

**PORT OF GRAYS HARBOR
COMMISSION MEETING MINUTES**

July 11, 2023

The Port of Grays Harbor Commission Meeting June 11, 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.

Ross Read 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
Arthur Blauvelt	Legal Counsel
Mike Folkers	Director of Finance & Administration
Randy Lewis	Director of Health, Safety & Environment
Kris Koski	Port Engineer
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
Aaron Aschim	Contracts Manager
Nolan Wyatt	Marine Terminal Superintendent
Shannon Anderson	Business & Trade Development Assistant
Ross Read	Satsop Business Park Operations Manager
Emily Penttila	Satsop Business Park Business & Operations Assistant
Cynthia Crisp	Reception

VISITORS

Arnold Martin

Citizen

REPORTS:

Satsop Business Park Historic Walking Tour Videos

Alissa Shay, Satsop Business Park General Manager, reported that the walking tours that were provided in the past became difficult during the pandemic. She then reported that the Port applied for and received a grant from the Grays Harbor Lodging Tax Advisory Committee to produce a series of videos focusing on the unfinished nuclear plant. She concluded by reporting that the videos are available on the Port's website as well as YouTube.

Budget Calendar

Mike Folkers, Director of Finance & Administration, presented the Commission with a budget calendar for fiscal year 2024. He stated that the Port's budget process is governed by statute and that the proposed budget calendar complies with the statute and includes 3 weeks for departments to prepare their budget requests, a budget workshop and adoption of the final budget on November 14, 2022.

T4 Expansion & Redevelopment Project Report

Kris Koski, Port Engineer, updated the Commissioners on the T4 Expansion Project. His report included continued progress on the 60% design as well as ongoing efforts to optimize the rail layout and rail operations.

Public Information Report

Kayla Dunlap, Director of Government & Public Affairs, reported that Public Tours kicked off last month with full buses. She reported there were a lot of great questions and discussion before heading out for a tour of the marine terminals and industrial properties. She then reported that there are two dates left that are also full and a waiting list of 8 so we will be setting an additional date for late August-early September very soon.

Ms. Dunlap reported that Westport Walking Tours dates have been set and will be announced in a local press release in the next couple of weeks. She stated that the Port will once again be partnering with Fresh Catch to offer the tours on September 12th and September 14th at 3:30pm.

Ms. Dunlap concluded by reporting that several AGP farmer and buyer groups are planning to visit over the next few months, and even into next year. She then reported that last month we welcomed 35 members of the United Soybean Board, along with Mike Steenhoek of the Soy Transportation Coalition.

Vessel Report

Shannon Anderson, Business and Trade Development Assistant, reported that in June the Port had calls from 7 deep-water vessels and 4 barges, which resulted in 228,626 MT of cargo being handled. Year to date there have been 49 deep-water vessels and 20 barges for a total of 1,756,988 MT of cargo.

Kayla Dunlap gave the virtual participation instructions.

VISITORS/PUBLIC COMMENTS:

Arnold Martin reported that it was difficult to hear the presenters.

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 June 13, 2023, Regular Commission Meeting as recorded in the Minutes Book No. 22 on pages 237 through 243 inclusive.

VOUCHERS:

1. By motion made by Commissioner Papac and seconded by Commissioner Pinnick the Commission unanimously approved for payment those Payroll Vouchers issued June 20, 2023, and July 5, 2023, ACH/Wire Transfers No. 99901976 through and including No. 99901989, and General Disbursement Vouchers No. 110372 through and including No. 110567 for payment in the amount of \$3,429,489.40.

ACTION ITEMS:

Authorization to Award, Contract No. 2202 Westport Marina Gearyard Expansion and Relocation

Aaron Aschim, Contracts Manager, reported that bids were opened on the Gearyard Expansion and Relocation project on June 30, 2023 and the Port received 3 bids with Brumfield Construction as the apparent low bidder with a bid of \$540,62.16 including Washington State Sales Tax.

A motion to authorize the Executive Director to award Contract No. 2202, Westport Marina Gearyard Construction to Brumfield Construction in the amount of \$540,623.16 (including WSST) was made by Pinnick seconded by Commissioner Papac. Motion passed with a vote of 3-0.

Authorization to Call for Bids, Contract No. 2209 Terminal Maintenance Dredging

Aaron Aschim, Contracts Manager, reported that maintenance dredging is required at the Port's terminals to ensure vessels can safely use the berths to load and unload cargo. He further reported that the estimated volume for this contract would be 35,000 cubic yards and that work would be for the summer only.

A motion to authorize the Executive Director to call for bids on Contract No. 2209 Terminal Maintenance Dredging Summer 2023 was made by Commissioner Papac seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Authorization to Approve Change Order No. 1 for Contract No. 2195 Terminal 4 Pile Cap Repairs

Aaron Aschim, Contracts Manager, reported that the amount of repair work to the pile cap repair has grown since the condition survey was completed. He further reported that delamination from the corrosion requires repairs to an additional square feet of Pile Caps. He concluded that the additional work can be completed via a change order for \$48,758.76 including Washington State Sales Tax.

A motion to authorize the Executive Director to approve Change Order No. 1 for Contract No. 2195 Terminal 4 Pile Cap Repairs, in the amount of \$48,758.76 including Washington State Sales Tax was made by Pinnick seconded by Commissioner Papac. Motion passed with a vote of 3-0.

Authorization to Approve Proposed Scope of Work and Budget for Pilot Boat Chehalis, 2023 Annual Yard Maintenance

Randy Lewis, Director of Health, Safety & Environment, reported that annual yard maintenance to the Pilot Boat "Chehalis" is planned for late August or early September of this year. He further reported that the proposed scope of work is \$69,750, which includes \$5,000 for contingencies.

A motion to authorize the Executive Director to approve the Scope of Work and Budget for Pilot Boat Chehalis 2023 Annual Yard Maintenance was made by Commissioner Papac seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Authorization to Proceed, Purchase and Fabrication of Jet Array Parts

Aaron Aschim, Contracts Manager, reported that Port M&R Staff completed an annual inspection of the jet array system this Spring and found multiple corroded or damaged nozzle components. He further reported that staff recommends the fabrication and installation of 11 individual stainless steel nozzle components with the work to be completed by M&R staff. He reported that the components are estimated to cost \$58,170 plus Washington State and Sales Tax and that the rental of a crane will also be needed.

A motion to authorize the Executive Director to proceed with the Jet Array Nozzle Fabrication including purchasing equipment from Alaskan Copper and Brass using M&R labor for fabrication was made by Papac seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

VISITORS/PUBLIC COMMENTS:

None

NEW BUSINESS:

Executive Director Gary Nelson reported on the following:

- The WPPA Director's Seminar will be this Thursday and Friday in Everett
- On July 19th the Port will be hosting Dr. Carli Schiffner, the new President of Grays Harbor College
- The WPPA Commissioner Seminar will be July 24-25 in Alderbrook
- US Congressman Derek Kilmer will be calling on the Port on July 24
- Deena Horton from PNWA will make a visit to the Port on August 7

There being no further business to come before the Commission, the Regular Meeting recessed at 10:03 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.

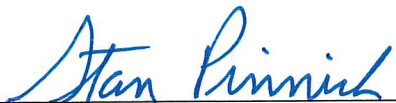
It was announced that the Executive Session would start at 10:10 AM and last 90 minutes.

The Executive Session ended at 11:40 AM. The Regular Meeting adjourned at that time.



President

ATTEST:



Secretary