 2023, Regular Meeting

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 11/14/2023 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 14, 2023, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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**Submitted by:** *Julianne Marler*, CEO

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**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

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

**Deferred To:** \_\_\_\_\_ **Unanimous: Yes** \_\_\_ **No** \_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, November 14, 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 9:30 a.m., Tuesday, November 14, 2023, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

Commissioner Orange welcomed everyone to the commission meeting. He announced no executive session was held and that the meeting is being recorded. He stated 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 October 31, 2023**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the October 31, 2023, regular meeting.

**OPEN FORUM**

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

**Don Steinke**

Mr. Steinke advocated for mid-sized solar projects in Clark County and suggested that we consider engineering needed on sites so when grants are available, we are ready.

**ACTION ITEMS**

**E-1 Approve 2024 Preliminary Budget**

Scott Goodrich, Director of Finance & Accounting 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 adopt the 2024 preliminary budget as presented.

## E-2 Approve Contracts with S&F Land Services LLC, Mackay Sposito Inc., and PBS Engineering and Environmental Inc. for On-Call Surveying Services

Greg Westrand, Project Manager 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 authorize the CEO to execute a contract with PBS Engineering and Environmental Inc., for a not-to-exceed amount of \$250,000; a contract with S&F Land Services, LLC, for a not-to-exceed amount of \$450,000; and a contract with MacKay & Sposito for a not-to-exceed amount of \$300,000 to perform on-call surveying and drafting services.

## **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.

## **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 October 2023 Vouchers 116120 – 116462 in the amount of \$3,330,186.13 including Electronic Payments generated between 10/01/2023 – 10/31/2023 in the amount of \$871,942.95 and October 2023 Payroll Checks 51939154 - 51939157 and Payroll Direct Deposits 400001 – 400131 and 430001 – 430131 in the amount of \$696,577.96.

## **CEO REPORT**

### Project Updates

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

- Berth 17 Rehabilitation Project

- Terminal 3 Paving Project
- Terminal 1 Dock Demolition Project
- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)

### State Legislative Priorities

Ryan Hart, Chief External Affairs Officer introduced Amber Carter who provided an update on the state's 2024 legislative priorities and what is anticipated to be discussed during this year's legislative session.

### Clark County Transportation Alliance 2024 Policy Statement

Ryan Hart, Chief External Affairs Officer discussed the 2024 policy statement with the Board.

### **COMMISSIONERS REPORTS**

Commissioner Burkman congratulated Commissioner Orange on his reelection to the board. He also stated he attended the following events and provided a brief summary:

- City of Vancouver's First Reading of Warehouse Moratorium Code
- Regional Transportation Council
- Clark College Pow Wow Event

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

- Clark College Pow Wow Event

Commissioner Orange encouraged people to vote. He also stated he attended the following events:

- Meetings with CEO Marler

### **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, November 28 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**

### **Workforce Partnership Update**

Mike Bomar, Director of Economic Development introduced the workshop and provide background information regarding workforce development at the port. He then introduced our partners from Workforce Southwest Washington and Clark College who provided additional information.

Alysa Joyner, Senior Project Manager for Manufacturing Work at Workforce Southwest Washington shared the organization's mission and their focus.

Ann Campbell, Director of Community, Continuing Education and Customized Training for Clark College discussed the college's customized training efforts and clean energy curriculum.

Director Bomar provided the presentation for Washington State University-Vancouver. He shared information on what the college is doing to advance workforce development.

## **SIGN DOCUMENTS**

The Board signed documents at 10:34 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 14, 2023, regular meeting was adjourned at 10:41 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, November 14, 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

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<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>REVIEWED BY:</b>	
	Director of Finance & Accounting
Scott D. Goodrich	Title
<b>APPROVED BY:</b>	
	Chief Financial & Administrative Officer
Elizabeth Gotelli	Title
	11/28/2023 Date
<b>SUBJECT:</b> Approve Resolution 2-2023: 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 2024 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 2024 budget is being held on November 28, 2023.

**Additional Information Attached?** Yes

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**RECOMMENDATION:** That the Port of Vancouver Board of Commissioners approves and executes Resolution 2-2023, authorizing an increase in the regular tax levy.

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**Submitted by:** Julianne Marler, CEO

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**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

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

**Deferred To:** \_\_\_\_\_ **Unanimous:** Yes \_\_\_ No \_\_\_

**RESOLUTION 2-2023**

**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 2024; and

**WHEREAS**, the district's highest lawful levy amount was \$13,048,204; 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 2024 tax year. Utilizing banked capacity, the dollar amount of the increase over the actual levy amount collected in the 2023 tax year shall be \$343,760 which is a percentage increase of 2.63% 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 \$213,278 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 28th day of November 2023 and signed in authentication of its adoption.

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

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President

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Vice President

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Secretary

# Agenda Item No. E-2

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>		
<b>REVIEWED BY:</b>	Director of Finance & Accounting		
	Scott D. Goodrich	Title	
<b>APPROVED BY:</b>	Chief Financial & Administrative Officer		11/28/2023
	Elizabeth Gotelli	Title	Date
<b>SUBJECT:</b>	Approve Resolution 3-2023: Adoption of 2024 Final Budget		

**BACKGROUND:**

The 2024 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 preliminary budget administrative work session was held on October 31, 2023 to review the port’s recommended 2024 budget of the port district. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, 2024 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, 2024 through December 31, 2024. 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 3-2023, adopting the 2024 Final Budget in the amount of \$102,780,802.

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

**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

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

**Deferred To:** \_\_\_\_\_ **Unanimous:** Yes \_\_\_ No \_\_\_

**RESOLUTION 3-2023**

**A RESOLUTION OF THE PORT OF VANCOUVER  
BOARD OF COMMISSIONERS ADOPTING THE  
2024 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 administrative work session on October 31, 2023; and the Port of Vancouver Board of Commissioners held a final budget public hearing on November 28, 2023; 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 2024 final budget for the Port of Vancouver.

**NOW, THEREFORE, BE IT RESOLVED** by the Port of Vancouver Board of Commissioners that the 2024 final budget, as set forth in the attached exhibit

hereto and made a part hereof, be adopted as the final budget for the year 2024.

**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 \$13,391,964 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 2023, to be collected in year 2024.

**ADOPTED** by the Port of Vancouver Board of Commissioners on the 28th day of November, 2023 and signed in authentication of its adoption.

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

\_\_\_\_\_  
President

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Vice President

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Secretary



# Port of Vancouver USA

## 2024 Budget

<u>SOURCES</u>	
Operating Revenues	
15-Rail	1,438,300
16-Finance & Accounting	175,000
18-Commercial	383,241
19-Industrial	15,881,594
21-Marine Operations	22,011,935
22-Security	722,107
40-Marine Terminal	11,477,009
Total Operating Revenues	<u>\$ 52,089,186</u>
Non-operating Revenues	
Ad Valorem Taxes	13,391,964
TIF Revenue	112,103
Interest Income	2,310,000
Grants & Other Contributions	3,437,875
Proceeds from Sale of Property	20,000
Other	78,600
Total Non-operating Revenues	<u>\$ 19,350,542</u>
Total Revenues	\$ 71,439,728
Transfer from General Fund/Financing	\$ 31,341,074
<b>TOTAL SOURCES</b>	<b><u>\$ 102,780,802</u></b>

<u>USES</u>	
Operating Expenses	
05-Executive	1,059,974
06-Economic Development	900,271
10-Administration	1,449,585
11-External Affairs	2,265,824
12-Information Technology	2,600,778
13-Procurement & Contracts	625,104
14-Human Resources	557,410
15-Rail	1,384,896
16-Finance & Accounting	3,035,079
17-Sales	2,488,160
18-Commercial	375,910
19-Industrial	1,842,200
20-Facilities	8,467,605
21-Marine Operations	2,044,641
22-Security	2,841,617
32-Environmental	1,897,195
40-Marine Terminal	11,489,379
Total Operating Expenses	<u>\$ 45,325,629</u>
Non-operating Expenses	
Debt Service	10,856,786
Environmental Remediation	1,308,006
Interest Expense	584,994
Other Non-Operating Expenses	470,000
Total Non-operating Expenses	<u>\$ 13,219,786</u>
Total Expenses	\$ 58,545,414
Capital Projects	\$ 44,235,388
<b>TOTAL USES</b>	<b><u>\$ 102,780,802</u></b>