



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, October 24, 2017**

- 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, etc.
 - 2) Approve and Sign Minutes of the October 10, 2017 Regular Meeting
 - 3) AAPA Communication Awards
- D) OPEN FORUM**
 - 1) Public comment on matters not subject to Commission vote at this meeting
 - 2) Commissioner and CEO/Executive Director comments
- E) ACTION ITEMS (public comment on items moved to a vote)**
 - 1) Approve 2018 Preliminary Budget
 - 2) Approve Change Order for Public Works Contract Bid 16-12: West Vancouver Freight Access Project 7 – Dry Bulk Track Improvements and Facility Relocation
 - 3) Approve Public Works Contract for Bid 17-35: High Tank Replacement, Phase 2
 - 4) Approve Contracts with ZGF Architects LLP and Graham Baba Architects for On-Call Architectural Services
- F) UNFINISHED BUSINESS (public comment on items moved to a vote)**
- G) NEW BUSINESS (public comment on items moved to a vote)**
- H) EXECUTIVE DIRECTOR REPORT**
- I) COMMISSIONERS REPORTS**
- J) UPCOMING EVENTS**
- K) SIGN DOCUMENTS**
- L) WORKSHOP**
Strategic Planning
- M) ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Betsy Rogers
Betsy Rogers

Administrative Supervisor

10/24/2017

Title

Date

APPROVED BY:

Title

SUBJECT:

Minutes of the October 10, 2017 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 10/10/17 Regular Meeting

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 10, 2017, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Juliana Martin*, CEO/Executive Director

Date Action Taken: _____

Motion By: _____

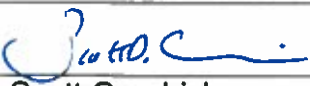

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ **No** ___

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
PREPARED BY: 	Director of Finance & Accounting	
Scott Goodrich	Title	
APPROVED BY: 	Chief Financial and Administrative Officer	10/24/2017
Elizabeth Gotelli	Title	Date
SUBJECT:	Approve 2018 Preliminary Budget	

BACKGROUND:

Each year, as part of the annual budget process, staff prepares a preliminary budget document. Per RCW 53.35.010, the preliminary budget of the port district for the ensuing fiscal year will show the estimated expenditures and the anticipated available funds.

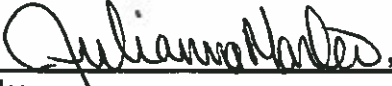
The attached 2018 preliminary budget shows the estimated expenditures and the anticipated sources of funds from which all expenditures are to be paid.

A budget workshop was held on October 10, 2017 to review the port's recommended 2018 budget of the port district. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, 2018 capital program, financing and tax levy options. The workshop was open to the public.

The final budget will be adjusted based on input resulting from the workshop and is anticipated to be on the November 14, 2017 Board of Commissioners agenda for a public hearing and commission action.

Additional Information Attached: 2018 Preliminary Budget

RECOMMENDATION: That the Port of Vancouver Board of Commissioners adopts the 2018 preliminary budget as presented.

Submitted by: , CEO/Executive Director

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous:** Yes _____ No _____



Port of Vancouver USA

2018 Preliminary Budget

<u>SOURCES</u>	
Operating Revenues	
15-Rail	840,166
16-Finance	70,000
20-Facilities	10,428,134
21-Marine Operations	19,765,241
22-Security	397,958
40-Marine Terminal	6,714,513
Total Operating Revenues	\$ 38,216,012
Nonoperating Revenues	
Ad Valorem Taxes	9,986,858
Interest Income	300,000
Grants	550,000
Proceeds from Sale of Property	10,000
Other	53,600
Total Nonoperating Revenues	\$ 10,900,458
Total Revenues	\$ 49,116,470
Transfer from General Fund/Financing	\$ 19,469,036
TOTAL SOURCES	\$ 68,585,506

<u>USES</u>	
Operating Expenses	
05-Executive	898,142
10-Administration	1,258,404
11-External Affairs	1,822,547
12-Information Technology	1,292,853
13-Contracts	498,877
14-Human Resources	337,693
15-Rail	981,193
16-Finance	1,641,275
17-Sales	2,478,559
20-Facilities	5,771,967
21-Operations	1,450,849
22-Security	2,268,309
32-Environmental	1,036,841
40-Terminal	8,393,196
41-Rail Operations	188,797
Total Operating Expenses	\$ 30,319,502
Nonoperating Expenses	
Debt Service	9,712,916
Environmental Remediation	802,078
Other Nonoperating Expenses	2,256,956
Total Nonoperating Expenses	\$ 12,771,950
Total Expenses	\$ 43,091,452
Capital Projects	\$ 25,494,054
TOTAL USES	\$ 68,585,506

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION**REVIEWED BY:**
Monty Edberg**PORT OF VANCOUVER USA**Director of Engineering
& Project Delivery

Title

APPROVED BY:

Kent Cash

Chief Operations Officer

Title

10/24/2017

Date

SUBJECT:Approve Change Order for Public Works Contract Bid 16-12: West
Vancouver Freight Access Project 7 – Dry Bulk Track Improvements and
Facility Relocation

BACKGROUND:

The Dry Bulk Track Improvements and Facility Relocation project is a key part of the West Vancouver Freight Access project that meets the port's strategic plan goals by maximizing marine business and development, industrial business and development, developing and preserving multi-modal transportation access, and generating and sustaining diversified revenues.

This contract includes construction of a new rail dry bulk unloading facility south of the rail corridor and rail tracks necessary to support train unloading operation. The replacement building footprint is similar to the existing Kinder Morgan building and is capable of performing the same bottom dump and overhead unloading activities as the original building.

On August 9, 2016, a contract for the project was awarded to Rotschy Inc. of Vancouver, WA in the amount of \$13,342,147.12. Change orders 1 through 12, totaling \$647,355.82 have been issued by authority of the executive director or approved by the Board of Commissioners per the port's change order policy. Reasons for these change orders range from unanticipated site conditions associated with the bored casings requirements, additional potholing to confirm shoring clearances from active pipelines and the addition of rail unloading building safety warning lights, rail unloading tarping platform and modular trailer electrical connections, installation of structural steel closure panels at elevated exterior conveyors, upgrading high mast lighting from metal halide to LED lighting, rail unloading building fire alarm, and safety and conveyor maintenance modifications.

The Executive Director's Authority under Resolution 1-2009 requires Commission to authorize change orders reaching \$200,000 or 25% of the contract, whichever is less. As per policy, this change order totaling \$55,362.60, requiring additional commission approval, brings the cumulative change order total to \$702,718.42 including WA state sales tax. These changes are necessary to compensate the contractor for the reconnection of water connections, removal of shoring, backfill and final site grading to support the Port-NuStar / Tesoro pipeline relocation agreements executed on November 8, 2016.

This project was included in the approved 2017 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO/Executive Director to execute Change Order 13 with Rotschy Inc. for Bid 16-12: WVFA Project 7 – Dry Bulk Track Improvements and Facility Relocation which revises the contract amount to \$14,044,865.54 including Washington State Sales Tax.

Submitted by: Juliana Harbo, CEO/Executive Director

Date Action Taken _____

Motion By: _____

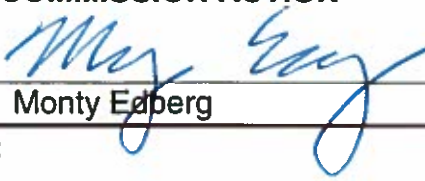
Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY: 	Director of Engineering & Project Delivery	
Monty Edberg	Title	
APPROVED BY:	Chief Operations Officer	10/24/2017
Kent Cash	Title	Date
SUBJECT:	Approve Public Works Contract for Bid 17-35: High Tank Replacement, Phase 2	

BACKGROUND:

This water system improvement project supports the Port of Vancouver strategic plan goals by maximizing industrial business, and generating and sustaining diversified revenues.

The port's high elevation water tank, located near Great Western Malting and Berth 1, was placed into service in 1928 and has exceeded its design life, requiring replacement as part of the High Tank Replacement Phase 2 project. The 100,000 gallon Horton ellipsoidal bottom tank was designed to maintain a 50,000-gallon reserve for fire-fighting purposes while serving normal industrial demand with its remaining capacity.

The port water system no longer utilizes the 43-psi pressure zone the tank was built to supply and recent inspections revealed the tank has become irreparable. The first phase of the replacement program, construction of a new booster pump station adjacent to well 1 in the shadow of the elevated tank, was recently completed and is in service.

On September 13, 2017, the Port of Vancouver issued Invitation to Bid 17-35: High Tank Replacement, Phase 2. On October 12, 2017, the following bids were received:

Bidder	Location	Amount
Rotschy Inc.	Vancouver, WA	\$1,011,962.78
Tapani, Inc	Battle Ground, WA	\$1,018,634.80
2KG Contractors	Portland, OR	\$1,078,959.40
Stettler Supply Co.	Salem, OR	\$1,094,541.90
McClure and Sons, Inc	Mill Creek, WA	\$1,123,435.92
Stellar J Corporation	Woodland, WA	\$1,132,347.48

Staff has reviewed Rotschy Inc.'s responsive bid, concluding they are a responsible contractor capable of performing the work.

This contract is the second of the multi-phase program to replace the high tank and upgrade the port's water distribution system. Phase 2 of the project provides for the systematic removal of the elevated steel tank and construction of a 250,000 gallon at-grade tank, similar to the 100,000 gallon at-grade tank constructed five years ago as part of WVFA Project 8. The new tank will be a glass-lined bolted steel tank, 44 feet in diameter and 22 feet high.

The low bid is within the project estimate and included in the approved 2017 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO/Executive Director to execute a public works contract with Rotschy Inc., the lowest responsive and responsible bidder, for Bid 17-35: High Tank Replacement, Phase 2, in the amount of \$1,011,962.78 including Washington State sales tax.

Submitted by: _____, **CEO/Executive Director**

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous: Yes** ___ **No** ___

Agenda Item No. E-4

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:



Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer

10/24/2017

Kent Cash

Title

Date

SUBJECT:

Approve Contracts with ZGF Architects LLP and Graham Baba Architects for On-Call Architectural Services

BACKGROUND:

This contract supports the Port of Vancouver's strategic goals by enhancing the staff's continuing efforts to maximize marine business and development, maximize industrial business, and develop and preserve multi-modal transportation access.

The port requires general architectural services on an as-needed basis to support a wide range of projects such as the Terminal 1 Waterfront Development, Centennial Industrial Park, Terminal 5, Parcel 10 and Columbia Gateway. To provide the most cost effective and efficient process for acquiring these services, the port issued a competitive solicitation and on August 30, 2017, received eleven proposals in response to the Request for Qualifications (RFQ) for the acquisition of On Call Architectural Services. The objective was to select the two most qualified proposers to fulfill the port's general architectural services for various projects as they develop. The port's cross-departmental evaluation team independently reviewed and scored each proposal. Interviews were conducted with four finalists selected from the proposal evaluation. The results determined ZGF Architects LLP of Portland OR, and Graham Baba Architects of Seattle WA, to be the two most qualified consultants to perform the services required by the port.

Examples of services included in this contract are:

- Development of site plans for commercial or industrial development.
- Planning and analysis, for proposed development, including verifying conformance with CC&Rs and sustainability guidelines.
- Preparation of drawings and documents for proposed development of these properties.

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/Executive Director or 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/Executive Director to execute a contract with ZGF Architects LLP for a not-to-exceed amount of \$1,000,000; and a contract with Graham Baba Architects for a not-to-exceed amount of \$500,000 to perform on-call architectural services.

Submitted by:  , CEO/Executive Director

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___