

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, January 14, 2025**

**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, January 14, 2025, 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**

**Special Meeting/Executive Session, December 9, 2024**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the December 9, 2024, special meeting/executive session.

**Regular Meeting of December 10, 2024**

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

**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 was one person who signed up for public comment.

Sean Philbrook, Business Leaders Group, Identity Clark County, highlighted the Port's support in economic development, transportation, infrastructure, and workforce initiatives, including the Clark County Transportation Alliance, Fruit Valley freight access, and the North-South Freight Arterial. He acknowledged the Port's role in the Southwest Washington Freight and Commerce Task Force, Regional Transportation Summit, Learn Here project, and the Civic Engagement Opportunities (CEO) program. He thanked the Port for its 2024 partnerships and looked forward to continued collaboration in 2025.

## **ACTION ITEMS**

### **E-1 Approve Port of Vancouver USA Board - Election of Officers – 2024**

CEO Marler presented the action item and discussed the election of officers for the 2024 Board.

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners elects each of the following officers to serve for the year 2025:

President:	Commissioner Burkman
Vice President:	Commissioner Orange
Secretary:	Commissioner LaBrant

Incoming president Commissioner Burkman chaired the remainder of the meeting.

### **E-2 Approve Port Organizational Assignments - 2024**

CEO Marler presented the action item and discussed the proposed 2025 port organizational assignments with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners reviewed proposed assignments and, based on discussion, approves membership assignments for 2025.

### **E-3 Approve On Call Structural Engineering Design & Consulting Services**

Josh Pope, Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner LaBrant, and carried unanimously, the Board of Commissioners authorize the CEO to execute contracts with WSP USA Inc. for a not-to-exceed amount of \$650,000, OTAK Inc. for a not-to-exceed amount of \$550,000, and KPFF Inc. for a not-to-exceed amount of \$450,000 to perform On-Call Structural Engineering Design & Consulting Services.

## **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 from the Board.

No additional unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed.

## **ACCOUNTS PAYABLE**

Scott Goodrich, Chief of Finance presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

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 December 2024 Vouchers 121770-122146 in the amount of \$6,747,547.35 including Electronic Payments generated between 12/01/2024-12/31/2024 in the amount of \$817,930.69 and December 2024 Payroll Check 52107119 and Direct Deposits 490001-490133, 510001-510133, and 520001-520002 in the amount of \$735,104.38.

## **CEO REPORT**

### **Project Updates**

Matt Graves, Environmental Manager, provided an update on the Swan & Cadet Cleanup project including:

- Historical Background
- Cleanup Status
- Pump and Treat System Success and Ready Reserve Status
- Next Steps

## **COMMISSIONERS REPORTS**

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

- Met with CEO Marler
- Leadership Clark County

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

- Washington Public Ports Association Annual Meeting
- Vancouver Seafarer Center
- Labor Roundtable

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

- Vancouver Seafarer Center
- Interstate Bridge Replacement Meetings
- Regional Transportation Council Meeting
- Met with CEO Marler

### **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 would be held on Tuesday, January 28, 2025, 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.

### **WORKSHOP**

No workshop was held during this meeting.

### **SIGN DOCUMENTS**

The Board signed documents at 10:00 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, January 14, 2025, regular meeting was adjourned at 10:03 a.m. by Commissioner Burkman.

Betsy Rogers, Executive Assistant,  
January 14, 2025, Regular  
Port of Vancouver USA Board of  
Commission Meeting

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

  
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Jack Burkman, President

  
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Don Orange, Vice President

  
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Eric LaBrant, Secretary