

**PORT OF GRAYS HARBOR  
COMMISSION MEETING MINUTES  
March 10, 2020**

The Port of Grays Harbor Commission Meeting for March 10, 2020 was called to order at 9:01 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
Molly Bold	Westport Business Manager
Shannon Anderson	Business & Trade Development Asst.
Amy Carlson	Communications & Administrative Coordinator
Ross Read	Director of Operations
Forest McMullen	Pilot Trainee

**VISITORS**

Arnie Martin	GHAS
Dave Haviland	Jodesha Broadcasting
Jon Davies	BHC Consultants

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 February 11, 2020 Regular Commission Meeting as recorded in the Minutes Book No. 21 on pages 108 through 115 inclusive.
2. By motion made by Commissioner Papac, seconded by Commissioner Quigg and unanimously approved, the Commission adopted the Minutes of February 18, 2020 Special Commission Meeting as recorded in the Minutes Book No. 21 on pages 116 through 118 inclusive.

**VOUCHERS:**

1. By motion made by Commissioner Quigg and seconded by Commissioner Papac, the Commission unanimously approved for payment those Payroll Vouchers issued February 20, 2020 and March 5, 2020, ACH/Wire Transfers No. 99901324 through and including No. 99901336, and General Disbursement Vouchers No. 101920 through and including No. 102127 for payment in the amount of \$2,553,322.04.

**REPORTS:**

**Warehouse H Electrical Upgrades**

Mike Johnson, Contract & Project Manager, reported that electrical work required to create separation of equipment inside Warehouse H is being performed to allow tenants individual circuits for separate electrical service.

It was determined by the Port and an Electrical Engineer to “owner meter” the electrical usage of three tenantable spaces in the building. For that purpose, all 480/277-volt and 208/120-volt power/lighting circuits in each tenant space will be monitored by meters installed in a cabinet inside the main electrical room. In tenant area No. 3, the contractor will provide a new 480-volt panel with circuit breakers, dry-type transformer and 208-volt panel with circuit breakers. The contractor will also intercept all existing circuits within the tenant No. 3 space and connect to the new panels. Existing tenant area No. 3 is currently classified as Class 1, Division 1 and will be rewired to retain that classification. A total of 21 meters are to be installed in the meter cabinet as part of this project and will collect usage from multiple panels and locations throughout the building. As part of the package, software will be provided to handle data collected monthly and will be transmitted to the Port for billing to each tenant.

The project is currently under construction. The contractor is waiting for the new panel and a transformer for area No. 3. Expected delivery date for the items needed is April 1 with the project to be complete by mid-April.

### **Pilot Boat Search**

Randy Lewis, Director of Environmental and Engineering Services, and Forest McMullen, Pilot Trainee, reported that efforts have recently increased to identify a replacement for the Pilot Boat Chehalis. Progress over the last year slowed due to changes in the Port's pilotage division staff, reductions in ship traffic, and staff availability due to other major projects. Mr. McMullen joined the selection committee and conducted research to aid in the selection of a vessel to pursue.

Over the last month, Mr. McMullen has connected with pilots from several ports that have or are looking into pilot boat replacement. Mr. Lewis and Mr. McMullen recently made a trip to Fort Lauderdale and rode on a vessel built by Baltic BoatsUS, which is one of the manufacturers being considered. Mr. McMullen also made a trip to Sandy Hook Pilots and Brazos Pilots in Freeport, Texas to ride their vessels. A trip to Freeport was previously made by Mr. Lewis. The Sandy Hook vessel was made by Gladding Hearn, and the Brazos boat by Metal Shark. Vessels by Krivchak, who have made boats for the Columbia River, are also being considered.

The selection committee will be meeting next week to review the information from the field visits and subsequent research and discuss next steps. The Port has retained the services of a consultant that specializes in vessel searches to assist in analyzing information and negotiating a contract. The committee's goal is to narrow down the search to one or two vessels to pursue within the next few months.

### **DARPA Subterranean Challenge Urban Circuit at SBP**

Alissa Shay, Manager of Business Development, reported that although this is just a two-week competition, DARPA had been using the facilities since November 2019. The Port facilities that were utilized included the Reactor Auxiliary Building 3 (RAB 3), Turbine and Admin Building, Cafeteria and the S1 Conference Suite. Immense planning went into the set up with the RAB 3 and Turbine Building seeing multiple setups for live feeds. Ms. Shay shared images of teams utilizing other local locations for set up, assembly and testing to include Elma High School and Shoppes at Riverside in South Aberdeen.

Two courses were set up in the RAB 3 Building with two rounds happening throughout the competition. The goal of the competition was for the autonomous robots to identify artifacts in an underground environment, map their surroundings

and report their findings. This robot capability could be used in a variety of settings to include first responder assistance. The artifacts that were to be identified included a vent releasing a small amount of Carbon Dioxide, cell phone signal, backpack with a specific shape and color, gas being released, and heat being emitted by a mannequin in a thermal vest. One of the main challenges that the teams encountered was having their robots traverse different environments that included curbing, stairs, etc. In total, there were 160 participants representing 11 countries and 80 DARPA staff.

### **Public Information Report**

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

The 2020 Legislative Session is scheduled to end on Thursday, March 12. The Port's capital budget request for the Satsop Power Capacity Expansion project in the amount of \$154,500 was in the House capital budget and is expected to remain in the budget after the two chambers conference.

Ms. Dunlap stated that there will be a Westport Marina Workshop on Tuesday, March 24 at 9:30 am, followed by a ribbon-cutting event for the Westport Marina boat launch improvement project at 1 pm.

### **Vessel Activity**

Leonard Barnes reported for February 2020 the Port had calls from 5 deep-water vessels and 1 barge, which resulted in 195,090.424 MT of cargo being handled. Year to date for 2020, the Port has had calls from 14 deep-water vessels and 4 barges, which resulted in 482,142 MT of cargo being handled.



### **PUBLIC COMMENT**

Arnie Martin, GHAS, thanked the Port for their assistance in submitting a successful grant to the GH Community Foundation that will assist in transportation for the Shorebird Festival. The Shorebird Festival 2020 is still slated to take place but there has been discussion on whether or not to cancel due to COVID-19.



**ACTION/RESOLUTION ITEMS:****Action Item No. 1**

Leonard Barnes, Deputy Executive Director, requested an amendment to Lease Agreement No. 1000 with Paneltech International, LLC.

This lease began in April of 2005 and included a five-year initial term with two successive five-year options to renew. Paneltech utilizes Warehouse F for production of their PaperStone line and to store and unload manufacturing projects. There are between six and nine employees at this location, depending on the activity. This amendment would add two successive five-year periods and one five-month period after the initial term, with the final option expiring on April 31, 2031. This final expiration date aligns with Paneltech's lease for Warehouse G.

A motion to authorize the Executive Director to amend Lease Agreement No. 1000 with Paneltech International, LLC was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 3-0.

**Action Item No. 2**

Leonard Barnes, Deputy Executive Director, requested to grant the assignment of Suzanne Rosenkrantz, Jill Rosenkrantz, Jody Rosenkrantz, William J. Rosenkrantz, Julie K. Rosenkrantz, William Ross Sternoff, Robert Edward Sternoff and Sandra Lynn Sternoff Lease Agreement No. 517 to Todd Properties, LLC.

In 2017 William, Robert and Sandra Sternoff assigned their partnership interest to Jill, Jody, William and Julie Rosenkrantz. The former partnership was reorganized in 2018 to Todd Properties, LLC and all individual interest was assigned to the LLC. Jill Rosenkrantz, Manager of Todd Properties, LLC, has requested an assignment of the lease, which will be assigned as is, with no changes to the term, rent or use clause. The lease is for approximately 37,897 square feet of land on West First Street.

A motion to authorize the Executive Director to consent to the assignment of Lease No. 517 to Todd Properties, LLC. was made by Commissioner Quigg and seconded by Commissioner Papac. Motion passed with a vote of 3-0.

**Action Item No. 3**

Leonard Barnes, Deputy Executive Director, requested an amendment to Lease Agreement No. 923 with AmeriGas Propane, L.P.

This lease began June 1, 2000 and included a ten-year initial term with two successive five-year options to renew. The final option expires May 31, 2020 and they have requested an extension through May 31, 2025.

A motion to authorize the Executive Director to amend Lease Agreement No. 923 with AmeriGas Propane, L.P. was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 3-0.

#### **Action Item No. 4**

Alissa Shay, Manager of Business Development, requested authorization for the Executive Director to enter into Contract No. 2039 Friends Landing Dump Station Pay Station Equipment License, Set-up and Service with Sani-Star, LLC.

Friends Landing has an RV dump station located on-site for customer use. Historically the dump station is unlocked on the opening day of the campground (March 15) and closed at the end of the season (November 15). This service has been free for customers to utilize for dumping. The Port is often unable to monitor usage both from customers and those coming from off-site to dump their waste. Once the holding tank is full a service must be hired to come to the site and pump the waste to haul it off-site. Pumping expenses have increased as usage of the park has gone up. In 2016 we spent approximately \$4,000 in pumping fees, and in 2019 over \$9,000 in fees.

Sani-Star's automated dump station equipment appears to be the only one of its kind on the market. It has an automated pay station that will unlock the RV dump station for customers once they have paid. The fee will be \$10 per transaction. Sani-Star will provide the equipment and parts for equipment repairs if needed. The Port will be responsible for installation of the equipment. The goal of installing this system will be to cover the cost of operation of the facility to include the annual service fees and pumping fees.

A Motion to authorize the Executive Director to enter into Contract No. 2039 with Sani-Star LLC for the Friends Landing Dump Station and Pay Station Equipment License, Set-up and Service was made by Commissioner Quigg and seconded by Commissioner Papac. Motion passed with a vote of 3-0.

#### **Action Item No. 5**

Mike Johnson, Contract and Project Manager, requested authorization to approve Change Order #1 for Contract No. 2031 Warehouse H Electrical Metering Upgrades.

Additional work is required to complete Warehouse H electrical metering upgrades. This work was not part of the original scope of work and a Change Order has been requested by the contractor to cover additional costs. At time of bidding access was blocked to the Paint Booth (Tenant Area No. 3) at Warehouse H due to confiscated items in holding. Assumptions were made to get the project going. Amount submitted by the contractor included getting designated circuit down to the paint booth but without having the option of seeing what was inside, the bid was not firm. All confiscated items have been removed and the contractor has submitted a request for change to install the required equipment now having access to the area. To keep the area with its current explosion-proof rating, the equipment will need to be installed in a constructed electrical room. Change order provided by the contractor includes construction of a room to install the electrical gear.

A motion to authorize the Executive Director to approve Change Order #1 for Contract No. 2031 Warehouse H Electrical Metering Upgrades, in the amount of \$36,009.64 (includes WSST) was made by Commissioner Papac and seconded by Commissioner Quigg. Motion passed with a vote of 3-0.

**Resolution No. 2999**

Randy Lewis, Director of Environmental and Engineering Services, requested authorization to accept completed Contract No. 2003 Westport Marina Dredging Project Phase 1.

On June 11, 2019, Contract No. 2003 was awarded to Bergerson Construction, Inc., for maintenance dredging needed to keep the marina at the necessary depth for users. This contract requested pricing for 67,000 cubic total yards of sediment to be removed from specified areas of the marina. Including approximately 50,000 cubic yards of suitable sediment in dredge material management units (DMMU's) 7, 9 and 12, and 17,000 yards of sediment located in portions of several DMMU's that were not suitable for in-water disposal. All of this material was placed in an upland dewatering site at Firecracker Point that was constructed as part of this project. The project is complete and has been accepted by Port Staff.

Motion to adopt Resolution No. 2999: *Acceptance of Contract No. 2003 Westport Marina Dredging Project Phase I* 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:**

Mr. Nelson noted future meetings and events:

- Decision pending for cancelation – AAPA
- March 17 – BNSF visit
- Canceled – Pilotage
- Postponed – Meetings with GNW
- March 27 – Patricia Graesser, Corps of Engineers, retirement
- March 30 – MARAD Regional Administrator visit



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. No action to be taken during Executive Session. It was announced that the Executive Session would last one hour and 15 minutes.

The Executive Session ended at 12:28 p.m. and the Regular Meeting adjourned at that time.

  
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 President

ATTEST:

  
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 Secretary