

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, August 11, 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, August 11, 2020, via teleconference number 1 (253) 215-8782, conference code: 995 6340 0075 and Passcode number 459349 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 currently in effect until September 1, 2020. She also stated 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
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Kent Cash	Port Chief Operations Officer
Alex Strogon	Port Chief Commercial Officer
Callie DeBoer	Port Assistant Project Manager
Betsy Rogers	Port Administrative Supervisor
Nam Nguyen	Port Applications Analyst
Savannah Mitcham	Port Administrative Assistant
Ryan Hart	Port Chief External Affairs Officer
Therese Lange	Port Director of Communications
Julie Rawls	Port Community Relations Manager
Mike Bomar	Port Director of Economic Development
Jim Hagar	Port Economic Development Project Manager
Scott Goodrich	Port Director of Finance & Accounting
Jack Flug	Port Senior Financial Analyst
Dawn Egbert	Port Procurement Services Manager
Randy McCaleb	Port Contracts Manager

Mindy Pennington  
Casey O'Dell  
Jennifer Brower  
Angela Blake  
Mark Newell  
Colin Hayden  
Kathy Holtby  
Mary Mattix  
Lori Kaylor  
Mason Kae  
Zack Merrill  
Dale Learn  
Amber Carter

Port Accounts Payable Specialist  
Port Director of Facilities  
Port Procurement and Grants Specialist  
Port Facilities Program Coordinator  
Port Project Delivery Manager  
Port Project Manager  
Port Real Estate Manager  
Port Environmental Program Manager  
Port Administrative Sales Coordinator  
Port Records Officer  
Port Sales Account Manager  
Gordon Thomas Honeywell Governmental Affairs  
Amber Carter Government Relations LLC

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

## **APPROVAL OF MINUTES**

### **Regular Meeting of July 28, 2020**

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the July 28, 2020 regular meeting.

## **OPEN FORUM**

CEO Marler shared with the Board that the agenda invited written public comments on all matters and two written public comments were received, one from Don Steinke and one from Randy Friedman. She acknowledged each one of them and provided the opportunity for them to read their comments into the record. Neither Mr. Steinke nor Mr. Friedman responded. CEO Marler then stated their comments were provided to the Board and will become part of the official meeting record.

## **ACTION ITEMS**

### **E-1 Approve Lease Agreement between the Port of Vancouver and Rocket Delivery Inc.**

Chrissy Lyons, Commercial and Industrial Sales Manager 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 Board of Commissioners approve the Agreement between the Port of Vancouver and Rocket Delivery, Inc.

**E-2 Approve Contracts with CIDA and MCA Architects, PC for On-Call Architectural Services**

Callie DeBoer, Assistant Project Manager 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 Board of Commissioners approve Contracts with CIDA and MCA Architects, PC for On-Call Architectural Services

**E-3 Approve Addendums 12 and 13 to the Intergovernmental Agreement for Columbia River Channel Improvement Project Assistance**

Jim Hagar, Economic Development Project Manager presented the action item and discussed the recommendation with the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the Addendums 12 and 13 to the Intergovernmental Agreement for Columbia River Channel Improvement Project Assistance

**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 Commission.

No additional unfinished business was considered.

**NEW BUSINESS**

None 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.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of August 2020 Vouchers 101537- 101898 in the amount of \$4,291,852.48 including Electronic Payments generated between 07/02/2020 – 07/30/2020 in the amount of \$766,054.55 and August 2020 Payroll Checks 51334446 –

51334448 and 51343650 – 51343652 and Payroll Direct Deposits 280001 – 280126 and 280001 – 280126 in the amount of \$601,632.27.

## **CEO REPORT**

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

CEO Marler shared with the commissioners that she has not taken any action provided her under Resolution 2-2020.

No questions were received by the board.

## **COMMISSIONERS REPORTS**

Commissioner Burkman congratulated the External Affairs Department for the awards recently received from the American Association of Port Authorities (AAPA). He added that the department does a great job of keeping the community informed of what the Port of Vancouver is doing.

Commissioner LaBrant stated he had nothing to report for this meeting.

Commissioner Orange thanked everyone working during this difficult time. He also wanted to remind everyone to vote.

## **WORKSHOP**

Ryan Hart, Chief External Affairs Officer introduced Dale Learn and Amber Carter, the port's federal and state lobbyists. He thanked them for joining us today and indicated he looks forward to their federal and state legislative updates.

### **Federal Legislative Update**

Mr. Learn provided the Board with a federal legislative update and answered questions by the Commission.

### **State Legislative Update**

Ms. Carter provided the Board with a state legislative update and responded to questions raised by the Commission.

CEO Marler thanked Mr. Learn and Ms. Carter for the work they do on behalf of the Port of Vancouver.

## **Recess**

A recess was held from 9:28 a.m. to 9:35 a.m.

Midyear Financial Update

Scott Goodrich, Director of Finance and Accounting lead a midyear financial workshop. He discussed financial results to date and shared steps the port has taken as a result of the COVID-19 pandemic. He answered questions by the board and indicated he is pleased with the port's current financial position and how the port has weathered the COVID-19 event.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, August 11, 2020 regular meeting was adjourned at 9:58 a.m. by CEO Julianna Marler.

Michelle Allan, Executive Services  
Manager, August 11, 2020, Regular  
Port of Vancouver USA Board of  
Commission Meeting

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS



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Don Orange, President



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Eric LaBrant, Vice President



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Jack Burkman, Secretary