



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 NW Lower River Road, Vancouver, WA 98660**  
**Tuesday, October 22, 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 CTVV cable channels 21, 23 / HD 323, and at [www.cvtv.org](http://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 October 8, 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, October 21, 2024, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**
  - 1) Approve Bid 24-50: Electric Forklift Purchase
- F) **UNFINISHED BUSINESS**  
None
- G) **NEW BUSINESS**

- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **WORKSHOP**  
Terminal 1 Update
- L) **SIGN DOCUMENTS**
- M) **ADMINISTRATIVE UPDATE/WORK SESSION**  
2025 Preliminary Budget Administrative Work Session
- 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](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, October 21, 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 22, 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](http://www.portvanusa.com) for more information.**

# Agenda Item No. C-2

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**REQUEST FOR COMMISSION ACTION**      **PORT OF VANCOUVER USA**

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**REVIEWED BY:**

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	Executive Assistant	10/22/2024
Betsy Rogers	Title	Date

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**APPROVED BY:**

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Title

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**SUBJECT:**      Minutes of the October 8, 2024, Regular Meeting

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 10/08/2024 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 8, 2024, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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**Submitted by:** *Juliana Morales*, CEO

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**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_ **Unanimous: Yes** \_\_\_ **No** \_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, October 8, 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, October 8, 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 September 10, 2024**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the September 10, 2024, regular meeting.

**Community Fund Update – Partners in Careers**

CEO Julianna Marler welcomed Julie Rawls, the port's Community Relations Manager to the podium to introduce one 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. Julie gave a brief overview of Partners in Careers, a nonprofit organization that works to create self-sufficiency through specialized job training and employment services and introduced Josh Jones.

Josh Jones, Program Director at Partners and Careers, spoke about the nonprofit's work in workforce development, specifically their Emerging Entrepreneur Academy. This initiative, funded by the Community Fund grant, focuses on experiential learning for students interested in entrepreneurship. Although they faced challenges in student

participation, they worked with various nonprofits to recruit youth. The program partnered with local experts to teach students about business planning, finances, marketing, and other skills. A Shark Tank-style pitch event was held, where students presented business ideas, and several received seed funding to pursue their ventures. Josh emphasized how students benefit from project-based learning, gaining lifelong skills, and also thanked the Port for its support in making the program possible.

## **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, however there were several people who signed up for public comment.

### **Alona Steinke**

Alona Steinke spoke on behalf of Don Steinke and herself regarding Initiative 2117. They requested the port consider passing a resolution in opposition of Initiative 2117.

### **Heidi Cody**

Heidi Cody, spoke on behalf of the Alliance for Community Engagement. She indicated the Alliance for Community Engagement requests the port endorse a no vote on initiatives I-2066, I-2109, I-2117, and I-2124 on the November ballot.

### **Cathryn Chudy**

Cathryn Chudy urged the commissioners to take a position opposing not just Initiative 2117 but also Initiative 2066.

## **ACTION ITEMS**

### **E-1 Approve Public Works Contract for Bid 24-45: 2024 Berth Repairs**

Monty Edberg, Director of Engineering & Project Delivery presented the action item and discussed it with the Commission. He 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 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.

## **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. No questions were asked by the Board.

No additional unfinished business was considered.

## **NEW BUSINESS**

Commissioner Orange initiated the discussion to address recent initiatives and their potential impacts on taxpayers, vulnerable populations, and the port. He highlighted the need for collaboration among stakeholders to ensure effective investments in community health outcomes.

Commissioner Burkman discussed the distinctions between the legislative and initiative processes, noting the potential concerns around using public resources for electoral matters, as it may conflict with constitutional guidelines on political spending. He advocated for an educational approach to inform the public without promoting specific political positions.

Commissioner LaBrant highlighted past conservation decisions that have enhanced the area's beauty and emphasized the importance of ongoing clean energy efforts for long-term benefits. He expressed concerns that upcoming initiatives might impact the port's economic development and budget, noting the complexity of educating and messaging within the current tight election timeline.

## **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.

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 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.

## **CEO REPORT**

### **Project Updates**

Matt Harding, Environmental Project Manager provided an environmental program update on several port projects focusing on Terminal 1 including:

- Terminal 1 Dock Replacement
- Terminal 1 Environmental Practices and Features
- ZoomInfo Building Environmental Features

He answered questions from the Board.

### **CEO Report**

Julianna Marler, CEO stated she attended the following events and provided a brief summary:

- Pacific Northwest Waterways Association – Annual Convention
- Marketing Trips
- Interstate Bridge Replacement Program Meetings

## **COMMISSIONERS REPORTS**

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

- Greater Portland Inc
- Labor Round Table
- Pacific Northwest Waterways Association – Annual Convention

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

- Interstate Bridge Replacement Program Meetings
- Hispanic Metropolitan Chamber of Commerce Heritage Gala
- Columbia Springs Hooked on Nature
- Clark County Historical Museum's Hard to Believe 60<sup>th</sup> Birthday Celebration
- Regional Transportation Council Meeting
- City of Vancouver Retirement Celebration for Eric Holmes, City Manager
- ZoomInfo Building Ribbon Cutting
- Port Tour
- Pacific Northwest Waterways Association – Annual Convention

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

- Met with CEO Marler
- Port of Orange Texas

### **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 will be held on Tuesday, October 22, 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 10:52 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, October 8, 2024, regular meeting was adjourned at 11:00 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,  
October 8, 2024, Regular Port of  
Vancouver USA Board of  
Commission Meeting

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Eric LaBrant, President

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Jack Burkman, Vice President

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Don Orange, Secretary



# Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Facilities

Casey O'Dell

Title

**APPROVED BY:**

Chief Operations Officer

10/22/2024

Kent Cash

Title

Date

**SUBJECT:** Approve Purchase of Equipment for Bid 24-50 Electric Forklift

**BACKGROUND:**

The acquisition of this electric forklift supports the Port's strategic plan goal of developing and implementing a pro-active ten- to twenty-year repair and replacement plan for building, fleet, rail, and infrastructure assets. Equally important, this effort helps to advance the Climate Action Plan goals with continued progress in electrifying our fleet vehicles and equipment.

In July 2023, port staff identified a grant opportunity from the Washington State Department of Ecology, funded by the WA State Volkswagen Federal Settlement, aimed at replacing diesel cargo handling equipment. We prioritized replacing the 1978 diesel Caterpillar forklift in our application, as it was the most competitive option given the limited funds available. In December 2023, we received notification of the award, which includes a requirement to permanently destroy the forklift. The grant also mandates a 20% match from the port.

On September 16, 2024, the port issued Invitation to Bid 24 -50: Electric Forklift Purchase. On October 3, 2024, the following bids were received:

Bidder	Location	Total
Toyota Lift Northwest	Clackamas, OR	\$326,278.49

Staff has reviewed Toyota Lift Northwest responsive bid and concluded they are a responsible bidder capable of providing the equipment.

Delivery of the new electric forklift is approximately 43 weeks after receipt of a purchase order. This capital purchase will be included in the 2025 budget.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to approve the purchase of a Toyota Model THDE3000-24 electric forklift with Toyota Lift Northwest in the amount of \$326,278.49 plus applicable WA State Sales Tax.

**Submitted by:** *Julianne Marler*, CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_ No \_\_\_