

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  
Bob Bagaason, Commissioner  
Jeff Wilson, Commissioner  
Norm Krehbiel, Chief Executive Officer  
Dan Stahl, Chief Operating Officer  
Peggy Van Horn, Chief Financial Officer  
Jennifer Brown, Chief Administrative Officer  
Bill Burton, Director of Facilities and Engineering  
Robin Johnson, Commission Coordinator  
Brooke Hendrickson, Communications Associate  
LeAnne Bremer, General Counsel  
And those attendees on the attached sign-in sheet

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

PLEDGE OF ALLEGIANCE. The Pledge of Allegiance was recited.

ROLL CALL. Commissioners Averett, Wilson and Bagaason were present at the meeting.

HOUSEKEEPING. Commissioner Averett reviewed the meeting guidelines.

CONSENT AGENDA. Upon motion made by Commissioner Bagaason, seconded by Commissioner Wilson and unanimously carried, the Commissioners approved the Consent Agenda, as presented. A copy of today's meeting agenda is attached to these Minutes.

PUBLIC COMMENT. Public comments were given by Bill Roberts and Darin Norton.

STAFF REPORTS. Bill Burton provided an update on Willow Grove Park. Among the items Mr. Burton discussed were: outside security services have been discontinued; Park hosts are currently in place and future Park hosts are available; the boat launch is being maintained; one of the restroom roofs was replaced due to leakage; water leaks have been repaired, resulting in a 75% reduction in water charges to the Port by the City Utilities Department. No Commissioner action was taken.

ACTION ITEMS.

*125-ft Manlift Purchase.* Norm Krehbiel discussed the purchase of a 125-ft. used manlift from Star Rentals. A copy of the pertinent Commission Briefing is attached to these Minutes. Commissioner Wilson moved to authorized the Port staff to accept the low bid and purchase a 2015 125-ft. Genie manlift from Star Rentals for \$161,069 including sales tax. Commissioner Bagaason seconded the motion. Public comment was given by Joe Abram regarding the warranty on used vs. new equipment. CFO Peggy Van Horn discussed the Port's procurement process. A discussion among the Commissioners ensued. Commissioner Wilson suggested that the procurement process for equipment should be expanded/revised to allow Port staff and the equipment users to be involved in the selection process.

Norm Krehbiel advised that this matter will be addressed when the Procurement Policy undergoes its annual review. After discussion, Commissioner Averett called for the vote on Commissioner Wilson's motion. All three Commissioners voted "nay" to the motion. There were no "aye" votes. The motion failed. The manlift purchase will be on the October 11, 2017 Regular Meeting agenda.

*2017 Fender Pile Maintenance.* Bill Burton discussed fender pile replacement for damaged or missing fender piles at the Port's berths/docks. A copy of the pertinent Commission Briefing is attached to these Minutes. After discussion, upon motion made by Commissioner Wilson, seconded by Commissioner Bagaason and unanimously carried, the Commissioners authorized the Chief Executive Officer to award the bid and execute a contract with the lowest responsible bidder for the 2017 Fender Pile Maintenance Project (17-053-PWP). Public comment was given by Jason Adkins and Bill Roberts.

(c) *2017 Maintenance Dredging.* Bill Burton advised the Commissioners that bathymetry surveys revealed the need for maintenance dredging at Berths 5 through 9 to remove approximately 20,000 cubic yards of material. A copy of the pertinent Commission Briefing is attached to these Minutes. The Commissioners and staff discussed the sale and use of dredged material generated from the maintenance dredging. It was noted that the Port's current dredging permit only allows for in-water placement of dredged material at locations specified by the Army Corps of Engineers. After discussion, upon motion made by Commissioner Wilson, seconded by Commissioner Bagaason and unanimously carried, the Commissioners authorized the Chief Executive Officer to award the bid and execute a contract with the lowest responsible bidder for the 2017 Fender Pile Maintenance Project (17-054-PWP). Public comment was given by Darin Norton.

(d) *Bathymetric Surveyor Contract Amendment.* Bill Burton advised the Commissioners that the bathymetric survey conducted in June 2017 by Solmar Hydro revealed an accelerated rate of sediment deposition at the Port's berths, which necessitated the dredging of the Port's berths on an emergency basis in July 2017. A copy of the pertinent Commission Briefing is attached to these Minutes. After discussion, upon motion made by Commissioner Wilson, seconded by Commissioner Bagaason and unanimously carried, the Commissioners authorized the Chief Executive Officer to execute an amendment with Solmar Hydro extending the contract to May 2018 and authorizing an additional \$80,000 to complete bathymetry survey work. There were no public comments.

CHIEF EXECUTIVE OFFICER'S REPORT. Norm Krehbiel reported that on September 26, the Commissioners and Port staff, accompanied by Marissa Luck and Bill Wagner from *The Daily News*, toured the Port's White House property, which is currently being leased to Weyerhaeuser. Weyerhaeuser has advised the Port that it will terminate its lease of the White House on May 31, 2018. Mr. Krehbiel stated for the record that the tour was not a "Commission Meeting," but was simply a tour of a Port of Longview asset, with no Commissioner action taken. The Port's plans for the White House upon termination of the lease will be discussed at the Budget Workshop scheduled for October 12, 2017, at 10:00 AM, at the Port Offices. The workshop is open to the public.

Mr. Krehbiel also reported on his attendance at the International Way/Oregon Way (IWOW) Intersection Project on September 26 and provided a status report on the project. It was noted that a "funding gap" could delay the project; however, means of bridging this gap are being discussed.

On September 28, Mr. Krehbiel will attend a 6:00 PM Public Hearing organized by the Department of Ecology concerning the remediation alternatives for the Port's Maintenance Facility Area (MFA) site. At 7:00 PM, he will attend the Longview City Council meeting.

Mr. Krehbiel plans to attend the American Association of Port Authorities (AAPA) Annual Convention in Long Beach, California, the first week in October 2017.

COMMISSIONER REPORTS. Commissioner Bagaason reported on his attendance at the Cowlitz Economic Development Council meeting last week.

Commissioner Wilson reported on his attendance at:

- the Lower Columbia Transportation Association meeting on September 14 in Castle Rock, at which the Burlington Northern Santa Fe (BNSF) Railroad representatives gave a presentation;
- an interview with the Port's consultant on September 19 regarding "safety culture" at the Port;
- the Extreme Machines event on September 23, which allowed the public to view, learn, and have a "hands-on" experience with heavy equipment and machinery, thus providing insight and options for career choices;
- the City of Longview Open House on September 25, for an update on the City's Comprehensive Plan; and
- the tour of the White House on September 26.

Commissioner Wilson plans to attend the September 28 Department of Ecology Public Hearing at 6:00 PM, regarding the remediation alternatives for the Port's MFA site, and the Longview City Council meeting at 7:00 PM. Also on September 28, he will attend the Cowlitz-Wahkiakum Council of Governments (CWCOG) meeting. Commissioner Wilson plans to attend Lower Columbia River Channel Maintenance "scoping meetings" scheduled for October 2017, and the Pacific Northwest Waterways Association (PNWA) Annual Convention in Portland in mid-October 2017.

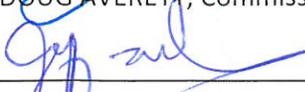
Commissioner Averett reported on his attendance at the September 21 Southwest Washington Regional Airport (SWRA) Board meeting, and the September 26 White House tour. He plans to attend the September 28 Department of Ecology Public Hearing at 6:00 PM, and the PNWA Annual Convention in Portland in October 2017.

EXECUTIVE SESSION.

At 11:40 AM, the Commissioners recessed the Regular Meeting to go into Executive Session to review the performance of a public employee [RCW 42.30.110(1)(g)]. It was noted that the Regular Meeting would reconvene at 1:15 PM, with no further Commissioner action taken.

RECONVENE AND ADJOURN. The Regular Meeting was reconvened at 1:15 PM, and then adjourned.

  
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DOUG AVERETT, Commissioner

  
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JEFF WILSON, Commissioner

  
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BOB BAGAASON, Commissioner



**PORT OF LONGVIEW  
BOARD OF COMMISSIONERS  
REGULAR COMMISSION MEETING AGENDA  
SEPTEMBER 27, 2017 | 10:00 AM | PORT OFFICES**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. HOUSEKEEPING
5. CONSENT AGENDA *(Commissioner Action)*
  - a. TODAY'S MEETING AGENDA
  - b. INVESTMENT REPORT
  - c. JULY 2017 FINANCIAL REPORT
6. GENERAL PUBLIC COMMENT PERIOD *(for items not on this Agenda)*
7. STAFF REPORTS *(Non-Action Item)*
  - a. WILLOW GROVE PARK UPDATE
8. ACTION ITEMS *(Action)*
  - a. 125-FT MANLIFT PURCHASE
  - b. 2017 FENDER PILE MAINTENANCE
  - c. 2017 MAINTENANCE DREDGING
  - d. BATHYMETRY SERVICES CONTRACT AMENDMENT
9. CHIEF EXECUTIVE OFFICER'S REPORT *(Non-Action)*
10. COMMISSIONER REPORTS *(Non-Action)*
11. RECESS TO EXECUTIVE SESSION *(Non-Action)*
  - a. REVIEW PERFORMANCE OF PUBLIC EMPLOYEE RCW 42.30.110(1)(g)
12. RECONVENE AND ADJOURN MEETING



# COMMISSION BRIEFING

**SUBJECT** 125-ft. Manlift Purchase

**MEETING DATE** 9/27/2017

**PRESENTED BY** Larry Marko

**REQUESTED ACTION**

- Motion
- Resolution
- Advisory

**DEPARTMENT** Terminal Operations

## BACKGROUND

Both Operations and Facilities and Engineering have identified the need to purchase a 125-ft manlift based upon numerous rentals each year for a variety of projects. Projects include replacing lights in the high mast light pole at Berths 7 and 8 and in the laydown yard, exterior access and repair to the loading spouts at Berths 2 and 5, and replacing the roof at Warehouse 10 among the most recent activities. A Request for Bids for a new or used 125-ft. manlift was issued on June 30, 2017. Bids closed on July 28, 2017 with six companies submitting 11 bids. Prices ranging from \$244,846.50 to \$161,069.00, with the low bid being from Star Rental offering a used Genie 125-ft. manlift with 721 hours for \$161,069.00. Routine maintenance on this manlift has been regular and documented. Port Mechanics inspected the manlift and consider it to be excellent condition.

## PRIOR ACTION/ PRESENTATION

Budgeted \$210,000.00 in Capital Budget for purchase of 125-ft. manlift in year 2017.

## FINANCIAL IMPACTS

\$161,069.00 including sales tax.

## INCLUDED IN CURRENT YEAR'S BUDGET

Yes, amount budgeted \$210,000.00 in Capital Budget  
 No

## ATTACHMENTS

List of Bids

## RECOMMENDED ACTION

Motion to authorize Port staff to accept the low bid and purchase a 2015 125-ft. Genie manlift from Star Rentals for \$161,069.00 including sales tax.

## REVIEWED BY

Counsel  
 Special Counsel  
 Park Advisory Committee  
 Other

  
CHIEF EXECUTIVE OFFICER APPROVAL



DATE: 7/31/2017

**BID FOR:** New or Used 125' Telescopic Boom Lift  
 Project #: 17-004-CPA  
 July 28, 2017 @ 3:00 p.m.

Evaluation / Demonstration Notes

	OER Services LLC	Star Rentals	Star Rentals	Leavitt Machinery	United Rentals, Inc.	All Around Access Equipment Rental	Peterson Machinery	Leavitt Machinery
Manufacturer	Genie	Genie	Genie	Genie	Genie	Genie	Genie	JLG
Model	S-125	SX-125	S-125	S-125	S-125	S-125	SX-125 XC	1200 SJP
Year	2017	2017	2015	2014	2017	2017	2017	
New or Used	New	New	Used	Used	New	New	New	New
Number of Hours	New	New	721	900	New	1 - 2	New	New
Bid Price	\$ 180,950.00	\$ 187,612.00	\$ 149,000.00	\$ 174,900.00	\$ 177,539.99	\$ 185,748.00	\$ 214,907.00	\$ 201,750.00
Sales Tax (8.1%)	\$ 14,656.95	\$ 15,196.57	\$ 12,069.00	\$ 14,166.90	\$ 14,380.74	\$ 15,045.59	\$ 17,407.47	\$ 16,341.75
Total	\$ 195,606.95	\$ 202,808.57	\$ 161,069.00	\$ 189,066.90	\$ 191,920.73	\$ 200,793.59	\$ 232,314.47	\$ 218,091.75
Delivery of Equipment	150 Days	60-120 Days	1-30 Days	15 Days	16 Weeks	60 Days	122 Days	30 Days



	Leavitt Machinery	Leavitt Machinery	Leavitt Machinery
Manufacturer	JLG	Genie	Genie
Model	1350 SJP	SX-125	S-125
Year			2013
New or Used	New	New	Used
Number of Hours	New	New	850 Hours
Bid Price	\$ 226,500.00	\$ 205,950.00	\$ 155,000.00
Sales Tax (8.1%)	\$ 18,346.50	\$ 16,681.95	\$ 12,555.00
Total	\$ 244,846.50	\$ 222,631.95	\$ 167,555.00
Delivery of Equipment	30 Days	147 Days	20-30 Days



# COMMISSION BRIEFING

**SUBJECT** 2017 Fender Pile Maintenance Project

**MEETING DATE** 9/27/2017 **PRESENTED BY** William Burton

**REQUESTED ACTION**  Motion **DEPARTMENT** Facilities/Engineering  
 Resolution  
 Advisory

**BACKGROUND** As part of its annual fender pile inspection and maintenance program, Port staff identified 166 pile damaged or missing at Berths 2, 5, 6 and 7 and the RoRo Dock. Port staff then prioritized 100 of these for replacement this Fall and developed contract documents including drawings, specifications, and an engineer's estimate.

**PRIOR ACTION/PRESENTATION** None.

**FINANCIAL IMPACTS** The engineer's estimate for this work is \$402,959.70. These costs would be expended from the Engineering/Maintenance Operating budget.

**INCLUDED IN CURRENT YEAR'S BUDGET**  Yes, amount budgeted: \$402,959.70 – Engineering/Maintenance Operating Budget  
 No

**ATTACHMENTS** Engineer's Estimate

**RECOMMENDED ACTION** Motion to authorize the Chief Executive Officer to award the bid and execute a contract with the lowest responsible bidder for the 2017 Fender Pile Maintenance Project (17-053-PWP).

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

  
CHIEF EXECUTIVE OFFICER APPROVAL



# PORT OF LONGVIEW

DATE COMPLETED: 1 September 2017

PROJECT: 2017 Fender Pile Maintenance Project

DESCRIPTION: Port labor to remove existing piling from fender system. Contractor to drive new fender piling and wire new fender piling to dock system. Port labor to connect new fender piling to dock system. Contractor to connect new fender piling and chocks to B5 mooring dolphin.

## CONTRACT

Item Description	Approx. Quantity	Units	Unit Price	Amount
Force Account	1	LS	\$ 10,000.00	\$ 10,000.00
Mobilization / Demobilization	1	LS	\$ 25,000.00	\$ 25,000.00
Pull and Remove Fender Pile Stubs	30	EA	\$ 250.00	\$ 7,500.00
Pull and Remove Damaged Fender Pile	36	EA	\$ 200.00	\$ 7,200.00
Install Port Provided Fender Pile (85-ft)	70	EA	\$ 800.00	\$ 56,000.00
Install Port Provided Fender Pile (90-ft)	29	EA	\$ 900.00	\$ 26,100.00
Install Port Provided Fender Pile (95-ft)	1	EA	\$ 1,000.00	\$ 1,000.00
Attach Pile (incl. chocks / whaler) at Berth 5 Mooring Dolphin	9	EA	\$ 2,000.00	\$ 18,000.00
Standby Time	10	HR	\$ 800.00	\$ 8,000.00
CONTRACT SUBTOTAL -				\$ 158,800.00
8.1% WASHINGTON STATE SALES TAX -				\$ 12,862.80
CONTRACT COST ESTIMATE -				\$ 171,662.80

## LABOR

Trade	Approx. Hours	Amount
Pilebuck Foreman	60	\$3,780.60
Pilebuck/Carpenter	480	\$28,276.80
Operator	120	\$6,706.80
LABOR COST ESTIMATE-		\$38,764.20

## MATERIALS

Item Description	Approx. Quantity	Units	Unit Price	Amount
85-Foot Peeled Fender Pile (16-inch dia. butt, 8" dia. tip)	77	EA	\$ 1,200.00	\$ 92,400.00
90-Foot Peeled Fender Pile (16-inch dia. butt, 8" dia. tip)	33	EA	\$ 1,400.00	\$ 46,200.00
95-Foot Peeled Fender Pile (16-inch dia. butt, 8" dia. tip)	3	EA	\$ 1,600.00	\$ 4,800.00
Misc. Hardware- Bolts, Hoops, etc.	1	LS	\$ 12,500.00	\$ 12,500.00
MATERIALS SUBTOTAL -				\$ 17,300.00
8.1% WASHINGTON STATE SALES TAX -				\$ 1,401.30
MATERIALS COST ESTIMATE-				\$ 155,900.00

## TOTALS

CONTRACT COST ESTIMATE	\$ 171,662.80
LABOR COST ESTIMATE	\$ 38,764.20
MATERIAL COST ESTIMATE	\$ 155,900.00
10% CONTINGENCY	\$ 36,632.70
<b>TOTAL ESTIMATED COST</b>	<b>\$ 402,959.70</b>

LABOR RATES EFFECTIVE 6-1-17



# COMMISSION BRIEFING

**SUBJECT** 2017 Maintenance Dredging Project

**MEETING DATE** 9/27/2017 **PRESENTED BY** William Burton

**REQUESTED ACTION**  Motion **DEPARTMENT** Facilities/Engineering  
 Resolution  
 Advisory

**BACKGROUND** On July 27th, 2017, the Port received bathymetry surveys (soundings) of the riverbed adjacent to the Port's berths. Port staff has identified the need for maintenance dredging at Berths 5 through 9, removing approximately 20,000 cubic yards of material. Port staff has developed contract documents including drawings, specifications and an engineer's estimate.  
The engineer's estimate for this work is \$337,953.00, including sales tax and the permit-required water quality sampling.

**PRIOR ACTION/PRESENTATION** None.

**FINANCIAL IMPACTS** The engineer's estimate for this work is \$337,953.00. These costs would be expended from the Engineering/Maintenance budget.

**INCLUDED IN CURRENT YEAR'S BUDGET**  Yes, amount budgeted: \$337,953.00 – Engineering/Maintenance Operating Budget  
 No

**ATTACHMENTS** Engineer's Estimate

**RECOMMENDED ACTION** Motion to authorize the Chief Executive Officer to award the bid and execute a contract with the lowest responsible bidder for the 2017 Maintenance Dredging Project (17-054-PWP).

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

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CHIEF EXECUTIVE OFFICER APPROVAL



# PORT OF LONGVIEW

DATE COMPLETED: 19 August 2017

PROJECT: 2017 Maintenance Dredging

BY: J. Johnson

DESCRIPTION: Dredge Port of Longview Berths 6 and 7 to -40'+2' Columbia River Datum (CRD) and Berths 5, 8, and 9 and to -43'+2' CRD.

## CONTRACT

Item Description	Approx. Quantity	Units	Unit Price	Amount
<b>DREDGE PORT OF LONGVIEW BERTHS</b>				
Mobilization - Port Berths	1	LS	\$ 50,000	\$ 50,000.00
Dredge Berths 6 and 7 to -40' + 2' CRD	3,802	CY	\$ 10	\$ 38,017.53
Dredge Berths 5, 8, and 9 to -43' + 2' CRD	16,198	CY	\$ 10	\$ 161,982.47
Stand-by Time	1	DAY	\$ 10,000	\$ 10,000.00

CONTRACT SUBTOTAL - \$ 260,000.00

10% CONTINGENCY - \$ 26,000.00

7.8% WASHINGTON STATE SALES TAX - \$ 22,308.00

CONTRACT COST ESTIMATE - \$ 308,308.00

## WATER QUALITY MONITORING

1	LS	\$ 27,500.00	\$ 27,500.00
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CONTRACT SUBTOTAL - \$ 27,500.00

7.8% WASHINGTON STATE SALES TAX - \$ 2,145.00

CONTRACT COST ESTIMATE - \$ 29,645.00

## TOTALS

**TOTAL ESTIMATED COST \$ 337,953.00**



## COMMISSION BRIEFING

**SUBJECT** 2017 Bathymetric Surveyor Contract Amendment

**MEETING DATE** 9/27/2017 **PRESENTED BY** William Burton

**REQUESTED ACTION**  Motion **DEPARTMENT** Facilities/Engineering  
 Resolution  
 Advisory

**BACKGROUND** In June 2017, the Port of Longview extended by one year the bathymetric survey contract with Solmar Hydro and authorized an additional \$18,000, enough to fund the annual hydrographic survey of the Port's berths. That survey revealed an accelerated rate of sediment deposition. Consequently, the docks were dredged on an emergency basis in July 2017 and must be dredged again this fall.  
To accommodate this dredging project and to more closely monitor the river depths at Port Berths, Port staff recommends authorizing an extension of Solmar Hydro's contract, the second of three allowable extensions. This second extension will move the contract termination date to May 2018. Port staff also recommends authorizing an additional \$80,000 to accomplish the 2017 Dredging project and to fund quarterly bathymetry surveys.

**PRIOR ACTION/PRESENTATION** None.

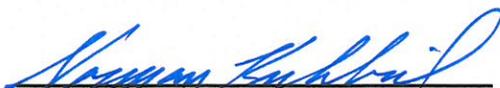
**FINANCIAL IMPACTS** The engineer's estimate for this work is \$80,000.00. These costs would be expended from the Engineering/Maintenance Operating Budget.

**INCLUDED IN CURRENT YEAR'S BUDGET**  Yes, amount budgeted: \$80,000.00 – Engineering/Maintenance Operating Budget  
 No

**ATTACHMENTS** None

**RECOMMENDED ACTION** Motion to authorize the Chief Executive Officer to execute an amendment with Solmar Hydro extending the contract to May 2018 and authorizing an additional \$80,000 to complete bathymetry survey work.

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

  
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CHIEF EXECUTIVE OFFICER APPROVAL