

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, September 9, 2025**

**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, September 9, 2025, at the C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682.

**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 that the meeting is being conducted in a hybrid format, allowing both in-person and virtual participation via Zoom for those wishing to provide oral comments. Commissioner Burkman then invited guests to participate in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Regular Meeting of August 12, 2025**

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approved the minutes of the August 12, 2025 regular meeting.

**OPEN FORUM**

Commissioner Burkman asked if anyone had signed up to speak during open forum. Chief Administrative Officer Jonathan Eder 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 Contract with Jacobs Engineering for Clean Ports Electrical Infrastructure Design & Consulting Services**

John Castle, Project Manager, presented the action item and discussed it with the commissioners.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with

Jacobs Engineering for a not to exceed amount of \$921,180 to perform Clean Ports Electrical Infrastructure Design & Consulting Services.

E-2 Approve Contracts with WSP USA, Lloyd Engineering Inc., KPFF, and Moffatt & Nichol for On-Call Marine Structural Engineering Consulting Services

Ahmed Mohammed, Project Manager, presented the action item.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with WSP USA for a not to exceed amount of \$1,000,000, a contract with Lloyd Engineering for a not to exceed amount of \$1,000,000, a contract with KPFF for a not to exceed amount of \$750,000 and a contract with Moffatt & Nichol, for a not to exceed amount of \$500,000 to perform on-call marine structural engineering consulting services.

E-3 Approve Public Works Contract for Bid 25-67: 2025 Maintenance Dredging Project

Mark Newell, Project Delivery Manager, presented the action item.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract with HME Construction Inc., the lowest responsive and responsible bidder, for Bid 25-67: 2025 Maintenance Dredging Project in the amount of \$605,195.00 not including Washington State sales tax.

**UNFINISHED BUSINESS**

**Port Contracts Logs**

The commissioners reviewed the port contracts logs. Chief Administrative Officer Eder reminded everyone that the contracts logs are provided to the Commission on a monthly basis and are available on the port website. No questions were asked by the Board.

No additional unfinished business was considered.

**NEW BUSINESS**

No new business was discussed.

**ACCOUNTS PAYABLE**

Nick McEntire, Accounting Manager, presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

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 August 2025 Vouchers 124676-

125028 in the amount of \$5,323,622.89 including Electronic Payments generated between 08/01/2025-08/31/2025 in the amount of \$1,630,133.46 and August 2025 Payroll Checks 52189398 and 52193522 and Direct Deposits 320001-320137 and 340001-340141 in the amount of \$815,415.69.

## **CEO REPORT**

### **Project Updates**

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

- Trail Segments 4 & 5
- Berth 13 & 14 General Service Upgrades
- Pavement Markings – Unit Price
- BL 3103 Interior Renovation
- BL 3300 Office Build
- EV Chargers Phase 1
- Terminal 1 Dock Replacement

He answered questions from the commissioners.

### **CEO Report**

No CEO Report

## **COMMISSIONERS REPORTS**

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

- Labor Roundtable
- Fruit Valley Park Playground Ribbon Cutting
- Waterfront Appreciation Lunch

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

- Labor Day Picnic
- Met with Temple Lentz

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

- Waterfront Appreciation Lunch
- Port Tour
- Regional Transportation Council Meeting
- Columbia Springs Hooked on Nature Dinner
- Clark County Historic Museum Event
- Interstate Bridge Replacement Program Meeting

### **UPCOMING EVENTS**

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Chief Administrative Officer Eder stated the next commission meeting will be held on September 23, 2025, at 9:30 a.m. at the C-Tran Administrative Building, located at 10600 NE 51st Circle, Vancouver, WA 98682. He also highlighted upcoming community events.

In addition, he reminded everyone of the ways they can communicate with the Commission. He stated there is a great deal of information available on the port website and encouraged everyone to check it out.

### **WORKSHOP**

#### **Cybersecurity Update**

Chief Administrative Officer introduced Information Security Architect Chris Carter and Logan Rogers, Information Security Analyst. Chris Carter lead the Cybersecurity Update workshop and shared updates about new regulations to the cyber environment including requirements, timelines, and challenges.

Logan Rogers then spoke about phishing trends and proactive measures the port is utilizing.

The Commissioners thanked Chris and Logan for their work.

### **SIGN DOCUMENTS**

The Board signed documents at 10:31 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, September 9, 2025, regular meeting was adjourned at 10:33 a.m. by Commissioner Burkman.

Karla Hiler, Administrative Supervisor,  
September 9, 2025, 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