

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, August 13, 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 9:31 a.m., Tuesday, August 13, 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 July 9, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the July 9, 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 and confirmed that there was no one present who signed up to provide comment.

ACTION ITEMS

E-1 Approve Public Works Contract for Bid 24-41: Building 3209 Office Demo and Warehouse Improvements

Josh Pope, Project Manager presented the action item and discussed it 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 authorize the CEO to execute a public works contract with Cedar Mill Construction, the lowest responsive and responsible bidder, for

Bid 24-41: BL3209 Office Demo and Warehouse Improvements in the amount of \$498,728.63 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. She noted there was a change in Public Works contract log reporting as of July 1st, 2024. 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 July Accounts Payable

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of July 2024 Vouchers 119749 – 120280 in the amount of \$8,909,760.28 including Electronic Payments generated between 07/01/2024 – 07/31/2024 in the amount of \$1,609,817.86 and July 2024 Payroll Checks 52046957 – 52046958 and 52053258 and Payroll Direct Deposits 280001 – 280137 and 300001 – 300138 in the amount of \$743,570.87.

CEO REPORT

Project Updates

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

- Terminal 1 Dock Bulkhead Wall Project
- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)
- Block One Development (Not Port Project)
- Terminal 4 Pond Improvements

He answered questions from the Board.

Intern Update

Mike Bomar, Chief Economic Strategy Officer introduced summer intern Emiliano Mendoza-Sundar. He stated the port has partnered with the Future Leaders Project for several years, the project is a collaboration between WSU-Vancouver, the Columbia River Economic Development Council, and Workforce Southwest Washington. These organizations provide first generation students with an internship opportunity, connection with leadership and executives, and provide pathways and tools as intern students prepare to enter the workforce. He then introduced Emiliano who shared his experiences with the Board. Emiliano answered questions from the board and thanked the Board and port staff for the experience here.

Maritime Intern Update

Zack Merrill, Sales Account Manager introduced maritime interns Nicole Awalt, Charlie Pugh, and Miranda Palmarez. Zack thanked industry partners and port employees for their support of the program. Nicole, Charlie, and Miranda shared their experiences with the internship. They acknowledged and thanked all the businesses that supported the port's efforts to expand their insights into operations both inside and outside of the port. The interns thanked the port, port staff, and Zack and Alex in particular for the experience here.

Federal Legislative Update

Ryan Hart, Chief External Affairs Officer introduced Dale Learn, Managing Partner with Gordon Thomas Honeywell Government Relations. Dale provided the Board with a federal legislative update and answered questions from the Commission.

COMMISSIONERS REPORTS

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

- Met with CEO Marler

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

- Interstate Bridge Replacement Program Meetings
- Washington Public Ports Association – Commissioners Seminar
- Pacific Northwest Waterways Association – Monthly Meeting
- National Night Out
- Labor Round Table

- Met with CEO Marler

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

- Labor Roundtable
- Washington Public Ports Association – Commissioners Seminar, including
 - Port of Pasco Tour
 - Port of Benton Tour
- Pacific Northwest Waterways Association - 90th Anniversary Celebration
- Tidewater Tour
- National Night Out

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, August 27, 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.

RECESS

Commissioner LaBrant called a recess from 10:42 a.m. to 10:55 a.m. to prepare for the port's Procurement/Contracts workshop.

WORKSHOP

Procurement/Contracts Overview & Update

Director of Procurement and Administrative Services Dawn Egbert lead the Procurement/Contracts workshop. She gave the board an overview and updates on the procurement and contracts department. She introduced her team, Jennifer Brower, Callie White, and Rick Cline, who shared details about their areas of responsibility. Dawn also provided additional information regarding the work her department is doing on the following:

- Advancing Strategic Plan Initiatives
- Small Works Statute Updates
- Apprenticeship Utilization Program
- Contract Department Priorities

She answered questions from the Board. The commissioners thanked Dawn for her presentation and for the work of the team.

SIGN DOCUMENTS

The Board signed documents at 11:41 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, August 13, 2024, regular meeting was adjourned at 11:47 a.m. by Commissioner LaBrant.

Betsy Rogers, Executive Assistant,
August 13, 2024, Regular Port of
Vancouver USA Board of
Commission Meeting

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS


Eric LaBrant, President
Jack Burkman, Vice President
Don Orange, Secretary