



PORT OF BROWNSVILLE

9790 Ogle Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023
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Commissioners:
Mathew Messing
Shaun Nye

May 24, 2022 Financial Workshop

CALL TO ORDER

Commissioner Shaun Nye called the Financial Workshop to order at 4:00 PM, In attendance were CPA Jan Fancher, and Port Auditor Joseph DaBell.

FINANCIAL WORKSHOP

CPA Fancher presented her prepared documents (attached) to all in attendance.
The topics covered were:

- Voucher Certification and Approval
- Followup Questions on Bond Ratings
- Guest Speaker on May 31, 2022 to discuss municipal bonds, bond ratings, and financial topics

COMMISSION COMMENTS

Commissioner Nye had no comments following the presentations.

CLOSE MEETING / ADJOURN

The next scheduled Finance Workshop will be held on July 26, 2022, at 4:00 PM in person and will review the historical expenditures from the 2017 Revenue Bond proceeds.

Commissioner Shaun Nye adjourned the meeting at 4:29 PM.

A handwritten signature in black ink, appearing to be "Mathew Messing", written over a horizontal line.

President / Commissioner

A handwritten signature in black ink, appearing to be "Jan Fancher", written over a horizontal line.

Secretary / Commissioner

A handwritten signature in black ink, appearing to be "Shaun Nye", written over a horizontal line.

Treasurer / Commissioner

Port of Brownsville

AGENDA

Finance Workshop
Via Zoom Conference

Tuesday, May 24, 2022 at 4:00 PM

III. REQUESTED FINANCE TOPICS

- . **Part A - Voucher Certification and Approval**
- . **RCW 42.24.080**
- . **BARS Manual 3.8.5 Voucher Certification and Approval**
- . **MRSC Consent Agenda**
- . **Port of Brownsville Resolution 04-21 listing order of meetings, including Approval of Consent Agenda reflects use of Consent Agenda's since at least 2004**
- . **Port Examples**
 - . **Port of Brownsville Meeting Agenda for March 16, 2022**
 - . **Port of Brownsville Meeting Minutes for March 16, 2022**
 - . **Port of Shelton Meeting Agenda for February 1, 2022**
 - . **Port of Shelton Meeting Minutes for February 1, 2022**
 - . **Port of Vancouver Meeting Agenda for April 12, 2022**
 - . **Port of Vancouver Meeting Minutes for April 12, 2022**
 - . **Port of Friday Harbor Meeting Agenda for March 23, 2022**
 - . **Port of Friday Harbor Meeting Minutes for March 23, 2022**

RCW 42.24.080

Municipal corporations and political subdivisions—Claims against for contractual purposes—Auditing and payment—Forms—Authentication and certification.

(1) All claims presented against any county, city, district or other municipal corporation or political subdivision by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an auditing officer elected or appointed pursuant to statute or, in the absence of statute, an appropriate charter provision, ordinance or resolution of the municipal corporation or political subdivision. Such claims shall be prepared for audit and payment on a form and in the manner prescribed by the state auditor. The form shall provide for the authentication and certification by such auditing officer that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the municipal corporation or political subdivision. No claim shall be paid without such authentication and certification.

(2) Certification as to claims of officers and employees of a county, city, district or other municipal corporation or political subdivision, for services rendered, shall be made by the person charged with preparing and submitting vouchers for payment of services. He or she shall certify that the claim is just, true and unpaid, and that certification shall be part of the voucher.

[2008 c 198 § 6; 1995 c 301 § 72; 1965 c 116 § 1.]

NOTES:

Finding—2008 c 198: See note following RCW 39.34.030.

Voucher Certification and Approval

3.8 Expenditures

3.8.5 Voucher Certification and Approval [1]

3.8.5.10 All claims against a municipality must be preaudited by the auditing officer of the municipality or his/her delegate. In addition, all claims must be certified by the auditing officer. *Claims* refer to all external payments that are made to satisfy obligations of the entity, regardless of how payments are processed (i.e., through warrants, checks, EFTs, etc.). *Claims* would include refunds or reimbursements, bond payments, federal tax payments, payments to other governments, grants, transfers or payments made to component units or joint ventures, etc. *Claims* would not include interfund loans, interfund reimbursements or payments (i.e., to internal service funds), indirect cost allocations or other internal accounting transactions, purchases of investments or transfers between bank accounts both owned by the entity, etc.

The auditing officer's certification may be made on each individual claim voucher or, subject to the acceptance and approval of the municipal legislative body, a blanket voucher certification may be used so long as it indicates the particular vouchers so certified. The use of a blanket certification in no way relieves the auditing officer of his/her responsibility and liability for each individual voucher so certified. The certification must be signed and dated by the auditing officer or his/her delegate. For all claims, except expense reimbursement claims certified by officers or employees (see BARS Manual 3.8.2, *Employee Travel*), the certification must include the following language:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim.

3.8.5.20 The auditing officer's certification for employee/officer expense reimbursement claims must include the following language:

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to certify to said claim.

3.8.5.30 The certification by the auditing officer in no manner relieves members of the governing body from the responsibility and liability for each voucher approved. It is the governing body's responsibility to ensure that the system of auditing and certifying vouchers is operating in a manner to provide the greatest possible protection for the governing body members and the municipality.

3.8.5.40 To indicate governing body approval for payment of claim vouchers and payroll, the following should be entered in the minutes:

The following voucher/warrants/electronic payments are approved for payment:

(Funds)

Voucher (Warrant)	Total
numbers: _____ through _____	\$ _____

Payroll warrant

numbers: _____ through _____	\$ _____
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Electronic Payments

dates: _____ through _____	\$ _____
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3.8.5.50 If the legislative body authorizes the procedure, cities, counties and districts may issue warrants, checks or electronic payments before the legislative body approves claims. To do this the municipality must enact the following policies and procedures (required in Chapter 42.24 RCW):

1. The auditing officer and the officer designated to sign the checks, warrants or initiate an electronic payment must have an official bond. The amount should be determined by the legislative body but cannot be less than \$50,000 (RCW 42.24.180);
2. The legislative body should adopt contracting, hiring, purchasing, and disbursing policies that implement effective internal control; for electronic payments, the legislative body should adopt information technology policies that implement effective internal control over technology used to initiate and approve electronic payments.
3. The legislative body must review and approve the claims paid at its next regularly scheduled public meeting, or for cities and towns, at a regularly scheduled public meeting within one month from issuance; and
4. If the legislative body disapproves some claims, the auditing officer and the officer designated to sign the checks, warrants or initiate the electronic payment must recognize these claims as receivables of the taxing district and pursue collection diligently until the amounts are either collected or the legislative body is satisfied and approves the claims.

3.8.5.60 The legislative body may stipulate that certain kinds or amounts of claims should not be paid before the board has reviewed the supporting documentation and approved the issue of checks, warrants or electronic payments in payment of those claims.

3.8.5.70 The original copy of all vouchers should be filed in the office of the auditing officer of the municipality. The detailed accounts to which the expenditures are to be posted must be clearly designated. Supporting documentation must be retained and either attached to the vouchers or canceled by the auditing officer to prevent reuse. See BARS Manual 3.1.4, *Original Supporting Documentation* for requirements.

3.8.5.80 Districts that do not issue their own warrants should send either original vouchers or other supporting documentation (e.g., listing of approved vouchers, etc.) to the county auditor.

Footnotes

[1] Chapter 42.24 RCW

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This section was last edited by SAO on 12/17/20

Streamlining Meetings Through the Consent Agenda

August 2, 2021 by [WMCA](#)

Category: [Legislative Body](#), [Guest Author](#)



Governing bodies adopt many tools to help add structure to a meeting agenda to keep members focused on the task at hand or to streamline processes. This blog discusses one of those tools — the consent agenda — and how some local governments in Washington are currently using it.

What Is a Consent Agenda?

A consent agenda is a section on the meeting agenda that groups routine,

noncontroversial topics into a single agenda item that can be discussed and passed with a single motion and vote. Generally, no debate is allowed on items included in the consent agenda, but a member of the governing body can always request that a specific item be moved to the full meeting agenda for individual attention.

The Washington Municipal Clerks Association (WCMA) Handbook 2.08.040 notes that items typically found on a consent agenda include:

- Program, department, or committee reports or minutes,
- Correspondence requiring no action,
- Updates or background reports (for informational purposes only),
- Appointments requiring confirmation by the governing body,
- Approval of contracts that fall within the agency's policy guidelines,
- Final approval of proposals that have been thoroughly discussed previously, where the governing body is comfortable with the implications,
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws, and

- Dates of future meetings.

What Is the Process for Using a Consent Agenda?

In order to use a consent agenda, the governing body may choose to adopt the use of this tool in its rules of procedure or by adopting as the 'consent agenda' provision of Robert's Rules of Order, found under Order of Business. The rules in the local procedures may include a policy about what may and may not be included on the consent agenda or the governing body may leave that decision to the discretion of the persons preparing the agenda.

Each local government agency has one or more persons who prepare the regular meeting agenda and can determine which items to include in the consent portion of a meeting. See [Setting the Agenda: Less Control, More Cooperation](#) for more on creating meeting agendas.

When the consent agenda item is before the governing body during a meeting, the presiding officer should ask members if anyone wants to remove any items listed on the consent agenda. Most agencies will remove an item from the consent agenda if any one of the members wishes an item to be removed. A formal vote would not be necessary to remove an item unless the agency's rules require one.

Once any requested items are removed from the consent agenda, then the governing body votes to approve the entire consent agenda as a single item.

How Do Washington Local Governments Use Consent Agendas?

WMCA surveyed its members (municipal clerks) in December 2020 regarding use of consent agendas. They received 94 responses, including clerks with cities, towns, counties, transit agencies, a public utility district, and a library district. Of these responses, 90% used a consent agenda, noting that it streamlines meetings and promotes efficiency.

Responding members represented municipalities with populations ranging from 415 to 750,000, and everything in between. Additionally, the type of agency using a consent agenda was also varied, ranging from mayor/council-run cities, council/manager-run cities, commission-led counties, and board-led special purpose districts.

WMCA members provided a wide variety of responses on content they typically have on a consent agenda. In terms of the number of items typically included:

- 38% of respondents said 5 to 9 items,
- 33% of respondents said 4 or less items, and
- 17% of respondents said 10 or more items.

The types of items included on a consent agenda ranged from final plats (2%) to checks (65%). The table below shows a list of all items noted by respondents.

Item included on a consent agenda	Percent of respondents including this item
Final plats	2%
Approval of surplus property	3%
Grant applications	3%

Item included on a consent agenda	Percent of respondents including this item
Public works warranty deeds	4%
Advisory board appointments	4%
Acceptance of certain public works projects	6%
Choosing dates for public hearings & appeals	7%
Routine items vetted by committee and/or governing body has previously discussed	27%
Bid awards, and budgeted contracts	33%
Meeting minutes	64%
Checks/warrants/vouchers/claims/payroll	65%

Tips from Local Agencies

Through the survey, WMCA members also offered the following tips to agencies considering adopting the use of a consent agenda:

- Poll other jurisdictions of your same size and type to see how they use it, and
- Know the comfort level of your elected officials in using such a tool.

Once an agency has adopted use of a consent agenda, WMCA members advise that an agency should:

- Include the agenda approval process in your governing body's rules of procedures,
- Be consistent on the kind of items placed on the agenda, and
- Ensure all members know that any item can be removed from a consent agenda for separate action.

It should also be noted that all documentation associated with consent items must be provided to meeting participants before the meeting, and these participants must review the documentation in advance in order to make an informed vote on all grouped items.

For More Information

Here are additional resources from MRSC.

- [Ask MRSC: Governance](#)
- [Council Meeting Agendas](#)
- [Council/Board of Commissioners Rules of Procedure](#)

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.

PORT OF BROWNSVILLE
MINUTES OF MEETING
8 December 2004

CALL TO ORDER

Commissioner Bailey called the regular session of the meeting to order. In attendance were Commissioner Bob Kalmbach, Commissioner Allen Miller, Port Manager Jerry Rowland, Assistant Port Manager Gregg Faulkner and Port Attorney John Mitchell.

PLEDGE OF ALLEGIANCE

Commissioners led pledge of allegiance.

APPROVAL OF AGENDA

Motion made to use amended agenda format for this meeting. Motion seconded and approved unanimous.

Motion made to approve amended agenda as written. Motion seconded and approved unanimous.

APPROVAL OF CONSENT AGENDA

Motion made to accept consent agenda as written. Consent agenda includes the minutes for the November 10, 2004 meeting, vouchers audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the public and approval for payment of those vouchers included in the audited and certified list and further described as follows: December General Fund Voucher numbers 22218 through 22276 for a total amount of \$89,024.53 and December leasehold excise tax refund (2003) voucher number 22277 for a total amount of \$513.82. Also approved for payment was, December's Electronic Fund Transfers, numbers 2004-38 through 2004-40 for a total amount of \$4,137.06. Motion seconded and passed unanimously.

PUBLIC COMMENT

Citizen Comments for items not listed on this agenda. None.

PRESENTATION TO OR BY THE BOARD

- a. John Burkitt from Wilkins Distributing gave a short presentation on available products from various fuel distribution outlets as well as available services from Gull Industries / Thunderbird Lubricates. John introduced Kevin Buhr also from Wilkins and Thomas Entwistle from Octel Starreon out of Colorado. They both talked about fuel additives and their benefits to our boating customers.

PORT OF BROWNSVILLE
MINUTES OF MEETING
8 December 2004

- b. Arper Memorial Resolution 04-19. Motion made to accept resolution 04-19 and have Port Staff mail it to the next of kin. Motion seconded and passed unanimous.

FINANCIAL REPORTS

Dennis Bryan was unable to attend the meeting. He did provide the December financial statement to the Port Manager for distribution to the Board. The trend continues to be revenue up and expenditures down slightly from budget projections.

INFORMATION, STAFF, AND COMMITTEE REPORT

- a. Managers Report – Attached.
Not on managers report. We had two people and their dog arrested at the port on 7 December 2004. The people in question were charged with trespassing and theft. The charges were filed by the boat house owner of C-3.
- b. Commissioners Report – Commissioner Kalmbach thanked Port Staff for their accomplishments throughout the year and wished them Happy Holidays, Commissioners Bailey and Miller added their thanks and good wishes. Commissioner Miller attended the WPPA annual meeting at Bellevue on 1 and 2 December. He passed on information about public disclosure, the new fire code and current trend in RV parks. Commissioner Bailey also attended the WPPA annual meeting at Bellevue. He passed on information about marketing the port, healthcare and he provided information on two companies that design RV parks.

OLD BUSINESS

- a. Breakwater Access Project (Walkway);
 - i. The Port has a legally signed and witnessed document giving the Port the authority to purchase material and labor and to charge it against the contract.
 - ii. Gregg, Tim and Kelly have put as much of the final touches on the walkway as we are going to be able to do at this point. The final tweaking on the railings has been completed and they look pretty good. The remaining railing around the Ramp Rider will be done when we can have Jim Hayes here with the crane.
 - iii. The Port has not received the final drawings from Gieger Engineering but we did get the final bill of \$2,249.00.
 - iv. The sales tax portion of this contract for \$45,141.00 will be paid with the quarterly sales tax returns for December in January.
 - v. There was also a check to NKB in the amount of \$40,603.00. This represents the final amount owed to Jager.

PORT OF BROWNSVILLE

MINUTES OF MEETING

8 December 2004

vi. With these payments the Port can now submit our final billing to IAC to receive the last \$26,813.00 of the grant. It will more than likely not be received prior to the end of the year so will be credited in 2005.

b. Second Floating Bathroom

i. Still no Potty Dump. The Port is still holding the final payment until it is received and installed.

ii. The Port got tired of waiting for the company that built the building to install a door sill so Gregg has installed one. There is no longer any water accumulating in the inside corner when it rains.

iii. Still no as builds.

NEW BUSINESS

a. Resolution 04-21 Modify By-Laws (First Reading)

Motion made to accept resolution 04-21, changing agenda format, seconded, approved unanimous.

PUBLIC COMMENTS

Commissioner Bailey asked Commissioner Miller to give the highlights of his first year as a Commissioner. Commissioner Miller stated that it has been a little frustrating getting information on how the Commission works and would like to be able to attend more meetings. Commissioners Bailey and Kalmbach stated that the second year would be easier. Commissioner Bailey thanked everyone for making this last year as president of the board an enjoyable one.

EXECUTIVE SESSION

None

MEETING ADJOURNED:

Motion made to adjourn, seconded. Motion passed unanimously. Meeting adjourned 9:20 PM.

President/Commissioner

Secretary/Commissioner

Commissioner

Recording Secretary

PORT OF BROWNSVILLE

RESOLUTION 04-21

A RESOLUTION to modify the By-Laws of the Port of Brownsville Article IV Order of Business.

WHEREAS, the Port of Brownsville Board of Commissioners approved resolution 00-02 authorizing the adoption of the Port of Brownsville By-Laws.

THEREFORE BE IT RESOLVED by the Port of Brownsville Board of Commissioners to modify article IV Order of Business as follows.

A. Standard Order. The order of business at all meetings, unless otherwise agreed to by the Commission, shall be:

1. Open Meeting / Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Consent Agenda
 - a. All matters listed under Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and be placed under New Business by request.
5. Public Comment
 - a. Citizen Comments for items not listed on this Agenda.
6. Presentation to or by the Board
7. Financial Reports
8. Information, Staff and Committee Reports
9. Old Business
10. New Business
11. Public Comment
12. Executive Session
 - The following items may be discussed in executive session
 - a. Legal
 - b. Real estate
 - c. Personnel
13. Close Meeting / Adjourn

PORT OF BROWNSVILLE

RESOLUTION 04-21

B. Public Comment. The Commission may schedule a public hearing on any item of old or new business, or may authorize the President to recognize members of the public to comment on individual items of old or new business as they arise. Any such hearing or public comment outside the standard order above shall precede final deliberation and decision by the Commission.

Passed at regular meeting of the Port of Brownsville Commission held at Brownsville Washington on the _____ Day of _____ 2004.

There being a vote thereon as follows: _____ for, _____ against, _____ absent.

President – Commissioner

Secretary – Commissioner

Commissioner



AGENDA

Regular Meeting

Port of Brownsville Commission

Wednesday, March 16, 2022 6:00 PM

Meeting Held on Zoom

Open Meeting / Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Approval of Consent Agenda

All matters listed under Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion by a Commissioner is desired, that item may be removed from the Consent Agenda and placed under New Business.

 - a. Approval of February 16, 2022 Commission Meeting Minutes and March 1, 2022 Financial Workshop Meeting Minutes.
 - b. The following checks and electronic payments are approved for payment:

Accounts Payable:		
Voucher Numbers	50505 - 50531	\$84,628.58
Electronic Payments	2/18/22 – 3/16/22	<u>\$3,452.21</u>
	Total Accounts Payable	<u>\$88,080.79</u>
Payroll & Payroll Liabilities:		
Voucher Numbers	-----	\$-----
Electronic Payments	2/18/22 – 3/16/22	<u>\$31,840.46</u>
	Total Payroll & Payroll Liabilities	<u>\$31,840.46</u>
Total General Fund checks and electronic payments in the amount of		<u>\$119,921.25</u>
4. Public Comment
 - a. Citizen Comments for items not listed on this agenda
5. Presentation to or by the Board
 - a. Presentation by Citizens' Advisory Committee
6. Financial Reports
 - a. Financial Picture
 - b. Financial Workshop
7. Information, Staff, and Committee Reports
 - a. Manager's Report
 - b. Maintenance/Boat Compliance Report
 - c. Comprehensive Plan for Harbor Improvement
 - d. Commissioners Report
8. Old Business
 - a. Security Camera Bid Discussion
 - b. Open Commission Position Advertising
9. New Business
 - a. Discuss potential for leasing Port property – Annex
 - b. Discuss potential for sale of Port property

Due to changing restrictions on public meetings this meeting will take place via Zoom.

Meeting ID: 814 9985 8331 PW: 398924

To access by phone: dial 1-253-215-8782 and follow the instructions to enter the meeting.

Please keep your device muted as repeated interruptions may result in your removal from the meeting.

10. Public Comment

11. Executive Session

- a. Recess into Executive Session pursuant to RCW 42.30.110(1)(c) To consider the minimum price at which real estate will be offered for sale or lease

12. Close Meeting / Adjourn

Due to changing restrictions on public meetings this meeting will take place via Zoom.

Meeting ID: 814 9985 8331 PW: 398924

To access by phone: dial 1-253-215-8782 and follow the instructions to enter the meeting.

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Commissioners:
Mathew Messing
Shaun Nye

March 16, 2022

CALL TO ORDER

Commissioner Mathew Messing called the regular session of the on-line meeting to order at 6:00 PM. In attendance were Commissioner Shaun Nye, CPA Jan Fancher, Executive Director Jerral Williams, Auditor Joseph DaBell and Attorney Peter Ruffatto of Chmelik Sitkin and Davis.

PLEDGE OF ALLEGIANCE

Commissioners led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Nye motioned to approve the agenda as written. Commissioner Messing seconded the motion. Both Commissioners voted to approve, and the motion passed.

APPROVAL OF CONSENT AGENDA

The consent agenda included Meeting Minutes for the February 16, 2022 Commission Meeting and March 1, 2022 Finance Workshop, vouchers audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, which have been recorded on a listing and have been made available to the public. Those checks approved for payment are included in the audited and certified list and further described as follows:

Accounts Payable:

Voucher Numbers	50505 – 50531	\$84,628.58
Electronic Payments	2/17/22 – 3/16/22	<u>\$3,452.21</u>
Total Accounts payable		\$88,080.79

Payroll & Payroll Liabilities:

Voucher Numbers	-----	\$-----
Electronic Payments	2/17/22 – 3/16/22	<u>\$31,840.46</u>
Total Payroll & Payroll Liabilities		\$31,840.46

Total General Fund checks and electronic payments in the amount of \$119,921.25.

Motion made by Commissioner Nye to approve the consent agenda. Commissioner Messing seconded. Both Commissioners voted to approve, and the motion passed.

PUBLIC COMMENT – Citizen comments for items not on the agenda.

(None)



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Commissioners:
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Shaun Nye

PRESENTATION TO OR BY THE BOARD

Citizens Advisory Committee –

Ken McEwan stated he was glad to hear the Commission would seek public input on major maintenance issues. He quoted from the Washington Public Ports Association's Commissioner Resource Guide the following:

“A port commissioner must recognize his/her limitations. No one person has all the information and insight to make the right decision all of the time. Getting things done right and on time often requires added resources. Working closely with the executive director/manager and his/her staff, citizen groups, and other interested parties can increase the commission's ability to resolve issues. Often, the study of an issue by an assembly of interested people results in a more informed decision. Commissioners must take full advantage of opportunities to work with others when studying and analyzing an issue.”

He requested the Port establish a Citizens Advisory Committee which could act as a resource for the Commission to utilize additional skills and research for Port projects and decisions. Ken McEwan provided Executive Director Williams with a draft resolution (attached). Mr. McEwan stated that the committee would have no power to make decisions and would only exist to provide their opinions. He added that the current Port bylaws require a Commissioner to chair any such group and requested that this be changed.

FINANCIAL REPORTS

- a. CPA Fancher gave an update on cash and investments ending February 28, 2022. The Port's Net Position is \$88,607 above where it was as of a year ago on February 28, 2021. Ending Cash and Investments are also \$25,364 above the previous year. All dedicated fees are either close or above budgeted estimates. CPA Fancher added that the Washington State Auditors Office is still planning to do a 2-year audit of the Port this Fall. Washington Department of Revenue is continuing to do Leasehold Excise Tax audits on numerous entities. The cost the Port has paid for professional services is down \$73,000 from the previous year.
- b. The first Financial Workshop was held of March 1, 2022, with the second one scheduled for March 22. A request has been received from Ed Wurden to cover the Port's most recent audit findings and where the Port stands on addressing or correcting these issues. CPA Fancher requested that those interested in submitting topics please do so at least two weeks in advance of the scheduled meeting date.

INFORMATION, STAFF AND COMMITTEE REPORTS

- a. Manager's Report – Executive Director Jerral Williams gave the Manager's Report. The vacant seat on the Commission was discussed on Monday, March 14. He is currently working on quotes for



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district-wide mailers. Small crime has been increasing everywhere in the county, and he asked everyone to be aware and to say something if they see something. The Port is still shuffling boats around to accommodate those that wished to move slips while many new customers have been welcomed into the Port over the last month. The Port has received permission informally to extend their current construction permit while the scope of work is reviewed. The Port has entered contract with Ballard Marine to survey the chains on the North Breakwater and provide pictures and videos for the Port's use in future estimates. Executive Director Williams added that the Port may be moving back to live meetings again depending on the Governor's decision.

- b. Maintenance Report – Executive Director Jerral Williams gave the Maintenance Report. He asked the crew to build a list of maintenance items outside of their usual routine to better identify items to be addressed. Bull-rail repairs on the breakwater have been completed and man-hours are in the process of being recoded directly to the project. The giant green dumpsters will be leaving tomorrow, March 17, and be replaced with smaller rolling dumpsters to test if they would be viable compared to the garbage cans and trash compactor. The wacky-tube guy on A-Dock appears to be working at deterring otters in the areas he operates.
- c. Comprehensive Plan for Harbor Improvement.
None
- d. Commissioners Report
None

OLD BUSINESS

- a. Security Camera Bids – Executive Director Williams stated that all bids received by the Port are comparable to one another ranging from \$27,000 to \$33,000. Jerry added that these estimates do not cover the cost of trenching or electricians. The bids cover cameras on the waterfront, and lower parking lot with potential to expand to the upper lot, shop area, and behind the Port building. Commissioner Messing stated he wanted to avoid too many extra costs. No decisions were made at this time.
- b. Open Commission Position Advertising – Executive Director has received a quote of approximately \$1,500 to send out postcards to every residence in Commissioner District 1. Commissioner Messing was uncertain it was fiscally responsible to spend so much on this advertisement. Commissioner Nye stated that it would be best not to cut corners on advertising this item given its importance. The motion to proceed with the mailing advertisements was approved.

NEW BUSINESS

- a. Discuss potential for leasing Port Property: Annex – Commissioner Messing stated there is work to be done on the Annex 2 (Rental House) to improve it to the point it is acceptable to ask fair market value. He would like to see quotes for repairing the drainage and finishing the basement. Commissioner Messing stated that a company has contacted the Port about leasing the top floor of the Port Annex (Fire Hall) and the Port should take steps to ensure they receive fair market value. Executive Director Williams stated that will need to look into procedures for vetting prospective tenants, determining what modifications would be necessary to the property, and determine whether a short-term or long-term lease would be better suited.



PORT OF BROWNSVILLE

9790 Ogie Rd • NE Bremerton, WA 98311
Office: 360-692-5498 • FAX 360-698-8023
pob@portofbrownsville.org

Commissioners:
Mathew Messing
Shaun Nye

- b. Discuss Potential for Sale of Port Property – Commissioner Messing wished to discuss the potential sale of land owned by the Port of Brownsville. He commented that while the Port may not be paying property taxes on the land, they may recoup some money. He added that much of the land appears undevelopable. Executive Director Williams commented that the land in question can be used for environmental mitigation for Port projects. Attorney Ruffatto spoke on the process of surplusing property and that they Port may currently be restricted by their comprehensive plan.

PUBLIC COMMENT

Johnathan Thomas congratulated Jerral Williams on his promotion. He claimed the Port Annex had only one heater for the entire building, asbestos tiles, and bad wiring. He stated that the Port must justify charging any new tenant more than the rate that was charged to the previous tenants. He added that the financial reports looked great aside from the rental income. He suggested the Port look into the possibility of raising property taxes on the district to increase revenues rather than increase moorage.

Sally Hass thanked Commissioner Nye for arranging the Financial Workshops and thanked Executive Director Williams for his Q&A sessions with the community. She has requested at both the January and February meetings for more information from the Commissioners, possibly in the monthly newsletter. She was interested if applications would be made available after the end date for the public. The Brownsville Community Group plans to meet the first Wednesday of each month with the next meeting being April 6. She is looking forward to fire-safety training and thanked both Commissioners for volunteering as deep-water victims.

Nathan Thomas commented that he was alarmed by someone demanding to know why he was in the RV parking area after having made arrangements at the Port office. He commented that the Port could potentially earn more income if the RV spots were given water and sewer hook-ups. He also claimed that there was no mention of the RV parking spots on the Port's website.

Chris Bigelow commented in regard to the security camera systems that the Port should discuss with the Sheriffs to get their thoughts. He also asked for clarification on the qualifications for the Commissioner District 1 position.

EXECUTIVE SESSION

At 7:30 PM Commissioner Messing recessed the meeting to go into Executive Session for 25 minutes to begin at 7:35 PM after a five minute recess pursuant to RCW 42.30.110(1)(c) To consider the minimum price at which real estate will be offered for sale or lease. No action is expected. The Commissioners came out of Executive Session at 8:00 PM



PORT OF BROWNSVILLE

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Commissioners:
Mathew Messing
Shaun Nye

CLOSE MEETING / ADJOURN

Next Regular Meeting is scheduled for April 13, 2022 at 6:00PM.

Meeting was adjourned at 8:02 PM.

A handwritten signature in black ink, appearing to be "Mathew Messing", written over a horizontal line.

President / Commissioner

Secretary / Commissioner

A handwritten signature in black ink, appearing to be "Shaun Nye", written over a horizontal line.

Treasurer / Commissioner

Recording Secretary



AGENDA
Regular Meeting

Tuesday, February 1, 2022 2:00 PM

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT**
- IV. ADOPT AGENDA**
- V. APPROVE MEETING MINUTES**
Regular Meeting January 18, 2022
- VI. CHECK CONTROL REPORT**
January 2022
- VII. ACTION/DISCUSSION ITEMS**
 - A. EDC Updates - Presentation
- VIII. STAFF COMMENT**
- IX. PUBLIC COMMENT**
- X. COMMISSIONER COMMENTS**
- XI. ADJOURNMENT**

The Port of Shelton provides an open forum for citizen input: Three (3) minutes per person. If you wish to address the Commission, raise your hand to be recognized by the Chair. When you have been recognized, please step up and give your name and address before your comments. The Commission is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. If you wish to attend the Commission meeting and require physical accommodations in order to do so, please call 426-1151 by 10:00 a.m. the day of the meeting.

Port of Shelton
Regular Commission Meeting Minutes
February 1, 2022

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on February 1, 2022.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; Jennifer Baria, Executive Director of Mason Economic Development Council; and Dedrick Allan, Mason Web TV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

There was no public comment.

IV. ADOPT AGENDA

The agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Meeting Minutes from the January 18, 2022 meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the February 1, 2022 Check Control Report, and reported Payroll and Payroll Liability electronic payments dated January 20, 2022 and January 31, 2022 in the amount of \$34,029.24; and the payments of Accounts Payable checks numbered 31456 through 31480 dated February 1, 2022, in the amount of \$36,088.41; and Accounts Payable Electronic Payments dated January 26, January 28, and January 31, 2022 in the amount of \$55,360.41 for a total Accounts Payable amount of \$91,448.82. The total General Fund checks and electronic payments in the amount of \$125,478.06 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A. EDC Updates - Presentation

Jennifer Baria gave updates on EDC projects and leads throughout the community. She thanked the Commission for attending the Leadership Meeting last Friday as the BIG issue the community faces is infrastructure where utilities are concerned. Ms. Baria highlighted that they are currently actively working on 7 projects with 3 of those looking at the Port of Shelton properties both at Sanderson Field and Johns Prairie. She also reported they have worked with 15 community start up businesses recently including interpretive services and a roving notary service. She also reported that the developer for the hotel has submitted a pre-application for the county mixed use property across Hwy 102 from the Port.

VIII. STAFF COMMENTS

Director Smith reported that all Quarter 4 reports were submitted timely as well as all of the payroll reporting for year-end. Also reported that International FC has completely vacated the newly purchased building at 130 Corporate Way. Director Smith also commented that she will be meeting with Belco and

the consultants hired for their project this week as well as giving a site tour and kick-off meeting with Maul Foster and Alongi, the firm hired to complete the planning study for Sanderson Field.

IX. PUBLIC COMMENTS

There was no public comment.

X. COMMISSIONER COMMENTS

All Commissioners will attend their annual retreat on February 25 at the Hilton Garden Inn in Olympia from 9AM to 3PM. Commissioner Patterson will be attending the Tax Increment Financing Webinar this week through MRSC. She also might attend the Chamber After Hours on Wednesday event on Feb. 9. Commissioner Buck has an EDC board meeting on Feb. 10 and also may attend the Chamber after hours on Feb. 9.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:47 PM.

Minutes submitted by: Wendy Smith, Executive Director

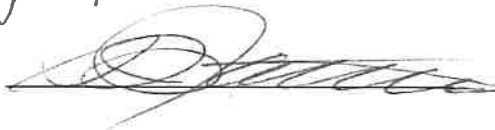
Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson





**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, April 12, 2022**

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 remotely 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 (any topic). **Advance registration will be required for individuals who want to provide testimony remotely (see details below).***

- A) **CALL TO ORDER (8:30 a.m.)**
- B) **EXECUTIVE SESSION**
None
- C) **OPENING REMARKS (8:30 a.m.)**
 - 1) Opening Remarks
 - 2) Approve Minutes of the March 22, 2022 Regular Meeting
- D) **OPEN FORUM**
 - 1) Public comment, on any topic including matters subject to Commission vote
To provide public comment (remotely) during the board meeting, you must register no later than 12:00 p.m. Monday, April 11, 2022, by emailing **povcommissioners@portvanusa.com****
- E) **ACTION ITEMS**
None
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs
- G) **NEW BUSINESS**

H) <u>ACCOUNTS PAYABLE</u>		
Voucher Numbers	108860 – 109219	\$ 5,906,242.51
Electronic Payments	03/01/2022 – 03/31/2022	\$ 623,013.24
Payroll Voucher Numbers		\$ 694,307.79
Checks	51658002	
Direct Deposits	100001 – 100131	
	120001 – 120125	

I) CEO REPORT

- 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers
- 2) C-Tran Presentation
- 3) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

**L) WORKSHOP
Procurement/Contracts**

M) SIGN DOCUMENTS

**N) ADMINISTRATIVE WORK SESSION
None**

O) ADJOURNMENT

****Public comments are welcome during Open Forum. Individuals requesting to provide comment remotely must register in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, April 11, 2022. 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 8:30 a.m. Tuesday, April 12, 2022, will become part of the official meeting record and will be provided to the Commission.**

Further instructions for accessing the virtual meeting (for remote testimony) 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 for more information.

Agenda Item No. C-2

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

REVIEWED BY:

Michelle Allan Executive Services Manager 04/12/2022
Title Date

APPROVED BY:

Title

SUBJECT: Minutes of the March 22, 2022 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 03/22/2022 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the March 22, 2022, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Juliana Marler*, CEO

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

Approved: _____ **Seconded By:** _____

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

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, March 22, 2022**

CALL TO ORDER

Commission President Burkman called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, March 22, 2022, via teleconference number 1 (253) 215-8782, conference code: 825 2587 1008 and passcode number: 178845 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

Commissioner Burkman confirmed that Commissioners Orange and LaBrant were on the line.

OPENING REMARKS

Commissioner Burkman welcomed and reminded everyone that all board members and the public are participating virtually pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and the port's Resolution 2-2020. He also stated that no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Jack Burkman	Port Commission President
Don Orange	Port Commission Vice President
Eric LaBrant	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
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Erik Milliron	Port Tenant Services Coordinator
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Joel Fairchild	Port Project Manager
Julie Payne	Port Revenue Accountant
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Kent Cash	Port Chief Operations Officer
Lori Kaylor	Port Commercial Sales Associate

Mark Tauscher	Port Environmental Specialist
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer
Matt Harding	Port Environmental Project Manager
Mike Bomar	Port Director of Economic Development
Mike Schiller	Port Director of Business Development
Monty Edberg	Port Director of Engineering & Project Delivery
Patty Boyden	Port Director of Environmental Services
Phala Le	Port Human Resources Specialist
Richard Troudt	Port Security Manager
Ryan Hart	Port Chief External Affairs Officer
Sadie Prodanovich	Port Social Media & Communications Specialist
Scott Goodrich	Port Director of Finance & Accounting
Sheila Deng	Port Senior Accountant
Thane Giles	Port Project Manager
Therese Lang	Port Director of Communications
Thomas Chidwick	Port General Office Assistant
Alona Steinke	Community Member
Cathryn Chudy	Community Member
Paul Newman	Community Member
Amelia Shelley	Community Member
Chris Hathaway	Lower Columbia Estuary Partnership
Elaine Placido	Lower Columbia Estuary Partnership
Lori Froehlich	Clark Public Utilities
Sean Philbrook	Identity Clark County

Additional members of the public participated in the virtual meeting but were not identified by name.

APPROVAL OF MINUTES

Regular Meeting of March 8, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the March 8, 2022, regular meeting.

OPEN FORUM

Commissioner Burkman stated that the agenda invited public comment on all matters on the agenda and reminded community members to keep their comments to three minutes. He said that two community members registered to speak. He then called on each community member based on the order in which the port received their request.

Alona Steinke

Ms. Steinke read aloud a letter that the Vancouver City Council sent to the State Building Codes Council (SBCC) supporting changes to building codes that would reduce greenhouse gas emissions. She also expressed disappointment that the port has missed opportunities to combat climate change by allowing gas in new buildings on port property.

Cathryn Chudy

Ms. Chudy stated at the last board meeting all three commissioners said they did not want gas in any new port buildings. She also stated that a requested workshop to discuss a policy on this matter has not been scheduled yet. She indicated the port's Climate Action Plan made a commitment to lower greenhouse gas emissions and the need for a policy discussion on gas use that applies to forthcoming decisions is urgent.

Commissioner Burkman thanked Ms. Steinke and Ms. Chudy for their comments. He reminded everyone interested in speaking during Open Forum at future meetings to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting.

ACTION ITEMS

No action items were presented to the board.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

CEO REPORT

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

CEO Marler shared the history behind the adoption of Resolution 2-2020 and then advised the commissioners that she has not taken any action provided her under this resolution.

Lower Columbia Estuary Partnership (LCEP): Experience Vancouver Lake Update

Director of Environmental Services Patty Boyden introduced Lower Columbia Estuary Partnership (LCEP) representatives Executive Director Elaine Placido and Community Program Director Chris Hathaway. She also shared a short video prepared by LCEP on their good work.

Ms. Placido talked about their efforts to educate and engage the community on ways to experience and explore Vancouver Lake. She thanked the port for its ongoing support.

CEO Marler and the commissioners thanked Ms. Placido for the work that the Lower Columbia Estuary Partnership does.

Interstate Bridge Replacement Program Executive Steering Group

CEO Marler provided a brief update on the efforts and focus of the Interstate Bridge Replacement Program Executive Steering Group. She indicated they are narrowing down options on transit, hearing from the community and equity advisory groups and getting feedback from the freight community with the goal to come up with a modified locally preferred alternative to submit for the permitting process. She encouraged folks that are interested in more information and the progress being made to visit the website at www.interstatebridge.org.

COMMISSIONERS REPORTS

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

- Pacific Northwest Waterways Association (PNWA) Mission to WA

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

- Pacific Northwest Waterways Association (PNWA) Mission to WA
- Funeral of Mr. Bob Schaefer, former Washington State Speaker of the House

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

- Pacific Northwest Waterways Association (PNWA) Mission to WA
- Interstate Bridge Replacement Program
 - Executive Steering Group
 - Listening Session of the Confederated Tribes of the Grand Ronde
- American Empress Ship Tour
- Washington State Freight Mobility Strategic Investment Board (FMSIB)
- State Auditor's Conference
- Labor Roundtable Breakfast

Commissioner Burkman reminded everyone of the ways they can communicate with the Commission. He stated there is a great deal of information available on the port's website and encouraged everyone to check it out.

CEO Marler also shared the website address for the Lower Columbia Estuary Partnership. She stated it is www.estuarypartnership.org.

WORKSHOP

Port Redistricting

Ryan Hart, Chief External Affairs Officer provided a presentation on port redistricting. He stated that the port goes through this process every 10 years and is responsible for redrawing its own commissioner districts. He discussed the criteria for the redistricting plan, shared a port district map and provided the population distribution for each district. He also shared the proposed redistricting plan timeline.

CEO Marler thanked Ryan for his presentation. She also let folks know that following today's commission meeting there will be a public briefing beginning at 11:00 a.m., on the tax increment financing for the public improvements at Terminal 1.

ADMINISTRATIVE 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, March 22, 2022, regular meeting was adjourned at 9:18 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, March 22, 2022, Regular
Port of Vancouver USA Board of
Commission Meeting

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

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	04/12/2022
	Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL		

BACKGROUND:

March 2022 Vendor Claims:

Voucher Numbers	108860 – 109219	\$ 5,906,242.51
Electronic Payments	03/01/2022 – 03/31/2022	\$ 623,013.24
Payroll Voucher Numbers		\$ 694,307.79
Checks	51658002	
Direct Deposits	100001 – 100131	
	120001 – 120125	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2022 Vouchers 108860 – 109219 in the amount of \$5,906,242.51 including Electronic Payments generated between 03/01/2022 – 03/31/2022 in the amount of \$623,013.24 and March 2022 Payroll Check 51658002 and Payroll Direct Deposits 100001 – 100131 and 120001 – 120125 in the amount of \$694,307.79.

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

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, April 12, 2022**

CALL TO ORDER

Commission President Burkman called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 8:31 a.m., Tuesday, April 12, 2022, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Burkman welcomed everyone to the first in-person commission meeting in almost two years. He announced no executive session was held and that the meeting is being recorded. He stated the port is conducting a hybrid meeting so those who are not physically able to provide oral testimony can do so virtually. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of March 22, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the March 22, 2022, regular meeting.

OPEN FORUM

Commissioner Burkman stated that the agenda invited public comment and reminded community members to keep their comments to three minutes. He said one community member registered to speak remotely and then called on Cathryn Chudy. Ms. Chudy had technical difficulties, so Commissioner Burkman moved to unfinished business to give her time to resolve those and reconnect.

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.

OPEN FORUM

Cathryn Chudy

Ms. Chudy stated the Port's Climate Action Plan is prefaced with the words: "clean air, sustainability and protecting our environment." She indicated the port cannot support clean air, sustainability, and a healthy environment by allowing new buildings to burn fossil fuels. She asked that the board turn Climate Action Plan intentions into meaningful port policy.

Commissioner Burkman thanked Ms. Chudy for her comments.

ACTION ITEMS

No action items were presented to the board.

NEW BUSINESS

No new business was discussed.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the action item as contained in the Commission's packet and discussed the recommendation with the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2022 Vouchers 108860 – 109219 in the amount of \$5,906,242.51 including Electronic Payments generated between 03/01/2022 – 03/31/2022 in the amount of \$623,013.24 and March 2022 Payroll Check 51658002 and Payroll Direct Deposits 100001 – 100131 and 120001 – 120125 in the amount of \$694,307.79.

CEO REPORT

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

CEO Marler shared the history behind the adoption of Resolution 2-2020 and then advised the commissioners that she has not taken any action provided her under this resolution.

C-Tran Presentation

CEO Marler introduced Shawn Donaghy, C-TRAN CEO. Mr. Donaghy stated C-TRAN has been mapping out the growth in the city and county for the communities they serve. He also indicated the port has been helpful finding where new businesses are going in and providing opportunities for C-TRAN to change bus services. He then introduced Taylor Eidt, C-TRAN's Assistant Manager of Planning and Development. Mr. Eidt provided a presentation on C-TRAN's new on-demand, curb-to-curb, shared-vehicle transit service called The Current that serves the port area. Mr. Donaghy and Mr. Eidt answered questions from the Board.

Project Updates

Matt Harding, Environmental Project Manager provided an update on several port projects, including:

- Terminal 1 Design Standards & Guidelines
- Fish Stranding Agreement
- T4 Bank Erosion
- T4 Habitat Considerations

He answered questions from the Board.

CEO Marler stated the port has completed its 2021 Financial and Accountability Audit. She stated this is the port's 13th consecutive clean audit and for the seventh year in a row the port is the first Washington agency to complete their annual audit.

COMMISSIONERS REPORTS

Commissioner LaBrant stated he attended the following events and meetings:

- Columbia River Economic Development Council Board Meeting
- City of Vancouver Council Member Ty Stober

Commissioner Orange stated he attended the following events and meetings:

- City of Vancouver Council Member Ty Stober

Commissioner Orange also shared selections from several newspapers regarding climate change, greenhouse gas emissions and people's expectations from policy makers.

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

- CEO Marler
- Tax Increment Financing Public Briefing #1
- Port Report Filming
- State Audit Exit Conference
- Southwest Washington Contractors Association Summit
- Pacific Northwest Waterways Rail Roundtable
- Interstate Bridge Replacement Program Executive Steering Group
- Regional Transportation Council Meeting

Commissioner Burkman also mentioned he has been working with CEO Marler on an administrative work session regarding natural gas that he expects will occur at the next commission meeting.

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, April 26 at 8:30 a.m. She also highlighted several other upcoming community events.

Commissioner Burkman reminded everyone of the ways they can communicate with the Commission. He stated there is a great deal of information available on the port's website and encouraged everyone to check it out.

RECESS

Commissioner Burkman called a recess from 9:38 a.m. – 9:48 a.m. to sign documents and prepare for the port's workshop on Contracts & Procurement.

WORKSHOP

Contracts & Procurement

Commission Burkman reopened the meeting at 9:48 a.m. for a workshop on Contracts & Procurement led by Procurement Services Manager Dawn Egbert. She discussed what services the Contracts Department provides and introduced team members Contract Manager Rick Cline, Contract Manager Randy McCaleb, and Procurement/Grant Specialist Jennifer Brower. Each team member gave a brief update on their specific areas of responsibility.

ADMINISTRATIVE 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, April 12, 2022, regular meeting was adjourned at 10:18 a.m. by Commissioner Burkman.

Michelle Allan, Executive Services
Manager, April 12, 2022, Regular
Port of Vancouver USA Board of
Commission Meeting

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS



Jack Burkman, President



Don Orange, Vice President



Eric LaBrant, Secretary

Friday Harbor Port District
Port Commission Meeting
San Juan Island Yacht Club
Wednesday March 23, 2022 at 12:00 PM
Regular Meeting Agenda

With Covid-19 restrictions lifted, the public is now able to attend the meeting in person. You may also dial into the meeting via the link listed below. Please note that if you are attending via the link, it will be in listen only mode, and comments will not be able to be made.

Members of the public unable to attend the meeting may email comments for presentation to the Commission during the public comment period. Please email to ToddN@PortFH.org with the subject line "Public Comment". Comment must be received 24 hours prior the meeting.

Join Zoom Meeting

<https://zoom.us/j/3796847063?pwd=d3NoTW05aXNqaWUzL1g0UVhsN1RoQT09>

Meeting ID: 379 684 7063

Password: 7063

Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

Consent Agenda:

- A. Approval of Minutes: March 09, 2022 Commission Meeting
- B. Approval of Vouchers: Payroll and Bills Vouchers

Action Items:

- A. Approve Agreement #22-008, additional Engineering support associated with Contractor Default of the AIP funded Northwest Hangar Taxi Lane and Hangar Demolition Contract.
- B. Approve Agreement #22-009, additional Engineering support associated with Contractor Default on the non-AIP funded A&B Hangar Foundation Contract.
- C. Approve purchase of 50' x 50' airport hangar from R&M Steel to construct IOSA Headquarters.

Discussion Items:

- A. Move April 13th Regular Meeting to Bill Pay Meeting.
- B. Proposed Aeronautical Services site change.
 - a. Sewer infrastructure options and ramifications
- C. Spring Street landing pavers.
- D. Review of General Plan edits.
- E. Offsite Tour of non-aviation airport properties commencing in front of Ernie's Café.
This will be voice recorded but Zoom will not be available.

Adjourn: From off-site when tour is complete.

Friday Harbor Port District
Port Commission Meeting Minutes
San Juan Island Yacht Club
Wednesday March 23, 2022 at 12:00 pm

With Covid-19 restrictions lifted, the public is now able to attend the meeting in person. You may also dial into the meeting via Zoom. Please note that if you are attending via Zoom, it will be in listen only mode, and comments will not be able to be made. Comments can be e-mailed to the Port to be addressed to the commission during the public comment section.

Commissioners Present: Barbara Marrett
Graham Black via Zoom
Victoria Compton

Port Staff Present: Todd Nicolson, Executive Director
Phyllis Johnson, Auditor
Tami Hayes, Harbormaster
Amber Garcia, Executive Assistant
Mike Roling, IT System Administrator

Public Present: Bill Cumming, Customer
Marc Franklin, Aeronautical Services

Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

Marc Franklin with Aeronautical Services addressed the Commission regarding a possible expansion of their existing facilities. He shared a proposal that would reconfigure the footprint of the existing building, expanding out 70 feet towards the runway area to allow seven more truck delivery bays.

This expansion would allow Aeronautical to work more efficiently as well as keep their trucks from coming in and out of the airport. With the emphasis of keeping the trucks off the airport, they would also like to replace four truck bays with an airplane hangar door consistent with FAA regulations.

Part of the building extension building might end up extending into a controlled airspace where they will have to get permission from the FAA to be able to build there. Marc also shared a proposed parking idea where any lost spaces from the expansion can be moved to the other side of the parking lot.

Aeronautical subcontracts to San Juan Airlines, which flies all their next day air packages out. A problem they've been having with the proposed remodel on Weber Way is that they would still need to have the existing facility at the Airport to service

air packages and store boxes for the outer islands. The proposed expansion would be more functional.

Commissioner Marrett stated the Port Commission looks at leases at the airport using a series of criteria; Consistency with our Commission adopted long range plans, significant job creation of higher wage of non-seasonal jobs, compatibility with adjacent or planned adjacent uses community support or opposition and aesthetic considerations. This proposal fits the criteria very well, especially in terms of the number of people that are employed.

The Executive Director is going to move forward with getting FAA approval on the expansion and will work out some of the lease details with costs of moving fences, utilities, parking, etc. He will the bring the potential lease back to the Commission for review.

The Commission would like to make sure the public is informed about this expansion.

Consent Agenda:

A. Approval of Minutes: March 09, 2022 Commission Meeting

A. Approval of Vouchers: Payroll and Bills Vouchers #02625-022658 for \$149,385.37

Commissioner Compton moved to approve all items in the Consent Agenda with an edit in the Minutes to reflect a discussion or include a mention of the FAA's direction on modifications to standards. Commissioner Black seconded, all-in favor, all items approved.

Action Items:

A. Approve Agreement #22-008, additional Engineering support associated with Contractor Default of the AIP funded Northwest Hangar Taxi Lane and Hangar Demolition Contract.

The Executive Director informed the Commission that this would be estimated at \$100,000 and will be reimbursed through the bond.

Commissioner Compton moved to approve Agreement #22-008, Commissioner Black seconded, approved unanimously.

B. Approve Agreement #22-009, additional Engineering support associated with Contractor Default on the non-AIP funded A&B Hangar Foundation Contract.

The Executive Director notified the Commission that this would be estimated at \$50,000 and will be reimbursed through the bond.

Commissioner Compton moved to approve Agreement #22-009, Commissioner Black seconded, approved unanimously.

- C. Approve purchase of 50' x 50' airport hangar from R&M Steel to construct IOSA Headquarters.

The Executive Director presented the Commission a drawing of a prospective pre-engineered 50' x 50' hangar. This would have a standard hangar door with offices tucked in the back. Having the hangar door allows this building be used as an airplane hangar or giant shop in the event something happened to IOSA. With the add on of an additional door and higher roof pitch, the cost would be under \$70,000.

He added that the Port looked at doing a stick-built building, but the surveying, engineering, and design was around \$90,000. Adding on the building supply costs, this cost is significant more than the cost of a pre-engineered building. The cost of the IOSA headquarters is 100% grant funded.

Commissioner Black moved to approve the purchase of 50' x 50' airport hangar from R&M Steel to construct IOSA Headquarters, Commissioner Compton seconded, approved unanimously.

Discussion Items:

- A. Move April 13th Regular Meeting to Bill Pay Meeting.

The Executive Director will be absent the week of the April 13th Regular Meeting. He and Port Staff requested that the Regular Meeting be changed to a Bill Pay Meeting.

The Commission agreed to Move April 13th Regular Meeting to a Bill Pay Meeting.

- B. Proposed Aeronautical Services site change.
a. Sewer infrastructure options and ramifications

The Executive Director began discussion with the Commission regarding sewer infrastructure on Weber Way. If Aeronautical Services continues their Weber Way site, there was going to be a cooperative sewer project between them and SJI Tiny Suites. If Aeronautical Services doesn't go up there, that leaves one individual to put on the infrastructure for all of the Weber Way sites.

The Executive Director presented sewer infrastructure options:

- Tiny Suites does an independent system at their cost serving only their lot.
- The Port attempts to require Tiny Suites to install the entire Weber Way system at their cost with no reimbursement.
- The Port installs the entire system at our cost and gets

reimbursed by Tiny Homes and follow-on lessees

- Tiny Suites funds and installs entire system with the Port allowing a late comers agreement to be recorded on the Weber Way parcel's title

The Commission discussed the various options and came up with a consensus that Tiny Suites can fund and install the entire system with the Port allowing a late comers agreement to be recorded on the Weber Way parcel's title.

C. Spring Street landing pavers.

The Executive Director presented to the Commission that lessee, Downriggers, would like to replace the pavers at Spring Street Landing. He displayed an image of the new pavers they would like to install which are a terracotta color. Lessee would be responsible for the paver installation.

The Commission is in favor of them replacing the pavers if they are placed on the Lessee's lease line.

D. Review of General Plan edits.

The Commission and Port Staff discussed edits of the General/Strategic Plan.

The Executive Director and Commissioner Marrett will work on the new edits and formatting changes. Once the edits are made it will be forwarded to a graphic designer to give the document a more professional look.

E. Offsite Tour of non-aviation airport properties commencing in front of Ernie's Café. This will be voice recorded but Zoom will not be available.

At 1:47 PM Commissioner Marrett and Commissioner Compton along with the Executive Director met offsite at Ernie's Café, no public was present. The Commission and Executive Director continued the tour by proceeding to the property where Jolly Trolley is currently leasing.

Adjourn: 2:07 from off-site when tour was complete.



Graham, Black, Commissioner



Barbara Marrett, Commissioner



Victoria Compton, Commissioner

Port of Brownsville

AGENDA

Finance Workshop
Via Zoom Conference

Tuesday, May 24, 2022 at 4:00 PM

VI. 2022 MEETING SCHEDULE

<u>Date</u>	<u>Time</u>	<u>Topics</u>
March 1, 2022	6:00 PM	Introduction/Financial Highlights/Overview
March 22, 2022	4:00 PM	Requested Topics and Additional Presentation Items, Including: WA SAO Audit Reports 2005 - 2019, Bond Repayment Amort 2012-2036, 2017 Revenue Bond Repayment, County Tax Levy By Year 2018-2022, Property Tax Levy Resolution
April 26, 2022	4:00 PM	S&P Global Ratings Bond Rating Followup Requested Topic
May 24, 2022	4:00 PM	Voucher Certification and Approval per RCW's and BARS Manual Followup Requested Topic
May 31, 2022 - New!!! Via Zoom	4:00 PM	Municipal Bonds, Bond Ratings, Financing Topics
June of 2022		No Finance Workshop
July 26, 2022	4:00 PM	Review of historical expenditures from the 2017 Revenue Bond proceeds per submitted request via in person work shop
August 23, 2022	4:00 PM	
September 27, 2022	4:00 PM	
October 25, 2022	4:00 PM	Determine if Nov/Dec is needed