



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, May 14, 2024

In accordance with the Open Public Meetings Act (OPMA), the Port of Vancouver Board of Commissioners meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting to provide virtual oral comment will also be accommodated (see details below). The Board members will be attending this meeting in person.

*Public testimony will be accepted under Open Forum. **Advance registration will be required for individuals who want to provide virtual oral testimony (see details below).***

The business meeting and workshop (Items A – L) are recorded and broadcast live on CVTV cable channels 21, 23 / HD 323, and at www.cvtv.org.

- A) **CALL TO ORDER (9:30 a.m.)**
- B) **EXECUTIVE SESSION**
None
- C) **OPENING REMARKS (9:30 a.m.)**
 - 1) Opening Remarks
 - 2) Approve Minutes of the April 9, 2024, Regular Meeting
- D) **OPEN FORUM**
 - 1) Public comment -To provide virtual oral comment during the board meeting, you must register no later than 12:00 p.m. Monday, May 13, 2024, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Lease Agreement between Port of Vancouver USA and Sigma DG Corporation
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	118571 – 119002	\$ 4,792,465.08
Electronic Payments	04/01/2024 – 04/30/2024	\$ 967,037.39
Payroll Voucher Numbers		\$ 742,605.21
Checks	52011229 – 52011232 52016632 – 52016633	
Direct Deposits	150001 – 150128 170001 – 170134	

I) CEO REPORT

1) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

None

M) SIGN DOCUMENTS

N) ADMINISTRATIVE UPDATE/WORK SESSION

None

O) ADJOURNMENT

****Public comments are welcome during Open Forum. Individuals requesting to provide virtual oral comment must register in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, May 13, 2024. All individuals will have three minutes to read their comments into the record and will be asked to provide their name and city of residence for the record. 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 9:30 a.m. Tuesday, May 14, 2024, will become part of the official meeting record and will be provided to the Commission.**

Further instructions for accessing the virtual meeting (for virtual oral comment) will be provided upon registration. Please call the Port of Vancouver at (360) 693-3611 with questions. Visit the port's website at www.portvanusa.com for more information.

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

	Executive Services Manager	05/14/2024
Michelle Allan	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the April 9, 2024, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 04/09/2024 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the April 9, 2024, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Julianne Marler*, CEO

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous:** Yes ___ No ___

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, April 9, 2024**

CALL TO ORDER

Commission President LaBrant called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 9:31 a.m., Tuesday, April 9, 2024, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner LaBrant welcomed everyone to the commission meeting. He announced no executive session was held. He stated this meeting is a hybrid meeting so that along with everyone present in the meeting, anyone who wants to make virtual oral comment can use Zoom. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of March 26, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the March 26, 2024, regular meeting.

OPEN FORUM

Commissioner LaBrant asked if anyone had signed up to speak during open forum. Executive Services Manager Michelle Allan stated no one signed up in advance to provide virtual oral comments and confirmed that there was no one present who signed up to provide comment.

ACTION ITEMS

E-1 Approve Resolution 3-2024: Issuance and Sale of Limited Tax General Obligation Bonds

Scott Goodrich, Director of Finance & Accounting presented the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approves and executes Resolution 3-2024 providing for the issuance and sale of limited tax general obligation bonds in the

principal amount of not to exceed \$29,000,000 and delegates authority to the CEO or Director of Finance & Accounting to approve the designation of the bonds, including the final principal amounts, interest rates, maturity dates, redemption rights, interest payment dates, principal maturities, and provisions for ongoing disclosure.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. Executive Services Manager Allan reminded everyone that the contracts logs are provided to the Commission on a monthly basis and are available on the port's website. No questions were asked from the Board.

No additional unfinished business was considered.

NEW BUSINESS

No new business was discussed.

ACCOUNTS PAYABLE

Scott Goodrich, Director of Finance & Accounting presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2024 Vouchers 118248 – 118569 in the amount of \$3,469,486.84 including Electronic Payments generated between 03/01/2024 – 03/29/2024 in the amount of \$1,065,982.66 and March 2024 Payroll Checks 52005739 – 52005740 and Payroll Direct Deposits 100001 – 100126 and 120001 – 120126 in the amount of \$709,386.79.

CEO REPORT

Lower Columbia Estuary Partnership (LCEP): Experience Vancouver Lake Update

Director of Environmental Services Mary Mattix introduced Lower Columbia Estuary Partnership (LCEP) Community Program Director Chris Hathaway. Mr. Hathaway talked about their efforts to educate and engage the community on ways to experience and explore Vancouver Lake. He thanked the port for its ongoing support.

Trail Animation Presentation

Josh Pope, Project Manager provided an update on the Port of Vancouver Renaissance Trail Segments Four and Five project. He also shared several renderings and a short video prepared by PBS Engineering on their work to complete the design phase of this project.

COMMISSIONERS REPORTS

Commissioner Orange stated he attended the following event and provided a brief summary:

- Met with CEO Marler
- Answered questions from citizens
- Port's Lecture Series: "From Farm to International Markets – United Grain Corporation Working to Feed the World"

Commissioner Burkman stated he attended the following events and provided a brief summary:

- Met with CEO Marler
- Regional Transportation Council Meeting
- Port's Lecture Series: "From Farm to International Markets – United Grain Corporation Working to Feed the World"
- Interstate Bridge Planning Meetings

Commissioner LaBrant stated he attended the following event and provided a brief summary:

- Columbia River Economic Development Council Board Meeting
- Port Lecture Series: "From Farm to International Markets – United Grain Corporation Working to Feed the World"
- Labor Roundtable
- Washington State Auditor's Office Exit Meeting

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Services Manager Allan stated the next commission meeting would be held on Tuesday, April 23, 2024, at 9:30 a.m. She also highlighted several other upcoming community events.

In addition, she reminded everyone of the ways they can communicate with the Commission. She stated there is a great deal of information available on the port's website and encouraged everyone to check it out.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:23 a.m.

ADMINISTRATIVE UPDATE / WORK SESSION

No administrative work session was held during this meeting.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, April 9, 2024, regular meeting was adjourned at 10:32 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, April 9, 2024, Regular
Port of Vancouver USA Board of
Commission Meeting

Eric LaBrant, President

Jack Burkman, Vice President

Don Orange, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	Director of Business Development
Mike Schiller	Title
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APPROVED BY:	Chief Commercial Officer 05/14/2024
Alex Strogon	Title Date
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SUBJECT:	Approve Lease Agreement between Port of Vancouver USA and Sigma DG Corporation

BACKGROUND:

This lease agreement supports the port’s Strategic Plan goals to support growth and economic opportunities for existing tenants that utilize the port’s property and infrastructure investments to create jobs and support the economy.

Sigma DG Corporation is North America’s distributor of threaded fiberglass rods and connectors. This specialized product is used in a wide range of concrete projects including roads, bridges and mining. Due to product demand, Sigma has now added fabrication of their own bolts and connectors to their port location. Sigma has been a port tenant since 2013, leasing 9,150 square feet of warehouse space in BL2801. The current lease term expires August 31, 2024, and there are no options to extend.

The purpose of this lease agreement is to start a new 5-year lease, effective May 14, 2024, with 2 options to extend for 5 years each. Sigma will also be expanding the leased premises to 15,750 square feet to support their fabrication operations. Sigma plans to grow to 5 full time employees.

If approved, the value of this lease over the initial term is approximately \$668,000 plus additional charges for leasehold excise tax, common area maintenance, insurance and stormwater recovery fees. In consideration of this lease the port will design and permit for the addition of a restroom and small office space within the premises and provide an allowance for Sigma to construct the improvements.

Revenue for this lease was included in the 2024 approved budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to sign the Lease Agreement at 2801 Section B2 and C NW Lower River Road between the Port of Vancouver USA and Sigma DG Corporation

Submitted by: *Juliana Marler*, CEO

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	
Scott D. Goodrich	05/14/2024
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

April 2024 Vendor Claims:

Voucher Numbers	118571 – 119002	\$ 4,792,465.08
Electronic Payments	04/01/2024 – 04/30/2024	\$ 967,037.39
Payroll Voucher Numbers		\$ 742,605.21
Checks	52011229 – 52011232 52016632 – 52016633	
Direct Deposits	150001 – 150128 170001 – 170134	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of April 2024 Vouchers 118571 – 119002 in the amount of \$4,792,465.08 including Electronic Payments generated between 04/01/2024 – 04/30/2024 in the amount of \$967,037.39 and April 2024 Payroll Checks 52011229 – 52011232 and 52016632 – 52016633 and Payroll Direct Deposits 150001 – 150128 and 170001 – 170134 in the amount of \$742,605.21.

Submitted by: Juliana Marler, CEO

Date Action Taken: _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous: Yes**____ **No**_____