

**PORT OF GRAYS HARBOR  
COMMISSION MEETING MINUTES  
February 13, 2024**

The Port of Grays Harbor Commission Meeting February 13, 2024 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.

Kayla Dunlap 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
Kris Koski	Port Engineer
Alissa Shay	Satsop Business Park General Manager
Molly Bold	Westport Marina General Manager
Kayla Dunlap	Director of Government & Public Affairs
Lisa Benn	Accounting Manager
Janet Blackmun-Johnson	Accounting Specialist
Aaron Aschim	Contracts Manager
Nolan Wyatt	Marine Terminal Superintendent
Cynthia Crisp	Reception
Chris Hunt	IT Director
Greg Dineen	Marine Terminal Superintendent
Jeremy Plummer	Westport Marina Operations Manager

## VISITORS

Arnie Martin  
Linda Orgel

Citizen  
FOGH

### REPORTS:

#### **2023 Financial Review**

Mike Folkers, Director of Finance & Administration, reported on the Port's Fiscal Year 2023 Financial Review. He stated that financial reviews provide staff and Commissioners the opportunity to re-evaluate business trends using the most current customer forecasts and market analysis, and to quickly respond to changing market conditions impacting customer and Port operations. He further stated that the Port proactively updates forecasts based on this evaluation to ensure business and financial objectives are achieved.

#### **Westport Marina Gearyard Relocation and Expansion**

Molly Bold, Westport Marina General Manager reported that the Westport Gearyard Relocation and expansion is nearing completion. She reported that there will be 10 sites with container storage and 10 sites with ground storage. She further reported that the previous gearyard storage area will be leased to RPMM. She concluded by reporting that the project was paid for with a combination of grants from the Washington State Department of Commerce, the Grays Harbor .09 Fund and Port Funds.

#### **Hungry Whale Post Clean Up Monitoring Report**

Randy Lewis, Director of Health, Safety & Environment reported that remediation activities completed in August and September were all done in accordance with the Ecology Agreed Order, the Cleanup Action Plan and the Engineering Design Report. He reported that the convenience store and all underground storage tanks as well as impacted groundwater and soil were removed. He then reported that the first round of post cleanup was completed on December 4<sup>th</sup> and demonstrated the remediation was successful in significantly reducing contamination levels. He then stated that the Port will conduct a site inspection and groundwater sampling in seven wells annually for the next five years.

#### **T4 Expansion & Redevelopment Project Report**

Kris Koski, Port Engineer, updated the Commissioners on the T4 Expansion Project. He reported that that he has directed the design leads to prepare final design documents. He further reported that a Shoreline hearing was held with the cities of

Aberdeen & Hoquiam on January 25, 2024. He concluded by reporting that the Port is proceeding with the development of a construction support program.

### **Public Information Report**

Kayla Dunlap, Director of Government & Public Affairs, reported that today is day 37 of the 60-day legislative session which kicked off on January 8<sup>th</sup> and this Friday is the first major cutoff in which committee reports in house of origin must be read (except fiscal committees). She then reported that there are still a number of bills of interest that remain alive including the use of .09 funds to acquire land for workforce housing, changes to TIF legislation, energy siting appeals process bill, a bill related to prompter pay for public works projects, and the rail modernization tax credit bill, which passed the house unanimously on 2/8.

She stated that the quarterly revenue forecast is also expected on Wednesday and expects to see each chambers draft budgets shortly thereafter (2/15 for Senate, with the House going after).

She then reported that our capital budget request for the T4 Expansion & Redevelopment Project is our highest legislative priority and we will be waiting for the draft capital budgets to make sure the project is included and be ready to take action if need be.

She concluded by reporting that WPPA's Ports Day was held in-person on Thursday and Friday, February 1<sup>st</sup> and 2<sup>nd</sup> and that Staff and Commissioners met with 5 of 6 of our coastal caucus with several of them meeting us in the halls as they were busy with committee meetings and on the floor.

### **Vessel Report**

Leonard Barnes, Deputy Executive Director, reported that in January the Port had calls from 10 deep-water vessels and 1 barge, which resulted in 311,373 metric tons of cargo being handled. He then reported that February will be even busier than January with the potential for a total of 14 vessel and barge arrivals.

Kayla Dunlap gave the virtual participation instructions.

### **VISITORS/PUBLIC COMMENTS:**

None

Items discussed and action taken where required are as follows:

**MINUTES:**

1. By motion made by Commissioner Quigg seconded by Commissioner Pinnick and unanimously approved, the Commission adopted the Minutes of January 9, 2024, Regular Commission Meeting as recorded in the Minutes Book No. 23 on pages 45 through 53 inclusive.

**VOUCHERS:**

1. By motion made by Commissioner Pinnick and seconded by Commissioner Quigg the Commission unanimously approved for payment those Payroll Vouchers issued January 19, 2024, and February 5, 2024, ACH/Wire Transfers No. 99902091 through and including No. 99902105, and General Disbursement Vouchers No. 111843 through and including No. 112045 for payment in the amount of \$4,213,178.29.

**ACTION ITEMS:****Authorization to Purchase Repair and Maintenance Supplies for Westport Marina**

Jeremy Plummer, Westport Marina Operations Manager, reported the Westport Marina requires a yearly purchase of treated lumber to repair and replace whalers.

A motion to authorize the Executive Director to authorize the Executive Director to purchase repair and maintenance lumber supplies for the Westport Marina was made by Commissioner Quigg seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

**Authorization to Call for Bids, Contract No. 2254 Bowerman Airport – Taxilanes and GA Apron Rehabilitation**

Aaron Aschim, Contracts Manager, reported that the taxilanes between hangars are undersized and in very poor condition. He further reported that this project will reconstruct the existing taxilanes and upgrade several undersized culverts. He concluded by reporting that this project is estimated to cost \$3,094,779 and will be 90% funded with an FAA grant and 5% by WSDOT aviation with the Port matching the remaining 5%.

A motion to Authorize the Executive Director to call for bids on Contract No. 2254 Bowerman Airport Taxilane and GA Apron Rehabilitation Project was made by Commissioner Pinnick seconded by Commissioner Quigg. Motion passed with a vote of 3-0.

**Authorization to Proceed with Contract No. 2256 Gas Line Central Timber Sale**

Aaron Aschim, Contracts Manager, reported that a mature Douglas Fir timber stand is ready for harvest and a logging services contract for the harvest and hauling of approximately 310 MBF is ready for advertisement.

A motion to Authorize the Executive Director to proceed with Port of Grays Harbor Contract No. 2256 Gas Line Central Timber Sale was made by Commissioner Quigg seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

**Authorization to Award Contract No. 2255 Warehouse H Fire Alarm Repair**

Aaron Aschim, Contracts Manager, reported that during an annual inspection it was determined that the elevator recall at Warehouse H was not functioning. He further reported that to remedy the situation will require replacing the fire alarm panel and notification strobes. He concluded by reporting that the total cost of the project is \$69,427.41 including Washington State Sales Tax.

A motion to Authorize the Executive Director to enter into an agreement with Cosco Fire Protection and proceed with the repairs to the Warehouse H Fire Alarm was made by Commissioner Pinnick seconded by Commissioner Quigg. Motion passed with a vote of 3-0.

**Authorization to Amend Lease 2020-L256 with Grays Harbor PUD at Satsop Business Park**

Alissa Shay, Satsop Business Park General Manager, reported that the Grays Harbor PUD lease of 4 strands of dark fiber and ½ cabinet expired on November 30, 2023. She proposed to extend the lease for a 3-year term retroactive to December 1, 2023 with a 3-year option and the price adjusted to reflect the current rate sheet.

A motion to Authorize the Executive Director to negotiate and execute the third amendment to Lease 2020-L256 was made by Commissioner Quigg seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

**Authorization to Execute Contract No. 2252 with Parametrix for Consultant Services for the Chehalis River Erosion Repair Project at Satsop Business Park**

Kris Koski, Port Engineer, reported that the Port completed Phase 1 and Phase 2 of the Haul Road Bank Stabilization in 2022 and 2023 and that both of these phases require a total of five years of monitoring and reporting by various permitting agencies. He further reported that the firm Parametrix, through a competitive, qualifications-based selection process, has been identified as the most qualified firm

to assist the port with monitoring. He concluded by reporting that the proposed services will cost \$64,838 over five years.

A motion to Authorize the Executive Director to execute Contract No. 2252 with Parametrix for consultant services for the Chehalis River Erosion Repair Project at Satsop Business Park was made by Commissioner Pinnick seconded by Commissioner Quigg. Motion passed with a vote of 3-0.

**Authorization to Execute Amendment 4 to Contract No. 2171 with Moffatt & Nichol for Environmental Permitting Support for the Terminal 4 Expansion & Development Project**

Kris Koski, Port Engineer, reported Moffatt & Nichol are already under contract for the T4 Dock Fender & Stormwater Upgrades component of the Terminal 4 Expansion & Redevelopment Project. He further reported that a contract scope update is required to provide for continued permitting assistance and agency coordination in support of the project's Environmental Compliance Program. He concluded by reporting that this amendment will add \$67,275 to Moffatt & Nichol's existing contract.

A motion to Authorize the Executive Director to execute Amendment No. 4 to Contract No. 2171 with Moffatt & Nichol for Environmental Permitting Support for the Terminal 4 Expansion & Redevelopment Project made by Commissioner Quigg seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

**Authorization to Execute Amendment 4 to Contract No. 2157 with Anchor QEA for the Terminal 4 Expansion SEPA-NEPA Process & Permitting (Environmental Compliance)**

Kris Koski, Port Engineer, reported Anchor QEA is already under contract for the Environmental Compliance component of the Terminal 4 Expansion & Redevelopment Project. He further reported that a contract scope update is required to add Environmental Compliance Work Plan tasks to Anchor's contract. He concluded by reporting that this amendment will add \$87,493 to Anchor QEA's existing contract.

A motion to Authorize the Executive Director to execute Amendment No. 4 to Contract No. 2157 with Anchor QEA for the Environmental Compliance component of the Terminal 4 Expansion & Redevelopment Project made by Commissioner Pinnick seconded by Commissioner Quigg. Motion passed with a vote of 3-0.

**RESOLUTIONS:****Resolution #3109: Authorization for Sale of Abandoned Vessels at Public Auction**

Molly Bold, Westport Marina General Manager, reported that on October 23, 2023 the vessels Ocean Endeavor, Surf Rider and Snug were seized for non-payment of Port charges. She further reported that a public notice was published in The Daily World on February 6, 2024 stating there would be a public auction on February 20, 2024.

Motion to adopt Resolution No. 3109: *Authorizing the Sale at Public Auction of the Abandoned Charter Vessel Ocean Endeavor Official No. 591380, Fishing Vessel Surf Rider CF 6849 EM, and Sailing Vessel Snug WN 2416 Due to Non-Payment of Port Charges and Fees at the Westport Marina* was made by Commissioner Quigg and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0. Resolution adopted.

**Resolution #3108: Acceptance of Contract No. 2209 Terminal Maintenance Dredging, Summer 2023**

Aaron Aschim, Contracts Manager, reported that the summer dredging is complete and American Construction removed 39,430 cubic yards of material. He further reported that the total contract was \$497,662.25 including Washington State Sales Tax.

Motion to adopt *Resolution #3108 Completion and Acceptance of Contract No. 2209 Terminal Maintenance Dredging, Summer Season* was made by Commissioner Pinnick seconded by Commissioner Quigg. The motion passed with a vote of 3-0. Resolution adopted.

**VISITORS/PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

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The Regular Meeting was recessed at 11:06 a.m. for a Special Meeting of the Industrial Development Corporation and Port of Grays Harbor Foundation Members.

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The Regular Meeting reconvened at 11:08 a.m.

Executive Director Gary Nelson reported on the following:

- The Shipping Club Crab Feed is tonight, and all 3 Commissioners will be in attendance
- The State of the Port Breakfast is tomorrow, and all 3 Commissioners will be in attendance
- On February 20<sup>th</sup>, Greater Grays Harbor will hold their business lunch and 2 Commissioners will be in attendance
- We will be holding interviews with bond underwriters on February 22<sup>nd</sup> and February 27<sup>th</sup>
- The PNWA Mission to Washington will be March 3 through 7 with a commissioner attending
- The AAPA Legislative Summit will be March 18 through 21 with a commissioner attending

There being no further business to come before the Commission, the Regular Meeting recessed at 11:13 a.m.

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, to review the performance of a public employee and to evaluate the qualifications of applicants for public employment. No action to be taken during Executive Session. No action to be taken when the Commission reconvenes.

It was announced that the Executive Session would start at 11:25 a.m. and last 60 minutes. There was one 10-minute extension.

The Executive Session ended at 12:35 p.m. The Regular Meeting adjourned at that time.

ATTEST:

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President

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Secretary