

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, February 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, February 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 no executive session was held and that the meeting is being recorded. He stated this meeting is a hybrid meeting so that along with everyone present in the meeting, anyone who wants to make virtual oral comment can use Zoom. He then invited guests to participate in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Regular Meeting of January 14, 2025**

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the minutes of the January 14, 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 Contract with LSW Architects for Design Services for the Building 2001 Roof and Parking Lot Replacement Project**

Josh Pope, Project Manager presented 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 authorize the CEO to execute a contract with LSW Architects for a not-to-exceed amount of \$422,759.00 to perform design services for the Building 2001 Roof and Parking Lot Replacement Project.

## **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 LaBrant, seconded by Commissioner Orange, and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2025 Vouchers 122054-122576 in the amount of \$5,219,245.19 including Electronic Payments generated between 01/01/2025-01/31/2025 in the amount of \$1,412,076.12 and January 2025 Payroll Check 52120847 and Direct Deposits 20001-20132 and 40001-40131 in the amount of \$741,766.35.

## **CEO REPORT**

### **Project Updates**

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

- 2024 Berth Repairs Project
- Terminal 1 Dock Bulkhead Wall Project

## **COMMISSIONERS REPORTS**

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

- Labor Roundtable
- Columbia River Economic Development Council – Annual Investor Event
- Washington Public Ports Association Port Day

Commissioner LaBrant acknowledged recent national political and economic events but emphasized that the port will stay the course, continuing its planned initiatives and the organization's commitment to long-term strategic goals, emphasizing a steady and measured approach.

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

- Washington Public Ports Association Port Day
- Met with CEO Marler

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

- Washington Public Ports Association Port Day
- Interstate Bridge Replacement Meetings
- Pacific Northwest Waterways Association Monthly Meeting
- iUrban Teen – 15th Annual Rev. Dr. Martin Luther King Jr Breakfast Celebration
- Regional Transportation Council Meeting
- 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, February 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 9:58 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, February 11, 2025, regular meeting was adjourned at 10:04 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

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

  
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Jack Burkman, President

  
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Don Orange, Vice President

  
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Eric LaBrant, Secretary