



# 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, 2013**

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

**B) EXECUTIVE SESSION**

**C) OPENING REMARKS (9:30 a.m.)**

- 1) Opening Remarks – Pledge of Allegiance, guest introductions, etc.
- 2) Approve and Sign Minutes of the October 21, 2013 Budget Workshop
- 3) Approve and Sign Minutes of the October 22, 2013 Regular Meeting

**D) OPEN FORUM**

(Open to the public for comment on subjects not on the agenda – Five minute limit)

Public Hearing: 2014 Final Budget – Action Items No. 1 and No. 2

**E) ACTION ITEMS**

- 1) Approve Resolution 11-2013: Authorize No Increase in Regular Tax Levy
- 2) Approve Resolution 12-2013: Adoption of 2014 Final Budget
- 3) Approve Contract Amendment for On Call Construction Management and Inspection Services with MacKay & Sposito, Inc.

**F) UNFINISHED BUSINESS**

Port Contracts Logs

**G) NEW BUSINESS**

November 26, 2013 Regular Meeting

**H) ACCOUNTS PAYABLE**

October 2013

Voucher Numbers	067560 - 068118	\$5,088,724.72
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Payroll Voucher Numbers		\$ 406,004.11
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Checks	54270131 – 54270133
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	54301844 – 54301846
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Direct Deposits	410001 – 410105
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	430001 – 430103
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**I) EXECUTIVE DIRECTOR REPORT**

Project Updates

J) **COMMISSIONERS REPORTS**

K) **UPCOMING EVENTS**

L) **SIGN DOCUMENTS**

M) **WORKSHOP**

N) **ADJOURNMENT**

# Agenda Item No. C-2

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>		
<b>PREPARED BY:</b>	<i>Betsy Rogers</i>	Administrative Supervisor	11/12/2013
	Betsy Rogers	Title	Date
<b>APPROVED BY:</b>			
	Title		
<b>SUBJECT:</b>	Minutes of the October 21, 2013 Budget Workshop		

**BACKGROUND:**  
Please see attached minutes.

**Additional Information Attached: Minutes of 10/21/13 Budget Workshop**

**RECOMMENDATION:**  
That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 21, 2013, Port of Vancouver USA Board of Commissioners Budget Workshop Meeting as presented.

<b>Respectively Submitted by:</b>	<i>David M. Cobb</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: Yes</b> ___ <b>No</b> ___

# Agenda Item No. C-3

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>PREPARED BY:</b>	
<i>Betsy Rogers</i> Betsy Rogers	Administrative Supervisor Title
	11/12/2013 Date
<b>APPROVED BY:</b>	
	Title
<b>SUBJECT:</b>	Minutes of the October 22, 2013 Regular Meeting

**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 10/22/13 Regular Meeting**

**RECOMMENDATION:**

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 22, 2013, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

<b>Respectively Submitted by:</b> <i>Adam Col</i> , Executive Director	
<b>Date Action Taken</b> _____	<b>Motion By:</b> _____
<b>Approved:</b> _____	<b>Seconded By:</b> _____
<b>Deferred To:</b> _____	<b>Unanimous: Yes</b> ___ <b>No</b> ___

# Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION**

**PORT OF VANCOUVER USA**

**PREPARED BY:**

Jeff Estuesta

Director of Finance

Title

11/12/2013

Date

**APPROVED BY:**



Title

**SUBJECT:**

Approve Resolution 11-2013: Authorize No Increase in Tax Levy

**BACKGROUND:**

Revised Code of Washington (RCW 84.55.120) requires a taxing district, other than the state, that collects regular levies to hold a public hearing on its budget. The hearing must include consideration on its proposed regular tax levy.

Initiative 747 limits the increase in regular property taxes to the lesser of the implicit price deflator (IPD) or 1% of the highest lawful levy of the three most recent years. The IPD is 1.314% from June 2012 to June 2013. July data was not available for 2013 so June was used instead.

The port's 2014 budget proposes no increase in regular property tax levy.

**Additional Information Attached? Yes**

**RECOMMENDATION**

That the Port of Vancouver Board of Commissioners approves and executes Resolution 11-2013, authorizing no increase in regular tax levy.

**Respectively Submitted by:**



**Executive Director**

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

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

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

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

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

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

**RESOLUTION 11-2013**

**A RESOLUTION OF THE PORT OF VANCOUVER  
BOARD OF COMMISSIONERS AUTHORIZING NO  
INCREASE IN TAX LEVY**

**WHEREAS**, the Board of Commissioners of the Port of Vancouver has met and considered its budget for the calendar year 2014; and

**WHEREAS**, the district's highest lawful levy amount was \$9,986,858; and,

**WHEREAS**, the population of this district is more than 10,000; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Vancouver that no increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2014 tax year. The dollar amount of the increase over the actual levy amount collected in the 2013 tax year shall be \$0 which is a percentage increase of 0.0%.

**ADOPTED** by the Port of Vancouver Board of Commissioners on the 12<sup>th</sup> day of November, 2013 and signed in authentication of its adoption.


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

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Secretary

# Agenda Item No. E-2

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>	
<b>PREPARED BY:</b>	Director of Finance	11/12/2013
Jeff Estuesta	Title	Date
<b>APPROVED BY:</b>		
	Title	
<b>SUBJECT:</b>	Approve Resolution 12-2013: Adoption of 2014 Final Budget	

**BACKGROUND:**

We are pleased to present the final 2014 budget for the Port of Vancouver USA. The 2014 budget reflects the collaborative efforts of the port commission and staff to identify available resources to meet the port's key initiatives.

The budget is a plan of financial operation that involves estimating sources and uses of funding for the annual period of January 1, 2014 through December 31, 2014. As a management tool, the budget provides a guide to the conduct of operations and basis for evaluating actual results. Another important function of the budget is to identify and allocate resources for planned capital projects.

Additionally, the budget document fulfills a legal requirement for the purpose of levying port district taxes. The port's budget estimates the regular tax levy at a 0% increase.

**Additional Information Attached?** Yes

**RECOMMENDATION:**

That the Port of Vancouver Board of Commissioners approves and executes Resolution 12-2013, adopting the final statutory budget for the year 2014 in the amount of \$86,423,065.

**Respectively Submitted by:** , Executive Director

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

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

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

**RESOLUTION 12-2013**

**A RESOLUTION OF THE PORT OF VANCOUVER  
BOARD OF COMMISSIONERS ADOPTING A FINAL  
STATUTORY BUDGET FOR THE YEAR 2014**

**WHEREAS**, it is required by Chapter 53.35 of the *Revised Code of Washington* that a budget be adopted for the ensuing fiscal year showing the estimated expenditures and the anticipated available funds from which all expenditures are to be paid; and

**WHEREAS**, it is also required that a certified copy of such final budget, showing the amount to be raised by taxation on the assessed value of property within the district, be filed with the Board of County Commissioners for the purpose of levying port district taxes;

**WHEREAS**, the Port of Vancouver Board of Commissioners held a public preliminary budget workshop on October 21, 2013; and the Port of Vancouver Board of Commissioners held a final budget public hearing on November 12, 2013; and

**WHEREAS**, notice of a public hearing to consider adoption of a final budget has been given as required by publication in *The Columbian* and that Notice of Public Hearing has also been given to the news media and other interested parties; and

**WHEREAS**, this is the time and place fixed by this Board of Commissioners for the adoption of a final budget for the Port of Vancouver for the year 2014.

**NOW, THEREFORE, BE IT RESOLVED** by the Port of Vancouver Board of Commissioners that the final budget for the year 2014, as set



forth in the attached exhibit hereto and made a part hereof, be adopted as the final budget for the year 2014.

**BE IT FURTHER RESOLVED** that a copy of the final budget including provision for the full available tax levy within statutory limitations, estimated to be \$9,986,858 and a copy of this Resolution be filed with the Board of County Commissioners and with the County Assessor of Clark County, Washington as the basis for the tax levy assessed in 2013, to be collected in year 2014.

**ADOPTED** by the Port of Vancouver Board of Commissioners on the 12<sup>th</sup> day of November, 2013 and signed in authentication of its adoption.

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

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Secretary

**2014 FINAL BUDGET  
11/12/13**

<u>SOURCES</u>	
Operating Revenues	
15-Rail	606,055
16-Finance	50,000
20-Facilities	11,096,533
21-Marine Operations	13,754,825
22-Security	218,101
32-Environmental	-
40-Marine Terminal	8,362,997
Total Operating Revenues	<u>\$ 34,088,511</u>
Nonoperating Revenues	
Ad Valorem Taxes	9,986,858
Interest Income	80,000
Grants	9,217,732
Proceeds from Sale of Property	-
Other	64,000
Total Nonoperating Revenues	<u>\$ 19,348,590</u>
Total Revenues	\$ 53,437,101
Transfer from General Fund/Financing	\$ 32,985,964
<b>TOTAL SOURCES</b>	<b><u>\$ 86,423,065</u></b>

<u>USES</u>	
Operating Expenses	
10-Administration	1,878,292
11-Public Affairs	1,478,512
12-Information Technology	980,650
13-Contracts	319,550
14-Human Resources	334,515
15-Rail	1,244,263
16-Finance	1,521,133
20-Facilities	5,077,690
21-Operations	1,660,387
22-Security	1,915,194
32-Environmental	797,129
40-Terminal	8,127,978
Total Operating Expenses	<u>\$ 25,335,293</u>
Nonoperating Expenses	
Debt Service	5,683,133
Environmental Remediation	924,412
Other Nonoperating Expenses	354,155
Total Nonoperating Expenses	<u>6,961,700</u>
Total Expenses	<u>32,296,993</u>
Capital Projects	54,126,072
<b>TOTAL USES</b>	<b><u>\$ 86,423,065</u></b>

# Agenda Item No. E-3

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**REQUEST FOR COMMISSION ACTION****PORT OF VANCOUVER USA****REVIEWED BY:**Director of  
Administrative Services

Julianna Marler

Title

**APPROVED BY:**Director of Facilities and  
Economic Development

11/12/2013

Curtis Shuck

Title

Date

**SUBJECT:**Approve Contract Amendment for On Call Construction Management and  
Inspection Services with MacKay & Sposito, Inc.**BACKGROUND:**

Delivery of the West Vancouver Freight Access Project (WVFA) is a key initiative of the Port of Vancouver USA which supports our strategic goals of maximizing marine business, maximizing industrial development, preservation of multi-modal transportation access and generation of sustained and diversified revenues.

On July 29, 2013 the port entered into a contract for construction management and inspection services with MacKay & Sposito Inc. of Vancouver WA for a not to exceed amount of \$200,000.00 through a cooperative purchasing agreement with the City of Vancouver. RCW 39.34 provides the authorization for public agencies to cooperatively purchase goods and services by "piggybacking" on contracts developed by other agencies that use the same or similar solicitation processes. This approach realizes a cost-savings in doing business without compromising legal or ethical standards in public procurement. The City of Vancouver engaged in a "Request for Qualifications" on March 31, 2010 for which MacKay & Sposito was determined most responsive proposer and was awarded a contract for up to five years.

The port has the following priority projects that are either underway or scheduled for commencement/completion in 2014 that will require additional resources to support port staff: WVFA Project 16-DP2A, WVFA Project 16-LaFarge, WVFA Project 15-GWM Demolition, and the WVFA Project 15-Building 1955 Relocation. The estimated total cost for all construction management and inspection services is estimated to not exceed \$400,000.00.

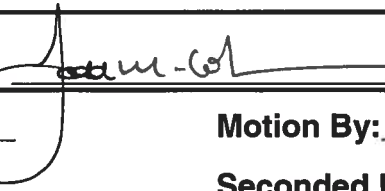
This work was either approved in the 2013 budget and/or has been included in the 2014 budget.

**Additional Information Attached? No**

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**RECOMMENDATION** That the Board of Commissioners authorizes the Executive Director to execute a contract amendment with MacKay & Sposito Inc., in the amount of \$200,000.00 including applicable Washington State Sales Tax for a total adjusted contract amount of \$400,000.00.

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**Respectively Submitted by:**  **, Executive Director****Date Action Taken** \_\_\_\_\_**Motion By:** \_\_\_\_\_**Approved:** \_\_\_\_\_**Seconded By:** \_\_\_\_\_**Deferred To:** \_\_\_\_\_**Unanimous: Yes** \_\_\_ **No** \_\_\_

**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>  _____	<u>Director of Finance</u> Title	<u>11/12/2013</u> Date
<b>SUBJECT:</b>	<b>VENDOR CLAIMS APPROVAL</b>	

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**BACKGROUND:**

Please refer to attached listing October 2013 Vendor Claims:

October 2013		
Voucher Numbers	067560 - 068118	\$5,088,724.72
Payroll Voucher Numbers		\$ 406,004.11
Checks	54270131 – 54270133 54301844 – 54301846	
Direct Deposits	410001 – 410105 430001 – 430103	

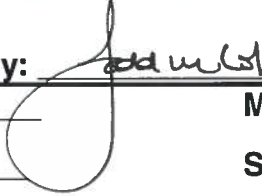
**Additional Information Attached: October 2013 Payables Listing**

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**RECOMMENDATION:**

That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of October 2013 Vouchers 067560 – 068118 in the amount of \$5,088,724.72 and October 2013 Payroll Checks 54270131 – 54270133 and 54301844 – 54301846 and Direct Deposits 410001 – 410105 and 430001 – 430103 in the amount of \$406,004.11.

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<b>Respectively Submitted by:</b>  _____	<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 ___