

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, September 13, 2022**

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, September 13, 2022, 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 and the workshop following the meeting is being recorded. He stated it 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 August 23, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the August 23, 2022, regular meeting.

OPEN FORUM

Commissioner Burkman stated that the agenda invited public comment but indicated no community members had registered in advance to provide virtual oral comments. He asked if there was anyone present who signed up to provide comment. CEO Marler responded that no one signed up to speak.

PUBLIC HEARING: PORT REDISTRICTING

CEO Marler provided an introduction for the public hearing on port redistricting. She indicated the redistricting process will include three public hearings followed by a commission vote at the second commission meeting in September.

Commissioner Burkman opened the public hearing. He stated the notice for the public hearing was published on August 18, 2022, in the *Columbian* as required by statute. He explained the purpose of the hearing is to hear from the community regarding the port's redistricting. He added that today's public hearing is the second of three scheduled with the final public hearing to be held on September 27, 2022.

CEO Marler advised the Board that the port did not receive any requests from the public to comment virtually or in person during this public hearing.

Commissioner Burkman then closed the public hearing.

ACTION ITEMS

E-1 Approve First Amendment to Lease between the Port of Vancouver USA and Vancouver Warehouse and Distribution Company

Chrissy Lyons, Commercial and Industrial Sales 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 approve and authorize the CEO to execute the First Amendment to Lease at 2701 NW Lower River Road between the Port of Vancouver USA and Vancouver Warehouse and Distribution Company.

E-2 Approve Public Works Contract Bid 22-40: Northwest 35th Circle Extension Project

Monty Edberg, Director of Engineering & Project Delivery 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 Public Works Contract Bid 22-40: Northwest 35th Circle Extension Project with Catworks, LLC in the amount of \$768,426.05 including Washington State sales tax.

E-3 Approve Public Works Contract Bid 22-41: Building 3201 Roof Rehabilitation Project

Callie DeBoer, 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 public works contract with Queen City Specialty Roofing for Public Works Contract Bid 22-41: Building 3201 Roof Rehabilitation Project in the amount of \$762,396.95 for the base contract, plus \$59,718.40 for the additional alternative, for a total of \$822,115.35 including Washington State sales tax.

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 are available on the port's website. No questions were asked from the Board.

No additional unfinished business was considered.

NEW BUSINESS

No new business was discussed.

ACCOUNTS PAYABLE

Director of Finance and Accounting Scott Goodrich presented the action item as contained in the Commission's packet and discussed the recommendation with the Board. No questions were asked from the Board.

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 August 2022 Vouchers 110794 – 111304 in the amount of \$5,097,755.15 including Electronic Payments generated between 08/01/2022 – 08/31/2022 in the amount of \$709,295.29 and August 2022 Payroll Check 51731394 and Payroll Direct Deposits 320001 – 320129 and 340001 – 340130 in the amount of \$637,408.95.

CEO REPORT

Project Updates

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

- Terminal 1 Renaissance Trail
- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)
- Berth 17 Fender System Replacement
- Terminal 4 Bank Stabilization
- CIP Lot 2 Nu-Tech (Not Port Project)

I-5 Bridge Replacement Program

CEO Marler provided an update on the Executive Sponsor Group agenda items for the upcoming September 15 meeting, including:

- Next steps for the Locally Preferred Alternative
- Overview of the NEPA process
- Review of the program schedule

COMMISSIONERS REPORTS

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

- Port Tour

Commissioner Orange stated he attended the following event and provided a brief summary of some of the event:

- Peace and Justice Fair

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

- Peace and Justice Fair
- CEO Marler
- Port Tour
- Vancouver City Council Workshop on Fossil Fuel
- Regional Transportation Council

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler stated the next commission meeting scheduled for September 27 will begin at 9:30 a.m. She also highlighted several other upcoming community events.

Commissioner Burkman reminded everyone of the ways they can communicate with the Commission. He stated there is a great deal of information available on the port's website and encouraged everyone to check it out.

RECESS

Commissioner Burkman called a recess at 10:10 a.m. to prepare for the Cybersecurity workshop.

WORKSHOP

Cybersecurity

Commissioner Burkman reopened the meeting at 10:20 a.m. for the Cybersecurity workshop, led by Information Security Analyst Chris Carter.

Information Security Analyst Chris Carter provided a presentation on the port's journey with cybersecurity over the past 7 years and a glimpse into the information security program.

The Commissioners and CEO Marler shared their appreciation and thanked Chris for the presentation and the work that he does protecting the port.

SIGN DOCUMENTS

The workshop concluded at 11:13 a.m. and the Board signed documents.

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, September 13, 2022, regular meeting was adjourned at 11:16 a.m. by Commissioner Burkman.

Michelle Allan, Executive Services
Manager, September 13, 2022, 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