

PORT OF GRAYS HARBOR COMMISSION MEETING MINUTES

March 14, 2023

The Port of Grays Harbor Commission Meeting March 14, 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.

Chris Hunt led the flag salute.

Those in attendance at the meeting were as follows:

COMMISSION AND STAFF

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
Chris Hunt	Director of Information Technology
Kris Koski	Port Engineer
Aaron Aschim	Contracts Manager
Molly Bold	General Manager Westport Marina
Alissa Shay	General Manager Satsop Business Park
Tracy Ewing	Accounting Specialist
Janet Blackmun-Johnson	Accounting Specialist
Lisa Benn	Accounting Manager
Liz Doolittle	Marine Terminal Manager
Nolan Wyatt	Marine Terminal Superintendent
Jeremy Plummer	Westport Marina Operations Manager
Stephanie Eden	Westport Marina Office Manager
Brittan Miller	Westport Marina Office Assistant

VISITORS

Linda Orgel	FOGH
Lora York	Citizen

A motion to excuse the absence of Commissioner Stan Pinnick for medical reasons was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Items discussed are as follows:

REPORTS:

5th Street Extension Property Demolition Final Report

Aaron Aschim, Contracts Manager, reported that KD&S began demolition, including abatement of asbestos, at the site on February 15, 2023. He further reported that the demolition was completed on February 21, 2023 and the project has been inspected by Port staff. He concluded by reporting the total cost of the project is \$25,787.52 including Washington State Sales Tax.

T4 Expansion & Redevelopment Project Report

Kris Koski, Port Engineer, updated the Commissioners on the T4 Expansion Project. His report included recent site visits from regulatory agencies and MARAD, and the estimated timeline for the SEPA process to include a comment period in July 2023.

Public Information Report

Kayla Dunlap, Director of Government & Public Affairs, reported that Washington State Legislature is on day 65 of the 105 day session and the deadline has passed for bills to pass out of their house of origin. She further reported that there were 2,100 bills introduced in this session and that 600 are still alive. She stated that HB1527, the bill to fix the Tax Increment Financing bill, passed out of the house and is already slated for executive session in the Senate Business Committee. She also stated that the revenue forecast is due to be released on March 20, 2023 with the proposed budget to follow shortly thereafter.

Ms. Dunlap then reported that both the Westport Marina Float 21 project and the Friends Landing Boat Launch Renovation project ranked above the estimated outline for RCO Boating Facilities Program funding. She also reported that there was a boat fire at the Westport Marina last Thursday at 6:00 PM where the Marlins II caught fire. She reported that there were no injuries and no other boats were involved thanks to the swift responses by the South Beach Regional Fire Authority, USCG and community members.

She concluded by reporting that 4th grade tours are a go and the GH Community Foundation has committed to providing reimbursement for travel and meal expenses to all participating schools. She stated that she is targeting the last 2 weeks of May and the first week of June for the tours with Betsy Seidel again helping to coordinate.

Vessel Report

Leonard Barnes, Deputy Executive Director, reported that for February the Port had calls from 7 deep-water vessels and 2 barges, which resulted in 283,763 MT of cargo being handled. Year to date there have been 15 deep-water vessels and 5 barges for a total of 661,986 MT of cargo.

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 Papac, seconded by Commissioner Quigg and unanimously approved, the Commission adopted the Minutes of February 14, 2023, Regular Commission Meeting as recorded in the Minutes Book No. 22 on pages 191 through 198 inclusive.

VOUCHERS:

1. By motion made by Commissioner Papac and seconded by Commissioner Quigg the Commission unanimously approved for payment those Payroll Vouchers issued February 17, 2023, and March 3, 2023, ACH/Wire Transfers No. 99901918 through and including No. 99901932, and General Disbursement Vouchers No. 109503 through and including No. 109686 for payment in the amount of \$4,106,426.13.

ACTION ITEMS:

2023 Westport Marina Tariff Changes - Rates

Molly Bold, Westport Marina General Manager, reported that according to Westport Marina Tariff Section 6.9 annual moorage rates are adjusted each year based on the Seattle Cost of Living Index, capped at 5%. She reported that staff recommend increasing the annual moorage by 5% in addition to an increase in the daily boat launch from \$10 to \$12 and the boat launch pass from \$100 to \$120. She also

recommended that winter transient daily rates be increased from \$9.75 to \$11.50 and summer transient daily rates be increased from \$10.75 to \$13.00.

A motion to authorize the Executive Director to amend the Westport Marina Tariff as outlined above was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Authorization to Award, Contract No. 2195 Terminal 4 Pile Cap Repairs

Aaron Aschim, Contracts Manager, reported that a 2022 inspection by WSP identified location where repairs are recommended to the concrete pile caps and underside of the concrete deck at Terminal 4. He further reported that the Port received 4 bids to repair Terminal 4. He concluded by reporting that the low bid was from Quigg Brothers for \$566,031.39 including WSST.

A motion to authorize the Executive Director to award Contract No. 2195 T4 Pile Cap Repairs to Quigg Brothers was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Authorization to Award, Contract No. 2191 Bowerman/IDD#1 Field Mowing

Aaron Aschim, Contracts Manager, reported that field mowing is completed on bi-weekly basis at Bowerman Airport from April to September every year. He further reported that the Port received 2 bids on the project. He concluded by reporting that the low bid was from Pete's Lawn and Garden for \$89,562.

A motion to authorize the Executive Director to award Contract No. 2191, Bowerman/IDD #1 Field Mowing was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Authorization to Purchase Forklift for Westport Marina

Aaron Aschim, Contracts Manager, reported that Westport Marina requires the regular use of a forklift and the current 1980 Hyster Challenger 200 is beyond its useful life. He further reported that the crew has been testing a 2014 JLG Skytrak 8042 from Pape Rents and are happy with its performance. He concluded by stating that the total purchase price is \$75,685.50 including WSST.

A motion to authorize the Executive Director purchase a forklift for the Westport Marina was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Authorization to Proceed with Lease 2023-L0604 Rainier Connect

Chris Hunt, Director of Information Technology, reported that Rainier Connect provides internet service and has been a tenant of Satsop Business Park since 2016. He further reported that they are installing additional equipment and would like to move their equipment from the existing enclosed rack to open racks within a locked cage space. They have proposed a new 3 year lease with 2 one year options at an annual rate of \$18,954.

A motion to authorize the Executive Director to enter into lease 2022-L0604 with Rainier Connect was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Amendment & Assignment of Lease 892 (Richard & Lynda Lennox) to Stott Logging, Inc.

Leonard Barnes, Deputy Executive Director, reported that Mr. & Mrs. Lennox would like to assign the lease at 2211 Commerce Street, Aberdeen to Stott Logging.

A motion to authorize the Executive Director to consent to the amendment and assignment of Lease No. 892 to Stott Logging was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Lease 1195 with Ponderosa Properties NW, Inc.

Leonard Barnes, Deputy Executive Director, reported that Ponderosa Properties NW, Inc. has operated Harbor Saw & Supply for 28 years. He further reported that the current lease will expire on March 31, 2023. Port staff have worked up a new lease with an initial term of 5 years and 4 successive 5 year options.

A motion to authorize the Executive Director to enter into Lease No. 1195 with Ponderosa Properties NW, Inc. was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Rental Agreement 1196 with Rognlin's Inc.

Leonard Barnes, Deputy Executive Director, reported that Rognlin's Inc. has been awarded the contract for the WSDOT SR 109 Slope Stabilization Project and has requested to lease 1 acre of land near the project site for sorting, grinding and loading of wood debris to trucks. He further reported that this will be a month to month agreement for \$1,089.00 plus WA State Leasehold excise Tax.

A motion to authorize the Executive Director to enter into Rental Agreement No. 1196 with Rognlin's, Inc. was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Rental Agreement 1197 with Infrasource, Inc.

Leonard Barnes, Deputy Executive Director, reported Infrasource, Inc. has been providing utility and pipeline infrastructure services since 1954 and have been awarded a contract from Cascade Natural Gas to install a 3.5 mile long, 8" high pressure gas main from Second & Maple Streets over Basich Blvd. to their substation on Wishkah Road in Aberdeen and have requested to lease just under 1 acre of land near the project site. He further reported that this will be a month to month agreement for \$926.00 plus WA State Leasehold excise Tax.

A motion to authorize the Executive Director to enter into Rental Agreement No. 1197 with Infrasource, Inc. was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Authorization to Execute Contract No. 2199 with KPFF Consulting Engineers for T4 Expansion – Rail Upgrades & Site Improvements

Kris Koski, reported that upon completion of the 30% design milestone, staff recommended a new design lead for the rail upgrades & site improvements component of the T4 Expansion Project. The consulting firm KPFF Consulting Engineers was identified through a competitive, qualifications based selection process as the most qualified firm. He further reported that \$151,360 is requested to complete the initial tasks.

A motion to authorize the Executive Director to execute Contract No. 2199 with KPFF Consulting Engineers for the rail upgrades & site improvements component of the Terminal 4 Expansion & Development Project was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Authorization to Amend Contract No. 2186 with KPFF Consulting Engineers for T4 Expansion – Warehouse H Retrofit

Kris Koski, reported that KPFF's original scope of work included a structural analysis of the existing Warehouse H and a preferred retrofit strategy. Staff would now like to amend the contract with KPFF to include the full retrofit design. Staff estimates this amendment will add \$95,840 to the contract.

A motion to authorize the Executive Director to amend Contract No. 2186 with KPFF Consulting Engineers for Warehouse H Retrofit component of the Terminal 4 Expansion & Development Project was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

Authorization to Amend Contract No. 2126 with Berglund Schmidt for T4 Expansion – Professional Surveying

Kris Koski, reported that Berglund Schmidt is under contract to perform professional surveying for the T4 Expansion Project. He reported that staff would like to add topographic surveying in the amount of \$30,000 be added to their scope of work.

A motion to authorize the Executive Director to amend Contract No. 2126 with Berglund Schmidt for professional surveying services for the Terminal 4 Expansion & Development Project was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0.

RESOLUTIONS:

Authorizing the Executive Director to Sign an Option for Lease with Quinault Pride Seafoods

Molly Bold, Westport Marina General Manager, reported that Quinault Seafoods proposes to enter into an option for lease of approximately 68,051 square feet of property located on Yearout Drive. She further reported that the option is for 12 months on a lease of 10 years with 2 successive 5 year options. She concluded by reporting that the option fee will be \$1,417.73 per month and the lease, if the option is executed, will be \$2,835.45 per month.

Motion to adopt Resolution No. 3083: *Acceptance of Contract No. 1199, Quinault Pride Seafoods* was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 2-0. Resolution adopted.

VISITORS/PUBLIC COMMENTS:

Linda Orgel asked when the work will be done on SR 109. Aaron Aschim reported that Rognlin's is planning to start on March 22, 2023 and the project is expected to last 3 weeks.

NEW BUSINESS:

None

OTHER NEW BUSINESS:

Executive Director Gary Nelson reported on the following:

- On Wednesday Kayla, Alissa, and Molly will be meeting with the Coastal Caucus in Olympia
- On Wednesday afternoon, NOAA will be giving a presentation on the PORTS Program

- On Thursday, there will be a Commission Workshop at the Quinault Tribal Center in Taholah. The topic will be improving communication and tribal relations. No action will be taken.
- On Friday Leonard Barnes will be attending FIMSB
- On March 29-23, Kayla and Commissioner Papac will attending the PNWA Mission to Washington
- On March 28, there will be a Lunch with the Mayors hosted by Greater Grays Harbor held at the Rotary Log Pavilion
- On March 28-30, Randy Lewis will attending the AAPA Legislative Summit in DC as well Chairing the Habors & Navs Committee Meeting on March 27
- On March 28, Nolan & Commissioner Quigg will be attending the Grays Harbor County Emergency Services Review
- March 29th is Washington Seafood Day

There being no further business to come before the Commission, the Regular Meeting recessed at 10:35 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 10:45 AM and last 75 minutes.

The Executive Session ended at 12:00 PM. The Regular Meeting adjourned at that time.



President

ATTEST:



Secretary