

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, March 11, 2025**

CALL TO ORDER

Commission President Burkman 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, March 11, 2025, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Burkman welcomed everyone to the commission meeting. He announced that no executive session was held and noted the meeting is being recorded. He also informed attendees that Commissioner LaBrant will not be in attendance. Commissioner Burkman stated that the meeting is being conducted in a hybrid format, allowing both in-person and virtual participation via Zoom for those wishing to provide oral comments. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of February 25, 2025

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried 2-0, the Board of Commissioners approve the minutes of the February 25, 2025, regular meeting.

OPEN FORUM

Commissioner Burkman asked if anyone had signed up to speak during open forum. Executive Assistant Rogers stated no one signed up in advance to provide virtual oral comments and confirmed that there was no one present who signed up to provide comment.

ACTION ITEMS

E-1 Approve Sixth Amendment and Extension to Second Supplemental Master Lease Agreement between the Port of Vancouver USA and Northwest Packing Company

Chrissy Lyons, Director of Industrial Business presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried

2-0, the Board of Commissioners authorize the CEO to sign the Sixth Amendment and Extension to Second Supplemental Master Lease Agreement at 1701 W 16th Street between the Port of Vancouver USA and Northwest Packing Company.

E-2 Approve Public Works Contract for Bid 25-03: Berth 7 Maintenance

Greg Westrand, Senior Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried 2-0, the Board of Commissioners authorize the CEO to execute a public works contract with Advanced American Construction, the lowest responsive and responsible bidder, for Bid 25-03: Berth 7 Maintenance, in the amount of \$3,901,900.00 plus applicable Washington State sales tax.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. Executive Assistant Rogers 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

Nick McEntire, Accounting Manager presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried 2-0, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2025 Vouchers 122582-122939 in the amount of \$5,254,037.34 including Electronic Payments generated between 02/01/2025-02/28/2025 in the amount of \$1,480,449.83 and February 2025 Direct Deposits 60001-60131 and 80001-80131 in the amount of \$749,621.82.

CEO REPORT

Project Updates

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

- Terminal 1 Dock Bulkhead Wall Project

- 2024 Berth Repairs Project
- 2024 Backflow Preventer Upgrades

COMMISSIONERS REPORTS

Commissioner LaBrant was not present.

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

- Met with CEO Marler
- Port Lecture Series: “Discover Treasure in Astoria: the Columbia River Maritime Museum”
- International Women’s Day Event

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

- Port Lecture Series: “Discover Treasure in Astoria: the Columbia River Maritime Museum”
- Port Report Filming
- Met with CEO Marler

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Assistant Rogers stated the next commission meeting would be held on Tuesday, March 25, 2025, at 9:30 a.m. She also highlighted several other upcoming community events.

In addition, she 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.

SIGN DOCUMENTS

The Board signed documents at 9:55 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, March 11, 2025, regular meeting was adjourned at 9:57 a.m. by Commissioner Burkman.

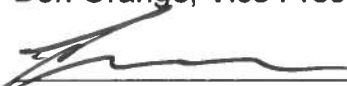
Karla Hiler, Administrative Supervisor,
March 11, 2025, Regular
Port of Vancouver USA Board of
Commission Meeting

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS



Jack Burkman, President



Don Orange, Vice President

Eric LaBrant, Secretary