

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, December 8, 2020**

**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 8, 2020, via teleconference number 1 (253) 215-8782, conference code: 962 3264 4005 and Passcode number: 933415 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:

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
Betsy Rogers	Port Administrative Supervisor
Tiffany Truckey	Port Administrative Assistant
Angela Blake	Port Facilities Program Coordinator
Callie DeBoer	Port Assistant Project Manager
Casey O'Dell	Port Director of Facilities
Collette Miranda	Port Payroll Specialist
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Greg Westrand	Port Project Manager
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Jonathan Eder	Port Director of Human Resources
Julie Payne	Port Revenue Accountant
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
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer
Mike Bomar	Port Director Economic Development
Mindy Pennington	Port Accounts Payable Specialist
Monty Edberg	Port Director of Engineering and Project Delivery
Phala Le	Port HR Specialist
Rachelle Askman	Port Communications Coordinator
Rick Cline	Port Contract Manager
Richard Troudt	Port Security Manager
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Sheila Deng	Port Senior Accountant
Therese Lang	Port Director of Communications
Thomas Chidwick	Port General Office Assistant
Hod Wells	PBS Engineering and Environmental
Don Steinke	Community Member
Cathryn Chudy	Community Member
Carolyn Lake	Community Member
David Runberg	Community Member

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

## **APPROVAL OF MINUTES**

### **Special 3-Ports Meeting of November 19, 2020**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the November 19, 2020 3-Ports meeting.

### **Special Meeting/Executive Session of November 23, 2020**

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the November 23, 2020 Special Meeting/Executive Session.

### **Regular Meeting of November 24, 2020**

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the November 24, 2020 regular meeting.

## **Holiday Card**

Ryan Hart, Chief of External Affairs introduced this year's Holiday Card. He 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 two community members responded and requested to provide comment. She called on each community member based on the order in which the port received their request.

### **Don Steinke**

Mr. Steinke discussed a climate action plan and shared what the city is currently doing. He encouraged the port to hold a workshop on emissions reduction and allow public comment.

### **Cathryn Chudy**

Ms. Chudy also provided an update on recent activities by the City of Vancouver and stated she appreciates the port and its renewable resolution. She encouraged the port to move ahead on its climate action plan.

CEO Marler thanked both Mr. Steinke and Ms. Chudy. She reminded everyone interested in speaking during Open Forum to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting.

## **ACTION ITEMS**

### **E-1 Approve Contracts with Olson Engineering Inc., S&F Land Services, LLC and MacKay Sposito, Inc. for On-Call Surveying & Drafting Services**

Monty Edberg, Director of Engineering and Project Delivery introduced the action item and discussed it with the Commission. No questions were received from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the Contracts with Olson Engineering Inc., S&F Land Services, LLC and MacKay Sposito, Inc. for On-Call Surveying & Drafting Services.

### **E-2 Approve Contract with PBS Engineering and Environmental Inc. for BC-2 Discharge Replacement Design Services**

Greg Westrand, Project Manager introduced the action item and discussed it with the Commission. No questions were received from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the Contracts with Olson Engineering Inc., S&F Land Services, LLC and Mackay Sposito, Inc. for On-Call Surveying & Drafting Services.

### **E-3 Approve Resolution 9-2020: Sell and Convey Port Property**

Scott Goodrich, Director of Finance and Accounting introduced this action item and discussed it with the Commission. No questions were received from the Board.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve Resolution 9-2020: Sell and Convey Port Property.

### **E-3 Approve 2021 CEO Compensation**

Director of Human Resources Manager Jonathan Eder presented the action item and discussed the recommendation with the Board. He explained the process the port went through and then answered questions by the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners establishes 2021 salary compensation for the CEO as \$231,799.68, establishes a monthly automobile allowance of \$500.00, and approves the proposed 2021 Agreement and Plan of Deferred Compensation.

### **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 they are available on the port's website. No questions were asked by the Board.

No additional unfinished business was considered.

### **NEW BUSINESS**

#### **December 22, 2020 Regular Commission Meeting**

CEO Marler stated at this time, there is no business to come before the Board for its second board meeting in December and requested the December 22, 2020 Regular Meeting not be held. No concerns were shared by the Commission.

No additional new business was discussed at this time.

### **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. No questions were received from the Commission.

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 2020 Vouchers 103133 – 103485 in the amount of \$12,474,070.38 including Electronic Payments generated between 11/02/2020 – 11/24/2020 in the amount of \$9,277,298.66 and November 2020 Payroll Check 51406871 and Payroll Direct Deposits 450001 – 450125 and 480001 – 480125 in the amount of \$590,670.23.

## **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.

### **Project Updates**

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

- T1 Structural Renovation
- AC Marriott (Not a Port Contractor)
- Booster Station Pump No. 4
- Chlorinator System Improvements
- Maintenance Dredging
- Parcel 3 Berm Landscape
- CIP – Reduced Pressure Backflow Assembly Project
- 2020 Gutter Replacement Project

Mr. Newell answered questions from the Board.

## **COMMISSIONERS REPORTS**

Commissioner Burkman stated over the past two weeks he attended both Interstate Bridge Replacement Program Kick off meetings, the WPPA Annual Conference and the Leadership Clark County Government Affairs session. He also stated he attended the virtual Port of Vancouver Employee Association Winter Event. He thanked the staff for such a great event and added how creative it was to hold a holiday celebration online. He extended his well wishes to everyone for a Happy Holiday season.

Commissioner LaBrant stated he attended the WPPA Annual Conference and indicated that WPPA, as part of its legislative agenda, is in favor of carbon pricing to support transportation. He wished everyone Happy Holidays.

Commissioner Orange stated he also attended the virtual WPPA Annual Conference. He encouraged everyone to stay safe and wished all a Happy Holiday season.

## **WORKSHOP**

No workshop was held during this meeting.


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.

## **ADJOURNMENT**


There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, December 8, 2020 regular meeting was adjourned at 9:39 a.m. by CEO Julianna Marler.

Michelle Allan, Executive Services  
Manager, December 8, 2020, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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



Don Orange, President



Eric LaBrant, Vice President



Jack Burkman, Secretary