



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, August 11, 2020**

- A) CALL TO ORDER VIRTUAL MEETING* (8:30 a.m.)**
- B) EXECUTIVE SESSION**
None
- C) OPENING REMARKS (8:30 a.m.)**
 - 1) Opening Remarks
 - 2) Approve Minutes of the July 28, 2020 Regular Meeting
- D) OPEN FORUM**
 - 1) To provide public comment during the virtual board meeting, you must register no later than 8:30 a.m. Monday, August 10, 2020 by emailing povcommissioners@portvanusa.com**
- E) ACTION ITEMS**
 - 1) Approve Lease Agreement between the Port of Vancouver and Rocket Delivery Inc.
 - 2) Approve Contracts with CIDA and MCA Architects, PC for On-Call Architectural Services
 - 3) Approve Addendums 12 and 13 to the Intergovernmental Agreement for Columbia River Channel Improvement Project Assistance
- F) UNFINISHED BUSINESS**
 - 1) Port Contracts Logs
- G) NEW BUSINESS**
- H) ACCOUNTS PAYABLE**

Voucher Numbers	101537- 101898	\$ 4,291,852.48
Electronic Payments	07/02/2020 – 07/30/2020	\$ 766,054.55
Payroll Voucher Numbers		\$ 601,632.27
Checks	51334446 – 51334448	
	51343650 – 51343652	
Direct Deposits	280001 – 280126	
	300001 – 300127	
- I) CEO REPORT**
 - 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and

Delegation of Authority of Emergency Powers

J) **COMMISSIONERS REPORTS**

K) **WORKSHOP**

- 1) Federal & State Legislative Updates
- 2) Midyear Financial Update

L) **ADJOURNMENT**

***All board members and the public will participate via a Zoom virtual meeting due to the ongoing coronavirus disease (COVID-19) event and pursuant to Washington State Governor's phased approach with government offices opening in Phase 3 of the Governor's Return to Work Plan.**

To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 995 6340 0075 and Passcode number: 459349 or Join the Zoom Meeting by clicking [here](#). Please call (360) 693-3611 for technical difficulties. Meeting materials are available on the port's website at www.portvanusa.com.

****Public comments are welcome during Open Forum by registering in advance via email to povcommissioners@portvanusa.com no later than 8:30 a.m. Monday, August 10, 2020. Individuals will have three minutes to read their comments into the record and will be called in the order in which the port receives the registration email request. 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 8:30 a.m. Monday, August 10, 2020 will become part of the official meeting record and will be provided to the Commission.**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

Betsy Rogers

Administrative Supervisor

07/14/2020

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the June 9, 2020 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 06/09/2020 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the June 9, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: _____

, CEO

Julianne Marler

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, July 28, 2020**

CALL TO ORDER

CEO Julianna Marler called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, July 28, 2020, via teleconference number 1 (253) 527-1624, conference ID: 752 829 390 # and by videoconference via Microsoft Teams pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

CEO Marler confirmed that Commissioners Orange, LaBrant and Burkman were on the line.

OPENING REMARKS

CEO Marler welcomed and reminded everyone that all board members and the public are participating via video conference or teleconference pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event currently in effect until August 1, 2020. She also stated no executive session was held this morning and the meeting is being recorded.

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
Matt Harding	Port Environmental Project Manager
Betsy Rogers	Port Administrative Supervisor
Nam Nguyen	Port Applications Analyst
Savannah Mitcham	Port Administrative Assistant
Ryan Hart	Port Chief External Affairs Officer
Julie Rawls	Port Community Relations Manager
Katie Odem	Port Marketing Communications Manager
Scott Goodrich	Port Director of Finance & Accounting
Sheila Deng	Port Senior Accountant
Dawn Egbert	Port Procurement Services Manager
Randy McCaleb	Port Contracts Manager
Rachelle Askman	Port Communications Coordinator
Mindy Pennington	Port Accounts Payable Specialist
Lori Kaylor	Port Administrative Sales Coordinator

Kathy Holtby
Greg Westrand
Mike Bomar
Therese Lang
Mark Newell
Wayne Harner
Grant Rich
Hod Wells

Port Real Estate Manager
Port Project Manager
Port Director of Economic Development
Port Director of Communications
Port Project Delivery Manager
Port Rail Manager
Port Security Officer
PBS Engineering and Environmental

Additional members of the public participated in the virtual meeting, but were not identified by name.

APPROVAL OF MINUTES

Regular Meeting of July 14, 2020

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

OPEN FORUM

CEO Marler shared that the agenda invited written public comments on all matters and two written public comments were received. One was from community member Cathryn Chuddy concerning the port's Renewable Energy Policy and the City of Vancouver's proposed moratorium on large-scale fossil fuel terminals. The other comment was from community member Don Steinke regarding battery electric vehicles infrastructure, sequestering carbon, and ways to minimize emissions. CEO Marler read both comments into the record and stated the plan for the next meeting is to invite those who provide comment to read their testimony themselves into the record.

ACTION ITEMS

E-1 Approve Public Works Contract for Bid 20-22: Terminal 1 – Vancouver Landing Structural Renovation

Project Manager Greg Westrand introduced the action item as contained in the agenda packet and discussed it with the Commission. He stated this project is significant to the advancement of the long-term vision for the landing and is the first phase of the landing's renovation.

Mr. Westrand stated on June 24th, 2020 the Port of Vancouver issued Invitation to Bid 20-22: Terminal 1 – Vancouver Landing Structural Renovation. On July 16th, 2020 two bids were received with Advanced American Construction, Inc. out of Portland, Oregon being the lowest responsive and responsible bidder capable of performing the work. He indicated

that the bid is for \$2,464,303.81 and is within the engineer's estimate. He added that the project is included in the approved 2020 Annual Budget.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the Public Works Contract for Bid 20-22: Terminal 1 – Vancouver Landing Structural Renovation.

UNFINISHED BUSINESS

No unfinished business was considered at this time.

NEW BUSINESS

No new business was considered.

CEO REPORT

Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers

CEO Marler shared with the commissioners that she has not taken any action provided her under Resolution 2-2020.

No questions were received by the board.

COMMISSIONERS REPORT

Commissioner Burkman

Commissioner Burkman stated he continues to attend video conferences. He thanked the port's partners Washington Public Ports Association, Pacific NW Waterways Association and the Merchants Exchange who have offered virtual training opportunities. He stated he missed the opportunity to attend in person the WPPA Annual Commissioner Seminar due to COVID-19 as he was really looking forward to meeting others in the port industry and learning from them to continue to educate himself. He added he was able to watch the wind turbine blades being offloaded on Saturday. He indicated he was really impressed by the longshore workers and the work they are doing. He stated he really appreciates the partnership the port has with the longshore workers.

Commissioner Burkman also stated he is very pleased with the port staff who continue to do their work efficiently and effectively. He indicated it has been four months now since COVID-19 changed the way the port is doing business in many areas and the team continues to do great work.

Commissioner LaBrant

Commissioner LaBrant stated his attendance with the WPPA discussion regarding a climate policy and how that might impact ports longer term. He mentioned the shortfall legislation being discussed at the state level. He stated he participated in the CREDC board meeting last week and was able to listen to a recent Merchant's Exchange training session.

Commissioner Orange

Commissioner Orange stated his appreciation to everyone who has assisted with the movement of the wind blades.

Ms. Marler stated the meeting has been recorded and is available on CVTV. She also reminded everyone of the many ways they can communicate with the Commission.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, July 28, 2020 regular meeting was adjourned at 8:48 a.m. by CEO Julianna Marler.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, July 28, 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	PORT OF VANCOUVER USA
REVIEWED BY:	Director of Business Development
Mike Schiller	Title
APPROVED BY:	Chief Commercial Officer
Alex Strogen	Title
	08/11/2020
	Date
SUBJECT:	Approve Lease Agreement between the Port of Vancouver and Rocket Delivery Inc.

BACKGROUND:

This lease supports the port's strategic plan goal to generate and sustain diverse revenues that promote the port's long-term sustainability and the community's economic base.

Rocket Delivery, Inc. is a growing tenant that has served the community since 2006, providing local logistics services specializing in residential and office deliveries for larger companies like Home Depot, Office Depot, and others. Currently, Rocket Delivery has six employees with plans to expand.

This lease is for warehouse space in Section H of building 3201 and encompasses 10,275 square feet with parking at the rear of the building for Rocket Delivery's employees and its small fleet of cargo vehicles.

Rocket Delivery will use the space to store home and office furniture and other related items for delivery within our local community. This is an effective use of the space that recently underwent facility improvements including new energy efficient lighting and restrooms.

This lease is expected to earn the port over \$165,000 for the initial three-year term. This revenue was not budgeted in the 2020 budget but will be included in future budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the Lease Agreement at 3201-H Lower River Road, Vancouver between the Port of Vancouver and Rocket Delivery, Inc.

Submitted by: _____	, CEO <i>Juliana Marler</i>
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION REVIEWED BY:	PORT OF VANCOUVER USA	
	Director of Engineering & Project Delivery	
Monty Edberg	Title	
APPROVED BY:		
Kent Cash	Chief Operations Officer	08/11/2020
	Title	Date
SUBJECT:	Approve Contracts with CIDA and MCA Architects, PC for On-Call Architectural Services	

BACKGROUND:

These contracts support the port's strategic plan goal of pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

The port requires the use of architectural consultants to provide design services and assistance with pre-construction activities such as constructability and risk management reviews, plan and specifications development for bid purposes, construction cost estimates, and the application for permits to build projects. These services also serve to support tenant improvements for occupied businesses, marine cargo storage and the current larger projects such as Centennial Industrial Park and Terminal 1 Waterfront.

On July 10, 2020 the port issued a Request for Qualifications (RFQ) for On-Call Architectural Design Services. Interviews were conducted, and the results determined CIDA and MCA Architects, PC, both located in Portland OR, to be the most qualified consultants to perform the services required by the port.

The contracts will be issued for three years with the option to extend to complete any open task orders. If contracts reach their dollar limits, additional funds will be requested through the CEO/Board of Commission approval process, depending on the amount of the request. The funds used for these contracts are included in the approved annual budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with MCA Architects, PC for a not-to-exceed amount of \$300,000 and a contract with CIDA for a not-to-exceed amount of \$200,000 to perform on-call architectural services.

Submitted by: _____	, CEO <i>Julianne Marler</i>
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA

Economic Development
Project Manager

Jim Hagar

Title

APPROVED BY:

CEO

08/11/2020

Julianna Marler

Title

Date

SUBJECT: Approve Addendums 12 and 13 to the Intergovernmental Agreement for Columbia River Channel Improvement Project Assistance

BACKGROUND:

This agreement supports the port's strategic plan goal to work with sister ports, advocacy groups, and associations to ensure continued operations and maintenance of the Columbia River channel.

In 2011, an Intergovernmental Agreement ("IGA") was entered into under the authority of the Interlocal Cooperation Act, RCW 39.34. The parties to this agreement are the Washington Non-Federal Sponsors ("WNFS") of the Channel Deepening project. In Washington, the sponsors are comprised of the Ports of Vancouver, Kalama, Woodland, and Longview. A primary accomplishment of the WNFS was improving the Columbia River by deepening the existing channel to 43 feet. Although the channel improvements have been completed, the WNFS remain obligated for maintenance and operation of the completed project.

In accordance with the IGA, the Port of Longview conducted a solicitation process to select a consultant to provide project management services for transition from the improvement phase of the project to the ongoing operation and maintenance of the project. In 2011, Dianne Perry Consultants was selected and served through May 2014. In June 2014, following another competitive solicitation, Anchor QEA entered into contract as the consultant to perform these services. The Ports equally share in the costs, of which one-third are the respective responsibilities of the Port of Vancouver, Port of Kalama and Port of Longview. The Port of Woodland currently does not have a marine terminal and does not financially contribute at this time. The Port of Longview is responsible for managing and ensuring that all parties are represented in this contract.

Addendum 12 in the amount of \$50,142.67 and Addendum 13 in the amount of \$88,604 is the Port of Vancouver's share of 2020 consultant services that is recommended for approval. If approved, it will bring the total contract amount for the Port of Vancouver to \$785,782.67.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute Addendums 12 and 13 to the Intergovernmental Agreement for Columbia River Channel Improvement Project Assistance.

Submitted by: _____

, CEO

Julianna Marler

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:	
Scott D. Goodrich	Director of Finance & Accounting Title
	08/11/2020 Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

July Vendor Claims:

Voucher Numbers	101537 – 101898	\$ 4,291,852.48
Electronic Payments	07/02/2020 – 07/30/2020	\$ 766,054.55
Payroll Voucher Numbers		\$ 601,632.27
Checks	51334446 – 51334448 51343650 – 51343652	
Direct Deposits	280001 – 280126 300001 – 300127	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of July 2020 Vouchers 101537 – 101898 in the amount of \$4,291,852.48 including Electronic Payments generated between 07/02/2020 – 07/30/2020 in the amount of \$766,054.55 and July 2020 Payroll Checks 51334446 – 51334448 and 51343650 – 51343652 and Payroll Direct Deposits 280001 – 280126 and 300001 – 300127 in the amount of \$601,632.27.

Submitted by:	, CEO <i>Juliana Marler</i>
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___