



**AGENDA  
PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, April 14, 2015**

- A) **CALL TO ORDER (8:30 a.m.)**
- B) **EXECUTIVE SESSION**
- C) **OPENING REMARKS (9:30 a.m.)**  
1) Opening Remarks – Pledge of Allegiance, etc.  
2) Approve and Sign Minutes of the March 10, 2015 Regular Meeting  
3) “We Can” Sustainability Report
- D) **OPEN FORUM**  
(Open to the public for comment on subjects not on the agenda)
- E) **ACTION ITEMS**  
1) Approve Professional Services Agreement with NBBJ for Waterfront Development Project Master Plan Design Services  
2) Approve Contract Amendment for Centennial Industrial Park (CIP) Architectural Design Services with LRS Architects Inc.  
3) Approve Amendment with Exeltech Consulting for On-Call Construction Administration/Document Support & Inspection Services  
4) Approve Annual Janitorial Services and Supplies Contract  
5) Approve Change Order for Public Works Contract Bid #14-02: WVFA Project 16 Schedule Two Rail Access - Design Package 2B (DP2B)  
6) Approve Interlocal Agreement with Washington State University for Executive Training
- F) **UNFINISHED BUSINESS**  
Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**  
March 2015 – April 2015
- |                         |  |                 |
|-------------------------|--|-----------------|
| Voucher Numbers         | 075145 - 075721                        | \$10,608,205.11 |
| Electronic Payments     | 03/01/2015 – 03/31/2015                | \$ 4,404,714.02 |
| Payroll Voucher Numbers |  | \$ 448,242.55   |
| Checks                  | 55389441-55389442<br>55417484-55417485 |                 |

Direct Deposits

100001-100107

130001-130109

I) **EXECUTIVE DIRECTOR REPORT**

Project Updates

J) **COMMISSIONERS REPORTS**

K) **UPCOMING EVENTS**

L) **SIGN DOCUMENTS**

M) **WORKSHOP**

None

N) **ADJOURNMENT**

# Agenda Item No. C-2

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>		
<b>REVIEWED BY:</b>	<i>Betsy Rogers</i>	Administrative Supervisor	04/14/2015
	Betsy Rogers	Title	Date
<b>APPROVED BY:</b>			
		Title	
<b>SUBJECT:</b>	Minutes of the March 10, 2015 Regular Meeting		

**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 03/10/15 Regular Meeting**


**RECOMMENDATION:**

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the March 10, 2015, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

<b>Respectively Submitted by:</b>	<i>Michelle Allen for</i>	<b>Executive Director</b>
<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 ___	

**AMENDED**

**Agenda  
Item No. E-1**

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>REVIEWED BY:</b> 	Chief Financial and Administrative Officer
Julianna Marler	Title

<b>APPROVED BY:</b>	Chief Executive Officer	04/14/2015
Todd Coleman	Title	Date

**SUBJECT:** Approve Professional Services Agreement with NBBJ for Waterfront Development Project Master Plan Design Services

**BACKGROUND**  
 This contract supports the Port of Vancouver's strategic goals and mission to provide economic benefit to our community through leadership, stewardship and partnership and will help to generate and sustain diversified revenues to the port, generate jobs and provide a valuable commercial and public asset.

On February 11, 2015, the port issued a Request for Qualifications (RFQ) for the acquisition of a consultant to provide waterfront development project master plan design services. Qualifications included a consulting team which demonstrates the highest level of competency and expertise in urban commercial, retail and public space/asset design, landscape architecture, planning, market assessment and public involvement to assist in creating the master plan for the port's property on Vancouver's downtown waterfront. Seven consultants responded with proposals which were individually scored by the evaluation team comprised of five staff from the port and two staff from the City of Vancouver. Interviews were conducted with five finalists and NBBJ of Seattle, Washington was selected as the most qualified proposer to enter into negotiations for a contract to perform these services.

This contract amount has been budgeted with a not-to-exceed amount of \$300,000 and is structured to conclude at the end of the project. If the approved contract amount is reached, additional funds will be requested through Executive Director or Board of Commission approval.

**Additional Information Attached?** No

**RECOMMENDATION** That the Board of Commissioners authorize the Executive Director to execute a professional services agreement with NBBJ for a not to exceed amount of \$300,000 to provide Waterfront Development Project Master Plan Design Services

**Respectively Submitted by:**  , Executive Director

**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

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

**Deferred To:** \_\_\_\_\_ **Unanimous:** Yes \_\_\_ No \_\_\_

# Agenda Item No. E- 2

<b>REQUEST FOR COMMISSION ACTION REVIEWED BY:</b>	<b>PORT OF VANCOUVER USA</b> Chief Financial and Administrative Officer	
Julianna Marler	Title	
<b>APPROVED BY:</b>	Chief Executive Officer	04/14/2015
Todd Coleman	Title	Date
<b>SUBJECT:</b>	Approve Contract Amendment for Centennial Industrial Park (CIP) Architectural Design Services with LRS Architects Inc.	

**BACKGROUND**

This proposal supports the Port of Vancouver's strategic goals and mission to provide economic benefit to our community through leadership, stewardship, and partnership, and will help to generate and sustain diversified revenues to the port in addition to helping provide jobs to our community.

In March of 2013, the port issued a Request for Qualifications (RFQ) for CIP Architectural Design Services. Nine consultants responded with proposals which were individually scored by the port's evaluation team. Interviews were conducted with four finalists to select the highest scoring proposer. The results determined LRS Architects Inc. of Portland Oregon to be the most capable consultant to perform these services and were awarded a contract through executive director authority in the amount of \$156,104 to provide market research and architectural services as it relates to the design and development of seven light industrial zoned lots at CIP.

The port has requested and received a proposal from LRS to support the planning, design and construction of a new 100,000 SF warehouse/manufacturing building on CIP Lot 1. The new building will be the first structure the port anticipates to develop at CIP and will be designed to be demised into (5) equal 20,000 SF spaces. Concurrent to the design and development efforts, the port will be marketing the building spaces for long term lease. This will support the port's strategic goals of developing the CIP, providing jobs, and economic benefit to the region.

The contract amendment request to provide these additional services is \$698,915 for a total contract amount of \$855,019 and is structured to conclude at the end of the project. If the approved contract amount is reached, additional funds will be requested through Executive Director or Board of Commission approval. This project was not included in the 2015 approved budget.

**Additional Information Attached?** No

**RECOMMENDATION** That the Board of Commissioners authorize the Executive Director to execute a contract amendment with LRS Architects Inc. for a total contract amount of \$855,019 including applicable Washington State sales tax.

**Respectively Submitted by:** Michelle Allan for, Executive Director

**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>	Chief Financial and Administrative Officer	
Julianna Marler	Title	
<b>APPROVED BY:</b>	Chief	
<i>Kent Cash</i>	Operations Officer	04/14/2015
Kent Cash	Title	Date
<b>SUBJECT:</b>	Approve Contract Amendment with Exeltech Consulting Inc. for On-Call Construction Administration/Document Support & Inspection Services	

**BACKGROUND:**

This contract supports the Port of Vancouver's strategic goals by enhancing the staff's continuing efforts to maximize marine business and development, maximize industrial business, and develop and preserve multi-modal transportation access.

The port requires Construction Administration/Document Support & Inspection Services for capital development initiatives. Examples of work that may be performed under this contract include managing project documents that involve local agency requirements for WSDOT/FHWA specifications compliance, "Buy America" or "Buy American" provisions, and performing various aspects of field inspections to meet project requirements.

On January 8, 2014, the port received proposals in response to a Request for Proposals (RFP) for the acquisition of On-Call Construction Administration/Document Support & Inspection Services. Exeltech Consulting Inc. was determined as a most capable proposer and was awarded an on-call contract for \$200,000. In May 2014 the contract was amended to increase the amount to \$220,000 by executive director authority. On-call contracts are developed to engage consultants who have been selected through a competitive solicitation process. They are routinely used and are a useful tool to accommodate projects as they develop. When a project is defined, the scope of work is negotiated with the consultant and a task order is issued through the on-call contract.

Since the inception of the Exeltech Consulting Inc. contract, six task orders have been issued to perform various on-call construction administration/document support & inspection services for a total amount of \$220,000. Port staff requests an increase of \$100,000 which will bring the total contract amount to \$320,000 which will be used to complete existing task orders and provide for other on-call projects as they develop. Projects will use available budget.

**Additional Information Attached? No**

**RECOMMENDATION:** That the Board of Commissioners authorizes the Executive Director to execute a contract amendment with Exeltech Consulting Inc. in the amount of \$100,000 including applicable Washington State Sales Tax for a total adjusted contract amount of \$320,000.

**Respectively Submitted by:** *Michelle Allan for*, Executive Director

**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

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

**Deferred To:** \_\_\_\_\_ **Unanimous:** Yes \_\_\_ No \_\_\_



# Agenda Item No. E-4

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**  
Chief Financial and  
Administrative Officer

Julianna Marler

Title

**APPROVED BY:**



Kent Cash

Chief  
Operations Officer  
Title

04/14/2015

Date

**SUBJECT:** Approve Janitorial Services and Supplies Contract

**BACKGROUND:**

On February 26, 2015, the port issued a Request for Proposals #15-06 for Janitorial Services and Supplies receiving eight proposals. Utilizing established scoring criteria, the proposals were individually scored by a port evaluation team representing a cross section of employees including facilities, environmental and administrative departments. The evaluation team identified Township Building Services as the most qualified to perform the services required by the port.

Township Building Services began operation in California in 1976 and is the parent company to the local Portland office. Township Building Services employs over 1,500 full and part time employees throughout the Northwest with local resources to serve the Port's janitorial needs. Port staff contacted references listed by Township Building Services including Bonneville Power Ross Complex and the Legacy Health Systems (administrative offices) receiving positive feedback regarding performance. Staff found the Township Building Services proposal fiscally responsible and within the budget parameters.

To fulfill the port's commitment to sustainability, all consumable paper and plastic products, liquid soap, cleaners and similar materials under this contract must be accepted by a port approved certification program.

The estimated annual costs for janitorial services, green cleaning supplies/paper products, carpet/furniture cleaning and window cleaning is \$105,577.00.

A one (1) year contract will be issued to Township Building Services with an option to extend for three (3) additional one-year terms. Janitorial services and supplies in this contract are included in the approved 2015 budget and will be extended annually upon Board of Commission approval of the annual budget.

**Additional Information Attached? No**

**RECOMMENDATION** That the Board of Commissioners authorizes the Executive Director to execute a contract with Township Building Services for \$105,577.00 for Janitorial Services and Supplies for a period of one (1) year with the option to extend for three (3) additional one-year terms.

**Respectively Submitted by:** Michelle Allen for, Executive Director

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

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


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

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

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

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

# Agenda Item No. E-5

<b>REQUEST FOR COMMISSION ACTION REVIEWED BY:</b>	<b>PORT OF VANCOUVER USA</b> Chief Financial and Administrative Officer
Julianna Marler	Title
<b>APPROVED BY:</b> 	Chief Operating Officer
Kent Cash	Title
	04/14/2015 Date
<b>SUBJECT:</b>	Approve Change Order for Public Works Contract Bid #14-02: WVFA Project 16 Schedule Two Rail Access - Design Package 2B (DP2B)

**BACKGROUND:**

The West Vancouver Freight Access Project (WVFA) meets the Port of Vancouver USA's following strategic goals: 1) maximize marine business and development, 2) maximize industrial business and development, 3) develop and preserve multi-modal transportation access, and 4) generate and sustain diversified revenues.

The Port Rail Access Improvements Project, WVFA Project 16 - DP2B is vital to increasing the operational efficiency of the port's rail system and provides significant benefits for both passenger and freight rail traffic in the region by reducing delays and improving on-time performance. This project establishes the new south lead into the port, passing beneath the BNSF rail bridge, creating a grade separated entry and thereby avoiding the current at grade route, significantly reducing disruptions of both the north-south and east-west legs of the Vancouver wye while trains enter and exit the port.

On April 22, 2014, the Port of Vancouver Commission approved a contract for WVFA Project 16 Schedule Two Rail Access DP2B with Tapani, Inc. from Battleground, WA in the amount of \$10,286,958.59

On October 28, 2014 the Port of Vancouver Commission approved change orders 1- 4 for a revised contract total in the amount of \$10,707,557.46 including Washington State sales tax.

The project is currently 99% complete with only minor work and punch list items remaining. Change orders 5 - 10 were issued for the project in the amount of \$166,912.79 under the Executive Director authority. These change orders included fence additions, re-phasing for Kinder Morgan track usage, concrete bridge over existing electrical, unforeseen utility impacts and structures removal, electrical relocation #1 conductor replacement, drilled shaft changes for the pedestrian bridge and a modification to the contract completion date.

Change order 11 in the amount of \$122,482.08 including Washington State tax, enables tie replacements to accommodate track panels, lighting control changes, sewer line repairs and a variation in the quantities relating to excavation completed at the cell two cap area.

This project is the recipient of funds granted by the FRA HSIPR Grant Program, with 40% of this project being funded by this grant. Additional project funds have been provided by the Washington Freight Mobility Strategic Investment Board (FMSIB). The project was included in the 2015 approved budget.



**Additional Information Attached? No**

**RECOMMENDATION:** That the Board of Commissioners authorize the Executive Director to execute Change Order 11 for Public Works Contract Bid #14-02 WVFA Project 16 Schedule Two Rail Access - DP2B revising the total contract amount to \$10,996,952.33 including Washington State sales tax.

**Respectively Submitted by:** Michelle Allan <sup>for</sup>, Executive Director

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

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

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

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

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

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

# Agenda Item No. E-6

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**  
Chief Financial and  
Administrative Officer

Julianna Marler

**APPROVED BY:**



Jonathan Eder

Director of Human Resources    04/14/2015  
Date

**SUBJECT:**    Approve Interlocal Agreement with Washington State University for  
Executive Training

**BACKGROUND:**

In fulfilling the goals of the Port of Vancouver USA's vision and mission to be a premier port that is globally recognized and provide economic benefit through leadership, stewardship and partnership, it is essential to invest in the tools and resources that are regarded as best practices for the industry and stakeholders for which it serves.

The Port of Vancouver USA has created a partnership with Washington State University, Vancouver College of Business, an institution of higher education, to provide executive training to leaders within the port's organization. Public agencies are authorized to enter into interlocal agreements under the authority of the Interlocal Cooperation Act, RCW 39.34, by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.

The training modules will focus on executive and business skills tailored to the port's environment. Because training services will be customized to the port's needs, staff recommends additional services and extensions to be approved by the executive director, and shall not exceed the executive director's authority for service contracts under Resolution 1-2009. The contract will utilize available 2015 budget and subsequent years shall be contingent upon available annual budget and required approvals. This agreement shall continue and remain in effect until December 31, 2018.

**Additional Information Attached?**    Yes

**RECOMMENDATION**

That the Board of Commissioners authorizes the Executive Director to execute an Interlocal Agreement with Washington State University for executive and business skills training.

**Respectively Submitted by:** *Michelle Allan for*, Executive Director

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

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

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

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

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

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

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April 6, 2015

The Port of Vancouver  
3103 NW Lower River Road  
Vancouver, WA 98660

Attn: Rick Cline

**Reference: WSUV Contract Number C21427**

**Subject: Interagency Agreement between Washington State University and Port of Vancouver**

Attached you will find the signed **Interagency Agreement between Washington State University and Port of Vancouver** for your approval; please sign the full contract and then email the fully executed contract back as soon as possible. This contract will be in effect from **4/15/2015** through **12/31/2018**, unless terminated sooner as provided within the contract. The costs will be in accordance with the hourly training costs stipulated in the contract, with payments due within **30 days** of invoicing. We will submit referenced **WSU Contract # C21427** invoices to the following address:

**The Port of Vancouver C21427  
3103 NW Lower River Road  
Vancouver, WA 98660**

Please email completed contract back to me at [mike.appel@wsu.edu](mailto:mike.appel@wsu.edu). If you have any questions, please feel free to contact me at 360-546-9245 or via the email address above. Thank you very much.

Sincerely,

Mike Appel  
Procurement & Supply Specialist 2

CC: Thomas Tripp, Professor of Management  
Judy Davis, Contracts Desk, General Accounting

**INTERAGENCY AGREEMENT  
BETWEEN  
WASHINGTON STATE UNIVERSITY  
AND  
PORT OF VANCOUVER**

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**THIS INTERAGENCY AGREEMENT** (the "Agreement") is by and between Washington State University, an institution of higher education and agency of the state of Washington (hereafter referred to as "WSU"), and the Port of Vancouver, a municipal corporation providing quality jobs, international trade connections, and a strong industrial land base located in Vancouver, WA. (hereafter referred to as "Port").

**IT IS THE PURPOSE OF THIS AGREEMENT** to memorialize the terms and conditions under which WSU Vancouver College of Business will provide Executive Training classes and workshops to the Port.

NOW, THEREFORE, the parties agree as follows:

**I. STATEMENT OF WORK**

Each party shall do all things necessary for and incidental to the performance of the duties set forth below.

A. Duties of WSU:

1. Develop executive and business skill classes and workshops tailored to the Port environment.
2. Conduct classes and workshops as requested by the Port

B. Duties of the Port:

1. Provide personnel to assist faculty in module development
2. Provide facilities and accommodations for workshops.

**II. CLASS / WORKSHOP REQUESTS**

When an interest for a class or workshop develops, the PORT's designated manager shall communicate a request to WSU's manager for the described services to produce a scope of work and fee to perform the work. Upon the Port manager's approval of WSU's proposed scope of work, fee to perform the work and time for performance, a Purchase Order is issued to WSU for the execution of services.

Each project or workshop executed under this Agreement shall have written approval as required by each party's approval policy. Each project scope shall define:

1. Purpose, scope, and deliverables.
2. Lead party for class or workshop execution and delivery.
3. Timeline.
4. Total cost



protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

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**VII. RIGHTS IN DATA**

Unless otherwise provided, any data that originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by WSU.

Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

**VIII. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**IX. MODIFICATION**

This Agreement may be modified or amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**X. TERMINATION**

Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. Under this section or the following section, if the parties choose to partially or completely terminate this Agreement, the parties shall either mutually agree how any property involved shall be disposed of. If they are unable to do so, they shall submit the dispute to the Dispute Panel provided for in Section XI.

**XI. TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other. See Section IX for the provisions for disposition of property upon the partial or complete termination of this Agreement.

**XII. DISPUTES**

In the event that a dispute arises under this Agreement that the parties can't resolve, they shall allow the dispute to be decided by a Dispute Panel in the following manner: Each party to this Agreement shall appoint one member to the Dispute Panel. The members so appointed shall jointly appoint an additional member to the Dispute Panel. The Dispute Panel shall review the facts, contract terms and applicable statutes and rules and make a



determination of the dispute. The determination of the Dispute Panel shall be final and binding on the parties hereto. The parties shall share equally in any costs, if any, for the services of the Dispute Panel.

~~As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.~~

### **XIII. GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order.

- A. applicable state and federal statutes and rules;
- B. statement of work; and
- C. any other provisions of the Agreement, including materials incorporated by reference.

### **XIV. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising under this Agreement is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

### **XV. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

### **XVI. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

### **XVII. ENTIRE AGREEMENT**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

**XVIII. CONTRACT ADMINISTRATION**

A designated contract administrator for each of the parties shall administer this Agreement and be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Contract Administrator for WSU is:  
Name: Jane Cote  
College or Department: Business  
Address: 14204 NE Salmon Creek Avenue Vancouver, WA, 98686  
Telephone: 360-546-9756  
Fax Number: 360-546-9037

The Contract Administrator for the Port is:  
Name: Rick Cline  
College or Department: \_\_\_\_\_  
Address: 3103 NW Lower River Rd., Vancouver, WA 98660  
Telephone: 360-693-3611  
Fax Number: 360-735-1565

**XIX. SIGNATURES**

The parties affirm they have designated the persons below to have signature authority for the parties. By their signatures on this Agreement, the parties agree to all of its terms and conditions.

**WASHINGTON STATE UNIVERSITY**  
("WSU")

Recommended by:  
By: [Signature]  
Name: Lynn Valenter  
Title: Vice Chancellor, Finance  
Date: March 31, 2015

Approved by:  
By: [Signature]  
Name: Christine R. Hoyt  
Title: Contracts Manager  
Date: 4-3-15

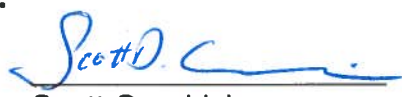
**THE PORT OF VANCOUVER**  
("The Port")

Recommended by:  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by:  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

# 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> _____	<u>Accounts Payable</u> Title
<b>APPROVED BY:</b>  Scott Goodrich	<u>Director of Finance &amp; Accounting</u> Title
	<u>04/14/2015</u> Date
<b>SUBJECT:</b>	<b>VENDOR CLAIMS APPROVAL</b>

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**BACKGROUND:**

Please refer to attached listing March 2015 – April 2015 Vendor Claims:

March 2015 – April 2015		
Voucher Numbers	075145 - 075721	\$10,608,205.11
Electronic Payments	03/01/2015 – 03/31/2015	\$ 4,404,714.02
Payroll Voucher Numbers		\$ 448,242.55
Checks	55389441-55389442 55417484-55417485	
Direct Deposits	100001-100107 130001-130109	

**Additional Information Attached: March 2015 – April 2015 Payables Listing**

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**RECOMMENDATION:**

That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2015 – April 2015 Vouchers 075145 - 075721 in the amount of \$10,608,205.11 and Electronic Payments generated between 03/01/2015 – 03/31/2015 in the amount of \$4,404,714.02 and March 2015 – April 2015 Payroll Checks 55389441-55389442 and 55417484-55417485 and Direct Deposits 100001-100107 and 130001-130109 in the amount of \$448,242.55.

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<b>Respectively Submitted by:</b> <u>Nichelle Allan for</u> , Executive Director	
<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 ___