

**AGENDA  
PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, December 8, 2020**

- A) CALL TO ORDER VIRTUAL MEETING\* (8:30 a.m.)**
- B) EXECUTIVE SESSION**  
None
- C) OPENING REMARKS (8:30 a.m.)**  
1) Opening Remarks  
2) Approve Minutes of the November 19, 2020 Special 3-Ports Meeting  
3) Approve Minutes of the November 23, 2020 Special Meeting/Executive Session  
4) Approve Minutes of the November 24, 2020 Regular Meeting  
5) Holiday Card
- D) OPEN FORUM**  
1) To provide public comment during the virtual board meeting, you must register no later than 12:00 p.m. Monday, December 7, 2020 by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) ACTION ITEMS**  
1) Approve Contracts with Olson Engineering Inc., S&F Land Services, LLC and Mackay Sposito, Inc. for On-Call Surveying & Drafting Services  
2) Approve Contract with PBS Engineering and Environmental Inc. for BC-2 Discharge Replacement Design Services  
3) Approve Resolution 9-2020: Sell and Convey Port Property  
4) Approve 2021 CEO Compensation
- F) UNFINISHED BUSINESS**  
1) Port Contracts Logs
- G) NEW BUSINESS**
- H) ACCOUNTS PAYABLE**
- |                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers         | 103133 – 103485         | \$12,474,070.38 |
| Electronic Payments     | 11/02/2020 – 11/24/2020 | \$ 9,277,298.66 |
| Payroll Voucher Numbers |                         | \$ 590,670.23   |
| Check                   | 51406871                |                 |
| Direct Deposits         | 450001 – 450125         |                 |
|                         | 480001 – 480125         |                 |

**I) CEO REPORT**

- 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers
- 2) Project Updates

**J) COMMISSIONERS REPORTS**

**K) WORKSHOP**

None

**L) ADJOURNMENT**

**\*All board members and the public will participate via a Zoom virtual meeting due to the ongoing coronavirus disease (COVID-19) event and pursuant to Washington State Governor's phased approach with government offices opening in Phase 3 of the Governor's Return to Work Plan, the Governor's Safe Start Washington: A Phased Approach to Recovery and Port of Vancouver Resolution 3-2020.**

**To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 985 0426 2573 and Passcode number: 804006 or Join the Zoom Meeting by clicking [here](#). Please call (360) 693-3611 for technical difficulties. Meeting materials are available on the port's website at [www.portvanusa.com](http://www.portvanusa.com).**

**\*\*Public comments are welcome during Open Forum by registering in advance via email to [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, December 7, 2020. Individuals will have three minutes to read their comments into the record and will be called in the order in which the port receives the registration email request. No public comments will be read into the record by the port. Written comments not intended to be read by the community member and received by 8:30 a.m. Tuesday, December 8, 2020 will become part of the official meeting record and will be provided to the Commission.**

# Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services Manager

12/08/2020

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the November 19, 2020 Special 3-Ports Meeting

## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 11/19/20 Special 3-Ports Meeting

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 19, 2020, Port of Vancouver USA Board of Commissioners Special 3-Ports Meeting as presented.

Submitted by:

, CEO

*Julianne Marler*

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

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

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

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

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

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

**JOINT CLARK COUNTY PORTS  
BOARDS OF COMMISSIONERS  
SPECIAL MEETING  
PORTS OF VANCOUVER USA, CAMAS-WASHOUGAL & RIDGEFIELD  
November 19, 2020**

**CALL TO ORDER**

Port of Vancouver CEO Julianna Marler called the Joint Clark County Ports Boards of Commissioners Special Meeting to order on Thursday, November 19, 2020 at 3:00 p.m. via a Zoom call, number 1 (253) 215-8782, Meeting ID number: 917 4850 2834 and Passcode number: 377417.

**WELCOME AND INTRODUCTIONS**

CEO Marler thanked everyone in attendance and introduced the three Boards and their respective CEOs. She also welcomed special guests and the community. She invited speakers to introduce themselves.

**ATTENDANCE**

In attendance were:

Don Orange	Vancouver Commissioner
Eric LaBrant	Vancouver Commissioner
Jack Burkman	Vancouver Commissioner
Julianna Marler	Vancouver CEO
Michelle Allan	Vancouver Executive Services Manager
Ryan Hart	Vancouver Chief of External Affairs
Elizabeth Gotelli	Vancouver Chief of Finance and Administration
Mike Bomar	Vancouver Director of Economic Development
Therese Lang	Vancouver Director of Communications
Julie Rawls	Vancouver Community Relations Manager
Betsy Rogers	Vancouver Administrative Supervisor
Scott Hughes	Ridgefield Commissioner
Joe Melroy	Ridgefield Commissioner
Bruce Wiseman	Ridgefield Commissioner
Brent Grening	Ridgefield CEO
Kevin Witte	Ridgefield VP of Innovation
Ethan Perry	Ridgefield Business Development Manager
Larry Keister	Camas-Washougal Commissioner
John Spencer	Camas-Washougal Commissioner
Cassie Marshall	Camas-Washougal Commissioner
David Ripp	Camas-Washougal CEO
Kim Noah	Camas-Washougal Chief Operating Officer
Jennifer Baker	Columbia River Economic Development Council
Matt Ransom	Regional Transportation Council

James Thompson  
Ron Arp

Washington Public Ports Association  
Identity Clark County

Additional members of the public participated in the virtual meeting but were not identified by name.

### **COLUMBIA RIVER ECONOMIC DEVELOPMENT COUNCIL (CREDC)**

CREDC President Jennifer Baker provided a brief update on what CREDC has been working on in 2020. She discussed the impacts of COVID and is pleased to say that there continues to be healthy activity. She also provided an Employment Lands update, grant awards and placemaking activities.

### **IDENTITY CLARK COUNTY (ICC)**

Ron Arp, Executive Director of Identity Clark County thanked the ports for the opportunity to speak. He provided an update on the SW Freight and Commerce Task Force and the recent Transportation Summit. He discussed what he is hearing regarding the I/5 bridge project and indicated freight and commerce are important. He talked about the Land Here Learn Here project and what they are doing to improve this program.

### **REGIONAL TRANSPORTATION COUNCIL (RTC)**

Matt Ransom, Executive Director of the SW Regional Transportation Council thanked the 3 ports for holding the meeting and stated he really appreciates the camaraderie within the group. He thinks it is important to get everyone together and discuss issues of significance on important transportation issues. He discussed uncertainty being experienced due to COVID-19, shared data on regional transportation, and discussed how transportation can ebb and flow based on current events.

Mr. Ransom discussed the I/5 bridge replacement project. He also discussed RTC and the study it conducted on freight mobility. He indicated that the freight mobility study is now 10 years old and an updated study needs to be completed.

He reminded everyone that RTC has some grant funding available and encouraged the ports to apply or to contact him with any questions.

### **WASHINGTON PUBLIC PORTS ASSOCIATION (WPPA)**

James Thompson, Executive Director of WPPA shared his appreciation for the invitation to the meeting and the opportunity to update everyone on what WPPA has been doing this past year. He indicated that WPPA continues to bring everyone together to discuss important issues and concerns by offering several conferences and weekly roundtables. He is pleased with the involvement of WPPA members and appreciates the opportunity to maintain contact with everyone. He indicated that they have held more legislative meetings this past year than he remembers in years past. He also shared his thoughts on what to expect in this next legislative session. He discussed the upcoming WPPA annual conference scheduled for next month and shared some of the topics folks will hear

about. He also discussed transportation funding and a possible carbon pricing mechanism.

### **LEGISLATIVE UPDATE**

Ryan Hart, Port of Vancouver Chief of External Affairs extended his thanks to everyone for joining the meeting today.

He invited WPPA Executive Director James Thompson to update everyone on the annual WPPA Port Day held in Olympia. Mr. Thompson stated that Port Day is scheduled for February 2, 2021; however, he does anticipate holding that event in a virtual setting. Chief Hart added that he hopes there will also be a Clark County Ports Day as well.

Chief Hart then discussed the 3-ports proposed state legislative agenda. He pointed out its similarities to this year's agenda and sought feedback from everyone.

Port of Ridgefield CEO Brent Grening stated RTC has not determined if it plans to keep its 2020 Board for 2021 due to this year's coronavirus event. Currently he stated that Port of Ridgefield Commissioner Scott Hughes is the 3-ports representative and Port of Camas-Washougal Commissioner Larry Keister is the 3-port's alternate. He added that this matter is scheduled to be discussed at RTC's December 1<sup>st</sup> Board meeting.

### **PORT UPDATES**

Port of Camas-Washougal Commissioner Keister, Port of Ridgefield Commissioner Hughes and CEO Brent Grening, and Port of Vancouver Commissioner Orange provided a few highlights on what has been happening at their respective ports.

### **ADJOURNMENT**

There being no further business to come before the joint Boards of Commissioners, the November 19, 2020 special meeting was adjourned at 4:57 p.m. by Port of Vancouver CEO Julianna Marler.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, November 19, 2020  
Special Meeting - Port of Vancouver USA  
Port of Camas-Washougal and  
Port of Ridgefield  
Boards of Commissioners

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Don Orange, President

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Eric LaBrant, Vice President

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Jack Burkman, Secretary

# Agenda Item No. C-3

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services Manager

12/08/2020

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the November 23, 2020 Special Meeting/Executive Session

## BACKGROUND:

Please see attached minutes.

**Additional Information Attached: Minutes of 11/23/20 Special Meeting/Executive Session**

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 23, 2020, Port of Vancouver USA Board of Commissioners Special Meeting/Executive Session as presented.

Submitted by:

, CEO

*Julianne Marler*

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

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

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

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

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

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

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
SPECIAL MEETING/ EXECUTIVE SESSION  
November 23, 2020**

**CALL TO ORDER**

Executive Services Manager, Michelle Allan called a special meeting/executive session of the Port of Vancouver USA Board of Commissioners to order at 1:01 p.m., Monday, November 23, 2020, via a Zoom virtual meeting due to the ongoing coronavirus disease (COVID-19) event and pursuant to Washington State Governor's phased approach with government offices opening in Phase 3 of the Governor's Return to Work Plan, the Governor's Safe Start Washington: A Phased Approach to Recovery and Port of Vancouver Resolution 3-2020.

The meeting was held via Zoom, number 1 (253) 215-8782, Meeting ID number: 995 4065 2703 and Passcode number: 645971. The public was invited to join the meeting for the opening and closing only and the opening and closing were recorded.

**EXECUTIVE SESSION**

The meeting was recessed into executive session by Executive Services Manager Allan at 1:01 p.m. for the purposes of discussing personnel matters pursuant to RCW 42.30.110(1)(g). She announced that the Port of Vancouver USA Board of Commissioners will take no final action during executive session and the executive session will conclude no later than 2:30 p.m.

All board members met in a virtual breakout meeting room and the virtual original meeting room remained opened for community members throughout the executive session.

**RECESS**

A recess was held from 2:23 p.m. – 2:30 p.m.

**EXECUTIVE SESSION**

Executive Services Manager Allan, at 2:30 p.m. announced in the virtual open meeting room that the Board of Commissioners will continue in executive session until no later than 3:00 p.m. for the purposes of discussing personnel matters pursuant to RCW 42.30.110(1)(g). She stated that the Port of Vancouver USA Board of Commissioners will take no final action during executive session and the executive session will conclude no later than 3:00 p.m. This announcement was recorded.



## **RECESS**

A recess was held from 3:00 p.m. – 3:02 p.m.

## **EXECUTIVE SESSION**

Executive Services Manager Allan, at 3:00 p.m. announced in the virtual open meeting room that the Board of Commissioners will continue in executive session until no later than 3:15 p.m. for the purposes of discussing personnel matters pursuant to RCW 42.30.110(1)(g). She stated that the Port of Vancouver USA Board of Commissioners will take no final action during executive session and the executive session will conclude no later than 3:15 p.m. This announcement was recorded.

## **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Commission returned to the virtual original open meeting room and the November 23, 2020 special meeting/executive session was adjourned at 3:15 p.m. by Executive Services Manager Allan.

### **PORT OF VANCOUVER USA BOARD OF COMMISSIONERS**

Michelle Allan, Executive Services  
Manager, November 23, 2020, Special  
Port of Vancouver USA Board of  
Commission Meeting/Executive Session

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Don Orange, President

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Eric LaBrant, Vice President

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Jack Burkman, Secretary

# Agenda Item No. C-4

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REQUEST FOR COMMISSION ACTION      PORT OF VANCOUVER USA

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REVIEWED BY:

Executive Services Manager

12/08/2020

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT:      Minutes of the November 24, 2020 Regular Meeting

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## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 11/24/2020 Regular Meeting

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 24, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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Submitted by:

, CEO

*Julianne Marlon*

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

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

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

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

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

Unanimous:    Yes\_\_\_\_  No\_\_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, November 24, 2020**

**CALL TO ORDER**

CEO Julianna Marler called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, November 24, 2020, via Zoom virtual meeting number 1 (253) 215-8782, meeting ID: 995 4065 2703 and Passcode number: 645971 or at <https://zoom.us/j/99540652703?pwd=ODJHWW5mRXlUbDVWZ0tTZmxkdWNQUT09#success> pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and Port of Vancouver Resolution 3-2020.

CEO Marler confirmed that Commissioners Orange, LaBrant and Burkman were on the call.

**OPENING REMARKS**

CEO Marler welcomed and reminded everyone that all board members and the public are participating via a Zoom virtual meeting pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and Port Resolution 3-2020. She also stated no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Don Orange	Port Commission President
Eric LaBrant	Port Commission Vice President
Jack Burkman	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Tiffany Truckey	Port Administrative Assistant
Angela Blake	Port Facilities Program Coordinator
Casey O'Dell	Port Director of Facilities
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Katie Odem	Port Marketing Communications Manager
Ken Mishler	Port Terminal Manager
Kent Cash	Port Chief Operations Officer
Lori Kaylor	Port Commercial Sales Associate

Mary Mattix  
Mason Kae  
Matt Harding  
Mike Bomar  
Mindy Pennington  
Nam Nguyen  
Richard Troudt  
Ryan Hart  
Scott Goodrich  
Sheila Deng  
Therese Lang  
Don Steinke  
Cathryn Chudy  
Andrew Plett  
Carolyn Lake  
Ron Morrison

Port Environmental Program Manager  
Port Records Officer  
Port Environmental Project Manager  
Port Director Economic Development  
Port Accounts Payable Specialist  
Port Applications Analyst  
Port Security Manager  
Port Chief External Affairs Officer  
Port Director of Finance & Accounting  
Port Senior Accountant  
Port Director of Communications  
Community Member  
Community Member  
Community Member  
Community Member  
Community Member

## **APPROVAL OF MINUTES**

### **Regular Meeting of October 27, 2020**

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 27, 2020 regular meeting.

## **OPEN FORUM**

CEO Marler stated that the agenda invited public comment on all matters and the port received a request to provide comment from two community members.

### **Don Steinke, Community Member**

Mr. Steinke discussed the need to focus on the climate and shared local climate action updates and what others are doing to reduce emissions. He also encouraged the port to set emission reduction goals.

Ms. Marler thanked Mr. Steinke for his comments.

### **Cathryn Chudy, Community Member**

Ms. Chudy discussed the climate and shared her thoughts on efforts by other jurisdictions to advance a climate action plan.

Ms. Marler thanked Ms. Chudy for her comments.

## **PUBLIC HEARING: 2021 FINAL BUDGET – ACTION ITEMS E-1, E-2 AND E-3**

CEO Marler stated now is the time for the public hearing on the proposed 2021 Final Budget for the Port of Vancouver and opened the public hearing. She indicated that Notice of the Public Hearing was published on October 30, 2020 and November 13, 2020 in *The Columbian* as required by statute. She added since Action Items E-1, E-2 and E-3 pertain to the budget, she would like to invite Director of Finance & Accounting Scott Goodrich to present all three at this time.

Scott Goodrich, Director of Finance and Accounting presented the action items and provided an overview of Action Items E-1, E-2, and E-3.

CEO Marler advised the Board that the port did not receive any requests from the public to comment on the proposed 2021 Final Budget.

CEO Marler then closed the public hearing.

### **ACTION ITEMS**

#### **E-1 Approve Resolution 6-2020: Authorizing a Regular Tax Levy**

Director of Finance and Accounting Scott Goodrich presented the action item and discussed the resolution with the commission. On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve Resolution 6-2020: Authorizing a Regular Tax Levy.

#### **E-2 Approve Resolution 7-2020: Authorizing a Substantial Need Tax Levy**

Director of Finance and Accounting Scott Goodrich presented the action item and discussed the resolution with the commission. On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve Resolution 7-2020: Authorizing a Substantial Need Tax Levy.

#### **E-3 Approve Resolution 8-2020: Adoption of 2021 Final Budget**

Director of Finance and Accounting Scott Goodrich presented the action item and discussed the resolution with the commission. On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve Resolution 8-2020: Adoption of 2021 Final Budget.

### **UNFINISHED BUSINESS**

No unfinished business was considered at this time.

### **NEW BUSINESS**

No new business was considered at this time.

## **CEO REPORT**

### **Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers**

CEO Marler stated that no action has been taken under Resolution 2-2020.

### **Interstate Bridge Replacement Program Charter Development**

CEO Marler provided an update on the Interstate Bridge Replacement Program. She discussed the Executive Steering Group, the purpose of that group and her involvement as the port's representative. She shared that the Group consists of a broad range of jurisdictions from both WA State and the State of Oregon. She discussed the process in which the committee has taken to get to this point and added that the group is working on the development of a project Charter. She indicated that the proposed Charter has been shared with the Commissioner's and one of the Charter's goals is to create an understanding between the jurisdictions on how to advance the replacement of the Interstate bridge.

CEO Marler stated that Commissioner Burkman is the alternate representative for the port and has been participating in the meetings. She encouraged the community to also listen to the meetings as they are open to the public. She discussed how the community can get more involved through a Community Advisory Group and Equity Advisory Group.

Commissioner Burkman stated he has attended all of the meetings and appreciates the efforts being done by all parties to create the Charter. Commissioner LaBrant stated he is pleased to see the project is moving forward. He shared his appreciation for CEO Marler and Commissioner Burkman working on this project. Commissioner Orange echoed Commissioner LaBrant's comments and added that safety is important for anyone who crosses the bridge.

## **COMMISSIONERS REPORTS**

### **Commissioner Burkman**

Commissioner Burkman stated since the last Commission meeting, he attended the MRSC's Economic Development webinar, the WPPA's Tax Increment Finance Webinar, and participated in the 3-ports Board of Commissioners meeting.

### **Commissioner LaBrant**

Commissioner LaBrant stated he participated in the 3-ports Board of Commissioners meeting and had an opportunity to meet with City of Vancouver Councilmember Laurie Lebowski.

### **Commissioner Orange**

Commissioner Orange stated he also participated in the 3-ports Board of Commissioners meeting and attended a call about the Frog Ferry.

## **WORKSHOP**

No workshop was held at this time.

CEO Marler reminded members of the public of the ways they can communicate with the commission.

## **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, November 24, 2020 regular meeting was adjourned at 9:06 a.m. by CEO Julianna Marler.

### **PORT OF VANCOUVER USA BOARD OF COMMISSIONERS**

Michelle Allan, Executive Services  
Manager, November 24, 2020, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Don Orange, President

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Eric LaBrant, Vice President

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Jack Burkman, Secretary

## Agenda Item No. E-1

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

**PORT OF VANCOUVER USA**

Director of Engineering  
& Project Delivery

Monty Edberg

Title

**APPROVED BY:**

Chief Operations  
Officer

12/08/2020

Kent Cash

Title

Date

**SUBJECT:** Approve Contracts with Olson Engineering Inc., S&F Land Services, LLC and Mackay Sposito, Inc. for On-Call Surveying & Drafting Services

### **BACKGROUND:**

This agenda item supports the port's strategic plan goal of pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

The port requires land surveying and drafting services on an as-needed basis to support a wide range of projects, property development and property management requirements. Examples of services included in this contract are the preparation of topographic surveys; installation of permanent monuments; legal lot determination; preparing and filing record of survey documents; drafting services; construction staking; binding site plans; boundary line adjustments; Right of Way research/document preparation; and property mapping services.

On September 30, 2020 the port issued a Request for Qualifications (RFQ) for On-Call Surveying and Drafting Services. Interviews were conducted, and the results determined Olson Engineering Inc., S&F Land Services, LLC, and Mackay Sposito, Inc., to be the most qualified consultants to perform the services required by the port.

The contracts will be issued for three-year terms. If contracts reach their dollar limits, additional funds will be requested through the CEO or Board of Commission approval process, depending on the amount of the request. The funds used for these contracts are within the approved annual budgets.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a contract with Olson Engineering Inc. for a not-to-exceed amount of \$300,000; a contract with S&F Land Services, LLC, for a not-to-exceed amount of \$200,000; and a contract with MacKay & Sposito for a not-to-exceed amount of \$150,000 to perform on-call surveying and drafting services.

**Submitted by:**

, CEO

*Julianne Marler*

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

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

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

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

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

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



## Agenda Item No. E-2

<b>REQUEST FOR COMMISSION ACTION</b>		<b>PORT OF VANCOUVER USA</b>	
<b>REVIEWED BY:</b>		Director of Engineering & Project Delivery	
Monty Edberg		Title	
<b>APPROVED BY:</b>		Chief Operations Officer	12/08/2020
Kent Cash		Title	Date
<b>SUBJECT:</b>	Approve Contract with PBS Engineering and Environmental Inc. for BC-2 Discharge Replacement Design Services		

### **BACKGROUND:**

The Berth 7 Dry Bulk Facility advances the port's strategic plan goal to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

As part of the West Vancouver Freight Access (WVFA) program, the circa 1982 dry bulk rail unloading facility was relocated to accommodate expansion of the new rail corridor. The replacement facility included new material transfer belts that move products from the new rail receiving pit to the port's existing storage buildings. The final belt on this pathway is designated "BC-2" and is the transition point between the new installation and the old system.

The facility handles both bentonite clay and copper concentrate and each is typically stored in different buildings on the terminal. Near the base of the BC-2 transfer chute there is a directional "flop gate" that determines which direction the unloaded product is to flow and diverts the different materials to their respective storage buildings. This flop gate has become inoperable at times, resulting in a loss of production.

This professional services contract will provide for the design of a replacement chute and flop gate arrangement at the BC-2 transfer point. The new design is expected to address the current performance issues and result in a more efficient and reliable facility.

On September 4, 2020 the port issued a Request for Qualifications (RFQ) for BC-2 Discharge Replacement Design Services. Interviews were conducted and the results determined PBS Engineering and Environmental Inc., to be the most qualified consultant to perform the services required by the port.

Funds for the project are included in the approved 2021 budget.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a contract with PBS Engineering and Environmental Inc. for a not to exceed amount of \$251,600 for BC-2 Discharge Replacement Design Services.

**Submitted by:** \_\_\_\_\_

, CEO

*Julianne Marler*

**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 Finance & Accounting
Scott D. Goodrich	Title
<b>APPROVED BY:</b>	Chief Financial & Administrative Officer
Elizabeth Gotelli	Title
<b>SUBJECT:</b>	Approve Resolution 9-2020: Sell and Convey Port Property

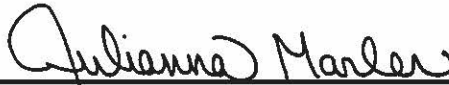
### BACKGROUND:

RCW 53.08.090 allows a port commission, by resolution, to authorize the managing official of a port district to sell and convey port district property of \$10,000 or less in value. Annually, the port Commission approves a resolution giving the port's CEO the authority to carry out this function. This resolution and action item provides that annual authority.

The resolution shall be in force for not more than one calendar year from the date of resolution and may be renewed from year to year.

### Additional Information Attached? Yes

**RECOMMENDATION:** That the Board of Commissioners approve and adopt the attached Resolution 9-2020 authorizing the CEO to sell and convey port district property as adjusted annually per RCW 53.08.090.

<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 ___

## RESOLUTION 9-2020

### A RESOLUTION OF THE PORT OF VANCOUVER BOARD OF COMMISSIONERS AUTHORIZING THE CEO TO SELL AND CONVEY PORT PROPERTY OF \$10,000 OR LESS IN VALUE

**WHEREAS**, from time to time certain items of Port of Vancouver USA property are no longer suitable or necessary for district purposes; and

**WHEREAS**, such property may have remaining value; and

**WHEREAS**, RCW. 53.08.090 authorizes the port commission to delegate to the managing official of a port district the authority to sell and convey port district property of \$10,000 or less in value, which is not a part of the comprehensive scheme of improvements or modifications thereof.

**NOW, THEREFORE, BE IT RESOLVED** that the CEO is authorized to sell and convey port district property having a value of \$10,000 or less in value which is no longer suitable or necessary for district purposes, and which is not a part of the comprehensive scheme of improvements or modifications thereof.

Prior to any such sale or conveyance, the CEO shall itemize and list the property to be sold and make written certification to the commission that the listed property is no longer needed for district purposes.

This resolution shall be in force for not more than one calendar year from the date of resolution, unless rescinded by commission action.

**ADOPTED** by the Port of Vancouver, USA Board of Commissioners on the 8th day of December, 2020, and signed in authentication of its adoption.

**PORT OF VANCOUVER, U.S.A.  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

# Agenda Item No. E-4

REQUEST FOR COMMISSION ACTION      PORT OF VANCOUVER USA

REVIEWED BY:

Jonathan Eder	Director of Human Resources	12/08/2020
	Title	Date

APPROVED BY:

Title

SUBJECT:      Approve 2021 CEO Compensation

BACKGROUND:

## Salary Compensation:

- Compensation of the Port CEO/Executive Director is established for the calendar year 2021 by the Port Board of Commissioners.

## Deferred Compensation:

- The purpose of the Agreement and Plan of Deferred Compensation is to amend a deferred compensation plan for the CEO/Executive Director. By this Agreement, an amount of the CEO/Executive Director's monthly salary is set aside as deferred compensation during the term of the Agreement. The amount so set aside does not vest with the CEO/Executive Director until the terms of the Agreement have been met.

## Automobile Allowance:

- Port of Vancouver Resolution #4-96 states the CEO/Executive Director will be paid monthly automobile allowance for the use of their personal automobile in connection with official duties. This allowance will be an amount agreed upon by the Port of Vancouver USA Board of Commissioners and the CEO/Executive Director and will cover all business automobile mileage within a 20-mile radius of the port office.

## Additional Information Attached? No

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners establishes 2021 salary compensation for the CEO/Executive Director as \_\_\_\_\_, establishes a monthly automobile allowance of \_\_\_\_\_, approves the proposed 2021 Second Amendment to the Agreement and Plan of Deferred Compensation, and approves the proposed First Amendment to the Employment Agreement effective January 1, 2021.

Submitted by:

, CEO

*Julianne Marler*

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

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

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

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

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

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

# Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Accounts Payable

Title

APPROVED BY:

Director of Finance  
& Accounting

12/08/2020

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

## BACKGROUND:

November Vendor Claims:

Voucher Numbers	103133 – 103485	\$12,474,070.38
Electronic Payments	11/02/2020 – 11/24/2020	\$ 9,277,298.66
Payroll Voucher Numbers		\$ 590,670.23
Check	51406871	
Direct Deposits	450001 – 450125	
	480001 – 480125	

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of November 2020 Vouchers 103133 – 103485 in the amount of \$12,474,070.38 including Electronic Payments generated between 11/02/2020 – 11/24/2020 in the amount of \$9,277,298.66 and November 2020 Payroll Check 51406871 and Payroll Direct Deposits 450001 – 450125 and 480001 – 480125 in the amount of \$590,670.23.

Submitted by:

, CEO

*Julianne Marler*

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

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

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

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

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

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