

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, November 28, 2023**

**CALL TO ORDER**

Commission President Orange 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 28, 2023, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

Commissioner Orange 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**

**Special Meeting/Executive Session Minutes of the November 13, 2023**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the November 13, 2023, special meeting/executive session.

**Regular Meeting of November 14, 2023**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the November 14, 2023, regular meeting.

**Community Fund Update – Vancouver Farmers Market**

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 overall livability. She indicated that this also furthers the port goals of economic development as well as diversity, equity, and inclusion. She then introduced Stephanie Clark and Jordan Boldt from the Vancouver Farmer's Market.

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

### Holiday Card

Katie Odem, Marketing Communications Manager introduced this year's Holiday Card. She thanked the port's consultant DCI for their work on the project and invited everyone to share the card.

### OPEN FORUM

Commissioner Orange stated that the agenda invited public comment. Executive Services Manager Michelle Allan indicated no community members registered in advance to provide virtual oral comments and that there was also no one present who signed up to provide comment.

### PUBLIC HEARING: 2024 FINAL BUDGET – ACTION ITEMS E-1 AND E-2

Commissioner Orange stated now is the time for the public hearing on the proposed 2024 Final Budget for the Port of Vancouver and opened the public hearing.

Manager Allan advised the Board that the port did not receive any requests from the public to provide virtual oral comment on the proposed 2024 Final Budget.

Commissioner Orange asked if anyone in the audience would like to provide comment. No one responded so Commissioner Orange closed the public hearing.

### ACTION ITEMS

#### E-1 Approve Resolution 2-2023: Authorizing an Increase in Regular Tax Levy

Scott Goodrich, Director of Finance and Accounting presented the action item and discussed the resolution with the commission. On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approves and executes Resolution 2-2023, authorizing an increase in the regular tax levy.

#### E-2 Approve Resolution 3-2023: Adoption of 2024 Final Budget

Scott Goodrich, Director of Finance and Accounting presented the action item and discussed the resolution with the commission. On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approves and executes Resolution 3-2023 adopting the 2024 Final Budget in the amount of \$102,780,802.

### UNFINISHED BUSINESS

No unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed.

## **CEO REPORT**

Executive Services Manager Michelle Allan stated that there was no CEO Report today.

## **COMMISSIONERS REPORTS**

Commissioner Burkman stated the Interstate Bridge Replacement Program has released videos of lane configurations for SR 14, Mill Plain, Fourth Plain, and SR 500 / 39<sup>th</sup> Street on their Facebook page. He also stated he attended the following events and provided a brief summary:

- RTC Workshop
- Vancouver City Council Meeting

Commissioner LaBrant stated he attended the following events:

- Meetings with CEO Marler

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

- Meetings with CEO Marler
- Vancouver City Council Meeting
- Port of Kalama Marketplace Grand Opening

## **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 December 12 will begin at 9:30 a.m. She also highlighted several other upcoming community events.

Manager Allan 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 meeting was recessed to sign documents at 10:07 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 28, 2023, regular meeting was adjourned at 10:13 a.m. by Commissioner Orange.

Betsy Rogers, Administrative  
Supervisor, November 28, 2023,  
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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Jack Burkman, Vice President  
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Eric LaBrant, Secretary