

**PORT OF GRAYS HARBOR**  
**COMMISSION MEETING MINUTES**  
**January 14, 2020**

The Port of Grays Harbor Commission Meeting for January 14, 2020 was called to order at 9:00 a.m.

Mike Johnson, Contract and Project Manager, led the meeting in the Pledge of Allegiance.

Those in attendance at the meeting were as follows:

**COMMISSION AND STAFF**

Phil Papac	Commissioner
Stan Pinnick	Commissioner
Tom Quigg	Commissioner
Gary Nelson	Executive Director
Arthur Blauvelt	Legal Counsel
Mike Folkers	Director of Finance & Administration
Leonard Barnes	Deputy Executive Director
Alissa Shay	Manager of Business Development
Mike Johnson	Contract and Project Manager
Randy Lewis	Director of Environmental and Engineering Services
Shannon Anderson	Business & Trade Development Asst.
Kayla Dunlap	Public Affairs Manager
Amy Carlson	Communications & Administrative Coordinator
Jeremy Plummer	Westport Marina Operations Manager

**VISITORS**

Arnie Martin	GHAS
Linda Orgel	FOGH
Vicki Cummings	GHCOG
Dru Garson	Greater Grays Harbor Inc.

Items discussed and action taken where required are as follows:

**MINUTES:**

1. By motion made by Commissioner Quigg, seconded by Commissioner Papac and unanimously approved, the Commission adopted the Minutes of December 12, 2019 Regular Commission Meeting as recorded in the Minutes Book No. 21 on pages 91 through 98 inclusive.

**VOUCHERS:**

1. By motion made by Commissioner Papac and seconded by Commissioner Quigg, the Commission unanimously approved for payment those Payroll Vouchers issued December 20, 2019 and January 3, 2020, ACH/Wire Transfers No. 99901299 through and including No. 99901310, and General Disbursement Vouchers No. 101513 through and including No. 101704 for payment in the amount of \$4,179,378.23.

**REPORTS:****2020 Communications Plan**

Kayla Dunlap, Public Affairs Manager, presented the 2020 Communications Plan. The Port's objective is to effectively communicate the opportunities and accomplishments at the Port of Grays Harbor through the implementation of a public relations and communications program, and to best utilize the many tools and resources available to the Port of Grays Harbor to reach target audiences.

The Port of Grays Harbor will strive to incorporate the importance of partnerships to the success of Grays Harbor into all communication pieces, continue to ensure our policies and procedures relating to public information are up to date, and that staff and Commissioners are in compliance with training as it relates to the Open Public Meetings Act and the Public Records Act.

**Public Information Report**

Kayla Dunlap, Public Affairs Manager, reported that BHP's shoreline hearing was held in Hoquiam on October 24. At the request of BHP and the Quinault Indian Nation, the Hearing Examiner will keep the record open until January 31.

The 2020 Legislative Session kicked off on January 11. As an even year, the session is set to be a short, 60-day session, scheduled to end March 12. The Port will be submitting a capital budget request for the Satsop Power Capacity Expansion Project.

Port staff and Commissioners will be attending the Ports and Maritime Day at the State Legislature on January 28.

The 7<sup>th</sup> Annual Port of Grays Harbor Business Report is scheduled for Wednesday, February 12 from 7:30am-9am at the Rotary Log Pavilion. Save the Dates went out on January 13, with formal invitations to follow.

### **Vessel Activity**

Leonard Barnes reported for December 2019 the Port had calls from 8 deep-water vessels and 1 barge, which resulted in 213,860.734 MT of cargo being handled. Year-to-date, the Port has handled 85 ships, 16 barges and 2,610,682 MT of cargo.

\*\*\*\*\*

### **PUBLIC COMMENT**

Linda Orgel, local citizen, inquired about recent military activity.

Leonard Barnes, Deputy Executive Director, confirmed that the Port had been receiving military equipment by rail and truck to be loaded onto a RO/RO vessel that would be calling the Port as part of the military's rotation of forces to South Korea.

\*\*\*\*\*

### **ACTION/RESOLUTION ITEMS:**

#### **Action Item No. 1**

Randy Lewis, Director of Environmental & Engineering Services, requested authorization for the Executive Director to enter into an agreement with The Garland Company, Inc., for the refurbishment of Warehouse A Roof.

Warehouse A was originally constructed in 1946 as a 100' x 200' long building consisting of four 100' x 25' bays with arched roofs separated by concrete walls. In 1963, a 100' x 100' addition was added to the eastern end with a flat roof. The current roof is at least 30 years old. The only work done over the last 30 years has been repairs and patching to stop leaks. Over the last two winters, there have been consistent leaks that have created impacts to the tenant that stores finished product there.

Due to the age of the structure, staff contracted with AHBL Engineers to complete a structural evaluation of the building and ensure that it was sound before deciding whether to repair the roof or plan for replacement of the building. The results of the evaluation indicated the structure does have additional useful life remaining.

Cosmetic and exterior maintenance items were noted and staff is planning to complete those. Several areas of the internal roof structure, including the trusses, stringers and insulation will need to be repaired or replaced. This work will require the use of a contractor and staff is working on plans to accomplish this. Several items related to seismic stability were identified by the engineer which will also be addressed by contract.

Once it was determined the building has additional useful life, staff contacted Garland/DBS Inc., to complete a roof inspection and support Port staff to develop a scope of work. Fortunately, a new roof system can be installed over the top of the existing roof which will not affect, or be affected by, the structural work identified in the engineering evaluation.

The Port has used Garland for several roofing-related projects that are consistent with the provisions of the Master Intergovernmental Cooperative Purchasing Agreement under the US Communities Cooperative Purchasing program. This program meets the requirements of the state bid laws for public works projects. Although not required by State Law, the Port has required Garland to utilize firms from the Port's Small Works Roster as much as possible in soliciting bids. Based on their solicitation, Garland has provided a proposal to include the following work:

- Installation of a new roof consisting of plywood decking over the existing roof surface
- Installation of a layer of insulation decking over the plywood
- Constructing of crickets where needed to create correct drainage patterns
- Removal of existing roof penetrations including unused brick chimneys
- Installation of new flashing and caps
- Installation of a 2-layer torch down roof system.

Garland/DBS Inc. proposal:

Base Bid – 2 center bays in the middle of the original building	\$265,361.00
Alternative 1 – 2 bays on western portion of original building	\$264,052.00
Alternative 2 – Flat roof over the 1963 addition	\$212,851.00

The Base Bid covers the area that has experienced consistent leaks in. The rest of the original building's roof is in a similar condition and needs to be replaced before it creates problems for the tenant. Staff believes they can hold off on replacing the flat roof and will plan for accomplishing that in the next couple of years.

A motion to authorize the Executive Director to enter into an agreement with Garland/DBS Inc., and proceed with the Warehouse A Re-Roof project in the amount of \$529,413.00 was made by Commissioner Quigg and seconded by Commissioner Papac. Motion passed with a vote of 3-0.

**Resolution No. 2992**

Mike Folkers, Director of Finance & Administration, presented for Commission consideration, Resolution No. 2992, A Resolution of The Port Commission of The Port of Grays Harbor Authorizing Anticipated Commission Travel During The Calendar Year 2020.

The "Commission Travel" policy allows the Commission to annually approve anticipated Commission travel for the coming calendar year. Such annual authorization alleviates the need to approve Commission travel requests individually.

The proposed Resolution No. 2992 includes Port Commission travel to meetings of certain local, state and national organizations that the Port's Commissioners attend annually for the betterment of the Port of Grays Harbor.

Any travel not listed in this resolution will need to be separately approved by the Port Commission in advance of the travel.

Motion to adopt Resolution No. 2992: *A Resolution of The Port Commission of The Port of Grays Harbor Authorizing Anticipated Commission Travel During The Calendar Year 2020* was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 3-0. Resolution adopted.

**Resolution No. 2994**

Art Blauvelt, Legal Counsel, presented for Commission consideration, Resolution No. 2994, A Resolution of The Port Commission of The Port of Grays Harbor Amending the 2020 Compensation Terms of Mr. Gary G. Nelson's Employment as Executive Director of the Port District.

The Commission annually reviews Mr. Nelson's performance and makes any needed adjustment in his salary. Commissioner Pinnick has advised that he has met with Mr. Nelson to discuss his performance. Commissioner Pinnick has recommended that the Port Commission raise Mr. Nelson's compensation in 2020 by three (3.0%) percent.

Resolution No. 2994, as presented, contains the recommended increase in Mr. Nelson's salary, no other changes are being made in Mr. Nelson's employment agreement.

Motion to adopt Resolution No. 2994: *A Resolution of The Port Commission of The Port of Grays Harbor Amending the 2020 Compensation Terms of Mr. Gary G. Nelson's Employment as Executive Director of the Port District* was made by Commissioner Quigg and seconded by Commissioner Papac. Motion passed with a vote of 3-0. Resolution adopted.

\*\*\*\*\*

**Visitors/Public Comment:**

None

\*\*\*\*\*

**NEW BUSINESS:**

**2020 Board Reorganization/2020 Commission Appointments**

It was moved by Commissioner Pinnick and seconded by Commissioner Quigg that the 2020 Board be as follows:

President	Stan Pinnick
Vice President	Tom Quigg
Secretary	Phil Papac

Motion passed with all Commissioners in favor.

\*\*\*\*\*

It was moved by Commissioner Quigg and seconded by Commissioner Papac that the 2020 Commission Appointments be as follows:

Auditor	Mike Folkers
Legal Counsel	Ingram, Zelasko & Goodwin
Executive Director	Gary G. Nelson

Motion passed with all Commissioners in favor.

\*\*\*\*\*

It was moved by Commissioner Papac and seconded by Commissioner Quigg that the following assignments be made for 2020:

American Assn. of Port Authorities	Tom Quigg Commissioner	Gary Nelson Staff Member
Association of Pacific Ports	Stan Pinnick Commissioner	Gary Nelson Staff Member
Chehalis Basin Fisheries Task Force	Stan Pinnick Commissioner	Molly Bold Staff Member
Chehalis Basin Partnership	Phil Papac Commissioner	Alissa Shay Staff Member
Community Development	Tom Quigg Commissioner	Kayla Dunlap Staff Member
County Transportation Issues	Stan Pinnick Commissioner	Randy Lewis and Molly Bold Staff Member
Greater Grays Harbor Inc.	Tom Quigg Commissioner	Leonard Barnes Staff Member
Grays Harbor Council of Governments	Phil Papac Commissioner	Leonard Barnes Staff Member
Grays Harbor Shipping Club	Stan Pinnick Commissioner	Shannon Anderson Staff Member
Grays Harbor Shorebird Festival	Shannon Anderson Staff Member	Leonard Barnes Staff Member
Northwest Marine Terminal Association	Shannon Anderson Staff Member	Leonard Barnes Staff Member
Ocean Fibre Planning	Phil Papac Commissioner	Alissa Shay Staff Member
Pacific NW Waterways Association	Phil Papac Commissioner	Kayla Dunlap Staff Member
Port of Grays Harbor Foundation	Stan Pinnick Commissioner	Mike Folkers Staff Member
Resiliency Planning	Tom Quigg Commissioner	Randy Lewis Staff Member

Thurston County Chamber of Commerce	Phil Papac Commissioner	Alissa Shay Staff Member
Thurston County EDC	Tom Quigg Commissioner	Alissa Shay Staff Member
Washington Airport Management Association	Shannon Anderson Staff Member	Leonard Barnes Staff Member
Washington Coast Sustainable Salmon	Tom Quigg Partnership	Molly Bold Commissioner Staff Member
Washington Public Ports Association	Stan Pinnick Commissioner	Gary Nelson Staff Member
Washington State Community Airports Association	Shannon Anderson Staff Member	Leonard Barnes Staff Member

Motions passed with all Commissioners in favor.



The Regular Meeting was recessed at 9:43 a.m. for the Annual Meetings of the Industrial Development Corporation and Port of Grays Harbor Foundation Members.



The Port of Grays Harbor Foundation Members Meeting was closed at 9:54 a.m. and the Regular Commission Meeting reconvened.



**NEW BUSINESS:**

Mr. Nelson noted future meetings and events:

- January 16-17 – Commissioners visiting AGP for their Annual Meeting
- January 27-31 – AAPA meetings and Shifting Trades Convention

Kayla Dunlap, Public Affairs Manager, presented for Commission consideration the proposed 2020 Legislative Agenda at the December Commission meeting. Ms. Dunlap requested action in support of the proposed agenda.



Motion to support the *2020 Legislative Agenda* was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 3-0.

Ms. Dunlap mentioned that the President signed a few bills late December, one in which extended the short line tax credit for five years. It is retroactive to 2018 and will run through 2022. It will provide a credit of \$0.50 for every \$1.00 spent on track and railroad improvements. Another bill signed was the Biodiesel Tax Credit, which will directly affect REG. It is also retroactive to 2018 and will run through 2022.

Mr. Nelson mentioned that since the previous Commission meeting, the Port was notified by Contanda that they had been acquired by JP Morgan Asset Management Fund. No Commission action is required under their lease.

Mr. Folkers reported that the Pilotage tariff increase recommendation was successful.

Mr. Lewis reported that the Corps of Engineers have started dredging at T4 through February 14.



There being no further business to come before the Commission, the Regular Meeting recessed at 10:03 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. No action to be taken during Executive Session. It was announced that the Executive Session would last an hour and 15 minutes. An extension of 30 minutes was subsequently announced.

The Executive Session ended at 11:48 p.m. and the Regular Meeting adjourned at that time.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary