FOR IMMEDIATE RELEASE
Contact: Robin Johnson  
(360) 425-3305

January 17, 2020

NOTICE OF PUBLIC MEETING

NOTICE IS HEREBY GIVEN that the Board of Commissioners of the Port of Longview will hold its regular semi-monthly meeting on Wednesday, **January 22, 2020**, at **10:00 AM**, at the Port Offices located at 10 Port Way, Longview, Washington. The agenda is attached.

Norm Krehbiel  
Chief Executive Officer
PORT OF LONGVIEW
BOARD OF COMMISSIONERS
REGULAR COMMISSION MEETING AGENDA
JANUARY 22, 2020 | 10:00 AM | PORT OFFICES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. COMMISSIONER ATTENDANCE

4. MEETING GUIDELINES

5. CONSENT AGENDA  [Commissioner Action Only]
   a. TODAY’S MEETING AGENDA
   b. INVESTMENTS
   c. NOVEMBER 2019 FINANCIAL REPORT

6. GENERAL PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THIS AGENDA  [Non-Action]

7. STAFF REPORTS  [Non-Action]
   a. MARKETING UPDATE  (Presented by Christian Clay)
   b. WILLOW GROVE PARK UPDATE  (Presented by William Burton)

8. ACTION ITEMS  [Action]
   a. CONTRACT AMENDMENT FOR LAND SURVEYOR – OLSON ENGINEERING  (Presented by William Burton)
   b. CONSIDER PROCESS AND PROCEDURES FOR CHIEF EXECUTIVE OFFICER REPLACEMENT, INCLUDING
      JOB DESCRIPTION REVIEW  (Presented by Amy Robinson)
   c. INTERNATIONAL TRAVEL  (Presented by Christian Clay)

9. ADVISORY ITEMS  [Advisory]
   a. BERTH 6/7 CONTAINMENT EXPANSION PROJECT  (Presented by William Burton)

10. CHIEF EXECUTIVE OFFICER’S REPORT  [Non-Action]

11. COMMISSIONER REPORTS  [Non-Action]

12. RECESS TO EXECUTIVE SESSION  [Non-Action]
    a. TO EVALUATE THE QUALIFICATIONS FOR AN APPLICANT FOR PUBLIC EMPLOYMENT
       RCW 42.30.110(1)(g)
13. RECONVENE REGULAR MEETING AND COMMENCE COMMISSIONER WORKSHOP  [Advisory]
   a. DISCUSS REFINANCING OPTIONS OF EXISTING LTGO AND REVENUE BONDS
   b. PRELIMINARY DISCUSSION REGARDING 2020 PLANNING EFFORTS

14. ADJOURN
Agenda Item 8a

Action

CONTRACT AMENDMENT
FOR LAND SURVEYOR –
OLSON ENGINEERING
COMMISSION BRIEFING

SUBJECT
Contract Amendment for Land Surveyor – Olson Engineering

MEETING DATE
1/22/2020

PRESENTED BY
William Burton

REQUESTED ACTION
☒ Motion
☐ Resolution
☐ Advisory

DEPARTMENT
Facilities/Engineering

BACKGROUND
Port staff issued a Request for Qualifications for a Land Surveyor on March 29, 2019, advertising through the Daily Journal of Commerce, the Daily News and on the Port’s website. Olson Engineering was selected to be the Port’s on-call Land Surveyor with the contract being executed on June 17, 2019. This contract is good for one-year with two one-year renewal options available. Port staff recommends exercising the first renewal option, extending the contract to June 17, 2021 and authorizing an additional $80,000 funds to be used in 2020.

The on-call Land Surveyor provides necessary data for project design, construction, and control. They also provide the information and data that the Port is using to update its facility map.

PRIOR ACTION/PRESENTATION
None.

FINANCIAL IMPACTS
The estimate for this work through 2020 is expected to be $80,000. These costs would be expended from the Engineering/Maintenance Operating budget.

INCLUDED IN CURRENT YEAR’S BUDGET
☒ Yes, $80,000.00 budgeted in the Facilities / Engineering Operating Budget.
☐ No

ATTACHMENTS
None

RECOMMENDED ACTION
Motion to authorize the Chief Executive Officer to execute an amendment with Olson Engineering extending the contract to June 2021 and authorizing an additional $80,000 to complete land survey work.

REVIEWED BY
☐ Counsel
☐ Special Counsel
☐ Park Advisory Committee
☐ Other

CHIEF EXECUTIVE OFFICER APPROVAL

HANDWRITTEN SIGNATURE
Agenda Item 8c

Action

INTERNATIONAL TRAVEL
COMMISSION BRIEFING

SUBJECT
International Travel

MEETING DATE
1/22/2020

PRESENTED BY
Christian Clay

DEPARTMENT
Business Development

REQUESTED ACTION
X Motion
☐ Resolution
☐ Advisory

BACKGROUND
The Port of Longview engages in International Travel to strengthen trade with our foreign business partners. As part of our marketing effort to increase breakbulk and bulk cargos, the port BD staff proposes to travel to Singapore, Hong Kong, and Shanghai March 9th through March 20, 2020. We are preparing for multiple business meetings with potential new and existing customers in each city. We also plan to attend Breakbulk Asia while in Shanghai.

PRIOR ACTION/PRESENTATION
This request aligns with the Domestic and International travel plans discussed during the 2019 budget process.

FINANCIAL IMPACTS
The estimate of travel expenses for the Asia Marketing trip is approximately $9,260.00 per person. The BD team will send Christian Clay and Laurie Nelson-Cooley on this trip at an approximate cost of $18,520.

INCLUDED IN CURRENT YEAR’S BUDGET
☒ Yes, the amount budgeted for Domestic & International Business Travel in 2019 is $75,000
☐ No
☐ Not applicable

ATTACHMENTS
None

RECOMMENDED ACTION
Motion to approve international travel to Asia in March 2020, consistent with the adopted 2020 budget.

REVIEWED BY
☐ Counsel
☐ Special Counsel
☐ Park Advisory Committee
☐ Other

CHIEF EXECUTIVE OFFICER APPROVAL
Agenda Item 9

Advisory

BERTH 6/7 CONTAINMENT EXPANSION PROJECT
SUBJECT: Berth 6/7 Containment Expansion

MEETING DATE: 1/22/2020

PRESENTED BY: William Burton

DEPARTMENT: Facilities/Engineering

REQUESTED ACTION: □ Motion
□ Resolution
☑ Advisory

BACKGROUND: Originally, the Berth 7 containment area consisted of approximately 69,400 square feet or 1.59 acres. In 2018 and the first half of 2019 the Berth 6/7 Containment Expansion project expanded the containment area to 134,650 square feet or 3.09 acres. This final phase of the project will expand the containment area again, with the final containment area being approximately 211,576 square feet or 4.86 acres in size.

The project consists additional catch basins, conveyance pipe and manholes to capture and convey water that needs to be treated to the Berth 7 Effluent Treatment Facility. This work be will be accomplished as in previous years by the Port maintenance crew.

PRIOR ACTION/PRESENTATION: Commissioner Meeting approving the project on March 8, 2018

2018, 2019 and 2020 Capital Budget Meetings

FINANCIAL IMPACTS: The engineer’s estimate for this work is approximately $598,000 including sales tax.

$514,512 has been carried forward from the 2019 Capital Budget and $83,488 has been dedicated in the 2020 Capital Budget, totaling $600,000 committed in the 2020 Capital Budget.

INCLUDED IN CURRENT YEAR’S BUDGET: ☑ Yes, $600,000 budgeted in the 2020 Capital Budget.
□ No

ATTACHMENTS: Map and Engineer’s Estimate

RECOMMENDED ACTION: This is Advisory. At the next Commissioner Meeting staff will ask for a motion to authorize Port staff to complete the Berth 6/7 Containment Expansion project at a cost not to exceed $600,000.

REVIEWED BY: ☐ Counsel
□ Special Counsel
□ Park Advisory Committee
□ Other

CHIEF EXECUTIVE OFFICER APPROVAL
PORT OF LONGVIEW  
PROJECT: Berth 6/7 Containment Expansion  
DATE COMPLETED: Jan 14, 2020  
BY: Ken Cachelin

DESCRIPTION: All necessary infrastructure (piping, manholes, and pumps) to collect and contain stormwater at Berth 7 Basin A and B. Water can be routed via decision manholes to wastewater treatment or stormwater depending on cargo type and potential for contaminants.

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| TOTALS |               | CONTRACT COST ESTIMATE- | $16,863.60 |
|        |               | LABOR COST ESTIMATE- | $188,123.20 |
|        |               | EQUIPMENT RENTAL COST ESTIMATE- | $12,972.00 |
|        |               | MATERIAL COST ESTIMATE- | $324,888.06 |
|        |               | 10% CONTINGENCY- | $54,284.69 |
|        |               | TOTAL ESTIMATED COST | $597,131.55 |

LABOR RATES EFFECTIVE 1-1-2020