



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, April 14, 2020

**A) CALL TO ORDER VIA TELECONFERENCE\* (8:30 a.m.)**

**B) EXECUTIVE SESSION**

None

**C) OPENING REMARKS (8:30 a.m.)**

- 1) Opening Remarks
- 2) Approve Minutes of the March 10, 2020 Regular Meeting
- 3) Approve Minutes of the March 26, 2020 Special Meeting

**D) OPEN FORUM**

- 1) All written public comments received by 8:30 a.m. Monday, April 13, 2020 regarding matters subject to Commission vote at this meeting will be read into the record\*\*

**E) ACTION ITEMS**

- 1) Approve Third Lease Amendment to the Lease Agreement Between the Port of Vancouver USA and T1 Hotel LLC
- 2) Approve First Amendment to Lease between the Port of Vancouver USA and Mark's Design and Metalworks, LLC

**F) UNFINISHED BUSINESS**

- 1) Port Contracts Logs

**G) NEW BUSINESS**

**H) ACCOUNTS PAYABLE**

Voucher Numbers	100082 - 100515	\$ 4,893,536.44
Electronic Payments	03/02/2020 – 04/05/2020	\$ 1,069,773.34
Payroll Voucher Numbers		\$ 568,814.67
Check	51269030 - 51269031	
Direct Deposits	100001 - 100122	
	130001 – 130123	

**I) CEO REPORT**

- 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers

L) **ADJOURNMENT**

**\*All board members and the public may only participate via teleconference due to the coronavirus disease (covid-19) event pursuant to Washington State Governor's Proclamation 20-28 dated March 24, 2020 and in effect until May 4, 2020.**

**To participate in this meeting by teleconference, please call 1 (253) 527-1624 and enter the conference ID number: 785 791 645 #. Meeting materials are available on the port's website at [www.portvanusa.com](http://www.portvanusa.com). Please call (360) 693-3611 for technical difficulties. Verbal comments during the meeting will not be accepted.**

**\*\*Written public comments are welcome and may only be related to matters subject to Commission vote at this meeting, pursuant to Proclamation 20-28. Written comments should be emailed to [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com) no later than 8:30 a.m. Monday, April 13, 2020 for them to be a part of the meeting record. Written comments will be provided to the Commission prior to the start of the board meeting. Written comments pertaining to matters on the agenda will be read into the record.**

# Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION      PORT OF VANCOUVER USA

REVIEWED BY:

*Betsy Rogers*

Administrative Supervisor

04/14/2020

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT:      Minutes of the March 10, 2020 Regular Meeting

## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 03/10/2020 Regular Meeting

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the March 10, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Eligaberto Stetelli* CEO

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

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

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

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

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

Unanimous:    Yes \_\_\_    No \_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, March 10, 2020**

**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 8:30 a.m., Tuesday, March 10, 2020 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

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

Meeting attendees included:

Don Orange	Port Commission President
Eric LaBrant	Port Commission Vice President
Jack Burkman	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Kent Cash	Port Chief Operations 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
Julie Rawls	Port Community Relations Manager
Chrissy Lyons	Port Commercial and Industrial Manager
Todd Krout	Port Director of Operations
Mike Schiller	Port Director of Business Development
Lori Kaylor	Port Administrative Sales Coordinator
Mike Bomar	Port Director of Economic Development
Mark Newell	Port Project Delivery Manager
Don Steinke	Community Member
Jared Smith	ILWU Local 4
Cathryn Chudy	Community Member
Page Phillips Strickler	Strategies 360
Ron Morrison	TRPP
Ken Rone	Community Member
Jennifer Baker	CREDC
Larry Holt	CREDC

## **APPROVAL OF MINUTES**

### **Regular Meeting of February 25, 2020**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the February 25, 2020 regular meeting.

## **COMMUNITY FUND PROGRAM**

Community Relations Manager Julie Rawls conducted a presentation regarding the port's first community fund program. She discussed the process by which the port followed and identified this year's recipients. Partners in Careers will receive \$1,000 for business tours that allows all students to participate. The Clark College Foundation will receive \$1,000 for the College's International Day activities, and the Vancouver Public Schools, Career and Technical Education will receive \$3,000 to advance the Apartment and Maintenance Technician training program.

## **OPEN FORUM**

Commissioner Orange invited comments from the audience.

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

Mr. Steinke discussed greenhouses gases and the need for specific targets. He also discussed other legislation.

### **Cathryn Chudy, Community Member**

Ms. Chudy thanked the port for the community fund program. She also stated she appreciated the discussion the board had regarding state legislation. She indicated she would appreciate hearing updates on the port's legislative agenda earlier than in the recent past.

### **Ron Morrison, TRPP**

Mr. Morrison discussed community feedback at board meetings and the new agenda item entitled Administrative Update/Work Session.

### **Ken Rone, Community Member**

Mr. Rone discussed COVID-19. He encouraged the port to engage with appropriate agencies concerning the vessels coming into the port.

### **Cathryn Chudy, Community Member**

Ms. Chudy discussed the agenda and opportunities for community engagement.

No further public comments were received.

## **ACTION ITEMS**

### **E-1 Approve Third Amendment to Lease between the Port of Vancouver and Trobella Cabinetry, Inc.**

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

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve the Third Amendment to Lease at 3201-H between the Port of Vancouver and Trobella Cabinetry, Inc.

### **E-2 Approve First Amendment to Lease between the Port of Vancouver and Wickum Weld, Inc.**

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

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve the First Amendment to Lease at 2100 Section A and B Kotobuki Way between the Port of Vancouver and Wickum Weld, Inc.

## **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.

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 February 2020 Vouchers 099695 – 100080 in the amount of

\$2,931,994.89 including Electronic Payments generated between 02/03/2020 – 03/01/2020 in the amount of \$439,580.19 and February Payroll Checks 51247542 and Payroll Direct Deposits 60001 - 60123 and 80001 - 80124 in the amount of \$586,788.57.

## CEO REPORT

CEO Marler provided a COVID-19 update.

### Project Updates

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

- Terminal 1 Ground Improvements
- Building 3201 Space H Tenant Improvements
- Shingle/TPO Roofing & Gutter Project

## COMMISSIONER REPORTS

Commissioner LaBrant reported attending the following:

- Labor Roundtable

Commissioner Burkman reported attending the following and provided a couple of key updates:

- Staff meetings
- Met with Mayor Anne McEnerny-Ogle and a City Councilmember
- Interstate Bridge Replacement Partner (IBRP) Workshop
  - Attended this workshop along with CEO Marler and Economic Director Mike Bomar. Commissioner Burkman stated this was the kickoff meeting where all of the involved agencies, federal and both Oregon and Washington came together to begin the conversation of replacing the I/5 bridge. The purpose of the four scheduled workshops is to create the process for working together to advance the project and determine the best ways to engage the community and stakeholders from the beginning.
- RTC Smart Communities Assessment Workshop
  - The purpose of this workshop was to gain a better understanding of how to manage transportation in the future. Commissioner Burkman indicated there will be a period of data gathering and research and once that is completed, he will report back on the findings.
- American Queen Steamboat Company (AQSC) Meeting
  - The AQSC plans to have 40 trips coming out of Vancouver in 2020. They are much less impacted by the COVID-19 because they are a domestic cruise line.
- Tour of ocean-going vessel the Artemis Leader
  - This vessel was delivering Subarus to the port. Commissioner Burkman stated he was impressed with the process and how the vehicles were lined

up in the ship. He also shared his appreciation for labor and the work they do to support this tenant. He indicated Subaru's plans to bring in about 85,000 Subarus this year

- Annual Pow Wow at Heritage High School

Commissioner Orange reported attending and provided an update on the following:

- PNWA Mission to Washington D.C.
  - Commissioner Orange discussed his recent trip to Washington D.C. with the Pacific NW Waterways Association. He highlighted the purpose of the mission and indicated that the event brings a lot of ports together who rely on the Columbia River and Snake River for purposes of trade. He talked about the need to keep the rivers dredged and the significance of this to ports and others using the waterways for economic benefit. He also highlighted the need to maintain infrastructure across all business lines, including river, road and rail.

## **UPCOMING EVENTS**

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler highlighted several events and mentioned the port's first lecture in its Lecture Series and this year's first port community tour are being postponed due to the COVID-19 virus.

## **RECESS**

The regular meeting was recessed from 9:30 a.m. until 9:38 a.m. to prepare for the workshop.

## **WORKSHOP**

### **CREDC 2020 Overview**

Commissioner Orange reopened the meeting at 9:38 a.m. for the CREDC 2020 Overview workshop. Director of Economic Development Mike Bomar introduced Jennifer Baker, CREDC President. Ms. Baker provided the Board with a brief overview of CREDC, its Economic Development Plan and its focus over the next year and beyond. She also introduced CREDC's Chief Operating Officer Larry Holt who highlighted the focus on the following 5 key traded sector businesses:

- Metals & Machinery
- Computers & Electronics
- Life Sciences
- Clean Tech
- Software



President Baker wrapped up the presentation with an update on the Employment Lands Study.

**RECESS**

The regular meeting was recessed at 10:25 a.m. to sign documents.

**ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, March 10, 2020 regular meeting was adjourned at 10:33 a.m. by Commissioner Orange.

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS**

Michelle Allan, Executive Services  
Manager, March 10, 2020, Regular  
Port of Vancouver USA Board of  
Commission Meeting

\_\_\_\_\_  
Don Orange, President

\_\_\_\_\_  
Eric LaBrant, Vice President

\_\_\_\_\_  
Jack Burkman, Secretary

# Agenda Item No. C-3

---

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

---

**REVIEWED BY:**

	Executive Services Manager	04/14/2020
Michelle Allan	Title	Date

---

**APPROVED BY:**

---

Title

---

**SUBJECT:**      Minutes of the March 26, 2020 Special Meeting

---

**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 03/26/2020 Special Meeting**

---

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the March 26, 2020, Port of Vancouver USA Board of Commissioners Special Meeting as presented.

---

**Submitted by:** Elizabeth Stelling CEO

---

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

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

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

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
Thursday, March 26, 2020**

**CALL TO ORDER**

Commission President Orange called a special meeting of the Port of Vancouver Board of Commissioners to order at 3:00 p.m., Thursday, March 26, 2020 via teleconference number 1 (253) 527-1624, conference ID: 634030530# pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event dated March 24, 2020.

Commissioner Orange confirmed Commissioner LaBrant and Commissioner Burkman were also on the call. He welcomed CEO Julianna Marler and then directed Ms. Marler to lead the call due to the circumstances.

**OPENING REMARKS**

CEO Marler welcomed everyone, announced no executive session was held and the meeting is being recorded. She also clarified that each board member had copies of the agenda item and resolution. She stated that the resolution was posted on the port's website for the public to view.

Meeting attendees included:

Don Orange	Port Commission President
Eric LaBrant	Port Commission Vice President
Jack Burkman	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Betsy Rogers	Port Administrative Supervisor
Nam Nguyen	Port Applications Analyst
Ryan Hart	Port Chief External Affairs Officer
Julie Rawls	Port Community Relations Manager
Katie Odem	Port Marketing Communications Manager
Rachelle Askman	Port Communications Coordinator
Mike Bomar	Port Director of Economic Development
Lori Kaylor	Port Administrative Sales Coordinator
Brooke Crutcher	Port Tenant Services Coordinator

## **ACTION ITEMS**

### **Approve Resolution 2-2020: Declaring Local Emergency and Delegation of Authority of Emergency Powers**

CEO Julianna Marler presented the action item and provided a summary of the reasons for the Resolution. She answered questions by the board.

Commissioner Burkman stated he has no concerns moving forward with the resolution. He pointed out to the public listening on the call that if the CEO exercises any of the authority under this resolution, she will need to report back to the Commissioners.

Commissioner LaBrant stated he appreciates the work staff is doing remotely and has no concerns with this action.

Commissioner Orange echoed Commissioner LaBrant's comment that the staff is doing a good job. He also thanked tenants, their employees and the longshore workers. He indicated the port is one of the businesses that is still up and running and he is pleased with the port's efforts.

Commissioner Orange inquired about the termination date of the resolution and CEO Marler indicated that the resolution states it shall continue in full force and effect until terminated by law or by further resolution which staff or the board can request. She added if she uses powers under the resolution, she will report those at the next board meeting, but will keep the Commission informed of any action taken as soon as a decision is made.

CEO Marler indicated the next regularly scheduled meeting is April 14, 2020 and will take place if there is essential business to come before the board. She encouraged everyone to check the website for any updates.

Commissioner Burkman stated he too appreciates the efforts taken by the staff during this time.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve Resolution 2-2020: Declaring Local Emergency and Delegation of Authority of Emergency Powers to the Port of Vancouver's Chief Executive Officer.

## **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of

Commissioners, the March 26, 2020 special meeting was adjourned at 3:14 p.m. by CEO Marler.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, March 26, 2020, Special  
Port of Vancouver USA Board of  
Commission Meeting

---

Don Orange, President

---

Eric LaBrant, Vice President

---

Jack Burkman, Secretary

# Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION**  
**REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Business  
Development

Mike Schiller

Title

**APPROVED BY:**

Chief Commercial  
Officer

04/14/2020

Alex Strogen

Title

Date

**SUBJECT:** Approve Third Amendment to the Lease Agreement Between the Port of Vancouver USA and T1 Hotel LLC

**BACKGROUND:**

This lease amendment supports the port's strategic plan goal to generate and sustain diverse revenues while creating a destination waterfront at Terminal 1. This lease will create jobs and support the local economy.

This ground lease was originally approved in 2018 and is for a hotel to be constructed on approximately 38,000 square feet within the Terminal 1 development. The initial lease term is for 50 years and is followed by two 15-year options periods for a total lease period up to 80 years.

The purpose of this amendment is to update the Premises legal description to conform with the approved Terminal 1 Short Plat. Additionally, for clarity the port updated other diagrams and depictions to outline ingress and egress to the site, maintenance areas adjacent to the site, and view areas extending from the leasehold that are already in the lease. Finally, this amendment extends the Construction Rent Commencement Date by four months – in part to account for the delay in completion of the soil stabilization project and to allow for the completion of required construction permits, which have been delayed in part due to the COVID-19 pandemic.

Revenue for this lease will be incorporated into the 2022 budget and subsequent budget years.

**Additional Information Attached? No**

**RECOMMENDATION:** That the Board of Commissioners approve the Third Amendment to the Lease Agreement between the Port of Vancouver USA and T1 Hotel LLC

**Submitted by:** *Elizabeth Stotell* CEO

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

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

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

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

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

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

# Agenda Item No. E-2

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Business  
Development

Mike Schiller

Title

**APPROVED BY:**

Chief Commercial  
Officer

04/14/2020

Alex Strogen

Title

Date

**SUBJECT:** Approve First Amendment to the Lease Agreement between the Port of Vancouver USA and Mark's Design and Metalworks LLC

**BACKGROUND:**

This lease supports the port's strategic plan goal to pursue opportunities that utilize the port's property and infrastructure to create jobs and support the economy.

Mark's Design and Metalworks LLC (Mark's) started fabricating in Vancouver in 2008. Its business is focused on designing and fabricating many types of stainless-steel products including pharmaceutical tanks, mixer systems, machine parts, wine vessels, brewery and distillery systems.

On January 14, 2020 Mark's and the port entered into a long-term Lease Agreement for 160,000 sf of Building 2601. In the lease, the port would provide tenant improvements to include upgrades to the electrical systems, installation of high-efficient LED lighting, and a new or expanded overhead door to accommodate movement of finished products.

Due to time constraints, the Lessee has agreed to self-perform certain electrical system upgrades. The purpose of this First Amendment is to provide a "construction allowance" for the electrical improvements and remove this work to be performed by the port. The port will continue with the other tenant improvements as agreed to.

The budget for this project was included in the 2020 approved budget.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners approve the First Amendment to the Lease Agreement between the Port of Vancouver USA and Mark's Design and Metalworks LLC

**Submitted by:** *Alex Strogen* CEO

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

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

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

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

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

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

# Agenda Item No. H-1

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>	
<b>REVIEWED BY:</b>		
	Accounts Payable	
	Title	
<b>APPROVED BY:</b>		
	Director of Finance & Accounting	04/14/2020
Scott D. Goodrich	Title	Date
<b>SUBJECT:      VENDOR CLAIMS APPROVAL</b>		

**BACKGROUND:**  
March 2020 Vendor Claims:

Voucher Numbers	100082 - 100515	\$ 4,893,536.44
Electronic Payments	03/02/2020 – 04/05/2020	\$ 1,069,773.34
Payroll Voucher Numbers		\$ 568,814.67
Check	51269030 - 51269031	
Direct Deposits	100001 - 100122	
	130001 – 130123	

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2020 Vouchers 100082 - 100515 in the amount of \$4,893,536.44 including Electronic Payments generated between 03/02/2020 – 04/05/2020 in the amount of \$1,069,773.34 and March Payroll Checks 51269030 - 51269031 and Payroll Direct Deposits 100001 - 100122 and 130001 - 130123 in the amount of \$568,814.67.

<b>Submitted by:</b> <i>Elizabeth Stille for</i> _____ <b>CEO</b>	<b>Motion By:</b> _____
<b>Date Action Taken:</b> _____	<b>Seconded By:</b> _____
<b>Approved:</b> _____	<b>Unanimous:</b> Yes___  No___
<b>Deferred To:</b> _____	