

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

Regular Meeting of November 28, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the November 28, 2023, regular meeting.

Special 3-Ports Meeting of November 30, 2023

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried 2-0 (Commissioner Burkman abstained), the Board of Commissioners approve the minutes of the November 30, 2023, special 3-ports meeting.

OPEN FORUM

Commissioner Orange asked if anyone had signed up to speak during open forum. CEO Marler stated no one signed up in advance to provide virtual oral comments and confirmed that there was one individual present who signed up to provide comment.

Jackie Lane

Ms. Lane shared her thoughts about the Freight Rail-Dependent Use (FRDU) overlay and the Port of Vancouver's support of the project.

ACTION ITEMS

E-1 Approve Lease Agreement between the Port of Vancouver USA and Axiom Packaging LLC

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve and authorize the CEO to sign the Lease Agreement between the Port of Vancouver USA and Axiom Packaging LLC.

E-2 Approve Resolution 4-2023: Sell and Convey Port Property

Scott Goodrich, Director of Finance & Accounting presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve and adopt the attached Resolution 4-2023 authorizing the CEO to sell and convey port district property as adjusted annually per RCW 53.08.090.

E-3 Approve 2024 CEO Compensation

Jonathan Eder, Director of Human Resources presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners establishes the 2024 salary compensation for the CEO as \$274,134.13, establishes a monthly automobile allowance of \$500, approves the proposed 2024 Third Amendment to the Agreement and Plan of Deferred Compensation.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler 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

December 26, 2023, Regular Commission Meeting

CEO Marler stated that at this time, the port has no business to come before the board on December 26, 2023, so this meeting will be cancelled.

Swearing in of Commissioner Orange

Michelle Allan, Executive Services Manager performed the swearing in of Commissioner Orange.

No additional 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. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of November 2023 Vouchers 116393 – 116966 in the amount of \$15,539,608.94 including Electronic Payments generated between 11/01/2023 – 11/30/2023 in the amount of \$9,606,254.88 and November 2023 Payroll Direct Deposits 450001 – 450130 and 470001 – 470129 in the amount of \$722,364.55.

CEO REPORT

Project Updates

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

- 2023 Maintenance Dredging
- 2023 Berth Repairs Project
- Terminal 1 Dock Demolition Project
- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)

COMMISSIONERS REPORTS

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

- I 5 Bridge Press Conference
- Regional Transportation Council Annual Meeting
- Washington Public Ports Association Annual Conference

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

- 3-Ports Meeting
- Washington Public Ports Association Annual Conference
- Columbia River Economic Development Council Board of Directors Meeting
- Washington Public Ports Association Elected Official Training (per statute)

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

- 3-Ports Meeting
- Washington Public Ports Association Annual Conference

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler stated the next commission meeting would be held on Tuesday, January 9, 2024, at 9:30 a.m. She also highlighted several other upcoming community events.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:13 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, December 12, 2023, regular meeting was adjourned at 10:21 a.m. by Commissioner Orange.

Michelle Allan, Executive Services
Manager, December 12, 2023, Regular
Port of Vancouver USA Board of
Commission Meeting

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS



Don Orange, President



Eric LaBrant, Vice President



Jack Burkman, Secretary