



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, August 13, 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 July 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, August 12, 2024, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 24-41: Building 3209 Office Demo and Warehouse Improvements
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	119749 – 120280	\$ 8,909,760.28
Electronic Payments	07/01/2024 – 07/31/2024	\$ 1,609,817.86
Payroll Voucher Numbers		\$ 743,570.87
Checks	52046957 – 52046958 52053258 – 52053258	
Direct Deposits	280001 – 280137 300001 – 300138	

I) CEO REPORT

- 1) Project Updates
- 2) Future Leaders Intern Update
- 3) Maritime Intern Update
- 4) Federal Legislative Update

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

Procurement/Contracts Overview & Update

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, August 12, 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, August 13, 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 Assistant	08/13/2024
Betsy Rogers	Title	Date

APPROVED BY:

Title

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

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 07/09/2024 Regular Meeting

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

Submitted by: Juliana 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, July 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 9:30 a.m., Tuesday, July 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 and that the meeting is being recorded. 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 June 11, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the June 11, 2024, regular meeting.

Celebrate Freedom Program

Temple Lentz, President/CEO of the Historic Trust provided an update on Celebrate Freedom programs, upcoming events, and new activities. She expressed appreciation to the port for its continued support with the Celebrate Freedom program.

CEO Marler thanked Temple Lentz for her presentation and for her continued efforts at preserving history.

OPEN FORUM

Commissioner LaBrant asked if anyone had signed up to speak during open forum. CEO Marler 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 First Amendment to Lease between the Port of Vancouver USA and Western Partitions, Inc.

Chrissy Lyons, Director of Industrial Business presented the action item and discussed it with the Commission. She answered questions from the Board.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to sign the First Amendment to Lease at 2001 Kotobuki Way between the Port of Vancouver USA and Western Partitions, Inc.

E-2 Approve First Amendment to the Purchase and Sale Agreement for Tax Parcels 152804-000 and 986029-240

Mike Schiller, Director of Business Development presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to sign the First Amendment to the Purchase and Sale Agreement between the Port of Vancouver USA and Hickey Family Company and to execute all actions necessary to complete the transfer of the property from the seller to the port.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are provided to the Commission on a monthly basis and are available on the port's website. She also noted that due to upcoming legislative changes to RCW 39.04 there will be a change in the Public Works contract log reporting. 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 actions item as contained in the Commission's packet and discussed the recommendation with the Commission.

H-1 May Accounts Payable

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of May 2024 Vouchers 118852 – 119499 in the amount of \$7,105,028.00 including Electronic Payments generated between 05/01/2024 – 05/31/2024 in the amount of \$4,225,088.43 and May 2024 Payroll Checks 52022655 – 52022656 and Payroll Direct Deposits 190001 – 190133 and 210001 – 210138 in the amount of \$778,537.33.

H-2 June Accounts Payable

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of June 2024 Vouchers 119360 – 119746 in the amount of \$4,052,265.20 including Electronic Payments generated between 06/01/2024 – 06/28/2024 in the amount of \$851,963.01 and June 2024 Payroll Checks 52033844 and 52040421 and Payroll Direct Deposits 230001 – 230136 and 250001 – 250134 in the amount of \$739,462.18.

CEO REPORT

Environmental Project Updates

Matt Harding, Environmental Project Manager introduced Kyle Roslund with the Vancouver Bee Project and Jamie Beyer with Great Western Malting.

Kyle Roslund, Founder of Vancouver Bee Project, presented and discussed the overall efforts of Vancouver Bee Project and their three-pillar approach to supporting pollinators. The Vancouver Bee Project focuses on education, advocacy, and habitat. Kyle spoke about opportunities to identify and protect habitats and create new habitats to support pollinators.

Jamie Beyer, Production Planner with Great Western Malting presented her efforts of creating a meadow project at Great Western Malting which is a port tenant.

Matt Harding discussed the ports efforts and partnership with Vancouver Bee Project. He thanked the efforts of Kyle Roslund, Jamie Beyer, and community volunteers and answered questions from the Board.

COMMISSIONERS REPORTS

Commissioner Orange stated he enjoyed today's session and valued the time they have together to discuss important matters.

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

- Regional Transportation Council Meeting
- Regional Transportation Planning Meetings
- Interstate Bridge Replacement Program Meetings
- 2024 Business Leaders Regional Transportation Summit
- Met with CEO Marler
- Port Tour

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

- 30th Anniversary Celebration for Leadership Clark County
- Labor Roundtable
- Columbia River Economic Development Council Board Meet and Greet
- Washington Public Ports Association – Finance Seminar
- Port Tour – ILWU Retirees

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 would be on July 23rd will be cancelled and the next meeting will be held on Tuesday, August 13, 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.

SIGN DOCUMENTS

The Board signed documents at 10:41 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, July 9, 2024, regular meeting was adjourned at 10:53 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
July 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
REVIEWED BY:

PORT OF VANCOUVER USA

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer 08/13/2024

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract for Bid 24-41: Building 3209 Office Demo and Warehouse Improvements

BACKGROUND:

This project supports the port's Strategic Plan goal to develop a rolling 20-year comprehensive, scheduled maintenance plan to maximize operational capacity, efficiency and life expectancy of port assets.

Building 3209 is made up of two sections; a metal framed warehouse and a wood framed office space. The warehouse space is currently leased by Boise-Cascade and used as a warehouse. The office section is not occupied or leased to a tenant.

The project scope includes demolishing the office section of the building, replacing the building footprint with compacted crushed rock, painting the warehouse's exterior and recoating the roof. These extend the useful life of the metal framed warehouse building and create a usable laydown space for Boise-Cascade. Port staff previously considered rehabilitating the office section but determined this was not a viable option due to the building's condition.

On July 16, 2024, the port issued the invitation to Bid 24-41: BL3209 Office Demo and Warehouse Improvements. On August 1st, 2024, the following bids were received:

Bidder	Location	Bid
Cedar Mill Construction	Tualatin, OR	\$498,728.63
Christensen Inc	Tumwater, WA	\$593,205.00
Capture Energy	Woodland, WA	\$659,500.00

Staff has reviewed the Cedar Mill Construction responsive bid and concluded they are a responsible contractor capable of performing the work.

The Engineer's estimate ranges from \$521,768.50 to \$576,691.50. The project is included in the approved 2024 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with Cedar Mill Construction, the lowest responsive and responsible bidder, for Bid 24-41: BL3209 Office Demo and Warehouse Improvements in the amount of \$498,728.63 plus applicable sales tax.

Submitted by: *Julianne Marler*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

