

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, March 10, 2020**

CALL TO ORDER

Commission President Orange called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 8:30 a.m., Tuesday, March 10, 2020 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

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

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
Kent Cash	Port Chief Operations 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
Julie Rawls	Port Community Relations Manager
Chrissy Lyons	Port Commercial and Industrial Manager
Todd Krout	Port Director of Operations
Mike Schiller	Port Director of Business Development
Lori Kaylor	Port Administrative Sales Coordinator
Mike Bomar	Port Director of Economic Development
Mark Newell	Port Project Delivery Manager
Don Steinke	Community Member
Jared Smith	ILWU Local 4
Cathryn Chudy	Community Member
Page Phillips Strickler	Strategies 360
Ron Morrison	TRPP
Ken Rone	Community Member
Jennifer Baker	CREDC
Larry Holt	CREDC

APPROVAL OF MINUTES

Regular Meeting of February 25, 2020

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the February 25, 2020 regular meeting.

COMMUNITY FUND PROGRAM

Community Relations Manager Julie Rawls conducted a presentation regarding the port's first community fund program. She discussed the process by which the port followed and identified this year's recipients. Partners in Careers will receive \$1,000 for business tours that allows all students to participate. The Clark College Foundation will receive \$1,000 for the College's International Day activities, and the Vancouver Public Schools, Career and Technical Education will receive \$3,000 to advance the Apartment and Maintenance Technician training program.

OPEN FORUM

Commissioner Orange invited comments from the audience.

Don Steinke, Community Member

Mr. Steinke discussed greenhouses gases and the need for specific targets. He also discussed other legislation.

Cathryn Chudy, Community Member

Ms. Chudy thanked the port for the community fund program. She also stated she appreciated the discussion the board had regarding state legislation. She indicated she would appreciate hearing updates on the port's legislative agenda earlier than in the recent past.

Ron Morrison, TRPP

Mr. Morrison discussed community feedback at board meetings and the new agenda item entitled Administrative Update/Work Session.

Ken Rone, Community Member

Mr. Rone discussed COVID-19. He encouraged the port to engage with appropriate agencies concerning the vessels coming into the port.

Cathryn Chudy, Community Member

Ms. Chudy discussed the agenda and opportunities for community engagement.

No further public comments were received.

ACTION ITEMS

E-1 Approve Third Amendment to Lease between the Port of Vancouver and Trobella Cabinetry, Inc.

Commercial and Industrial Sales Manager Chrissy Lyons presented the action item and discussed the recommendation with the commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve the Third Amendment to Lease at 3201-H between the Port of Vancouver and Trobella Cabinetry, Inc.

E-2 Approve First Amendment to Lease between the Port of Vancouver and Wickum Weld, Inc.

Commercial and Industrial Sales Manager Chrissy Lyons presented the action item, discussed the recommendation with the commission and answered questions by the board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve the First Amendment to Lease at 2100 Section A and B Kotobuki Way between the Port of Vancouver and Wickum Weld, Inc.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are available on the port's website.

No additional unfinished business was considered.

NEW BUSINESS

No new business was considered at this time.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the staff report as contained in the agenda packet and discussed the recommendation with the commission. He answered questions from the board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2020 Vouchers 099695 – 100080 in the amount of

\$2,931,994.89 including Electronic Payments generated between 02/03/2020 – 03/01/2020 in the amount of \$439,580.19 and February Payroll Checks 51247542 and Payroll Direct Deposits 60001 - 60123 and 80001 - 80124 in the amount of \$586,788.57.

CEO REPORT

CEO Marler provided a COVID-19 update.

Project Updates

Project Delivery Manager Mark Newell provided an update on the following projects:

- Terminal 1 Ground Improvements
- Building 3201 Space H Tenant Improvements
- Shingle/TPO Roofing & Gutter Project

COMMISSIONER REPORTS

Commissioner LaBrant reported attending the following:

- Labor Roundtable

Commissioner Burkman reported attending the following and provided a couple of key updates:

- Staff meetings
- Met with Mayor Anne McEnery-Ogle and a City Councilmember
- Interstate Bridge Replacement Partner (IBRP) Workshop
 - Attended this workshop along with CEO Marler and Economic Director Mike Bomar. Commissioner Burkman stated this was the kickoff meeting where all of the involved agencies, federal and both Oregon and Washington came together to begin the conversation of replacing the I/5 bridge. The purpose of the four scheduled workshops is to create the process for working together to advance the project and determine the best ways to engage the community and stakeholders from the beginning.
- RTC Smart Communities Assessment Workshop
 - The purpose of this workshop was to gain a better understanding of how to manage transportation in the future. Commissioner Burkman indicated there will be a period of data gathering and research and once that is completed, he will report back on the findings.
- American Queen Steamboat Company (AQSC) Meeting
 - The AQSC plans to have 40 trips coming out of Vancouver in 2020. They are much less impacted by the COVID-19 because they are a domestic cruise line.
- Tour of ocean-going vessel the Artemis Leader
 - This vessel was delivering Subarus to the port. Commissioner Burkman stated he was impressed with the process and how the vehicles were lined

up in the ship. He also shared his appreciation for labor and the work they do to support this tenant. He indicated Subaru's plans to bring in about 85,000 Subarus this year

- Annual Pow Wow at Heritage High School

Commissioner Orange reported attending and provided an update on the following:

- PNWA Mission to Washington D.C.
 - Commissioner Orange discussed his recent trip to Washington D.C. with the Pacific NW Waterways Association. He highlighted the purpose of the mission and indicated that the event brings a lot of ports together who rely on the Columbia River and Snake River for purposes of trade. He talked about the need to keep the rivers dredged and the significance of this to ports and others using the waterways for economic benefit. He also highlighted the need to maintain infrastructure across all business lines, including river, road and rail.

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler highlighted several events and mentioned the port's first lecture in its Lecture Series and this year's first port community tour are being postponed due to the COVID-19 virus.

RECESS

The regular meeting was recessed from 9:30 a.m. until 9:38 a.m. to prepare for the workshop.

WORKSHOP

CREDC 2020 Overview

Commissioner Orange reopened the meeting at 9:38 a.m. for the CREDC 2020 Overview workshop. Director of Economic Development Mike Bomar introduced Jennifer Baker, CREDC President. Ms. Baker provided the Board with a brief overview of CREDC, its Economic Development Plan and its focus over the next year and beyond. She also introduced CREDC's Chief Operating Officer Larry Holt who highlighted the focus on the following 5 key traded sector businesses:

- Metals & Machinery
- Computers & Electronics
- Life Sciences
- Clean Tech
- Software

President Baker wrapped up the presentation with an update on the Employment Lands Study.

RECESS

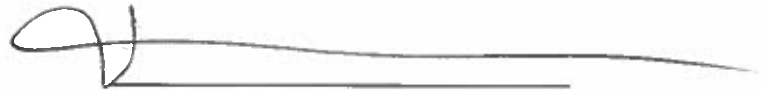
The regular meeting was recessed at 10:25 a.m. to sign documents.

ADJOURNMENT

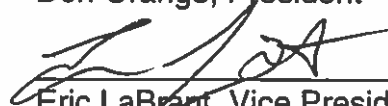
There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, March 10, 2020 regular meeting was adjourned at 10:33 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, March 10, 2020, Regular
Port of Vancouver USA Board of
Commission Meeting



Don Orange, President



Eric LaBrant, Vice President



Jack Burkman, Secretary