



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, October 13, 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 September 22, 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, October 12, 2020 by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 20-33: 2020 Maintenance Dredging Project
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**

Voucher Numbers	102235 – 102708	\$ 3,391,917.34
Electronic Payments	09/01/2020 – 10/01/2020	\$ 660,831.49
Payroll Voucher Numbers		\$ 583,594.69
Checks		
Direct Deposits	370001 – 370126	
	390001 – 390127	
- 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**
None

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, the Governor's Safe Start Washington: A Phased Approach to Recovery and Port of Vancouver Resolution 3-2020.**

To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 972 5581 6168 and Passcode number: 125401 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, October 12, 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. Tuesday, October 13, 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:

Executive Services Manager

10/13/2020

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the September 22, 2020 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 09/22/2020 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the September 22, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Juliana Morales* 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 22, 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, September 22, 2020, via Zoom virtual meeting number 1 (253) 215-8782, meeting ID: 925 5461 5532 and Passcode number: 916740 or at

<https://zoom.us/j/92554615532?pwd=WWd3TmZjWjgzWUxCTm9KOHZ1RmQ0QT09#success> pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and Port of Vancouver Resolution 3-2020.

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 a Zoom virtual meeting pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event currently in effect until October 1, 2020 and Port Resolution 3-2020. 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
Betsy Rogers	Port Administrative Supervisor
Tiffany Truckey	Port Administrative Assistant
Angela Blake	Port Facilities Program Coordinator
Casey O'Dell	Port Director of Facilities
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Colin Hayden	Port Project Manager
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Payne	Port Revenue Accountant
Julie Rawls	Port Community Relations Manager

Katie Odem	Port Marketing Communications Manager
Kathy Holtby	Port Real Estate Manager
Kent Cash	Port Chief Operations Officer
Lori Kaylor	Port Commercial Sales Associate
Mark Newell	Port Project Delivery Manager
Mary Mattix	Port Environmental Project Manager
Mason Kae	Port Records Officer
Mike Bomar	Port Director of Economic Development
Mike Schiller	Port Director of Business Development
Mindy Pennington	Port Accounts Payable Specialist
Monty Edberg	Port Director of Engineering & Project Delivery
Nam Nguyen	Port Applications Analyst
Randy McCaleb	Port Contracts Manager
Richard Troudt	Port Security Manager
Rick Cline	Port Contracts Manager
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Sheila Deng	Port Senior Accountant
Therese Lang	Port Director of Communications
Wayne Harner	Port Rail Manager
Ron Arp	Identity Clark County
Carolyn Lake	Community Member
Hod Wells	PBS Engineering and Environmental
Kathy McDonald	Community Member
Jason Irving	Community Member
Victor Roehm	Snell & Wilmer

APPROVAL OF MINUTES

Regular Meeting of August 25, 2020

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the August 25, 2020 regular meeting.

OPEN FORUM

CEO Marler stated that the agenda invited public comments on all matters and Ron Arp with Identity Clark County was the only community member who responded.

Mr. Arp provided the Board with an update on the recently held Business Leaders Regional Transportation Summit. He stated that the Summit attracted leading business leaders and policy makers who discussed federal, state and local climate for transportation investments.

ACTION ITEMS

E-1 Approve Resolution 4-2020: Issuance and Sale of Limited Tax General Obligation Refunding Bonds

CEO Marler introduced Scott Goodrich, Director of Finance & Accounting who presented the action item and discussed the resolution with the commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve and adopt Port of Vancouver USA Resolution 4-2020 authorizing the issuance and sale of limited tax general obligation refunding bonds of the port in the principal amount of not to exceed \$20,000,000, in one series for the purposes of refunding certain outstanding limited tax general obligation bonds; providing for the annual levy of taxes to pay the principal of and interest on said bonds; providing for ongoing disclosure; authorizing the appointment of an escrow agent and execution of an escrow agreement; and delegating certain authority to the CEO and the Treasurer.

E-2 Approve Leases for Terminal One, Lot 1 and Lot 2 to Columbia Waterfront, LLC

CEO Marler introduced Mike Schiller, Director of Business Development who presented the action item to the commission. He answered questions from the Board.

Commissioner Burkman stated that the Board received a letter from Paul Christensen and Mr. Christensen opposes the recommendation.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners authorize the CEO to sign leases and related documents for Terminal One, Lot 1 and Lot 2 between Port of Vancouver USA and Columbia Waterfront, LLC.

E-3 Approve Third Amendment to Lease Between the Port of Vancouver USA and Choose Fun, Inc., d/b/a/ Warehouse '23

CEO Marler introduced Chrissy Lyons, Commercial and Industrial Sales Manager, who presented the action item and discussed the recommendation with the commission.

Commissioner LaBrant stated Warehouse '23 has been a great partner and he has enjoyed them as a port tenant. Commissioner Orange stated it has been difficult to watch the impacts of COVID-19 on local restaurants and breweries.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the Third Amendment to Lease Between the Port of Vancouver USA and Choose Fun, Inc., d/b/a/ Warehouse '23.

E-4 Approve Third Amendment to Lease Between the Port of Vancouver USA and Glen Dimplex Americas Company (formerly Cadet Manufacturing Company)

Commercial and Industrial Sales Manager Chrissy Lyons presented the action item and discussed the recommendation with the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the Third Amendment to Lease Between the Port of Vancouver USA and Glen Dimplex Americas Company (formerly Cadet Manufacturing Company).

E-5 Approve Public Works Contract for Bid 20-32: Parcel 3 Berm Landscape Project

CEO Marler introduced Colin Hayden, Project Manager, who presented the action item and discussed the recommendation 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 approve the Third Amendment to Lease Between the Port of Vancouver USA and Glen Dimplex Americas Company (formerly Cadet Manufacturing Company).

UNFINISHED BUSINESS

Port Contracts Logs

The commission reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are available on the port's website. No questions were asked by the commission.

No additional unfinished business was considered.

NEW BUSINESS

No new business was considered at this time.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the action item and discussed the recommendation with the commission. He answered questions from the Board.

On motion by Commissioner LaBrant and seconded by Commissioner Burkman and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of August 2020 Vouchers 101899 – 102225 in the amount of \$2,113,754.89 including Electronic Payments generated between 07/31/2020 – 08/30/2020 in the amount of \$793,932.68 and August 2020 Payroll Checks 51353825 – 51353826 and Payroll Direct Deposits 320001 – 320126 and 340001 – 340126 in the amount of \$604,143.66.

CEO REPORT

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

CEO Marler stated that no action has been taken under Resolution 2-2020.

COMMISSIONERS REPORT

Commissioner Burkman

Commissioner Burkman stated he is continuing to attend the Washington Public Ports Association and Pacific NW Waterways Association webinars and finds them to be helpful. He also appreciates Ron Arp joining the call today and expanded on Mr. Arp's comments regarding the recent Business Leaders Regional Transportation Summit.

Commissioner LaBrant

Commissioner LaBrant stated he participated in the Washington Public Ports Association carbon pricing panel discussion. He also stated he listened to the press conference regarding issues surrounding seafarers due to COVID-19. He indicated this is a rough situation for these individuals.

Commissioner Orange

Commissioner Orange commented on infrastructure and the need to maintain it appropriately. He also commented on the recent press release concerning the seafarers and the negative impacts to local businesses as a result of COVID-19.

CEO Marler reminded everyone of the 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, September 22, 2020 regular meeting was adjourned at 9:19 a.m. by CEO Julianna Marler.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, September 22, 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 Engineering & Project Delivery		
Monty Edberg	Title		
APPROVED BY:	Chief Operations Officer		
Kent Cash	Title		10/13/2020
Date			
SUBJECT:	Approve Public Works Contract for Bid 20-33: 2020 Maintenance Dredging Project		

BACKGROUND:

This project supports the port’s Strategic Plan goal to pursue opportunities that utilize port property and infrastructure investments to create jobs and support the economy.

This project is part of the port’s annual berth maintenance to ensure water depths at the port’s berths are properly maintained. It is anticipated a volume of 5,738 cubic yards of material is to be dredged under this contract. This includes dredging for the UGC Grain Terminal, Berth 1, 2, 3, 4, 5, 7 and Berth 13/14 as an additive alternate. This project will be completed by December 31, 2020, within the allowable in-water work window on the Columbia River.

On September 9, 2020, the Port of Vancouver issued Invitation to Bid 20-33: 2020 Maintenance Dredging Project. On October 1, 2020 the following bid was received:


<u>Bidder</u>	<u>Location</u>	<u>Base Amount</u>	<u>Additive Alternate</u>	<u>Total (Base + Additive Alternate)</u>
HME Construction, Inc.	Vancouver, WA	\$400,175.94	\$116,072.55	\$516,248.49

Staff has reviewed the HME Construction, Inc. responsive bid and concluded they are a responsible contractor capable of performing the work.

The base bid exceeds the engineer’s estimate of \$322,422. However, this project was included in the approved 2020 budget, and there is sufficient funding for the base bid as well as the additive alternative. The recommendation is to approve the base bid of \$400,175.94 plus \$116,072.55 for the additive alternate, for a total project cost of \$516,248.49.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with HME Construction, Inc., the lowest responsive and responsible bidder, for Bid 20-33: 2020 Maintenance Dredging Project in the amount of \$516,248.49 including Washington State sales tax.

Submitted by:  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	Director of Finance & Accounting
	10/13/2020
	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

September Vendor Claims:

Voucher Numbers	102235 – 102708	\$ 3,391,917.34
Electronic Payments	09/01/2020 – 10/01/2020	\$ 660,831.49
Payroll Voucher Numbers		\$ 583,594.69
Checks		
Direct Deposits	370001 – 370126 390001 – 390127	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of September 2020 Vouchers 102235 – 102708 in the amount of \$3,391,917.34 including Electronic Payments generated between 09/01/2020 – 10/01/2020 in the amount of \$660,831.49 and September 2020 Payroll Direct Deposits 370001 – 370126 and 390001 – 390127 in the amount of \$583,594.69.

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