

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, January 9, 2024**

**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 9:34 a.m., Tuesday, January 9, 2024, 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 this meeting 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**

**Special Meeting/Executive Session, December 11, 2023**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the December 11, 2023, special meeting/executive session.

**Regular Meeting of December 12, 2023**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the December 12, 2023, regular meeting.

**OPEN FORUM**

Commissioner Orange 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 Port of Vancouver USA Board - Election of Officers – 2024**

Executive Services Manager Allan presented the action item and discussed the election of officers for the 2024 Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners elects Commissioner LaBrant to serve as the Board President for 2024.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners elects Commissioner Burkman to serve as the Board Vice President for 2024.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant, and carried unanimously, the Board of Commissioners elects Commissioner Orange to serve as the Board Secretary for 2024.

Incoming president Commissioner LaBrant chaired the remainder of the meeting.

#### E-2 Approve Port Organizational Assignments - 2024

Executive Services Manager Allan presented the action item and discussed the proposed 2024 port organizational assignments with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the membership assignments for 2024 as presented.

#### E-3 Approve On Call Rail Consultant Services Contracts with Wisser Rail Engineering and AECOM Corporation

Greg Westrand, Senior 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 execute contracts with Wisser Rail Engineering for a not to exceed amount of \$500,000 and AECOM Corporation for a not to exceed amount of \$350,000 for On-Call Rail Consultant Services.

### **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 Burkman, seconded by Commissioner Orange and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of December 2023 Vouchers 117055 – 117333 in the amount of \$4,883,986.29 including Electronic Payments generated between 12/01/2023 – 12/31/2023 in the amount of \$788,886.75 and December 2023 Payroll Direct Deposits 490001 – 490129 and 510001 – 510129 in the amount of \$706,767.45.

## **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 Bldg. (Not Port Project)
- T4 – First Place of Rest Expansion

## **COMMISSIONERS REPORTS**

Commissioner Orange expressed his thanks and appreciation to all the hardworking individuals that work in the outdoors.

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

- Several Interstate Bridge Planning Meetings
- Senator Murray and Senator Cantwell Visit
- Regional Transportation Council Meeting
- Labor Roundtable

Commissioner LaBrant stated he had a meeting with CEO Marler.

## 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, January 23, 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 10:06 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, January 9, 2024, regular meeting was adjourned at 10:19 a.m. by Commissioner LaBrant.

Betsy Rogers, Administrative  
Supervisor, January 9, 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