

**PORT OF GRAYS HARBOR
COMMISSION MEETING MINUTES**

April 11, 2023

The Port of Grays Harbor Commission Meeting April 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.

Jeremy Plummer 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
Chris Hunt	Director of Information Technology
Kris Koski	Port Engineer
Aaron Aschim	Contracts Manager
Tracy Ewing	Accounting Specialist
Janet Blackmun-Johnson	Accounting Specialist
Lisa Benn	Accounting Manager
Nolan Wyatt	Marine Terminal Superintendent
Jeremy Plummer	Westport Marina Operations Manager
Stephanie Edens	Westport Marina Office Manager
Ross Read	Satsop Business Park Operations Manager

VISITORS

Linda Orgel	FOGH
Shelli Hopsecger	CCAI
Chief Dennis Benn	SBRFA

Battalion Chief Daryl Brown	SBRFA
Battalion Chief Darrin Vandevour	SBRFA
Veronica Mitchell-Jones	Life Flight
Lora York	Life Flight

WORKSHOP:

Strategic Plan 2020-2030 Strategies for the decade

Shelli Hopsecger, CCAI, led the Commission through a strategy workshop. She discussed strategies and priorities for the next decade including objectives for each line of business.

Items discussed are as follows:

REPORTS:

Final Forest Products Sales Report, Contract No. 2155 Keys Commercial Southeast Timber Sale

Aaron Aschim, Contracts Manager, reported that Kens Cutting completed thinning of Douglas Fir and Red Alder on Port Property along Keys Road. He further reported that 103 loads were removed and hauled to local mills netting the Port \$35,599.79

Westport Marina f/v Marlins II Fire Review

Jeremy Plummer, Westport Marina Operations Manager, introduced Dennis Benn, the Fire Chief of the South Beach Regional Fire Authority. Chief Benn reported that the f/v Marlins II had been eel fishing earlier in the day. He further reported that the primary crew was on a medical transport at the time the fire call came in, but the backup crew was on scene at Float 6 in 12 minutes. He reported seeing the vessel fully engulfed and they put out 450 foot of hose and began fire suppression. He continued by reporting that they had difficulty accessing the interior of the vessel, which affected the ability to put the fire out. He concluded by reporting that the fire was contained to a single vessel but no cause has yet been determined.

Westport Marina Summer Forecast Report

Stephanie Edens, Westport Marina Office Manager reported on the upcoming summer season at the Westport Marina including the recreation activities, tourism events and the expected fishing season at Westport. Jeremy Plummer, Westport Marina Operations Manager, reported on the projects completed at the marina and the continued need for the summer crew.

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.

Pilotage Report

Mike Folkers, Director of Finance & Administration, reported on the progress of the Port's recently hired pilots as well as the renewal of Captain D'Angelo's license.

Life Flight Network

Leonard Barnes, Deputy Executive Director, introduced Veronica Mitchell-Jones, Director of Business Development, Life Flight Network. Ms. Mitchell-Jones discussed their vision for Grays Harbor and how they partner with local emergency care providers.

Public Information Report

Kayla Dunlap, Director of Government & Public Affairs, reported that Washington State Legislature is on day 93 of the 105-day session and that they appear on track to finish their work by April 23rd, the last day of the regular session.

Ms. Dunlap then reported that the Terminal 4 Expansion & Redevelopment Plan was funded at \$3.5 million in the House Capital Budget but not the Senate's Capital Budget.

She concluded by reporting that HB 1527-The Priority TIF Legislation passed the Senate on a 49-0 amendment last night.

Vessel Report

Leonard Barnes, Deputy Executive Director, reported that for March the Port had calls from 10 deep-water vessels and 5 barges, which resulted in 308,713 MT of cargo being handled. Year to date there have been 26 deep-water vessels and 10 barges for a total of 970,699 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 Pinnick and unanimously approved, the Commission adopted the Minutes of March 14, 2023, Regular Commission Meeting as recorded in the Minutes Book No. 22 on pages 199 through 206 inclusive.
2. By motion made by Commissioner Papac seconded by Commissioner Pinnick and unanimously approved, the Commission adopted the Minutes of March 16, 2023, Special Commission Meeting as recorded in the Minutes Book No. 22 on pages 207 through 208 inclusive.

VOUCHERS:

1. By motion made by Commissioner Papac and seconded by Commissioner Pinnick the Commission unanimously approved for payment those Payroll Vouchers issued March 20, 2023, and April 5, 2023, ACH/Wire Transfers No. 99901933 through and including No. 99901947, and General Disbursement Vouchers No. 109687 through and including No. 109884 for payment in the amount of \$3,244,436.58.

ACTION ITEMS:

Authorization to Call for Bids-Contract No. 2202 Westport Marina Gearyard Construction

Aaron Aschim, Contracts Manager, reported that the proposed expansion of Quinault Pride Seafoods operations in Westport will require a relocation of the existing gearyard storage facility on Firecracker Point. He further reported that staff has identified a new site adjacent to the existing gearyard, but it will require some clearing, grubbing and grading in order to establish a new area for gearyard activities.

A motion to authorize the Executive Director to call for bids on Contract No. 2202, Westport Marina Gearyard Storage, was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Authorization to Amend Contract No. 2157 with Anchor QEA for T4 Expansion – SEPA/NEPA Process & Permitting

Kris Koski, Port Engineer, reported that a scope update is required to add Environmental Compliance Work Plan tasks to Anchor QEA's contract. He further reported that the tasks represent necessary work originating from the Port's tribal outreach strategy and consultant team restructuring and is expected to add \$135,000 to Anchor's existing contract.

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

Authorization to Amend Contract No. 2165 with KPFF Consulting Engineers for T4 Expansion – Cargo Yard Expansion

Kris Koski, Port Engineer, reported that a scope update is required to add tasks to KPFF's contract for advancing the design beyond the 30% design level to the 100% design level. He further reported that the tasks are expected to add \$581,968 to KPFF's existing contract.

A motion to authorize the Executive Director to amend Contract No. 2165 with KPFF Consulting Engineers for the T4A Cargo Yard Relocation & Expansion component of the Terminal 4 Expansion & Redevelopment Plan was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Set Public Hearing for May 9, 2023 to Consider Amendments to the Pilotage Tariff

Mike Folkers, Director of Finance & Administration reported that staff is considering an increase to the pilotage tariff due to the addition of two new Pilots, training & licensing of a 3rd Pilot and the recent purchase of a new pilot boat. He further reported that the Washington State Utilities and Transportation Commission regulates the pilotage tariff and state statute requires a public hearing prior to any change in the tariff.

A motion to set a public hearing on the 2023 Pilotage Tariff for May 9, 2023 at 9:00 AM was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Authorization to Apply for a Grant for Bowerman Airport Taxilane and Apron Improvements

Randy Lewis, Director of Health, Safety and Environment reported that the Port is preparing for the construction phase of the Airport Taxilanes and Aprons for April project in 2024. He further reported that the Port would like to apply for a grant for the design phase of this project which is anticipated to cost \$307,621 with the Port providing a 10% match of \$30,762.

A motion to authorize the Executive Director to make application to the FAA for grant funding and sign the project agreement if successful for the Bowerman Field Taxilanes and GA Apron Reconstruction Project, Design and Bidding Services Phase made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Authorization to Award Contract No. C-2206 Bowerman Taxilanes and GA Apron Reconstruction Project, Design and Bidding Services

Randy Lewis, Director of Health, Safety and Environment reported that the Port has received a proposal from Century West to complete the design and bidding services for the Bowerman Airport Taxilanes and GA Apron Reconstruction Project. He further reported that the proposed costs are \$298,621.30 and are included in an upcoming grant application but the contract will not be signed until the FAA grant has been awarded.

A motion to authorize the Executive Director to enter into contract C-2206 with Century West Engineering to provide design and bidding services for the Bowerman Airport Taxilanes and GA Apron Reconstruction Project was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Approval of Lease No. 1198, Life Flight Network

Leonard Barnes, Deputy Executive Director, reported that Life Flight Network has been working to develop an air medical base at Bowerman Airport to provide ICU level care and life saving transport with both fixed and rotor wing aircraft transport. She further reported that Life Flight plans to lease approximately 13,450 square feet of bare land previously leased to Lana's Café for an initial term of 3 years.

A motion to authorize the Executive Director to enter into Lease No. 1198 with Life Flight Network was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Approval of Lease No. 1200, Life Flight Network

Leonard Barnes, Deputy Executive Director, reported that Life Flight Network would like to lease approximately 2,990 square feet in the southwest corner of the Pilot's Lounge parking lot for an initial term of 2 years for temporary crew facilities.

A motion to authorize the Executive Director to enter into Lease No. 1200 with Life Flight Network was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

RCO Grant Certification of Applicant Match, Friends Landing Boat Launch

Mike Folkers, Director of Finance & Administration, reported that in order to maintain eligibility for a Washington State Recreation and Conservation Office Grant to support the Friends Landing Boat Launch Renovation Project, applicants must submit the Certification of Applicant Match form by May 9, 2023.

A motion to authorize the Executive Director to sign the Certification of Applicant was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

RCO Grant Certification of Applicant Match, Float 21

Mike Folkers, Director of Finance & Administration, reported that in order to maintain eligibility for a Washington State Recreation and Conservation Office Grant to support the Float 21 ADA Compliant Abutment, Gangway and Moorage Project, applicants must submit the Certification of Applicant Match form by May 9, 2023.

A motion to authorize the Executive Director to sign the Certification of Applicant was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

Hold a Special Commission Meeting on April 25, 2023, and Set Public Hearings for April 25, 2023 and May 9, 2023 to consider the creation of a Tax Increment Area

Mike Folkers, Director of Finance & Administration reported that the Port would like to utilize Tax Increment Financing to pay for a portion of the public improvements to support the private investments at Terminal 4. He further reported that prior to the adoption of a Tax Increment Financing Resolution, which would designate the Tax Increment Area, the Port is required to hold two public hearings. He further reported that staff would like to hold a Special Commission Meeting on May 31, 2023, to adopt the Tax Increment Financing Resolution.

A motion to hold a Special Commission Meeting on April 25, 2023, to hold a public hearing on the Tax Increment Financing Project and hold a second public hearing at the Regular Commission Meeting on May 9, 2023 was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

RESOLUTIONS:

Acceptance of Contract No. 2170 – Terminal Maintenance Dredging Winter Season 2023

Aaron Aschim, Contracts Manager, reported that the project awarded to HME Construction for Terminal Maintenance Dredging, Winter Season is complete and has been accepted by Port Staff. He further reported that HME removed 27,430 cubic yards of material.

Motion to adopt Resolution No. 3084: *Completion and Acceptance of Contract No. 2170, Terminal Maintenance Dredging, Winter Season 2023* was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0. Resolution adopted.

Acceptance of Soy Transportation Coalition Funds for Terminal 4 Expansion and Redevelopment Project

Mike Folkers, Director of Finance & Administration reported that the Soy Transportation Coalition has proposed to provide the Port of Grays Harbor with \$1.3 million to help offset some of the pre-engineering, permitting, site development and analysis expenses associated with the Terminal 4 Expansion and Development Project. He further reported that this resolution will accept the funding and direct the Executive Director to assist the Port in paying for those costs.

Motion to adopt Resolution No. 3085: *A Resolution of the Port Commission of the Port of Grays Harbor Authorizing the Acceptance of Funding from the Soy Transportation Coalition and Authorizing the Executive Director to Use Said Funding for the Terminal 4 Expansion and Redevelopment Project* was made by Commissioner Papac and seconded by Commissioner Pinnick. Motion passed with a vote of 3-0. Resolution adopted.

VISITORS/PUBLIC COMMENTS:

Veronica Mitchell-Jones, Life Flight, thanked the Commission for their time and she stated that Life Flight looks forward to getting operations underway this Summer.

NEW BUSINESS:

None

OTHER NEW BUSINESS:

Executive Director Gary Nelson reported on the following:

- The Board of Pilotage Commissioners will hold their monthly meeting in Grays Harbor on April 20, 2023 at 10:00 AM.

- Catherine Simons from MARAD will be here on April 27, 2023 for a visit
- Colonel Alexander Bullock from the US Army Corps of Engineers will be here on May 4, 2023

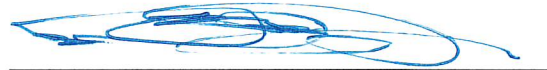
There being no further business to come before the Commission, the Regular Meeting recessed at 12:29 PM.

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 12:39 PM and last 60 minutes, it was announced that the Executive Session would last an additional 10 minutes.

The Executive Session ended at 1:49 PM. The Regular Meeting adjourned at that time.

ATTEST:



President



Secretary

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