A Regular Meeting of the Board of Commissioners of the Port of Longview was held at the Port Offices on the above date.

PRESENT: Doug Averett, Commissioner
         Jeff Wilson, Commissioner
         Allan Erickson, Commissioner
         Norm Krehbiel, Chief Executive Officer
         Jennifer Brown, Chief Administrative Officer
         Dan Stahl, Chief Operating Officer
         Bill Burton, Director of Facilities and Engineering
         Dale Lewis, Director of External Affairs
         Ashley Helenberg, Manager of Marketing Communications
         Christian Clay, Director of Business Development
         Mark Price, Director of Terminal Operations
         Lisa Hendriksen, Director of Planning and Environmental Services
         Jaime Thayer, Manager of Finance and Accounting
         Robin Johnson, Executive Assistant/Commission Coordinator
         Joe Vance, Miller Nash Graham & Dunn
         Amy Robinson, Miller Nash Graham & Dunn
         And those attendees on the attached sign-in sheet

CALL TO ORDER. The meeting was called to order at 10:00 AM by Commissioner Erickson.

PLEDGE OF ALLEGIANCE. The Pledge of Allegiance was recited.

COMMISSIONER ATTENDANCE. Commissioners Averett, Erickson and Wilson were present at the meeting, constituting a quorum.

MEETING GUIDELINES. Commissioner Erickson reviewed the Meeting Guidelines.

CONSENT AGENDA. After discussion, upon motion made by Commissioner Averett, seconded by Commissioner Wilson and unanimously carried, the Commissioners approved the Consent Agenda, as presented. The Agenda is attached to these Minutes.

PUBLIC COMMENT. There were no public comments.

STAFF REPORTS

a. Marketing Update. Christian Clay provided a Marketing Update and answered questions from the Commissioners.

b. Willow Grove Park Update. Bill Burton provided a brief update on Willow Grove Park. A discussion ensued regarding the Park Advisory Committee’s (PAC) recommendation against murals on the outside of the Park restrooms. Moving forward, the PAC’s minutes will be included in the Commissioners’ meeting packets, in addition to sending the PAC minutes to
the Commissioners electronically following a PAC meeting. Bill discussed the “timeline” for work to be done at Willow Grove Park. It was noted that the project timelines have changed. This issue, along with other Park issues, will be discussed at a future Commission meeting.

ACTION ITEMS.

a. **Contract Amendment for Land Surveyor – Olson Engineering.** Bill Burton discussed extending the contract with Olson Engineering until June 2021 and authorizing an additional $80,000 to complete land surveying work. A copy of the pertinent Commission Briefing is attached to these Minutes. It was noted that this matter was presented to the Commissioners as an Advisory Item at the January 8 Regular Meeting. After discussion, upon motion made by Commissioner Wilson, seconded by Commissioner Averett and unanimously carried, the Commissioners authorized 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. There were no public comments.

b. **Consider Process and Procedures for Chief Executive Officer Replacement, including Job Description Review.** Amy Robinson advised that the CEO replacement materials are not quite ready. A Special Meeting will be held on Wednesday, January 29, 2020 at 10:00 AM to further discuss and review the job advertisement and CEO position outline. The job posting is scheduled to go “live” on February 1, 2020. Amy reiterated that a recruiter will not be hired at this juncture but may be hired at a later date. There were no public comments.

c. **International Travel.** Christian Clay discussed international travel by Laurie Nelson-Cooley and Christian in March 2020. They will attend BreakBulk Asia and meet with customers and potential new customers in Asia. A copy of the pertinent Commission Briefing is attached to these Minutes. A discussion was held about the advisability of purchasing travel insurance for this trip, especially in light of the coronavirus outbreak. After discussion, upon motion made by Commissioner Wilson, seconded by Commissioner Averett and unanimously carried, the Commissioners approved the international travel to Asia in March 2020, consistent with the adopted 2020 Budget, and directed staff to purchase travel insurance using budgeted funds. There were no public comments.

ADVISORY ITEM.

a. **Berth 6/7 Containment Expansion Project.** Bill Burton discussed the Berth 6/7 Containment Expansion Project and answered questions posed by the Commissioners. A copy of the pertinent Commission Advisory is attached to these Minutes. This item will be presented to the Commissioners as an Action Item for the February 12, 2020 Regular Meeting. There were no public comments.

CHIEF EXECUTIVE OFFICER’S REPORT. Norm Krehbiel advised that he attended the Cowlitz Economic Development Council (CEDC) meeting on January 22, 2020. On January 16, 2020, Norm attended a joint meeting pertaining to the Industrial Way/Oregon Way (IWow) Project. Port staff Dan Stahl, Jennifer Brown and Dale Lewis also attended, along with Bill Burton who serves on the Technical
Committee for this project. Norm and the Commissioners discussed sending a letter to the Secretary of Transportation in Washington, DC, in support of the project. Port staff will draft the letter and present it to the Commissioners as an Advisory Item at the February 12, 2020 Regular Meeting.

**COMMISSIONER REPORTS.**

Commissioner Averett reported that he attended the January 2020 Regular and Special Port Meetings. In addition, on January 10, 2020, he attended the Cowlitz-Wahkiakum Council of Governments (CWCOG) Regional Information Forum. On January 22, he attended the monthly meeting of the Cowlitz Economic Development Council (CEDC). On January 23, he will attend the monthly CWCOG meeting. Commissioner Averett has no upcoming business travel plans.

Commissioner Wilson reported that he attended the January 2020 Regular and Special Port Meetings. In addition, he participated in a conference call with the Inland Ports Group (INPG) on January 23, attended the Chamber Legislative Update on January 27, and attended Capitol Hill Day on January 28. He plans to attend the Pacific Northwest Waterways Association (PNWA) Mission to Washington on March 1-5, 2020. Commissioner Wilson also attended non-Port business related meetings including an impromptu visit to the Washington Public Ports Association (WPPA) offices, a Volunteer Stewardship meeting, a Committee meeting for local homeless issues, and the City of Longview Centennial Meeting. Commissioner Wilson has no upcoming business travel plans, except for the noted upcoming PNWA Mission to Washington.

Commissioner Erickson reported that he attended the January 2020 Regular and Special Port Meetings. In addition, he attended last week’s meeting of the Southwest Washington Regional Airport (SWRA), the Chamber Legislative Update on January 27, and Capitol Hill Day on January 28. He has no upcoming business travel plans.

**RECESS TO EXECUTIVE SESSION.** At 11:30 AM, the Commissioners recessed the Regular Meeting to go into Executive Session to evaluate the qualifications for an applicant for public employment. RCW 42.30.110(1)(g). It was noted that the Regular Meeting would be reconvened at 12:15 PM, with no further Commissioner action to be taken.

**RECONVENE REGULAR MEETING AND COMMENCE COMMISSIONER WORKSHOP.** The Commissioners held a workshop on the following issues: (a) discussion of refinancing options of existing LTGO and Revenue Bonds; and (b) preliminary discussion regarding 2020 planning efforts. No action was taken.

**ADJOURN.** There being no further business to come before the Commissioners, the meeting was adjourned at 3:15 PM.
These Minutes constitute the official record of the Regular Meeting held on January 22, 2020. Regular Meetings are broadcasted/recorded by KLTV and may be viewed in their entirety at www.KLTV.org.

DOUG AVERETT, Commissioner

ALLAN ERICKSON, Commissioner

JEFF WILSON, Commissioner
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
COMMISSION BRIEFING

SUBJECT: Contract Amendment for Land Surveyor – Olson Engineering

MEETING DATE: 1/22/2020

PRESENTED BY: William Burton

DEPARTMENT: Facilities/Engineering

REQUESTED ACTION:
- [ ] Motion
- [ ] Resolution
- [ ] Advisory

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:
- [x] 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: [Signature]
COMMISSION BRIEFING

SUBJECT  International Travel

MEETING DATE  1/22/2020

PRESENTED BY  Christian Clay

REQUESTED ACTION  X Motion

☐ Resolution

☐ Advisory

DEPARTMENT  Business Development

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
SUBJECT: Berth 6/7 Containment Expansion

MEETING DATE: 1/22/2020
PRESENTED BY: William Burton

REQUESTED ACTION:
- ☑ Motion
- ☑ Resolution
- ☑ Advisory

DEPARTMENT: Facilities/Engineering

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 $85,488 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

[Signature]
# 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.

## CONTRACT

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<th>Unit Price</th>
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**CONTRACT SUBTOTAL -** $15,600.00  
8.1% **WASHINGTON STATE SALES TAX -** $1,263.60  
**CONTRACT COST ESTIMATE -** $16,863.60

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**LABOR COST ESTIMATE-** $188,123.20

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**EQUIPMENT SUBTOTAL -** $12,000.00  
8.1% **WASHINGTON STATE SALES TAX -** $972.00  
**EQUIPMENT COST ESTIMATE-** $12,972.00

## MATERIALS

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**MATERIALS SUBTOTAL -** $300,544.00  
8.1% **WASHINGTON STATE SALES TAX -** $24,344.06  
**MATERIALS COST ESTIMATE-** $324,888.06

## TOTALS

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**TOTAL ESTIMATED COST** $597,131.55

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**LABOR RATES EFFECTIVE 1-1-2020**