

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, October 25, 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, October 25, 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 is being recorded. He stated the meeting is a hybrid meeting, and 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 October 11, 2022**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 11, 2022, regular meeting as updated with the NW 32<sup>nd</sup> Street project being added to the port's legislative agenda.

**OPEN FORUM**

Commissioner Burkman stated that the agenda invited public comment but indicated no community members registered in advance to provide virtual oral comments. CEO Marler indicated two community members were present who signed up to provide comment.

**Ron Morrison**

Mr. Morrison inquired about C-Tran's rideshare program and how it has been going. He noticed the numbers were low. He also mentioned that he is a long-term supporter of the Fort Vancouver Seafarers Center and indicated it is a great program.

## **Kent Williams**

Mr. Williams stated the Fort Vancouver Seafarers Center has had a proud relationship with the port since 1966. He also provided an update on the Seafarers Center efforts throughout the COVID pandemic.

Commissioner Burkman thanked each community member for their comments.

## **ACTION ITEMS**

### **E-1 Approve Change Orders #7 and #8 for Public Works Contract Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project**

Mark Newell, Project Delivery Manager presented the action item and discussed it with the commission. He answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to execute change orders #7 and #8 in the amounts of \$146,973.26 and \$274,551.81, respectively, with James W. Fowler Company for Public Works Contract Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project, revising the total contract amount to \$3,746,772.67 including Washington State Sales Tax.

## **UNFINISHED BUSINESS**

No unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed.

## **CEO REPORT**

CEO Marler stated she attended the following events and provided a brief summary:

- Pacific Northwest Waterways Association Annual Conference
- American Association of Port Authorities Annual Convention

## **COMMISSIONERS REPORTS**

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

- Pacific Northwest Waterways Association Annual Conference

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

- Pacific Northwest Waterways Association Annual Conference

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

- Pacific Northwest Waterways Association Annual Conference
- City of Vancouver Mayor and viewing of Fort Vancouver Tapestry

### **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 November 8 will begin at 9:30 a.m. She also highlighted several other upcoming community events.

Commissioner Burkman also 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.

### **WORKSHOP**

No workshop was held during this meeting.

### **RECESS**

Commissioner Burkman called a recess from 10:00 a.m. to 10:20 a.m. to sign documents and prepare for the administrative work session.

### **ADMINISTRATIVE UPDATE / WORK SESSION**

#### **2023 Preliminary Budget**

Scott Goodrich, Director of Finance & Accounting led the administrative work session. He shared with the Board the thorough process staff followed to prepare the proposed 2023 budget for review today. He added that the process is an organization-wide effort, and he appreciates the time of each team member. Department leads then shared their proposed budgets and answered questions by the Board.

### **RECESS**

A recess was called at 10:55 a.m. for a short break and at 11:05 a.m., the meeting reconvened with a continuation of the administrative work session.

Another recess was called at 12:09 p.m. for a short lunch break and at 12:30 p.m., the meeting reconvened with a continuation of the administrative work session.

**ADJOURNMENT**


There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 25, 2022, regular meeting was adjourned at 1:12 p.m. by Commissioner Burkman.

Michelle Allan, Executive Services  
Manager, October 25, 2022, Regular  
Port of Vancouver USA Board of  
Commission Meeting

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

  
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Jack Burkman, President

  
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Don Orange, Vice President

  
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Eric LaBrant, Secretary