

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, November 8, 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, November 8, 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 that no executive session was held and that 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 October 25, 2022**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 25, 2022, regular meeting.

**COMMUNITY FUND UPDATE**

Community Relations Manager Julie Rawls stated the port's Community Fund program awarded funds to the Vancouver Farmer's Market this year. She indicated the market has a program to help traditionally marginalized vendors that provides free space and training necessary to help nurture these small businesses. She stated these small businesses greatly contribute to Vancouver's tourism, economic development, and vitality. She indicated that this also furthers the port goals of economic development as well as diversity, equity, and inclusion. She then introduced Stephanie Haynes and Jordan Boldt from the Vancouver Farmer's Market.

Ms. Haynes provided an overview of the Vancouver Farmer's Market Foundation and thanked the port for its support. The Board expressed their appreciation to Ms. Haynes for her presentation and work on this program.

**OPEN FORUM**

Commissioner Burkman stated that the agenda invited public comment but indicated no community members registered in advance to provide virtual oral comments. He confirmed that there was no one present who signed up to provide comment.

## **ACTION ITEMS**

### **E-1 Approve 2023 Preliminary Budget**

Director of Finance and Accounting Scott Goodrich presented the action item and discussed it with the commission. Commissioner Burkman stated that two pages of the preliminary budget were updated to include last year's budget amounts along with this year's.

On motion by Commissioner Orange, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners adopt the 2023 preliminary budget as presented.

## **UNFINISHED BUSINESS**

### **Port Contracts Logs**

The commissioners reviewed the port contracts logs. Executive Services Manager Michelle Allan 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. He answered questions 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 October 2022 Vouchers 111561 – 111892 in the amount of \$6,619,610.91 including Electronic Payments generated between 10/01/2022 – 10/31/2022 in the amount of \$745,347.60 and October 2022 Payroll Direct Deposits 400001 – 400127 and 420001 – 420125 in the amount of \$638,919.24.

## **CEO REPORT**

### **Project Updates**

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

- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)
- Terminal 2 Pond Remedy Project
- Terminal 2 Berths 3 & 4 Paving Project

- Terminal 3 2022 Paving Project
- Terminal 4 Bank Stabilization
- Berth 17 Rehabilitation Project
- Building 2480 Roof Coating & Panel Replacement
- Building 2500 Warehouse & Office Painting
- Building 2565 Fire System Replacement
- Building 3201F & 3103 HVAC Installation
- 2022 Fire System Flushing

## **COMMISSIONERS REPORTS**

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

- Grand Opening Ribbon Cutting for new Vancouver Clinic in Salmon Creek
- Port Tour for the Columbia River Economic Development Council Board

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

- Tenant meeting regarding future project
- CEO Marler
- Booville event at the Vancouver Mall

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

- CEO Marler
- Tenant meeting regarding future project
- Hispanic Metropolitan Chamber Event
- Legislative Joint Interim Committee on the Interstate Bridge
- Regional Transportation Council
- Vancouver City Council Workshop
- POWWOW at Clark College

Commissioner Burkman provided additional details regarding the Clark County Transportation Alliance 2023 Policy Statement that was discussed during the Regional Transportation Council and at the Vancouver City Council Workshop. He indicated that this statement includes six projects of particular interest to the City of Vancouver and added that two of those projects are especially important to the port, which are the I-5 bridge replacement and influence area improvements, as well as the Northwest 32<sup>nd</sup> Avenue industrial corridor. He indicated the port's recent legislative agenda workshop is consistent with the Alliance's 2023 Policy Statement, and he is pleased to see that other organizations in Southwest Washington are in support of this too.

Commissioner Burkman also answered Commissioner Orange's question regarding the I-5 bridge.

## UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Services Manager Michelle Allan stated the next commission meeting scheduled for November 22 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.

## WORKSHOP

No workshop was held during this meeting.

## SIGN DOCUMENTS

The Board signed documents at 10:19 a.m.

## ADMINISTRATIVE UPDATE / WORK SESSION

No administrative work session was held during this meeting.

## ADJOURNMENT

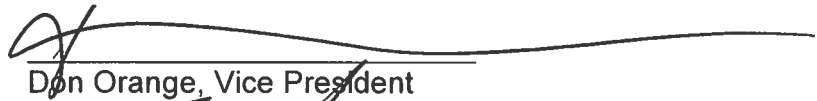
There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, November 8, 2022, regular meeting was adjourned at 10:21 a.m. by Commissioner Burkman.

Betsy Rogers, Administrative  
Supervisor, November 8, 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