



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, February 25, 2020**

- A) **CALL TO ORDER (8:30 a.m.)**
- B) **EXECUTIVE SESSION**
None
- C) **OPENING REMARKS (8:30 a.m.)**
 - 1) Opening Remarks – Pledge of Allegiance, etc.
 - 2) Approve and Sign Minutes of the February 11, 2020 Regular Meeting
- D) **OPEN FORUM**
 - 1) Public comment, including matters subject to Commission vote at this meeting
- E) **AGENDA ITEMS**
 - 1) Approve Public Works Contract for Bid 20-07: High Tank Phase 3 – Chlorinator
- F) **UNFINISHED BUSINESS**
- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **WORKSHOP**
None
- L) **SIGN DOCUMENT**
- M) **ADMINISTRATIVE UPDATE/WORK SESSION**
None
- O) **ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

Betsy Rogers

Administrative Supervisor

02/25/2020

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the February 11, 2020 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 02/11/2020 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 11, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Juliana Harder*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, February 11, 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, February 11, 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
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Rachelle Askman	Port Communications Coordinator
Tiffany Truckey	Port Administrative Assistant
Julie Rawls	Port Community Relations Manager
Rick Cline	Port Contract Manager
Mike Schiller	Port Director of Business Development
Mark Newell	Port Project Delivery Manager
Don Steinke	Community Member
Ron Morrison	TRPP
Jared Smith	ILWU Local 4
Robert Schaefer	High Tech Council
Tim Emineth	Community Member
Heidi Cody	Community Member
Lee L. Jensen	Community Member
J. Marc Johnson	Community Member
Stephanie McClintock	UGC
Page Phillips Strickler	Strategies 360

APPROVAL OF MINUTES

Regular Meeting of January 14, 2020

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the January 14, 2020 regular meeting.

OPENING REMARKS

Commissioner Orange reminded everyone about the recent changes to the board meetings. CEO Marler encouraged the community to review the materials online the week before the meeting to ask questions during the Open Forum.

OPEN FORUM

Commissioner Orange invited comments from the audience.

Don Steinke, Community Member

Mr. Steinke discussed low carbon fuel standard and a recent meeting he attended at the request of Governor Inslee.

Ron Morrison, TRPP

Mr. Morrison indicated he supports the meeting time change from 8:30 a.m. to 9:30 a.m. He also shared his thoughts regarding comments following agenda items.

Jared Smith, ILWU Local 4

Mr. Smith stated he supports keeping the commission meeting start time at 8:30 a.m. and will be here either way. He also shared his thoughts regarding comments following agenda items.

Heidi Cody, Community Member

Ms. Cody indicated she supports the Port of Vancouver to get to net zero of emissions by 2050.

Tim Emineth, Community Member

Mr. Emineth stated he supports the port on its efforts to reduce emissions based on impacts to salmon.

No further public comments were received.

ACTION ITEMS

E-1 Approve Resolution 1-2020: Establishing Time and Place for Regular Meetings of the Port Commission

CEO Julianna Marler presented the action item and explained the reasons why this matter is before the board today.

Commissioner Burkman indicated he supports the change and thinks it will alleviate some of the transportation challenges that community members have to attend the meetings.

Commissioner LaBrant stated keeping the meeting time at 8:30 a.m. allows everyone to get back to their regular jobs all that much earlier.

Commissioner Orange indicated he heard both sides but leans toward keeping the meeting start time at 8:30 a.m.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant, the motion failed 2-1 (Commissioner Burkman voted aye) that the Board of Commissioners approve and adopt Resolution 1-2020: rescinding Resolution 7-2018 authorizing time and place for regular meetings of the port commission.

E-2 Approve Contracts with Geotechnical Resources Inc. (GRI) and GeoDesign Inc. for On-Call Geotechnical Services

Project Delivery Manager Mark Newell presented the action item, discussed the resolution and answered questions by the board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners authorize the CEO to execute contracts with Geotechnical Resources Inc., in the amount of \$500,000 and GeoDesign Inc., in the amount of \$300,000, including applicable Washington State Sales Tax, for On-Call Geotechnical Engineering Services.

E-3 Approve Contract with Amber Carter for State Lobbying Services

Chief External Affairs Officer Ryan Hart presented the action item and discussed the recommendation with the commission.

Commissioner Orange acknowledged former Speaker of the House Bob Schaefer who was in the audience.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners authorize the CEO to execute a Contract for State Government Relations Services with Amber Carter Government Relations, LLC for a

not to exceed amount of \$51,000 per year, with subsequent years of service contingent upon annual budget approval.

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

Commissioner Orange indicated Don Steinke had asked the board to take a position on a bill. He stated he will meet with Mr. Steinke to gain a better understanding on how people can get involved on a personal level.

No additional 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 January 2020 Vouchers 099261 – 099693 in the amount of \$5,326,144.49 including Electronic Payments generated between 01/02/2020 – 02/02/2020 in the amount of \$1,363,338.92 and January Payroll Checks 51225792 and 51237102 and Payroll Direct Deposits 20001 - 20127 and 40001 - 40128 in the amount of \$586,721.86.

CEO REPORT

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
- Archeological Report on Terminal 1 & 4
 - Girdled Stone Fishing Net Weight (Terminal 4)
 - 1920's Barrel (Terminal 1)
 - Porcelain Teacup Sherd (Terminal 1)

- o Early 20th Century Tricycle (Terminal 1)

COMMISSIONER REPORTS

Commissioner Burkman reported attending the following:

- Met with CEO Marler and other staff – onboarding process
- Met with Port of Camas/Washougal Commissioner
- Economic Forecast Breakfast
- Martin Luther King Breakfast
- Labor Roundtable
- Clark County Open House on Vancouver Lake
- CREDC
- Southwest Washington Contractors Association Summit

Commissioner LaBrant reported attending the following:

- Martin Luther King Breakfast
- Tour with ILWU Local 4 leaders
- Met with City of Vancouver Councilmember Stober
- WPPA Port Legislative Day
- CREDC
- Labor Roundtable

Commissioner Orange reported attending the following:

- Martin Luther King Breakfast
- WPPA Port Legislative Day
- Met with port staff

Commissioner Burkman indicated he would like to be the commission lead on transportation issues and attend all transportation related meetings. He stated he could bring forward any policies on behalf of the board. Both Commissioners LaBrant and Orange stated their support.

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler stated the next commission meeting will be held on Tuesday, February 25, 2020 at 8:30 a.m. She also highlighted a number of other activities, including port tours.

RECESS

The regular meeting was recessed from 9:41 a.m. until 9:53 a.m. to prepare for the workshop.

WORKSHOP

Federal Legislative Priorities

Commissioner Orange reopened the meeting at 9:53 a.m. in a workshop on the port's federal legislative priorities.

Chief External Affairs Officer Ryan Hart provided the commission with the port's federal legislative priorities and reminded them that the list is on the website. He stated that the port waits until the first portion of each year to determine the priorities for the year. He indicated the port's priorities are consistent year over year. He also answered questions by the board.

RECESS

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

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, February 11, 2020 regular meeting was adjourned at 10:12 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, February 11, 2020, Regular
Port of Vancouver USA Board of
Commission Meeting

Don Orange, President

Eric LaBrant, Vice President

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

02/25/2020

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract for Bid 20-07: High Tank Phase 3 - Chlorinator

BACKGROUND:

This project aligns with the port's strategic plan goals, to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy. Improvements making the port water system more robust and dependable support growth and economic opportunities for existing tenants that rely on port infrastructure.

The port is continuing with the next phase of the upgrades to the port water system by converting the manner in which the water is chlorinated. The new chlorination system will use salt and electricity to generate small amounts of chlorine gas at the well head that are immediately injected into the water, thereby eliminating the need for the pressurized cylinders and their storage. The result is a reduction in leak potential. The project includes reconstruction of Well 1 building to house the new system.

Work is scheduled to be completed by the end of 2020.

On January 23, 2020 the Port of Vancouver issued Invitation to Bid 20-07: High Tank Phase 3 - Chlorinator. A pre-bid conference and site walk occurred on February 4. On February 13, 2020 the following bids were received:

Bidder	Location	Amount
McClure & Sons, Inc	Mill Creek, WA	\$672,265.36
Lee Contractors	Battle Ground, WA	\$730,074.00
Clark & Son's Excavating, Inc	Battle Ground, WA	\$783,786.20
JH Kelly	Longview, WA	\$818,307.26
Rotschy Inc	Vancouver, WA	\$825,829.14

Staff has reviewed McClure & Sons responsive bid, concluding they are a responsible contractor.

The bid is within the engineer's estimate and the project is included in the approved 2020 annual budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with McClure & Sons, the lowest responsive and responsible bidder, for Bid 20-07: High Tank Phase 3 – Chlorinator, in the amount \$672,265.36 including Washington State sales tax.

Submitted by:  , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___