



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, May 28, 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, Pledge of Allegiance
- 2) Approve Minutes of the May 14, 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 27, 2024, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve Second Amendment to Lease between the Port of Vancouver USA and Wickum Weld, Inc.
- 2) Approve Contract Amendment to KPFF Inc. Professional Services Agreement #9051 for the Engineering Design & Permitting Services for the Demolition and Replacement of the Terminal 1 Dock Structure

- F) **UNFINISHED BUSINESS**
None
- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **WORKSHOP**
2023 Sustainability Report
- L) **SIGN DOCUMENTS**
- M) **ADMINISTRATIVE UPDATE/WORK SESSION**
None
- N) **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 27, 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 28, 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 05/28/2024

Michelle Allan Title Date

APPROVED BY:

Title

SUBJECT: Minutes of the May 14, 2024, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 05/14/2024 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the May 14, 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, May 14, 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 9:30 a.m., Tuesday, May 14, 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 April 9, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the April 9, 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 Lease Agreement between Port of Vancouver USA and Sigma DG Corporation

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the Commission. She answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, 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.

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 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.

CEO REPORT

Project Updates

Mark Newell, Project Delivery Manager provided an update on several port projects, including:

- Terminal 1 Dock Bulkhead Wall Project
- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)
- Boise Cascade Pathway Improvements
- Trench Pump Station Retrofit
- BL3300 Space B Axiom Packaging (Not Port Project)

- BL3300 Demising Wall Project

COMMISSIONERS REPORTS

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

- Met with CEO Marler
- Port's Lecture Series: "The Mighty Columbia – Our Working River"

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

- Met with CEO Marler
- Port's Lecture Series: "The Mighty Columbia – Our Working River"
- Labor Roundtable
- Interstate Bridge Planning Meetings
- Native American Parent Association Powwow
- Pacific Northwest Waterways Association Monthly Membership Meeting
- Regional Transportation Council Meeting

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

- Port Lecture Series: "The Mighty Columbia – Our Working River"
- Labor Roundtable
- Port Tour

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, May 28, 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 10:10 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, May 14, 2024, regular meeting was adjourned at 10:19 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, May 14, 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 |
| <hr/> | |
| APPROVED BY: | Chief Commercial Officer 05/28/2024 |
| Alex Strogen | Title Date |
| <hr/> | |
| SUBJECT: | Approve Second Amendment to Lease between the Port of Vancouver USA and Wickum Weld, Inc. |

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.

Wickum Weld, Inc. is a premier manufacturer of top of the line, American-made, truck accessories. The products are manufactured at the Vancouver location and are distributed through 89 locations nationwide. In January 2017, Wickum leased 12,000sf of warehouse space and 1,452sf of attached office in building 2100 section A. In 2020, Wickum leased the adjoining 13,680sf of warehouse space in building 2100 section B and extended the lease term to December 31, 2025.

The purpose of this Second Amendment is to expand the leased premises by an additional 10,320sf in building 2100 section C. The new total premise will be 36,000sf of warehouse space and 1,452sf of attached office on a site area of 85,000sf. This Second Amendment also extends the lease term through December 31, 2029. There are no further options to extend. Wickum currently has 41 full time employees with the expectation to grow to 49 full time employees.

If approved, the value of this Amendment through the end of the term is approximately \$1,736,442 plus additional charges for leasehold excise tax, common area maintenance, insurance and stormwater recovery fees. In consideration of this lease, the Port is providing a tenant allowance for Wickum to make improvements to the building to include warehouse insulation, electrical upgrades and office 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 Second Amendment to Lease at 2100 Sections A, B and C Kotobuki Way between the Port of Vancouver USA and Wickum Weld, Inc.

Submitted by: Julianne Marler, CEO

| | |
|--------------------------------|-------------------------------------|
| Date Action Taken _____ | Motion By: _____ |
| Approved: _____ | Seconded By: _____ |
| Deferred To: _____ | Unanimous: Yes ___ No ___ |

Agenda Item No. E-2

| | | |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| REQUEST FOR COMMISSION ACTION | PORT OF VANCOUVER USA | |
| REVIEWED BY: | Director of Engineering & Project Delivery | |
| Monty Edberg | Title | |
| APPROVED BY: | Chief Operations Officer | 5/28/2024 |
| Kent Cash | Title | Date |
| SUBJECT: | Approve Contract Amendment to KPFF Inc. Professional Services Agreement #9051 for the Engineering Design & Permitting Services for the Demolition and Replacement of the Terminal 1 Dock Structure | |

BACKGROUND:

This project advances the port's Strategic Plan goals of implementing the vision of a destination waterfront at Terminal 1 and pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

The Port properties at the Vancouver Waterfront represent a multi-year re-development program comprised of a series of projects ordered to best deliver the buildout of Terminal 1. The seismic upgrade of the western dock structure made possible the new Terminal 1 Landing that replaced the under-utilized concrete amphitheater. This was followed closely by the completion of the adjacent Renaissance Trail, then the demolition of the former hotel and restaurant on the eastern dock. The remaining section of the 1920's era wooden dock structure has now been removed and the installation of the new bulkhead wall is under way. Further seismic upgrades are also included in the current construction contract along with regrading of the shoreline.

The port is continuing with the design and permitting for the next phases of the Terminal 1 Dock Replacement. This work includes construction of a new dock structure using steel piling that maintains the same surface area footprint as the former wooden dock structure. Completion of the Terminal 1 vision will include a Public Marketplace atop the new dock.

The dock is a complex structure and it must be able to interface directly with the Marketplace building. To that end, the dock design consultant has been an active participant in the design of the Marketplace to ensure that not only the strength and seismic loads are met, but the operational needs are addressed as well. This additional work includes the provision of utility connections for moored river cruise vessels, and shore power connections for cruise or other larger vessels that may dock at Terminal 1. The timing of the dock design also coincides with the Interstate Bridge Replacement (IBR) project, requiring substantial engagement of the dock consultant to coordinate the phasing of interim and permanent buildout solutions compatible with the IBR.

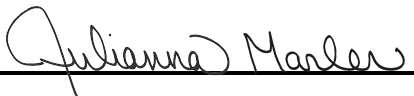
In October of 2017, the port issued a competitive solicitation wherein KPFF Inc. of Portland OR, was determined to be the most qualified consultant, and subsequently awarded the design contract to perform the services required for the Terminal 1 program. The initial amount of the Terminal 1 Dock Structures contract was \$1,064,181 with the contract being issued through completion of the project. On August 9, 2022 the contract was amended to capture costs pertaining to construction inspection and construction engineering support costs and stands at \$3,264,885.

This amendment to the design contract is in the amount of \$765,442 bringing the total contract to \$4,030,327. This is expected to carry the project through the completion of the dock replacement design, which is forecast to conclude in early 2025. We will then transition into the construction phase of the project. If the contract reaches its dollar limit, additional funds will be requested in accordance with Resolution 10-2022 Administrative Authority of the CEO and Their Designees.

Additionally, Reimbursement Resolution 2-2024, already approved by the Board of Commissioners on March 26, 2024, provides a financing option for the development of this project. This option allows the port to construct the project and then reimburse itself with tax-exempt general obligation bond proceeds within the time periods set forth in the Declaration of Intent that the Director of Finance and Designated Official will execute in advance of work.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract amendment of \$765,442 with KPFF Inc., to perform engineering, design, and permitting services for the demolition and replacement of Terminal 1 dock structures for a total contract amount not-to-exceed \$4,030,327.

Submitted by:  , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___