WASHINGTON STATE
**Governor's Office of
Regulatory Assistance**

Meeting Notes

Gateway Pacific Terminal (GPT) Project
Project Management Team Meeting
January 9, 2012

Please send corrections, edits, or additions to jane.dewell@ora.wa.gov.

Location	Marysville Fire District, Station 62
	• 10701 Shoultes Road, Marysville, WA 98271
Purpose	1. Affirm expectations and commitments for schedule, communication, project management, and accountability.
	2. Work out details of project management for consultant selection and beginning of scoping process.

Introduction

This meeting was organized by the Governor's Office of Regulatory Assistance (ORA) to discuss schedule and project management improvements for the Gateway Pacific Terminal (GPT) Multiagency Permit (MAP) Team process. The meeting was called as a follow-up to the December 8, 2011 Executive Team meeting. The attendance roster for this meeting is posted to the GPT MAP Team website:

https://secureaccess.wa.gov/ofm/iprmt24/site/alias__1357/22878/map_team.aspx.

Action Items

The following action items were identified and discussed during the meeting:

➢ Weekly check-in meetings:

- o There will be a weekly check-in conference call to track and manage the critical path schedule for near-term milestones for the GPT project.

- o ORA (Jane, Greg) will be responsible for setting up and running the weekly check-in call.

- o Weekly calls will be on Thursdays at 9:30 a.m. and will begin 1/19/2012.

- o The basis for check-in will be the 'Project Management Critical Path Schedule and Task Details' (see attached version) discussed during this meeting, or an updated schedule and tracking tool, as relevant.

- o Commitments:
  - ▪ ORA (Jane) will set up weekly call through early April.
  - ▪ ORA (Jane, Greg) will provide agenda. By 1/18/2012 for 1/19/2012 call.

➢ Communication Liaison:

- o ORA (Jane, Greg, Scott) will take the lead as communication liaison between the three co-lead agencies (US Army Corps of Engineers [USACE], Whatcom County [County], and WA Department of Ecology [Ecology]) and the applicants (Pacific International Terminals, Inc. [PIT] and Burlington Northern Santa Fe Railway [BNSF]).

- o The applicants (PIT, Bob; BNSF, Skip) will provide a list of their expectations for the communication liaison role to ORA and meeting attendees by 1/20/2012.

- o ORA (Jane, Greg, Scott) will ensure regular communications between agencies and applicants, and track and report on attainment of agreed-upon schedule, recognizing that schedules may change during the course of the project.

- o ORA (Jane, Greg, Scott) will provide assistance as follows:
  - Support co-lead agencies during tight turnaround times in the request for proposal (RFP) schedule, including 1/13-18 (questions on RFP and pre-proposal conference), and 1/18-23 (issue RFP addendum and sample contract).
  - Coordinate logistics and facilitate pre-scoping meetings for the public. (See "pre-scoping meetings" below.)

- o Commitments:
  - PIT (Bob) and BNSF (Skip) will provide communication liaison expectations. By 1/20/2012.
  - ORA (Jane) will assist the County and Ecology as needed for the tight-turnaround times associated with RFP process. Define by 1/17/2012 (RFP meeting is 1/18/2012).

➢ Technical reports by applicants:

- o The USACE (Randel) requested an update on the technical reports that are underway and those that are completed. A list of PIT technical reports exists on the GPT MAP Team website:

  https://secureaccess.wa.gov/ofm/iprmt24/site/alias__1357/project_library_active_documents/22894/active_documents.aspx ('Pending Documents' link).

- o PIT (Ari) will provide USACE (Randel) with status updates and final dates for each of the technical reports. PIT has stated that reports will be provided 'prior to commencement of scoping.'

- o The Department of Fish and Wildlife, in a message relayed by Ecology, stated the importance of getting started on the required herring studies.

- o Commitments:
  - PIT (Ari) will update schedule of technical reports. By 1/20/2012.

- ➢ Pre-scoping meetings:
    - ○ The County and Ecology (Tyler, Alice) will conduct one or two pre-scoping meetings to assist the public in understanding how the scoping process works. The meetings will focus on SEPA process, with the Corps attending to address NEPA if necessary. The meetings will not be about project details since that will be covered during the official NEPA/SEPA scoping meetings.
    - ○ ORA (Jane, Greg, Scott) will provide logistics, planning, and facilitation support to the County and Ecology for these meetings.
    - ○ Meetings will be held in Bellingham in mid-February and approximately one month prior to the NEPA/SEPA scoping meetings, once they are scheduled.
    - ○ Commitments:
        - ▪ Ecology (Alice) and County (Tyler) will develop plan and schedule for meetings. No date set.
        - ▪ ORA (Jane) will provide assistance in logistics, planning, and facilitation. No date set.
- ➢ Overall coordination and critical path:
    - ○ The project management details discussed during this meeting – including Communication Liaison (ORA) and weekly check-in calls – will be revisited once a 3rd party consultant (3PC) is contracted.
    - ○ A revised "Project Management Critical Path Schedule and Task Details" is attached for review.
    - ○ ORA (Jane, Scott) will continue to post meeting notes and updated project management tools to the GPT MAP Team website for MAP team coordination and public access.
    - ○ The USACE (Randel) has developed a detailed table of their NEPA scoping process and will provide to ORA (Jane) for additional information.
    - ○ Commitments:
        - ▪ USACE (Randel) will share input to schedule.