



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, November 9, 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 October 26, 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, November 8, 2021 by emailing povcommissioners@portvanusa.com**
- E) ACTION ITEMS**
1) Approve 2022 Preliminary Budget
2) Approve Public Works Contract Bid 21-33: Fender Pile Procurement
- F) UNFINISHED BUSINESS**
1) Port Contracts Logs
- G) NEW BUSINESS**
- H) ACCOUNTS PAYABLE**
- | | | |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers | 107200 - 107547 | \$ 4,616,765.51 |
| Electronic Payments | 10/04/2021 – 10/31/2021 | \$ 1,203,624.77 |
| Payroll Voucher Numbers | | \$ 595,054.20 |
| Checks | | |
| Direct Deposits | 400001 – 400124 | |
| | 420001 – 420124 | |
- I) CEO REPORT**
1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers
2) Project Updates

J) COMMISSIONERS REPORTS

K) WORKSHOP

None

L) ADMINISTRATIVE WORK SESSION

None

M) 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: 846 9377 0733 and Passcode number: 585132 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, November 8, 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, November 9, 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

11/09/2021

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the October 26, 2021 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 10/26/2021 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 26, 2021, 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, October 26, 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, October 26, 2021, via teleconference number 1 (253) 215-8782, conference code: 820 5391 2424 and passcode number: 750953 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
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Tiffany Truckey	Port Administrative Assistant
Alex Strogen	Port Chief Commercial Officer
Ben Shoop	Port Construction Inspector
Casey O'Dell	Port Director of Facilities
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement and Grants Specialist
Joel Fairchild	Port Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Rawls	Port Community Relations Manager
Katie Odem	Port Marketing Communications Manager
Kent Cash	Port Chief Operations Officer
Leonard York	Port Director of Information Technology
Mary Mattix	Port Environmental Program Manager

Mason Kae
Matt Graves
Matt Harding
Mike Bomar
Mike Schiller
Mindy Pennington
Monty Edberg
Patty Boyden
Phala Le
Richard Troudt
Ryan Hart
Scott Goodrich
Scott Ouchi
Sheila Deng
Thane Giles
Therese Lang
Thomas Chidwick
Todd Krout
Amber Carter
Lori Froehlich
Jack Heffernan
Alona Steinke
Cathryn Chudy
Carolyn Lake

Port Records Officer
Port Environmental Manager
Port Environmental Project Manager
Port Director Economic Development
Port Director of Business Development
Port Accounts Payable Specialist
Port Director of Engineering & Project Delivery
Port Director of Environmental Services
Port Human Resources Specialist
Port Security Manager
Port Chief External Affairs Officer
Port Director of Finance & Accounting
Port Safety, Risk and Emergency Manager
Port Senior Accountant
Port Project Manager
Port Director of Communications
Port General Office Assistant
Port Director of Operations
Amber Carter Government Relations LLC
Clark Public Utilities
The Columbian
Community Member
Community Member
Community Member

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

APPROVAL OF MINUTES

Regular Meeting of October 12, 2021

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the October 12, 2021, regular meeting.

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 reminded everyone interested in speaking during Open Forum at future meetings to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting. She then called on each community member based on the order in which the port received their request.

Cathryn Chudy

Ms. Chudy stated she understands that the port's Climate Action Plan provides commissioners and staff with a framework and menu of specific actions they can take to reduce greenhouse gas emissions and meet reduction targets. She indicated this is important and encouraged the commissioners to ambitiously advocate for the implementation of the Climate Action Plan.

ACTION ITEMS

No action items were presented to the board.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

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

Ryan Hart, Chief External Affairs Officer introduced the port's 2022 legislative agenda and stated that the agenda is consistent with the priorities for 2021 with a few updates added. He introduced Amber Carter, the port's Washington state lobbyist who will discuss the agenda in greater detail.

Ms. Carter thanked the Commission for the opportunity to provide the update and discussed each of the port's legislative priorities.

CEO Marler highlighted key items discussed at the Interstate Bridge Replacement Program Executive Steering Group meeting last week.

COMMISSIONERS REPORTS

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

- Pacific Northwest Waterways Association (PNWA) Annual Convention

- Frog Ferry
- Ted Gathe from Friends of Vancouver Lake
- CEO Marler

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

- CEO Marler
- Labor Roundtable
- Pacific Northwest Waterways Association (PNWA) Annual Convention
- Municipal Resource Center Webinar on Countering Social Media Misinformation
- Interstate Bridge Replacement Program Executive Steering Group
- City of Vancouver Mayor Anne McEnerny-Ogle

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

- Pacific Northwest Waterways Association (PNWA) Annual Convention

CEO Marler 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

No workshop was held during this meeting.

RECESS

A recess was held from 9:09 a.m. to 9:15 a.m. to prepare for the administrative work session on the 2022 Preliminary Budget.

ADMINISTRATIVE WORK SESSION

2022 Preliminary Budget

Scott Goodrich, Director of Finance & Accounting lead the administrative work session. He shared with the Board the thorough process staff followed to prepare the proposed 2022 budget for review today. He added that the process is an organization-wide effort, and he appreciates the time of each team member. Department leads then shared their proposed budget and answered questions by the Board.

RECESS

A recess was called at 10:31 a.m. for a short break and at 10:36 a.m., the meeting reconvened with a continuation of the administrative work session.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 26, 2021, regular meeting was adjourned at 12:23 p.m. by CEO Julianna Marler.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, October 26, 2021, Regular
Port of Vancouver USA Board of
Commission Meeting

Eric LaBrant, President

Jack Burkman, Vice President

Don Orange, Secretary

Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Finance
& Accounting

Scott D. Goodrich

Title

APPROVED BY:

Chief Financial and
Administrative Officer

11/09/2021

Elizabeth Gotelli

Title

Date

SUBJECT: Approve 2022 Preliminary Budget

BACKGROUND:

Each year, as part of the annual budget process, staff prepares a preliminary budget document. Per RCW 53.35.010, the preliminary budget of the port district for the ensuing fiscal year will show the estimated expenditures and the anticipated available funds.

The attached 2022 preliminary budget shows the estimated expenditures and the anticipated sources of funds from which all expenditures are to be paid.

An administrative work session was held on October 26, 2021, to review the port's recommended 2022 budget. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, the 2022 capital program, a financing overview, and a tax levy to consider. The administrative work session was open to the public.

The final budget will be adjusted based on input resulting from the administrative work session and today's discussion with the Board of Commissioners. The final budget and tax levy are anticipated to be presented at the November 23, 2021, Board of Commissioners' meeting, which will include a public hearing to hear feedback from the public regarding the proposed 2022 budget. Following the public hearing, the Commissioners may take action to adopt the final budget.

Additional Information Attached? Yes

RECOMMENDATION: That the Board of Commissioners adopt the 2022 preliminary budget as presented.

Submitted by: Julianne Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____



Port of Vancouver USA

2022 Preliminary Budget

SOURCES

Operating Revenues	
15-Rail	914,466
16-Finance & Accounting	76,000
18-Commercial	370,611
19-Industrial	11,849,520
20-Facilities	150,000
21-Marine Operations	19,975,896
22-Security	575,345
40-Marine Terminal	8,801,699
Total Operating Revenues	<u>\$ 42,713,537</u>
Non-operating Revenues	
Ad Valorem Taxes	12,649,824
Interest Income	667,158
Grants & Other Contributions	2,195,000
Proceeds from Sale of Property	10,000
Other	78,600
Total Non-operating Revenues	<u>\$ 15,600,582</u>
Total Revenues	<u>\$ 58,314,119</u>
Transfer from General Fund/Financing	<u>\$ 14,352,985</u>
TOTAL SOURCES	<u>\$ 72,667,104</u>

USES

Operating Expenses	
05-Executive	907,714
06-Economic Development	636,218
10-Administration	1,553,340
11-External Affairs	1,852,649
12-Information Technology	1,425,829
13-Procurement & Contracts	535,922
14-Human Resources	455,360
15-Rail	1,380,921
16-Finance & Accounting	2,446,514
17-Sales	1,967,828
18-Commercial	280,479
19-Industrial	1,682,500
20-Facilities	6,842,964
21-Marine Operations	1,336,670
22-Security	2,612,875
32-Environmental	1,390,776
40-Marine Terminal	9,561,175
Total Operating Expenses	<u>\$ 36,869,733</u>
Non-operating Expenses	
Debt Service	10,743,894
Environmental Remediation	1,225,349
Other Non-Operating Expenses	455,000
Total Non-operating Expenses	<u>\$ 12,424,243</u>
Total Expenses	<u>\$ 49,293,976</u>
Capital Projects	<u>\$ 23,373,128</u>
TOTAL USES	<u>\$ 72,667,104</u>

**Port of Vancouver
2022 Preliminary Capital Budget**

Description	2022
Maintenance	
Maintenance: Bank Stabilization, and Permitting	20,000
Maintenance: Buildings - Bldg. 2001 Roof, Gutters, Downspouts	1,100,000
Maintenance: Buildings - Bldg. 2480 Roof, Gutters, Downspouts	465,000
Maintenance: Docks and Fender Pilings	50,000
Maintenance: Drainage and Utilities	10,000
Maintenance: Drainage and Utilities - T3 Check valve Replacement	100,000
Maintenance: Drainage and Utilities - T2 Stormwater Pond Fence Replacement	20,000
Maintenance: Drainage and Utilities - T2 Stormwater Reconfiguration	20,000
Maintenance: Mechanical/HVAC - Bldg. 2480 HVAC	30,000
Maintenance: Mechanical/HVAC - Bldg. 2851 3 HVAC	75,000
Maintenance: Mechanical/HVAC - Bldg. 2601 HVAC	30,000
Maintenance: Mechanical/HVAC - Sprinkler System Replacements	500,000
Maintenance: IT - Gateway TV Monitor	5,000
Maintenance: IT - Dell Servers	85,000
Maintenance: IT - Video Management Servers	130,000
Maintenance: Paving and Striping T2 Phase 3	1,100,000
Maintenance: Rail	50,000
Maintenance: Tenant Improvements	250,000
Maintenance: Vehicles and Equipment - Wheel Balancer	15,000
Maintenance: Vehicles and Equipment - Oil System	25,000
Maintenance: Vehicles and Equipment - Lift Truck	45,000
Maintenance: Vehicles and Equipment - Pickup	50,000
Maintenance: Vehicles and Equipment - Service Van	55,000
Maintenance: Vehicles and Equipment - Pickup	50,000
Maintenance: Vehicles and Equipment - SUV	57,000
Maintenance: Vehicles and Equipment - Reach Fork Truck	100,000
Maintenance: Vehicles and Equipment - Grader	500,000
Maintenance: Water System Improvements - Phase 4 & 5 Generator	400,000
Subtotal: Maintenance	5,337,000
Environmental	
Environmental: Purchase of Mitigation Credits	130,000
Subtotal: Environmental	130,000
Industrial	
Industrial: Lot 2 CIP Improvements	500,000
Industrial: Parcel 7 Entitlement	375,000
Subtotal: Industrial	875,000
Recreation	
Recreation: Trail System - Segment 4	280,000
Subtotal: Recreation	280,000
Terminal	
Terminal: Bulk Mineral Facility - Flapgate	1,800,000
Terminal: Site Improvements: Parcel 3	100,000
Terminal: Site Improvements - T4 Tenant Improvements	800,000
Subtotal: Terminal	2,700,000
Terminal Rehabilitation and Improvement Program (TRIP)	
TRIP: Bank Stabilization, and Permitting - Terminal 4 Bank Stabilization	1,550,000
TRIP: Dock Improvements - Terminal 5 Berth 17	7,618,600
Subtotal: TRIP	9,168,600
T1 Waterfront	
Waterfront: Cascade Street Wall Construction	300,000
Waterfront: Renaissance Trail Phase 1	1,200,000
Waterfront: Design and Permitting for T1 Dock Replacement	500,000
Waterfront: Removal of Terminal 1 Building and Hotel	1,400,000
Waterfront: Ground Stabilization - Renaissance Trail Phase 2 - Design Verification	50,000
Subtotal: T1 Waterfront	3,450,000
Labor Capitalization	1,432,528
Total: Capital Projects	23,373,128
Grants and Other Contributions by Project	
Waterfront: Renaissance Trail Phase 1 - Grant - RTC	(485,000)
Waterfront: Renaissance Trail Phase 1 - Grant - WSDOT	(500,000)
Waterfront: Removal of Terminal 1 Building and Hotel - Grant - DOC	(980,000)
Maintenance - IT: Cybersecurity - Grant - FEMA	(30,000)
Recreation: Trail System - Segment 4 - Grant - RTC	(200,000)
Subtotal: Grants and Other Contributions	(2,195,000)
Total: Capital Projects - Net	21,178,128

Agenda Item No. E-2

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer 11/09/2021

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract Bid 21-33: Fender Pile Procurement

BACKGROUND:

This agenda item supports the port's Strategic Plan goal of continuing to play a key role in maintaining navigability of the Columbia River System, including berthing systems, anchorage, turning basins, and the shipping channel.

The pre-purchase of fender piles supports the Berth 17 Rehabilitation Project on Terminal 5. This portion of the Berth 17 project includes replacement of deteriorated and unusable fender piling with a new fendering system. The port determined that the fender piles would need to be pre-purchased to meet the 2021/2022 in-water work window in preparation for an upcoming fender system replacement and installation contract to be issued later in 2021. Work on that project will include, but is not limited to, furnishing, testing, coating, and delivery of these pre-purchased fender piles. Installation of the pile is not included as a part of this contract.

On October 5, 2021, the Port of Vancouver issued a Request for Bid 21-33: Fender Pile Procurement. On October 21, 2021, the following bids were received:

Bidder	Location	Bid Amount
Pile & Piling Supplies	Auburn, WA	\$585,004.88
JD Fields & Company, Inc.	Tacoma, WA	\$590,082.68
Skyline Steel, LLC.	Fife, WA	\$694,572.80
Thompson Metal Fab	Vancouver, WA	\$1,071,204.23

The engineer's estimate for the project was \$588,500 to \$650,500. This project is included in the 2021 approved budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a material contract with Pile & Piling Supplies for Bid 21-33: Fender Pile Procurement in the amount \$585,004.88 including Washington State sales tax.

Submitted by: Juliana Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____

Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Accounts Payable

Title

APPROVED BY:

Director of Finance
& Accounting

11/09/2021

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

October 2021 Vendor Claims:

Voucher Numbers	107200 - 107547	\$ 4,616,765.51
Electronic Payments	10/04/2021 – 10/31/2021	\$ 1,203,624.77
Payroll Voucher Numbers		\$ 595,054.20
Checks		
Direct Deposits	400001 – 400124	
	420001 – 420124	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of October 2021 Vouchers 107200 - 107547 in the amount of \$4,616,765.51 including Electronic Payments generated between 10/04/2021 – 10/31/2021 in the amount of \$1,203,624.77 and October 2021 Payroll Direct Deposits 400001 – 400124 and 420001 – 420124 in the amount of \$595,054.20.

Submitted by: Julianne Marler CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____