



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, October 8, 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 September 10, 2024, Regular Meeting
 - 3) Community Fund Update – Partners in Careers
- 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, October 7, 2024, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 24-45: 2024 Berth Repairs
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	120654 – 121039	\$ 5,677,288.96
Electronic Payments	09/01/2024 – 09/30/2024	\$ 785,307.16
Payroll Voucher Numbers		\$ 750,583.25
Check	52078377	
Direct Deposits	360001 – 360137	
	390001 – 390133	

I) CEO REPORT

Environmental Project Update

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

M) SIGN DOCUMENTS

N) ADMINISTRATIVE UPDATE/WORK SESSION

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, October 7, 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, October 8, 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	10/08/2024
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the September 10, 2024, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 09/10/2024 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the September 10, 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, September 10, 2024**

CALL TO ORDER

Commission Vice-President Burkman 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, September 10, 2024, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

Commissioner Burkman announced no executive session was held. Commissioner LaBrant joined the meeting virtually, and Commissioner Burkman confirmed that Commissioner LaBrant was on the line.

OPENING REMARKS

Commissioner Burkman welcomed everyone to the commission meeting. 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 August 27, 2024

On motion by Commissioner Orange, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the August 27, 2024, regular meeting.

OPEN FORUM

Commissioner Burkman asked if anyone had signed up to speak during open forum. Executive Assistant Betsy Rogers 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.

Executive Assistant Rogers welcomed Julie Rawls, the port's Community Relations Manager to the podium to introduce two of this year's port Community Fund Program recipients prior to their presentations.

Community Relations Manager Julie Rawls reminded the Board that part of the port's Community Fund Program is to invite the recipients to come and share with the Board

the partnerships they have with the port and how their project supports the port's mission of creating economic benefit for the community and beyond.

Community Fund Update – WHY Racing

She welcomed Sherry McMillan, the CEO of WHY Community. Ms. McMillan talked about the WHY Community Program, in particular the WHY Racing program and the mission behind the WHY program. She discussed the various events such as fun runs, walks, and triathlons that children, at-risk groups, and the community participate in for various community causes. She added the non-profit is a way to invite community members to come together, help build self-esteem while also giving back to the community. She explained how the events also help increase economic benefit to the community. Ms. McMillan thanked the port for its involvement with the nonprofit organization.

Community Fund Update – Vancouver Symphony Orchestra

Julie Rawls introduced representatives of Vancouver Symphony Orchestra (VSO), Hal Abrams, Director of Development, Erica Schwenneker, Associate Director of Development, and Dr. Igor Shakhman, CEO. She welcomed Dr. Shakhman, who spoke about the VSO and the 2024 Vancouver Arts & Music Festival. He discussed the festival's background, economic impact, and overall success. Dr. Shakhman then elaborated on the VSO's mission and how it connects to the events, educational initiatives, and outreach programs they support in Southwest Washington. He concluded by thanking the port for its support of the organization.

ACTION ITEMS

No action items were discussed.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. Executive Assistant Rogers 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, Chief Financial Officer presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

H-1 August Accounts Payable

On motion by Commissioner Orange, seconded by Commissioner LaBrant and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of August 2024 Vouchers 120281 – 120644 in the amount of \$18,661,049.20 including Electronic Payments generated between 08/01/2024 – 08/30/2024 in the amount of \$16,264,725.23 and August 2024 Payroll Checks 52059904 and 52065126 and Payroll Direct Deposits 320001 – 320139 and 340001 – 340138 in the amount of \$795,666.94.

CEO REPORT

Project Updates

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

- Terminal 4 Pond Improvements
- Terminal 1 Dock Bulkhead Wall Project

He answered questions from the Board.

COMMISSIONERS REPORTS

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

- Port of Orange, Texas Commission Meeting

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

- Port Tour
- Met with CEO Marler

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

- Interstate Bridge Replacement Meeting
- Regional Transportation Council Meeting

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Assistant Rogers stated the next commission meeting on September 24, 2024, will be cancelled due to scheduling conflicts. She also highlighted several other upcoming community events.

She also 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.

RECESS

Commissioner Burkman called a recess from 10:17 a.m. to 10:25 a.m. to prepare for the port's Mid-Year Strategic Plan and Financial & Commercial Update workshop.

Prior to going into the workshop, Commissioner Burkman clarified a question asked during recess and noted the motion to approve the minutes was passed by unanimous vote.

WORKSHOP

Mid-Year Strategic Plan and Financial & Commercial Update

Chief Economic Strategy Officer Mike Bomar started off the presentation by thanking the efforts of Elizabeth Gotelli for her stewardship of the strategic plan and his appreciation of Mila Cherchenko's work. He provided a brief presentation on the key areas of progress of the Strategic Plan in the first half of 2024. He shared updates about the plan's External Affairs, Economic Development, Environmental, Organizational, and Marine/Commercial Goals.

He introduced Scott Goodrich, Chief Financial Officer to give a mid-year update. Scott discussed the port's Financial Goals, utilization of financial tools and market trends, financial budget tools, and provided a mid-year financial update. In addition, he presented key highlights of 2023 vs 2024, as well as a forecast for the remainder of 2024 and into 2025. He answered questions from the Board.

He then introduced Zack Merrill, Sales Account Manager, who updated the Board on the port's Marine and Commercial Goals and discussed market and commercial trends for the second half of 2024 and moving into 2025.

Staff answered questions from the Board. The Commissioners thanked Mike, Scott, and Zack for their presentations,

SIGN DOCUMENTS

The Board signed documents at 11:18 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, September 10, 2024, regular meeting was adjourned at 11:20 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Karla Hiler, Administrative Supervisor,
September 10, 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

10/08/2024

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract for Bid 24-45: 2024 Berth Repairs

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.

In 2023 Port staff identified several areas in need of maintenance and repair during the annual Berth Inspections. In addition, during the Port's 8-year recurring Berth assessments Berth 1 was identified as having structural damage to some of the wood timbers and piles.

This project includes maintenance and repairs on the fendering systems of Berths 1, 2, 3, and includes maintenance on the fendering systems of Berth 8 and 9 as a bid additive alternate. The project also includes structural repairs to Berth 1. Specifications stated the successful bidder would be selected on the pricing of the base bid, not to include the additive alternate. In the event the bidders pricing for both the base and alternate scopes were within an acceptable amount, both the base and alternate would be awarded.

On August 29, 2024, the port issued the Invitation to Bid 24-45: 2024 Berth Repairs. On September 26, 2024, the following bids were received:

Bidder	Location	Base Bid	Bid Alt	Total
Advanced American Construction	Portland, OR	\$ 1,108,185.00	\$ 431,448.00	\$1,539,633.00
Bergerson Construction Inc.	Astoria, OR	\$ 1,235,462.00	\$ 387,529.00	\$1,622,991.00
HME Construction Inc	Vancouver, WA	\$ 1,292,940.00	\$ 334,025.00	\$1,626,965.00
Stellar J Corporation	Woodland, WA	\$ 1,976,065.00	\$ 566,525.00	\$2,542,590.00

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

The Engineer's estimate for both the base bid and additive alternate ranges from \$1,711,401 - \$1,981,623. 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 Advanced American Construction, the lowest responsive and responsible bidder, for Bid 24-45: 2024 Berth Repairs for the base bid and additive alternate in the amount of \$1,539,633 plus applicable sales tax.

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:	
Scott D. Goodrich	Chief Financial Officer
Title	10/08/2024
Date	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

Voucher Numbers	120654 – 121039	\$ 5,677,288.96
Electronic Payments	09/01/2024 – 09/30/2024	\$ 785,307.16
Payroll Voucher Numbers		\$ 750,583.25
Check	52078377	
Direct Deposits	360001 – 360137	
	390001 – 390133	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of September 2024 Vouchers 120645-121039 in the amount of \$5,677,228.96 including Electronic Payments generated between 09/01/2024 – 09/30/2024 in the amount of \$785,307.16 and September 2024 Payroll Check 52078377 and Payroll Direct Deposits 360001-360137 and 390001-390133 in the amount of \$750,583.25.

Submitted by: *Julianne Marler*, CEO

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