

**PORT OF GRAYS HARBOR**  
**COMMISSION MEETING MINUTES**  
**January 9, 2024**

The Port of Grays Harbor Commission Meeting January 9, 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.

Phil Papac led the flag salute.

Art Blauvelt gave the Oath of Office to newly elected Commissioner Tom Quigg.

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
Leaonard 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
Tracy Ewing	Accounting Specialist
Aaron Aschim	Contracts Manager
Nolan Wyatt	Marine Terminal Superintendent
Cynthia Crisp	Reception
Chris Hunt	IT Director
Emily Penttila	Business & Operations Specialist
Greg Dineen	Marine Terminal Superintendent

## VISITORS

Linda Orgel	FOGH
Arnie Martin	Citizen
Jon Martin	Greater Grays Harbor
Vicki Cummings	GHCOG
Anne Reese	Citizen
Shelli Hopsecger	CCAI

### REPORTS:

#### **2024 Commission Calendar**

Gary Nelson, Executive Director, presented the 2024 Commission Calendar.

He reviewed the commission meeting schedule as well as upcoming industry meetings and seminars.

#### **2024 Mowing and Landscaping Service Contracts**

Aaron Aschim, Contracts Manager, reported that the former mowing contract and the landscaping contract both expired after 3 years with Gardening by Victoria. He further reported that mowing is done seven months out of the year while landscaping is done year-round.

Mr. Aschim the reported that updated mowing and landscaping contracts were sent to local contractors and the Port received 4 bids. He reported that the lowest responsive bidder was once again Gardening by Victoria. He stated that the Executive Director awarded both contracts for a period of one-year with an option for a second year and a third year.

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

Kris Koski, Port Engineer, updated the Commissioners on the T4 Expansion Project. He reported that internal reviews are continuing on the 90% design documents. He further reported that the Shoreline Permit Applications have been submitted to Aberdeen & Hoquiam and that a joint Shorelines Hearing will take place on January 25, 2024. He concluded by reporting that the Port received its first permit for the project; that is, a Hydraulic Project Approval from the Washington Department of Fish and Wildlife.

#### **Public Information Report**

Gary Nelson, Executive Director, reported that the Greater Grays Harbor Legislative Sendoff took place last Friday. He further reported that this was Lynnette

Buffington's last meeting and the transition to Interim Executive Director Jon Martin.

He then reported that the Legislative Session started yesterday and that it was going to be a 60-day, short session.

### **Vessel Report**

Leonard Barnes, Deputy Executive Director, reported that in December the Port had calls from 9 deep-water vessels, which resulted in 335,501 metric tons of cargo being handled. Year to date there were 91 deep-water vessels and 26 barges for a total of 3,296,4228 MT of cargo.

Mike Folkers gave the virtual participation instructions.

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

Arnie Martin congratulated the Port on the selection of Leonard Barnes as the new Executive Director.

Items discussed and action taken where required are as follows:

### **MINUTES:**

1. By motion made by Commissioner Pinnick seconded by Commissioner Papac and unanimously approved, the Commission adopted the Minutes of December 12, 2023, Regular Commission Meeting as recorded in the Minutes Book No. 23 on pages 34 through 40 inclusive.
2. By motion made by Commissioner Pinnick seconded by Commissioner Papac and unanimously approved, the Commission adopted the Minutes of December 14, 2023, Special Commission Meeting as recorded in the Minutes Book No. 23 on pages 41 through 44 inclusive.

### **VOUCHERS:**

1. By motion made by Commissioner Papac and seconded by Commissioner Pinnick the Commission unanimously approved for payment those Payroll Vouchers issued December 20th, 2023, and January 5, 2024, ACH/Wire Transfers No. 99902074 through and including No. 99902090, and General Disbursement Vouchers No. 111651 through and including No. 111842 for payment in the amount of \$6,907,440.67.

**ACTION ITEMS:****Authorization to Expend Funds for Float 10 End-Tie Repair**

Aaron Aschim, Contract Manager, reported that Float 10 was damaged by a private vessel and needs to be repaired. He further reported that staff is requesting Commission approval to allow the Executive Director to expend funds on the project with future reimbursement coming from the vessel's insurance company. He stated that the total cost of the project is estimated to be approximately \$150,000.

A motion to authorize the Executive Director to expend funds and complete the repair of Float 10 End Tie was made by Commissioner Pinnick seconded by Commissioner Papac. Motion passed with a vote of 3-0.

**Approval of Rental Agreement No. 1206 with Sky Harbor Shuttle, LLC**

Shannon Anderson, Business & Trade Development Assistant reported that Sky Harbor Shuttle desires to enter into a new rental agreement for Warehouse I-North and Warehouse I-South. She further reported that this is a month-to-month agreement for \$3,966.80 per month plus Washington State Leasehold Excise Tax.

A motion to Authorize the Executive Director to Enter into Rental Agreement No. 1206 with Sky Harbor Shuttle, LLC was made by Commissioner Papac seconded by Commissioner Pinnick. Motion passed with a vote of 3-0.

**RESOLUTIONS:****Resolution #3105: Amending the 2024 Compensation Terms of Mr. Gary G. Nelson's Employment as Executive Director of the Port District**

Art Blauvelt, Legal Counsel, stated that the Commission annually reviews Mr. Nelson's performance and makes any needed adjustment in his salary. Commissioner Quigg has advised that he has met with Mr. Nelson, discussed his performance and Commissioner Quigg will be recommending that the Port Commission raise Mr. Nelson's compensation in 2024 to \$265,362.12. He concluded by stating Resolution 3105, as presented, contains the recommended increase in Mr. Nelson's salary, and no other changes are being made in Mr. Nelson's employment agreement.

Motion to adopt Resolution No. 3105: *Amending the 2024 Compensation Terms of Mr. Gary G. Nelson's Employment as Executive Director of the Port District* was made by Commissioner Pinnick and seconded by Commissioner Papac. Motion passed with a vote of 3-0. Resolution adopted.

**Resolution #3106: Appointing Mr. Leonard Barnes as Executive Director of the Port District Effective March 31, 2024 at 5:01 PM and Establishing the Terms and Conditions of His Employment**

Mike Folkers, Director of Finance & Administration, reported that he and Art Blauvelt, Legal Counsel, met with Mr. Leonard Barnes and came to an agreement on the terms of his appointment to Executive Direct. He further reported that the terms of that appointment were also agreed to by Commission President Tom Quigg.

There was discussion about updating and amending the auto allowance.

Motion to adopt *Resolution #3106 Appointing Mr. Leonard Barnes as Executive Director of the Port District Effective March 31, 2024 at 5:01 PM and Establishing the Terms and Conditions of His Employment* was made by Commissioner Papac seconded by Commissioner Pinnick. The motion passed with a vote of 3-0. Resolution adopted.

**Resolution #3107: Authorizing Port Commissioner Travel in 2024**

Mike Folkers, Director of Finance & Administration, stated that this policy allows the Commission to annually approve anticipated Commission domestic travel for the coming calendar year. Such annual authorization alleviates the need to approve Commission travel requests individually. He further stated the proposed Resolution No. 3107 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. He concluded by saying 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. 3107: *Authorizing Port Commissioner Travel in 2024* was made by Commissioner Pinnick and seconded by Commissioner Papac. Motion passed with a vote of 3-0. Resolution adopted.

**VISITORS/PUBLIC COMMENTS:**

None

**NEW BUSINESS:****2024 Board Reorganization**

It was moved by Commissioner Pinnick and seconded by Commissioner Papac that the 2024 Board be as follows:

President	Phil Papac
Vice President	Stan Pinnick
Secretary	Tom Quigg

Motion passed with all Commissioners in favor.

**2024 Commission Appointments**

It was moved by Commissioner Pinnick and seconded by Commissioner Papac that the 2024 Commission Appointments be as follows:

Auditor	Mike Folkers
Legal Counsel	Art Blauvelt of Ingram, Zelasko & Goodwin
Executive Director	Gary G. Nelson (through March 31, 2024) Leonard Barnes (beginning April 1, 2024)

Motion passed with all Commissioners in favor.

**2024 Organization Assignments**

It was moved by Commissioner Pinnick and seconded by Commissioner Papac that the following assignments be made for 2024:

American Assn. of Port Auth. (AAPA)	Phil Papac Commissioner	Leonard Barnes Staff Member
AAPA Harbors and Nav. Committee		Randy Lewis Staff Member
Association of Pacific Ports	Stan Pinnick Commissioner	Leonard Barnes Staff Member
Chehalis Basin Fish Task Force	Stan Pinnick Commissioner	Jeremy Plummer Staff Member
Chehalis Basin Partnership	Phil Papac Commissioner	Alissa Shay Staff Member

Community Development-Aberdeen	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	Molly Bold Staff Member
Grays Harbor Broadband Action Team		Alissa Shay and Chris Hunt Staff Member
Grays Harbor Marine Resource Committee		Molly Bold Staff Member
Grays Harbor Council of Govts	Phil Papac Commissioner	Kris Koski Staff Member
Grays Harbor Marine Resource Committee		Molly Bold Staff Member
Grays Harbor Shipping Club	Stan Pinnick Commissioner	Shannon Anderson Staff Member
Grays Harbor Shorebird Festival	Shannon Anderson Staff Member	Nolan Wyatt Staff Member
Northwest Marine Terminal Assoc.	Shannon Anderson Staff Member	Nolan Wyatt Staff Member
Pacific NW Waterways Assoc.	Tom Quigg Commissioner	Kayla Dunlap Staff Member
Port of Grays Harbor Foundation	Stan Pinnick Commissioner	Mike Folkers Staff Member
Resiliency Planning	Tom Quigg Commissioner	Randy Lewis and Molly Bold Staff Member
SWRPTO	Phil Papac Commissioner	Kris Koski Staff Member
Thurston County Chamber of Comm.	Phil Papac Commissioner	Alissa Shay Staff Member
Thurston County EDC	Tom Quigg Commissioner	Alissa Shay Staff Member

Washington Airport Mgt Assoc.	Shannon Anderson Staff Member	Greg Dineen Staff Member
WCMAC		Randy Lewis and Molly Bold Staff Member
Washington Public Ports Assoc.	Phil Papac Commissioner	Leonard Barnes Staff Member
Wash. State Community Airports Association	Shannon Anderson Staff Member	Greg Dineen Staff Member
Westport Tsunami Safety Committee	Tom Quigg Commissioner	Molly Bold Staff Member

Motions passed with all Commissioners in favor.

#### **OTHER NEW BUSINESS:**

Shannon Anderson reported on the effort currently being undertaken by the Chelan Douglas Regional Port Authority's to stop the State from diverting aviation fuel taxes and using them for non-aeronautical purposes. She further reported that the Port has signed on to support this effort and recommended the Port make a contribution of \$1,000 to the coalition.

Executive Director Gary Nelson reported on the following:

- The AGP Annual meeting will be January 18-19 in Omaha, Nebraska.
- The Shipping Club Crab Feed will be February 13, 2024.
- The State of the Port will be February 14, 2024.



The Regular Meeting was recessed at 10:22 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 10:33 a.m. and the Regular Commission Meeting reconvened.





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

There was one 20-minute extension.

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

  
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President

ATTEST:

  
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Secretary

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