

PORT OF GRAYS HARBOR
COMMISSION MEETING MINUTES
June 13, 2023

The Port of Grays Harbor Commission Meeting June 13, 2023 was called to order at 9:00 AM. This meeting was both a virtual meeting conducted using Zoom and an in-person meeting. The public was able to access this virtual meeting using either the Zoom platform or by calling in.

Molly Bold led the flag salute.

Those in attendance at the meeting were as follows:

COMMISSION AND STAFF

Stan Pinnick	Commissioner
Phil Papac	Commissioner
Tom Quigg	Commissioner
Gary Nelson	Executive Director
Leonard Barnes	Deputy Executive Director
Arthur Blauvelt	Legal Counsel
Mike Folkers	Director of Finance & Administration
Randy Lewis	Director of Health, Safety & Environment
Alissa Shay	Satsop Business Park General Manager
Molly Bold	Westport Marina General Manager
Kayla Dunlap	Director of Government & Public Affairs
Chris Hunt	Director of Information Technology
Stephanie Eden	Westport Marina Office Manager
Brittany Miller	Westport Marina Office Assistant
Aaron Aschim	Contracts Manager
Janet Blackmun-Johnson	Accounting Specialist
Lisa Benn	Accounting Manager
Nolan Wyatt	Marine Terminal Superintendent
Shannon Anderson	Business & Trade Development Assistant
Cynthia Crisp	Reception
Jared Erwin	Engineering Intern

VISITORS

Jennifer Custer	Citizen
Sharon Oakley	Citizen
Arnie Martin	Citizen
Gabe Duus	One Street
John Shaw	South Beach Historical Society
Kevin Goodrich	City of Westport
Michael Mehaffy	Qamar and Associates
Laurence Qamar	Qamar and Associates

REPORTS:

Half Moon Bay Development Update

Molly Bold, Westport Marina General Manager, introduced Gabe Duus. Mr. Duus discussed the development at Half Moon Bay. Mr. Duus then introduced Michael Mehaffy and Laurence Qamar of Qamar and Associates who discussed the details of the plan and the design elements.

T4 Expansion & Redevelopment Project Report

Randy Lewis, Director of Health, Safety and Environment, updated the Commissioners on the T4 Expansion Project. His report included continued progress on the 60% design as well as reviewing the draft SEPA checklist and comments provided by the Quinault Division of Natural Resources.

He further reported that outreach has continued on the project with the Aberdeen Lions Club, Grays Harbor Hospital District #1 and the City of Westport.

Kayla Dunlap, Director of Government & Public Affairs, reported on the planned public outreach efforts including the City of Hoquiam later this summer and the Grays Harbor Hospital District #2.

Public Information Report

Kayla Dunlap, Director of Government & Public Affairs, reported that 4th grade tours wrapped up yesterday. We welcomed 711 students, 84 teachers and chaperones and 18 bus drivers.

She gave a HUGE thank you to Betsy Seidel, the GH Community Foundation, the Grays Harbor Transit, all of our customers that donated including AGP, Paneltech, Lynch Creek Farms and a big thank you to all the Commissioners and staff that took the time to participate, including the guys in the yard that gave many of the classes a great show on the Wagners.

She then reported that for the first time in 4 years, the Port will be offering our Public Tours of the marine terminals and industrial properties. A press release will go out to local media this afternoon announcing the dates. Space will be limited to 14 per tour as is the capacity of our bus. She reported there will be additional dates in September if there is interest. The dates are as follows:

- Wednesday, June 28th: 5:30 – 7:00pm
- Tuesday, July 18th: 5:30 – 7:00pm
- Wednesday, August 16th: 5:30 – 7:00pm

She concluded by reporting that Westport Walking Tours are planned for later this summer as well and we will be announcing those dates soon.

Vessel Report

Leonard Barnes, Deputy Executive Director, reported that in May the Port had calls from 7 deep-water vessels and 3 barges, which resulted in 280,930 MT of cargo being handled. Year to date there have been 42 deep-water vessels and 16 barges for a total of 1,528,361 MT of cargo.

Kayla Dunlap gave the virtual participation instructions.

VISITORS/PUBLIC COMMENTS:

Arnie Martin asked if the newly created Tax Increment Area would have an effect on existing taxpayers. Mike Folkers, Director of Finance & Administration stated that only private property within the Tax Increment Area would be affected.

Items discussed and action taken where required are as follows:

MINUTES:

1. By motion made by Commissioner Pinnick seconded by Commissioner Papac and unanimously approved, the Commission adopted the Minutes of May 9, 2023, Regular Commission Meeting as recorded in the Minutes Book No. 22 on pages 225 through 233 inclusive.
2. By motion made by Commissioner Pinnick seconded by Commissioner Papac and unanimously approved, the Commission adopted the Minutes of May 31, 2023, Regular Commission Meeting as recorded in the Minutes Book No. 22 on pages 234 through 236 inclusive.

VOUCHERS:

1. By motion made by Commissioner Papac and seconded by Commissioner Pinnick the Commission unanimously approved for payment those Payroll Vouchers issued May 19, 2023, and June 5, 2023, ACH/Wire Transfers No. 99901961 through and including No. 99901975, and General Disbursement Vouchers No. 110084 through and including No. 110370 for payment in the amount of \$3,599,819.67.

ACTION ITEMS:**Authorization to Enter into Lease No. 1202 with The Grays Harbor Council of Governments**

Shannon Anderson, Business & Trade Development Assistant, reported that the Grays Harbor Council has been leasing a 1,400 square foot office in the Port's main administration building for the last 20 years. She further reported that their final option expires on June 30, 2023 and staff has received a request to enter into a new lease for another 5-year term with three 5-year options with fair market rent of \$1,021.53 per month plus an annual reduction of the Port's dues.

A motion to authorize the Executive Director to enter into Lease No. 1202 with Grays Harbor Council of Governments was made by Pinnick seconded by Commissioner Papac. Motion passed with a vote of 3-0.

Authorization to Amend Contract No. 2116 with Parametrix for the Chehalis River Erosion Repair Project

Randy Lewis, Director of Health, Safety & Environment, reported that staff has identified Parametrix and subconsultant NHC as the most qualified consultant team to provide design expertise, construction observation, inspection and reporting on the Mid-Term Strategy Project. He further reported that the amendment will add \$193,006.00 to Parametrix's existing contract.

A motion to authorize the Executive Director to amend Contract No. 2116 with Parametrix for the Chehalis River Erosion Repair at the Satsop Business Park Haul Road was made by Commissioner Papac seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

RESOLUTIONS:**Authorization to Award Contract No. 2196 Friends Landing Bridge Rehabilitation**

Aaron Aschim, Contracts Manager, reported that the pedestrian bridge on the western side of Lake Quigg at Friends Landing is being affected by shoreline erosion. He further reported that the Port received a \$150,000 grant from the Recreation and Conservation Office in 2021 to install a new steel pile support on the southern end of the bridge along with a debris deflector on the northern side of the bridge. He stated that bids were solicited on May 9, 2023 and the Port received two bids on June 1, 2023 with Rognlin's Inc. of Aberdeen being the low bidder in the amount of \$168,822.23.

Motion to adopt Resolution No. 3090: *Award of Contract No. 2196 Friends Landing Pedestrian Bridge Rehabilitation* was made by Commissioner Pinnick seconded by Commissioner Papac. Motion passed with a vote of 3-0. Resolution adopted.

Adopting the Port of Grays Harbor Six Year Transportation Improvement Program

Randy Lewis, Director of Health, Safety & Environment, explained on a yearly basis, the Port is required to update its 6-year Transportation Improvement Program (TIP). He stated the original purpose of the plan was a mechanism to ensure state plans for federal funding were consistent with the available funds. He stated that at the state level, this plan is also used for similar consistency with state funding sources, and for regional coordination. He further stated all projects involving federal funding must be on this list and most state agencies that provide funding for transportation require that projects be on the list to be eligible for their programs.

A motion to adopt Resolution 3086: *Adopting of the Port of Grays Harbor Six Year Transportation Improvement Program (2024-2029)* was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Guaranteeing Grant Matching Funds Availability for a 2023 Airport Aid Grant Program Application

Randy Lewis, Director of Health, Safety & Environment, reported that on April 26, 2023, the Port submitted an application to the FAA for the Bowerman Field Taxilanes and GA Apron Reconstruction Project. He further reported that on May 19, 2023, the Port submitted an application to WSDOT Aviation Division for funding half of the 10% match required by the FAA. He concluded by reporting that one of the application requirements is a resolution from the Port that guarantees the matching funds are available.

A motion to adopt Resolution 3089: *Guaranteeing Matching Funds Availability for the 2023 Airport Aid Grant Program Application for the Bowerman Field Taxilanes and GA Apron Reconstruction (Phase I Design) Project* was made by Commissioner Pinnick and seconded by Commissioner Papac. Motion passed with a vote of 3-0.

VISITORS/PUBLIC COMMENTS:

Arnie Martin asked about the status of the Life Flight Program. Shannon Anderson, Business & Trade Development Assistant, stated the Life Flight Program began full operation on the morning of Friday, June 9, 2023 and had their first service call shortly thereafter.

NEW BUSINESS:

Executive Director Gary Nelson reported on the following:

- Mike Snodgrass from Senator Maria Cantwell's office will be here tomorrow at 9:00 AM for a meet & greet
- WCMAC will be meeting here tomorrow in person
- Port Commissioners and staff will be meeting with the Quinault Business Committee in Taholah on Thursday afternoon
- The PNWA Summer Conference will be in Everett from June 21-23
- The Shipping Club will be tomorrow evening

Randy Lewis, Director of Health, Safety and Environment introduced Jared Erwin, the Port's Engineering Intern.

Randy Lewis reported the Port will be participating in the Grays Harbor County 2023 Hazard Mitigation Plan Update as a planning partner. He further reported that the project is funded through a grant from FEMA with Mr. Lewis as the lead point of contact and Nolan Wyatt as the alternate. He stated that the process will take approximately 7 months and result in an updated county wide plan and Port Annex for the commissioners to adopt.

Molly Bold reported that all the summer help at the Westport Marina have been hired and are actively working.

Leonard Barnes reported that the ILWU will be holding their annual Old Timer's BBQ at the Terminal 4 C Shed on Monday, June 19, 2023 from Noon to 4:00 PM.

OTHER NEW BUSINESS:

Art Blauvelt, Legal Counsel, reported that as Executive Director, Gary Nelson took action on a personnel matter regarding a Port employee on May 31, 2023. Mr. Blauvelt further reported that Mr. Nelson's action was pursuant to the general authority of the Executive Director and Articles X and XI of the Delegation of Authority, Resolution 2341.

A motion to Ratify the Action of the Port's Executive Director with regard to the May 31, 2023 personnel action was made by Commissioner Papac seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

There being no further business to come before the Commission, the Regular Meeting recessed at 10:46 AM.

The Board then went into Executive Session to consider the acquisition, sale or lease of real estate and to discuss with Port's legal counsel matters relating to agency enforcement actions, litigation or potential litigation and to review the performance of a public employee. No action to be taken during Executive Session.

It was announced that the Executive Session would start at 10:55 AM and last 65 minutes. There was one 10-minute extension.

The Executive Session ended at 12:10 PM. The Regular Meeting adjourned at that time.

ATTEST:

President

Secretary