

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, March 12, 2024**

**CALL TO ORDER**

Commission President LaBrant 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, March 12, 2024, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

Commissioner LaBrant welcomed everyone to the commission meeting and announced no executive session was held.

**APPROVAL OF MINUTES**

**Regular Meeting of February 27, 2024**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the February 27, 2024, regular meeting.

**OPEN FORUM**

Commissioner LaBrant asked if anyone had signed up to speak during open forum. Executive Services Manager Michelle Allan stated no one signed up in advance to provide virtual oral comments and confirmed that there was no one present who signed up to provide comment.

**ACTION ITEMS**

**E-1 Approve Amendment to Interagency Agreement for an Energy Services Project with Washington Department of Enterprise Services for Building 3103**

Josh Pope, Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to amend the Interagency Agreement with the Washington State Department of Enterprise Services for a total contract amount of \$1,787,731.77 to provide design, project management, construction

and commissioning for the HVAC and roof replacement for North Administration Building 3103.

E-2 Approve Contract Amendment with Graham Baba Architects for Terminal 1 Architectural Design and Consulting Services

Mark Newell, Project Delivery Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract amendment of \$137,297. with Graham Baba Architects, for the Terminal 1 Architectural Design and Consulting Services for a total contract amount of \$487,297.

**UNFINISHED BUSINESS**

Port Contracts Logs

The commissioners reviewed the port contracts logs. Executive Services Manager 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**

Scott Goodrich, Director of Finance & Accounting presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2024 Vouchers 117800 – 118245 in the amount of \$3,999,709.21 including Electronic Payments generated between 02/01/2024 – 02/29/2024 in the amount of \$1,953,831.81 and February 2024 Payroll Direct Deposits 60001 – 60128 and 80001 – 80126 in the amount of \$739,298.60.

## **CEO REPORT**

### **Project Updates**

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

- Terminal 1 Dock Demolition Project
- Terminal 1 LPC Zoom Info Building
- Northwest Pac Lot Stormwater Treatment
- Gate 214 Repair Plan
- Parcel 1 Minor Drainage Project

## **COMMISSIONERS REPORTS**

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

- Farewell Event for Port Environmental Director Patty Boyden
- The Columbian Economic Forecast Breakfast
- Port's Lecture Series: "PDX Next – What's Happening at Your Favorite Airport"

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

- Interstate Bridge Planning Meetings
- Regional Transportation Council Meeting
- Port's Lecture Series: "PDX Next – What's Happening at Your Favorite Airport"
- Southwest Washington Association Contractors Summit
- The Columbian Economic Forecast Breakfast
- Meetings with CEO Marler

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

- Columbia River Economic Development Council Board Meeting
- Labor Roundtable
- Pacific Northwest Waterways Association Mission to Washington D.C.

## **UPCOMING EVENTS**

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

commission meeting would be held on Tuesday, March 26, 2024, at 9:30 a.m. She also highlighted several other upcoming community events.

In addition, she 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 signed documents at 10:20 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, March 12, 2024, regular meeting was adjourned at 10:23 a.m. by Commissioner LaBrant.

Betsy Rogers, Administrative  
Supervisor, March 12, 2024, Regular  
Port of Vancouver USA Board of  
Commission Meeting

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

  
Eric LaBrant, President

  
Jack Burkman, Vice President

  
Don Orange, Secretary