



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, November 12, 2019

**A) CALL TO ORDER (8:30 a.m.)**

**B) EXECUTIVE SESSION**  
None

**C) OPENING REMARKS (8:30 a.m.)**  
1) Opening Remarks – Pledge of Allegiance, etc.  
2) Approve and Sign Minutes of the October 22, 2019 Regular Meeting

**D) OPEN FORUM**  
1) Public comment on matters not subject to Commission vote at this meeting  
2) Commissioner and CEO comments

**E) ACTION ITEMS**  
1) Approve Contract with CMD for Advertising, Marketing and Public Relations Services  
2) Approve First Amendment to Lease Between the Port of Vancouver USA and Fabricated Products, Inc.  
3) Approve Second Amendment to Lease Between the Port of Vancouver USA and Choose Fun, Inc. d/b/a Warehouse '23  
4) Approve 2020 Preliminary Budget

**F) UNFINISHED BUSINESS**  
1) Port Contracts Logs

**G) NEW BUSINESS**

<b>H) <u>ACCOUNTS PAYABLE</u></b>		
Voucher Numbers	098031 - 098508	\$ 5,125,381.88
Electronic Payments	09/30/2019 – 10/31/2019	\$ 660,623.19
Payroll Voucher Numbers		\$ 571,772.77
Checks	51144422	
	51157549	
Direct Deposits	410001 - 410128	
	430001 - 430126	

- I) **CEO REPORT**
  - 1) Project Updates
- J) **COMMISSIONERS REPORTS**
- K) **UPCOMING EVENTS**
- L) **SIGN DOCUMENTS**
- M) **WORKSHOP**
  - Terminal 1 Presentation
- N) **EXECUTIVE SESSION (12:15 p.m. to 1:45 p.m.)**
  - 1) Review the performance of a public employee (RCW 42.30.110(1)(g))
- O) **ADJOURNMENT**

# Agenda Item No. C-2

**REQUEST FOR COMMISSION ACTION**      **PORT OF VANCOUVER USA**

**REVIEWED BY:**

*Betsy Rogers*

Administrative Supervisor

11/12/2019

Betsy Rogers

Title

Date

**APPROVED BY:**

Title

**SUBJECT:**      Minutes of the October 22, 2019 Regular Meeting

## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 10/22/19 Regular Meeting

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 22, 2019, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

**Submitted by:** *Juliana Madro* , CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:**    Yes \_\_\_    No \_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, October 22, 2019**

**CALL TO ORDER**

Commission President Oliver called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 8:30 a.m., Tuesday, October 22, 2019 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

Commissioner Oliver welcomed everyone, announced no executive session was held and invited guests to participate in the Pledge of Allegiance.

Meeting attendees included:

Jerry Oliver	Port Commission President
Don Orange	Port Commission Vice President
Eric LaBrant	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Rachelle Askman	Port Communications Coordinator
Savannah Mitcham	Port Administrative Assistant
Heather Stebbings	Port Director of Communications
Julie Rawls	Port Community Relations Specialist
Randy McCaleb	Port Contracts Manager
Kathy Holtby	Port Real Estate Manager
Mike Schiller	Port Director of Business Development
Casey O'Dell	Port Director of Facilities
Jim Hagar	Port Economic Development Project Manager
Richard Troudt	Port Security Manager
Skip McCann	Industrial Coating Solutions
Peter Swindler	Industrial Coating Solutions
Dennis Buehler	Industrial Coating Solutions
Sean Philbrook	Identity Clark County
Matt Lowe	Industrial Coating Solutions
Jack Burkman	Community Member
Kevin Murphy	Community Member
Ron Morrison	TRPP

Cager Clabaugh  
Dan Barnes  
Patty Page  
Carrie Parks  
Ilana Brown

ILWU Local 4  
Community Member  
ACE  
Community Member  
Strategies 360

## **APPROVAL OF MINUTES**

### **Regular Meeting of October 8, 2019**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 8, 2019 regular meeting.

### **Special Meeting/Executive Session of October 15, 2019**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 15, 2019 special meeting/executive session.

## **OPEN FORUM**

Commissioner Oliver invited comments from the audience.

### **Sean Philbrook, Identity Clark County**

Mr. Philbrook extended a thank you to the Port of Vancouver and Commissioner LaBrant for their partnership with the Learn Here Project. He also provided an update on the event that took place last week at Warehouse '23 that honored a graduate of the Northwest Renewable Energy Institute.

No further public comments were received.

## **COMMISSIONER AND CEO COMMENTS**

The commissioners thanked Mr. Philbrook for his comments.

Commissioner Oliver reminded everyone of the budget workshop being held following the business meeting and encouraged everyone to stay.

No further comments were provided by the Commissioners or CEO.

## **ACTION ITEMS**

### **E-1 Approve Lease Between the Port of Vancouver USA and Industrial Coating Solutions, LLC**

Real Estate Manager Kathy Holtby presented the action item and discussed the recommendation with the commission. She welcomed the port's newest tenant. Mr. Swindler provided additional details concerning his company. He also introduced his team and answered questions by the board.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

Patty Page, ACE

Ms. Page asked for clarification regarding their business.

All questions were answered, and no additional public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the lease at 2400 Kotobuki Way, Vancouver between the Port of Vancouver USA and Industrial Coating Solutions, LLC.

### **E-2 Approve Public Works Contract for Bid 19-36: Shingle/Bituminous Membrane Roof and Gutter Project**

Director of Facilities Casey O'Dell presented the action item and discussed the recommendation with the commission. Commissioner Oliver asked questions regarding the process and all questions were answered by Contracts Manager Randy McCaleb.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

Patty Page, ACE

Ms. Page inquired about the product used.

No additional public comments were received.

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 for Bid 19-36: Shingle/Bituminous Membrane Roof and Gutter Project in the amount of \$432,481.31 including Washington State sales tax.

### **E-3 Approve Third Amendment to the Oregon-Washington Ports Agreement**

Economic Development Project Manager Jim Hagar presented the action item and discussed the recommendation with the commission and answered questions presented by the board.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

No public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to sign the Third Amendment to the Oregon-Washington Ports agreement allowing for the equal split of any costs for maintenance to the Vik property, not approved by the US Army Corps of Engineers, to be split equally between the Oregon and Washington Ports.

### **UNFINISHED BUSINESS**

No unfinished business was considered at this time.

### **NEW BUSINESS**

No new business was considered at this time.

### **CEO REPORT**

CEO Marler provided an update on the Pacific Northwest Waterways Association (PNWA) Annual Convention and shared highlights from the event. She also mentioned the Distinguished Service Award Commissioner Oliver received and congratulated him.

### **COMMISSIONER REPORTS**

Commissioner LaBrant reported attending the following:

- PNWA Annual Convention – he thanked Commissioner Oliver for his service in the maritime industry
- Learn Here Project Awards Event
- Labor Roundtable

Commissioner Orange reported attending the following:

- PNWA Annual Convention – he congratulated Commissioner Oliver for his award
- A number of other activities

Commissioner Oliver reported attending the following:

- PNWA Annual Convention – he discussed highlights from the convention
- CREDC Board meeting

### **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, November 12 at 8:30 a.m. She also highlighted several other events,

including the Booville event presented by the Parks Foundation of Clark County on Saturday, October 26 beginning at 10:00 a.m. and the Holiday Market at the Night Market Vancouver on Friday and Saturday, November 22 and 23 beginning at 5:00 p.m. at Warehouse '23.

## **RECESS**

The regular meeting was recessed at 9:23 a.m. to sign documents and to prepare for the workshop.

## **WORKSHOP**

### **2020 Budget Workshop**

Commissioner Oliver reopened the meeting at 9:39 a.m. for the 2020 Budget Workshop. CEO Julianna Marler welcomed folks and thanked everyone for attending. She provided a high-level overview and discussed matters to consider during the workshop.

Director of Finance & Accounting Scott Goodrich led the workshop. He discussed the thorough process which staff followed to prepare the proposed 2020 budget for review today. Each Department shared its proposed budget and answered questions by the board.

Commissioner Oliver recessed the workshop at 10:34 a.m. for a short break and reopened the workshop at 10:45 a.m.

Commissioner Oliver recessed the workshop for lunch at 11:47 a.m. until 12:20 p.m. He reopened the workshop at 12:21 p.m.

## **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 22, 2019 regular meeting was adjourned at 1:43 p.m. by Commissioner Oliver.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, October 22, 2019, Regular  
Port of Vancouver USA Board of  
Commission Meeting

\_\_\_\_\_  
Jerry Oliver, President

\_\_\_\_\_  
Don Orange, Vice President

\_\_\_\_\_  
Eric LaBrant, Secretary



# Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION**  
**REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of  
Communications

Heather Stebbings

Title

**APPROVED BY:**



Ryan Hart

Chief External Affairs  
Officer

Title

11/12/2019

Date

**SUBJECT:** Approve Contract with CMD for Advertising, Marketing and Public Relations Services

**BACKGROUND:**

This contract supports the Port of Vancouver's strategic goals to attract businesses seeking to locate and create jobs in our community, and to generate and sustain diversified revenue by providing marketing and advertising support to attract and maintain customers. External marketing and advertising services provide the expertise, creativity and data driven strategies to reach the port's marine and industrial markets and community stakeholders.

On September 25, 2019 six proposals were received and evaluated by a team of port staff members representing multiple departments. The two highest scoring proposers were selected as finalists for interviews. After careful evaluation review and deliberation by the team, CMD was determined the most capable proposer to enter into contract.

The scope of work for this contract will include:

- Marketing support and advertising for marine terminals and operations;
- Marketing support and advertising for available industrial properties;
- Marketing support and advertising for community and public relations;
- Internal communications support; and
- Increased brand awareness and location recognition around the globe

This contract will be issued for a not to exceed amount of \$450,000.00 which has been included in the proposed 2020 budget. The contract period is for one (1) year with the option to extend for two one-year periods. Subsequent contract amendments shall be approved through the annual budget approval process.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to sign and execute a one-year contract with two options to extend for a total contract term of three years with CMD. Each year's budget for services shall be approved through the annual budget process.

**Submitted by:**  , CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_ No \_\_\_

# Agenda Item No. E-2

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

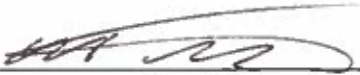
**PORT OF VANCOUVER USA**

Director of Business  
Development

Mike Schiller

Title

**APPROVED BY:**



Chief Commercial  
Officer

11/12/2019

Alex Strogen

Title

Date

**SUBJECT:** Approve First Amendment to Lease Between the Port of Vancouver USA and Fabricated Products, Inc.

**BACKGROUND:**

The port's Strategic Plan has a goal to support growth and economic opportunities for existing tenants and strengthen outreach. This lease amendment is a result of regular outreach to existing tenants to strengthen business partnership.

Fabricated Products, Inc. (FPI) has been a valued tenant since 1997 and entered into a new Lease Agreement dated December 1, 2012. FPI leases 25,000 square feet of warehouse space in building 3201-A for the manufacturing of battery components.

The purpose of this First Amendment to Lease is to extend the lease term for an additional 7 years. The new term will be effective December 1, 2019 through November 30, 2026. FPI has 5 remaining options for 7 years each.

Revenue to the port over the next lease term is approximately \$1,048,233.00 plus leasehold excise tax, insurance, stormwater recovery and common area maintenance fees. FPI employs 11 full time people.

This lease amendment revenue was included in the port's 2020 preliminary budget.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners approve the First Amendment to Lease at 3201 Section-A NW Lower River Road, Vancouver between the Port of Vancouver USA and Fabricated Products, Inc.

**Submitted by:**  , CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_


**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_ No \_\_\_

# Agenda Item No. E-3

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>REVIEWED BY:</b>	Director of Business Development
Mike Schiller	Title
<b>APPROVED BY:</b>	Chief Commercial Officer
	11/12/2019
Alex Stroger	Title <span style="float: right;">Date</span>
<b>SUBJECT:</b>	Approve Second Amendment to Lease Between the Port of Vancouver USA and Choose Fun, Inc. d/b/a Warehouse '23

**BACKGROUND:**

The Port's Strategic Plan has a goal to implement the vision of a destination waterfront at Terminal 1. This lease amendment supports the strategy to increase activity and public enjoyment of the waterfront.

In May 2016, the Port signed a lease agreement with Choose Fun, Inc. (doing business as Warehouse '23) to allow for the operation of the restaurant and event space at 100 Columbia Street. On July 19, 2016 Warehouse '23 opened for business with use of the restaurant, kitchen, common areas and a portion of the ball room space. In 2017 the lease was amended to include additional event space into the premises.

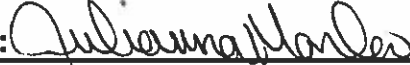
The purpose of this Second Amendment to Lease is to extend the lease term from July 19, 2019 through February 15, 2021. Warehouse '23's operations, rent and additional gross sales rent will cease on December 31, 2020 and they will vacate the space by February 15, 2021. In consideration of Terminal 1 development activities the parties have agreed to a partial termination option in the event that parking cannot be sustained to accommodate both the restaurant business and event business.

The leased premises is a total of 25,255 sf of commercial space. The revenue to the port over the remaining term is approximately \$395,493.00 prior to any early partial termination. Warehouse '23 currently employs 45 full time people with up to 60 during event/holiday season.

This lease amendment revenue was included in the port's 2020 preliminary budget.

**Additional Information Attached?** No

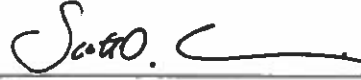
**RECOMMENDATION:** That the Board of Commissioners approve the Second Amendment to Lease at 100 Columbia Way, Vancouver between the Port of Vancouver USA and Choose Fun, Inc. d/b/a Warehouse '23.

<b>Submitted by:</b>  , CEO	
<b>Date Action Taken</b> _____	<b>Motion By:</b> _____
<b>Approved:</b> _____	<b>Seconded By:</b> _____
<b>Deferred To:</b> _____	<b>Unanimous:</b> Yes ___ No ___

# Agenda Item No. E-4

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**



Scott D. Goodrich

Director of Finance  
& Accounting

Title

**APPROVED BY:**

Chief Financial and  
Administrative Officer

11/12/2019

Elizabeth Gotelli

Title

Date

**SUBJECT:** Approve 2020 Preliminary Budget

**BACKGROUND:**

Each year, as part of the annual budget process, staff prepares a preliminary budget document. Per RCW 53.35.010, the preliminary budget of the port district for the ensuing fiscal year will show the estimated expenditures and the anticipated available funds.

The attached 2020 preliminary budget shows the estimated expenditures and the anticipated sources of funds from which all expenditures are to be paid.

A budget workshop was held on October 22, 2019 to review the port's recommended 2020 budget of the port district. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, 2020 capital program, financing and tax levy options to consider. The workshop was open to the public.

The final budget will be adjusted based on input resulting from the workshop and today's discussion. The final budget and tax levy are anticipated to be presented at the November 26, 2019 Board of Commissioners agenda for a public hearing and commission action.

**Additional Information Attached? 2020 Preliminary Budget**

**RECOMMENDATION:** That the Board of Commissioners adopts the 2020 preliminary budget option # \_\_\_\_\_ as presented.

**Submitted by:**  , CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_ No \_\_\_



# Port of Vancouver USA

2020 Preliminary Budget - 0% Tax Levy Increase - Option 1

<u>SOURCES</u>	
<b>Operating Revenues</b>	
15-Rail	976,583
16-Finance	70,000
18-Commercial	568,361
19-Industrial	10,593,809
20-Facilities	700
21-Marine Operations	21,405,768
22-Security	411,024
40-Marine Terminal	7,125,287
<b>Total Operating Revenues</b>	<b>\$ 41,151,532</b>
<b>Non-operating Revenues</b>	
Ad Valorem Taxes	9,986,858
Interest Income	874,284
Grants & Other Contributions	2,305,012
Proceeds from Sale of Property	10,000
Other	23,600
<b>Total Non-operating Revenues</b>	<b>\$ 13,199,754</b>
<b>Total Revenues</b>	<b>\$ 54,351,286</b>
<b>Transfer from General Fund/Financing</b>	<b>\$ (93,466)</b>
<b>TOTAL SOURCES</b>	<b>\$ 54,257,820</b>

<u>USES</u>	
<b>Operating Expenses</b>	
05-Executive	880,452
06-Economic Development	564,737
10-Administration	1,297,832
11-External Affairs	1,786,741
12-Information Technology	1,344,579
13-Contracts	520,123
14-Human Resources	439,790
15-Rail	1,255,651
16-Finance	2,060,380
17-Sales	1,977,653
18-Commercial	779,266
19-Industrial	1,899,546
20-Facilities	5,477,797
21-Operations	1,493,703
22-Security	2,546,067
32-Environmental	1,360,122
40-Terminal	7,662,351
41-Rail Operations	196,149
<b>Total Operating Expenses</b>	<b>\$ 33,542,939</b>
<b>Non-operating Expenses</b>	
Debt Service	10,962,573
Environmental Remediation	969,650
Other Non-operating Expenses	1,274,252
<b>Total Non-operating Expenses</b>	<b>\$ 13,206,475</b>
<b>Total Expenses</b>	<b>\$ 46,749,414</b>
<b>Capital Projects</b>	<b>\$ 7,508,406</b>
<b>TOTAL USES</b>	<b>\$ 54,257,820</b>



# Port of Vancouver USA

2020 Preliminary Budget - 1% Tax Levy Increase - Option 2

<u>SOURCES</u>	
<b>Operating Revenues</b>	
15-Rail	976,583
16-Finance	70,000
18-Commercial	568,361
19-Industrial	10,593,809
20-Facilities	700
21-Marine Operations	21,405,768
22-Security	411,024
40-Marine Terminal	7,125,287
<b>Total Operating Revenues</b>	<b>\$ 41,151,532</b>
<b>Non-operating Revenues</b>	
Ad Valorem Taxes	10,086,727
Interest Income	874,284
Grants & Other Contributions	2,305,012
Proceeds from Sale of Property	10,000
Other	23,600
<b>Total Non-operating Revenues</b>	<b>\$ 13,299,623</b>
<b>Total Revenues</b>	<b>\$ 54,451,155</b>
<b>Transfer from General Fund/Financing</b>	<b>\$ (193,335)</b>
<b>TOTAL SOURCES</b>	<b>\$ 54,257,820</b>

<u>USES</u>	
<b>Operating Expenses</b>	
05-Executive	880,452
06-Economic Development	564,737
10-Administration	1,297,832
11-External Affairs	1,786,741
12-Information Technology	1,344,579
13-Contracts	520,123
14-Human Resources	439,790
15-Rail	1,255,651
16-Finance	2,060,380
17-Sales	1,977,653
18-Commercial	779,266
19-Industrial	1,899,546
20-Facilities	5,477,797
21-Operations	1,493,703
22-Security	2,546,067
32-Environmental	1,360,122
40-Terminal	7,662,351
41-Rail Operations	196,149
<b>Total Operating Expenses</b>	<b>\$ 33,542,939</b>
<b>Non-operating Expenses</b>	
Debt Service	10,962,573
Environmental Remediation	969,650
Other Non-operating Expenses	1,274,252
<b>Total Non-operating Expenses</b>	<b>\$ 13,206,475</b>
<b>Total Expenses</b>	<b>\$ 46,749,414</b>
<b>Capital Projects</b>	<b>\$ 7,508,406</b>
<b>TOTAL USES</b>	<b>\$ 54,257,820</b>



# Port of Vancouver USA

2020 Preliminary Budget - 1%+50% Banked Cap Tax Levy Increase - Option 3

<u>SOURCES</u>	
<b>Operating Revenues</b>	
15-Rail	976,583
16-Finance	70,000
18-Commercial	568,361
19-Industrial	10,593,809
20-Facilities	700
21-Marine Operations	21,405,768
22-Security	411,024
40-Marine Terminal	7,125,287
<b>Total Operating Revenues</b>	<b>\$ 41,151,532</b>
<b>Non-operating Revenues</b>	
Ad Valorem Taxes	11,121,310
Interest Income	874,284
Grants & Other Contributions	2,305,012
Proceeds from Sale of Property	10,000
Other	23,600
<b>Total Non-operating Revenues</b>	<b>\$ 14,334,206</b>
<b>Total Revenues</b>	<b>\$ 55,485,738</b>
Transfer from General Fund/Financing	\$ 97,082
<b>TOTAL SOURCES</b>	<b>\$ 55,582,820</b>

<u>USES</u>	
<b>Operating Expenses</b>	
05-Executive	880,452
06-Economic Development	564,737
10-Administration	1,297,832
11-External Affairs	1,786,741
12-Information Technology	1,344,579
13-Contracts	520,123
14-Human Resources	439,790
15-Rail	1,255,651
16-Finance	2,060,380
17-Sales	1,977,653
18-Commercial	779,266
19-Industrial	1,899,546
20-Facilities	5,477,797
21-Operations	1,493,703
22-Security	2,546,067
32-Environmental	1,360,122
40-Terminal	7,662,351
41-Rail Operations	196,149
<b>Total Operating Expenses</b>	<b>\$ 33,542,939</b>
<b>Non-operating Expenses</b>	
Debt Service	10,962,573
Environmental Remediation	969,650
Other Non-operating Expenses	1,274,252
<b>Total Non-operating Expenses</b>	<b>\$ 13,206,475</b>
<b>Total Expenses</b>	<b>\$ 46,749,414</b>
Capital Projects	\$ 8,833,406
<b>TOTAL USES</b>	<b>\$ 55,582,820</b>



# Port of Vancouver USA

2020 Preliminary Budget - 1%+100% Banked Cap Tax Levy Increase - Option 4

<u>SOURCES</u>	
<b>Operating Revenues</b>	
15-Rail	976,583
16-Finance	70,000
18-Commercial	568,361
19-Industrial	10,593,809
20-Facilities	700
21-Marine Operations	21,405,768
22-Security	411,024
40-Marine Terminal	7,125,287
<b>Total Operating Revenues</b>	<b>\$ 41,151,532</b>
<b>Non-operating Revenues</b>	
Ad Valorem Taxes	11,953,772
Interest Income	874,284
Grants & Other Contributions	2,305,012
Proceeds from Sale of Property	10,000
Other	23,600
<b>Total Non-operating Revenues</b>	<b>\$ 15,166,668</b>
<b>Total Revenues</b>	<b>\$ 56,318,200</b>
<b>Transfer from General Fund/Financing</b>	<b>\$ 264,620</b>
<b>TOTAL SOURCES</b>	<b>\$ 56,582,820</b>

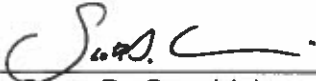
<u>USES</u>	
<b>Operating Expenses</b>	
05-Executive	880,452
06-Economic Development	564,737
10-Administration	1,297,832
11-External Affairs	1,786,741
12-Information Technology	1,344,579
13-Contracts	520,123
14-Human Resources	439,790
15-Rail	1,255,651
16-Finance	2,060,380
17-Sales	1,977,653
18-Commercial	779,266
19-Industrial	1,899,546
20-Facilities	5,477,797
21-Operations	1,493,703
22-Security	2,546,067
32-Environmental	1,360,122
40-Terminal	7,662,351
41-Rail Operations	196,149
<b>Total Operating Expenses</b>	<b>\$ 33,542,939</b>
<b>Non-operating Expenses</b>	
Debt Service	10,962,573
Environmental Remediation	969,650
Other Non-operating Expenses	1,274,252
<b>Total Non-operating Expenses</b>	<b>\$ 13,206,475</b>
<b>Total Expenses</b>	<b>\$ 46,749,414</b>
<b>Capital Projects</b>	<b>\$ 9,833,406</b>
<b>TOTAL USES</b>	<b>\$ 56,582,820</b>



<b>Port of Vancouver</b>	
<b>2020 Capital Projects Budget - DRAFT</b>	
<b>Description</b>	<b>2020 Budget</b>
<b>Environmental</b>	
Environmental: Columbia Gateway Screen Berm - Construction and Planting	470,000
Environmental: Purchase of Mitigation Credits	150,000
<b>Total: Environmental</b>	<b>620,000</b>
<b>Maintenance</b>	
Maintenance: Bank Stabilization, and Permitting - General	75,000
Maintenance: Buildings - 2625 Roof	367,000
Maintenance: Buildings - 2565 Siding	252,000
Maintenance: Equipment - HVAC Controller System	75,000
Maintenance: IT - Misc	20,000
Maintenance: Paving and Striping: T2 - Nustar Phase 2 of 3	650,000
Maintenance: Paving and Striping: T3 - Phase 2 of 10	350,000
Maintenance: Tenant Improvements	150,000
Maintenance: Vehicles and Equipment - Fuel Island Upgrades	300,000
Maintenance: Vehicles and Equipment - Rail Profile Grinder	200,000
Maintenance: Vehicles and Equipment - Van replacement of 1998 Chevrolet Van	45,000
<b>Total: Maintenance</b>	<b>2,484,000</b>
<b>Terminal Rehabilitation Improvement Program (TRIP)</b>	
TRIP: Bank Stabilization, and Permitting - Terminal 4 Bank Stabilization Phase 1	305,000
TRIP: Docks and Fender Piling - Berth 10 Fender Piling Retrofit	50,000
<b>Total: TRIP</b>	<b>355,000</b>
<b>Waterfront</b>	
Waterfront: Removal of Terminal 1 Building - Design and Permitting	150,000
Waterfront: Landscaping - East Portal - Design and Permitting	170,000
Waterfront: Landscaping - Renaissance Trail Phase 1, Daniels Way Phase 1 and Access Way 5 - Design and Permitting	80,000
Waterfront: Landscaping - Vancouver Landing - Design, Permitting, and Construction	2,055,012
<b>Total: Waterfront</b>	<b>2,455,012</b>
<b>Option 3: 1% + 50% Banked Capacity Tax Levy Increase</b>	
Maintenance: Water System Improvements - Phase 3 of 4	600,000
Waterfront: Dock - 60% Design and Permitting	350,000
Industrial: Building Improvements to Bldg. 2601 - Design and Permitting	375,000
<b>Total: Additional Capital Projects : 50% Banked Capacity</b>	<b>1,325,000</b>
<b>Option 4: 1% + 100% Banked Capacity Tax Levy Increase</b>	
Industrial: Building Improvements to Bldg 2601 - Construction	500,000
Waterfront: Site Development - Design and Construction	500,000
<b>Total: Additional Capital Projects : Remainder of Banked Capacity</b>	<b>1,000,000</b>
<b>Total: Capital Projects</b>	<b>8,239,012</b>
Labor Capitalization	1,594,394
<b>Total: Capital Projects</b>	<b>9,833,406</b>
<b>Grants and Other Contributions</b>	
Waterfront: WADOT - Renaissance Trail and Daniels Way	(80,000)
Waterfront: WA Dept of Commerce - Vancouver Landing	(2,055,012)
Waterfront: WA Dept of Commerce - East Portal	(170,000)
<b>Total: Grants and Other Contributions</b>	<b>(2,305,012)</b>
<b>Total: Capital Projects - Net</b>	<b>7,528,394</b>

# Agenda Item No. H-1

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<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>	
<b>REVIEWED BY:</b>		
Accounts Payable		
Title		
<b>APPROVED BY:</b>		
	Director of Finance & Accounting	11/12/2019
Scott D. Goodrich	Title	Date
<b>SUBJECT:       VENDOR CLAIMS APPROVAL</b>		

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**BACKGROUND:**


October 2019 Vendor Claims:

Voucher Numbers	098031 - 098508	\$ 5,125,381.88
Electronic Payments	09/30/2019 – 10/31/2019	\$ 660,623.19
Payroll Voucher Numbers		\$ 571,772.77
Checks	51144422 51157549	
Direct Deposits	410001 - 410128 430001 - 430126	

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of October 2019 Vouchers 098031 - 098508 in the amount of \$5,125,381.88 including Electronic Payments generated between 09/30/2019 – 10/31/2019 in the amount of \$660,623.19 and October 2019 Payroll Checks 51144422 and 51157549 and Payroll Direct Deposits 410001 – 410128 and 430001 – 430126 in the amount of \$571,772.77.

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<b>Submitted by:</b>  , CEO	
<b>Date Action Taken</b> _____	<b>Motion By:</b> _____
<b>Approved:</b> _____	<b>Seconded By:</b> _____
<b>Deferred To:</b> _____	<b>Unanimous:</b> Yes___ No___