

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, December 14, 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, December 14, 2021, via teleconference number 1 (253) 215-8782, conference code: 899 1026 8742 and passcode number: 651836 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
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Tiffany Truckey	Port Administrative Assistant
Angela Blake	Port Facilities Program Coordinator
Callie DeBoer	Port Project Manager
Casey O'Dell	Port Director of Facilities
Chris Jackson	Port Facilities and Fleet Manager
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 & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Joel Fairchild	Port Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager

Katie Odem	Port Marketing Communications Manager
Kent Cash	Port Chief Operations Officer
Lori Kaylor	Port Commercial Sales Associate
Mark Newell	Port Project Delivery Manager
Mark Tauscher	Port Environmental Specialist
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer
Matt Harding	Port Environmental Project Manager
Mike Bomar	Port Director of Economic Development
Mike Schiller	Port Director of Business Development
Phala Le	Port Human Resources Specialist
Randy McCaleb	Port Contracts Manager
Rick Cline	Port Contracts Manager
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Thane Giles	Port Project Manager
Therese Lang	Port Director of Communications
Thomas Chidwick	Port General Office Assistant
Zack Merrill	Port Sales Account Manager
Elizabeth Harris	Community Member
Nelson Holmberg	NW Natural
Lori Froehlich	Clark Public Utilities
Hod Wells	PBS Engineering and Environmental
Csendi Hopp	Clark College
Bart Rijmenams	Clark College
Ali Danko	Tiberius Solutions
Nick Popenuk	Tiberius Solutions
Elaine Howard	Elaine Howard Consulting

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

## **APPROVAL OF MINUTES**

### **Regular Meeting of November 23, 2021**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the November 23, 2021, regular meeting.

### **Special Meeting/Executive Session of December 6, 2021**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the December 6, 2021, special meeting/executive session.

## **Holiday Card**

Katie Odem, Marketing Communications Manager introduced this year's Holiday Card. She thanked the team for their work on this project and invited everyone to share the card.

## **OPEN FORUM**

CEO Marler stated that the agenda invited public comment on all matters on the agenda and no one registered to provide comment during the Open Forum for this meeting.

## **ACTION ITEMS**

### **E-1 Approve Lease Agreement at Parcel 1A between the Port of Vancouver USA and Farwest Steel Corporation**

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

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve and authorize the CEO to sign the Lease Agreement at Parcel 1A between the Port of Vancouver USA and Farwest Steel Corporation.

### **E-2 Approve Addendums 16 and 17 and Contract Extension to the Intergovernmental Agreement for Columbia River Channel Improvement Project Assistance**

Jim Hagar, Economic Development Project Manager introduced the action item, and shared the history and purpose of the action item. No questions were received from the Board.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to execute Addendums 16 and 17 to the Intergovernmental Agreement for Columbia River Channel Improvement Project Assistance and extend the agreement to December 31, 2022.

### **E-3 Approve Contract with Ahern Rentals, Inc. Motor Grader Purchase**

Casey O'Dell, Director of Facilities introduced the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to purchase the used John Deere 772G motor grader from Ahern Rentals, Inc. in the amount of \$321,371.58 including Washington State sales tax.

#### **E-4 Approve Resolution 6-2021: Sell and Convey Port Property**

Scott Goodrich, Director of Finance & Accounting introduced the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve and adopt the attached Resolution 6-2021 authorizing the CEO to sell and convey port district property as adjusted annually per RCW 53.08.090.

#### **E-5 Approve 2022 CEO Compensation**

Jonathan Eder, Director of Human Resources introduced the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners establishes 2022 salary compensation for the CEO as \$240,145 annually and establishes a monthly automobile allowance of \$500.

#### **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 by the Board.

No additional unfinished business was considered.

#### **NEW BUSINESS**

No new business was discussed.

#### **ACCOUNTS PAYABLE**

Director of Finance & Accounting Scott Goodrich presented the action item as contained in the Commission's packet and discussed the recommendation with the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of November 2021 Vouchers 107548 – 107936 in the amount of \$12,010,537.24 including Electronic Payments generated between 11/01/2021 – 11/30/2021 in the amount of \$9,405,345.18 and November 2021 Payroll Check 51603354 and Payroll Direct Deposits 450001 – 450124 and 470001 – 470124 in the amount of \$614,897.68.

## **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.

### **Community Fund Update**

Community Relations Manager Julie Rawls stated the port launched a Community Fund a few years ago and has been working with three organizations that are involved in the port's mission of job creation, job training, international trade, and economic development. She indicated Partners In Careers (PIC) was the first fund recipient and gave a presentation earlier this year on their work with students to build two Grattix boxes. She stated Clark College was the second fund recipient and then introduced Csendi Hopp, International Admissions Manager and International Club President Bart Rijmenams who shared a presentation on the college's International Day event and activities.

Mr. Rijmenams described the Thanksgiving themed International Day event titled, "Thank You Mingle Around the World" that took place on November 18. He indicated the event was coordinated by Clark College's International Club and Office of International Programs and shared details of the event.

Ms. Hopp stated the college plans to hold another event on January 25, 2022, promoting International Day activities. She thanked the port for supporting their program.

Ms. Rawls also thanked Commissioner Orange for serving on the port's Community Fund Committee.

### **Ft. Vancouver Seafarers Center Donations**

As a follow up from a community member during the last Commission meeting, CEO Marler invited Community Relations Manager Julie Rawls to provide an update on the process to donate items to the Ft. Vancouver Seafarers Center. Ms. Rawls stated the Seafarers Center does wonderful work and she encourages people to bring items to her at the port that they would like to donate to the center since the center is located in a secured area of the port.

### **Project Updates**

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

- Terminal 1 Site & Infrastructure
- AC Marriott (Not Port Contractor)
- Terminal 2 Track Crossing
- Berth 17 Dock Fender System Replacement
- T2 Biofiltration Soil Media and Plant Replacement

- 2021 Striping Project
- T5 Northwest Exit Improvements

He answered questions from the Board.

#### December 28, 2021, Commission Meeting

CEO Marler stated that the December 28, 2021, commission meeting will likely not be held as there are no action items scheduled at this time.

No questions were received from the Board.

### **COMMISSIONERS REPORTS**

Commissioner Orange stated he attended the following events and meetings and provided a summary on some of the meetings he attended:

- WPPA Annual Meeting
- Ft. Vancouver Seafarers Holiday Social

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

- WPPA Annual Meeting
- RTC Meeting
- Chamber of Commerce Legislative Outlook
- WSDOT Webinar – Development of a Mapping and Forecasting Tool for Electric Vehicle Infrastructure

Commissioner LaBrant stated he attended the following events and meetings and provided a summary on some of the meetings he attended:

- WPPA Annual Meeting
- CREDC Board Meeting
- Labor Roundtable

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.

### **RECESS**

CEO Marler called a recess from 9:52 a.m. – 10:00 a.m. to prepare for the port's workshop on Tax Increment Financing.

## **WORKSHOP**

### **Tax Increment Financing**

Director of Finance & Accounting Scott Goodrich stated that the creation of a Tax Increment Area (TIA) is now allowed in the State of Washington as a result of the signing of HB 1189 into law effective July 24, 2021. He explained that today's workshop is to provide an overview of this new financing tool and how the port is considering using this tool in the future. He then introduced Nick Popenuk from Tiberius Solutions and Elaine Howard from Elaine Howard Consulting who both have public finance consulting experience specializing in tax increment financing to lead the workshop.

Mr. Popenuk and Ms. Howard conducted a presentation on Tax Increment Financing and explained what it is and how it works.

Director of Finance & Accounting Scott Goodrich, Mr. Popenuk, and Ms. Howard answered questions from the Board.

CEO Marler thanked them for the overview and explanation on this potential financing tool.

## **ADMINISTRATIVE WORK SESSION**


No administrative work session was held during this meeting.

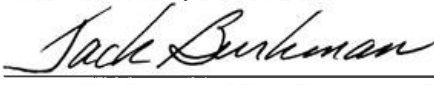
## **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, December 14, 2021, regular meeting was adjourned at 10:45 a.m. by CEO Julianna Marler.

Michelle Allan, Executive Services  
Manager, December 14, 2021, Regular  
Port of Vancouver USA Board of  
Commission Meeting

### **PORT OF VANCOUVER USA BOARD OF COMMISSIONERS**

  
Eric LaBrant, President

  
Jack Burkman, Vice President

  
Don Orange, Secretary