

## PORT COMMISSION REGULAR MEETING– May 24, 2017

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Hanke, Clinefelter and Tucker  
Executive Director Gibboney  
Auditor Berg  
Director of Operations & Business Development Englin  
Director of Planning Toews  
Communications & Marketing Coordinator Matej  
Attorney Goodstein  
Minutes – Nelson

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 5:30 p.m.

### II. APPROVAL OF AGENDA:

Attorney Goodstein confirmed the Executive Session for Potential Litigation, pursuant to RCW 42.30.110 (i), duration ten minutes, with no action.

**Commissioner Tucker moved to approve the Agenda as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA:

A. Approval of Public Workshop Minutes – May 10, 2017  
Approval of Regular Meeting Minutes – May 10, 2017

B. Approval of Warrants

Warrant #057651 through #057661 in the amount of \$14,716.53 for Payroll & Benefits  
Electronic Payment in the amount of \$65,306.96 for Payroll & Benefits

Warrant #057662 through #057704 in the amount of \$66,557.20 for Accounts Payable

**Commissioner Tucker moved to approve the Consent Agenda as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS (Not related to agenda) (0:53):

Bertram Levy commented on the parking problem at the head of 'D' Dock and asked for a solution.

Bill Putney reported the pilots look forward to a briefing, to include consultants Reid Middleton, on the runway project.

### V. SECOND READING (Action Items):

### VI. FIRST READING (Discussion Only):

### VII. REGULAR BUSINESS:

#### A. Acceptance of the Commercial Basin Breakwater Project (3:58):

Ms. Berg explained formal Commission acceptance of the project is required in order to finalize the project once. Releases, as required, have been received from Dept. of Revenue, Labor & Industries and Employment Security.

Commissioner Clinefelter stated he thought the project was well managed and moved along efficiently.

**Commissioner Clinefelter moved to formally accept the Completion of the Breakwater Project.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

### VIII. STAFF COMMENTS (6:13):

Ms. Gibboney reported she was asked to sit on the Lodging Tax Advisory Board.

She reported on the WA Public Ports Association (WPPA) Annual Spring Meeting, which she attended. She discussed some takeaways from the conference, including a session on derelict/abandoned/impounded vessels and Ports as places of refuge/safe harbor.

Ms. Gibboney stated the Port of PT is at the forefront of this issue and is helping to clarify policy and is reaching out to help sister ports. She reported she has been meeting with the Sheriff to clarify procedures and is working with State and Federal agencies for clarification on the policy.

Another session included discussion on a Supreme Court Ruling on SEPA and Port leasing, which she briefed.

CERB funding was discussed at the conference, where funding for the next biennium is still pending.

Ms. Gibboney provided an update on the stormwater project, adding that she believes the project cost will be in the range of \$300-400K and that the September 30 deadline will be met. She thanked Marc Horton, Landau & Assoc., Mr. Englin and Mr. Aase and his maintenance crew for their work.

Ms. Gibboney discussed dust control and reported plans are in the works to re-gravel travel ways throughout the yard. She stated the Port would find a vendor for gravel material (estimated cost of \$40K) and a contractor to do the grading and rolling (estimated cost of \$50K), both from the Small Works Roster. She reminded the Commission that both fall under her Delegation of Approval authority, but wanted to inform the Commission of the project plans since the project would total \$90K between the two contracts. See added that target date of completion is end of June.

The Port has received notice from CERB that we can move forward with Point Hudson planning. She has delivered to Maul Foster Alonghi (consultants) the Notice to Proceed. A stakeholder meeting will be scheduled, as well as a joint team-building workshop hosted by the Port to include the City and Maritime Center. The workshop would be noticed as a Public Meeting.

Ms. Gibboney reported she was asked to present to City Council the Port's Capital Projects on June 5, 2017. She would like Commissioner Tucker to accompany her. Regarding the meeting on the airport project, she reported staff is working on contracts with the FAA and Reid Middleton, and at the appropriate time, an open house would be scheduled. She added construction would not begin until 2019, so the open house is a ways out.

Last, Ms. Gibboney announced it was discovered the Port of PT used its levy authority on an IDD in 1966 and taxes were collected as of 1967. She stated those funds were applied towards the Point Hudson Jetty and Mats Mats. She added since the IDD levy was enacted once, law requires the second IDD to be noticed by April 1 of the base year, which deadline has passed. She stated staff would work towards establishing 2018 as the base year, with 2019 the collection year and would ask for a motion to proceed from the Commission at the beginning of 2018.

Mr. Englin reported on his work, including stormwater project, meeting with some tenants on utility billing, the work on the men's restroom at Quilcene, a lease audit and file formatting. He added the RV Park is doing well and that vessels are cycling through the yard.

Ms. Matej reported she is working on communication strategies for current Port projects.

She discussed the WPPA Spring Meeting she recently attended.

Ms. Matej also talked about the Port's attendance at the Rhododendron Festival Parade last weekend.

Mr. Toews announced a Notice to Proceed was issued to Maul Foster Alongi for Point Hudson planning consulting work.

He continues working on the BIG Tier II grant for the Point Hudson Jetty, due July 5. He reported Reid Middleton, nor the FAA is under contract yet, he expects those to be completed sometime in June.

Mr. Toews stated we are are moving ahead on the Point Hudson Jetty with Mott McDonald for 100% design work. Soon that contract would be presented to the Commission. He is also moving forward with the Hydraulics Permit Approval (HPA), (permit for test moorings/pile driving).

Ms. Berg reported she is near completion with the Annual Report, which she hopes to submit to the State Auditors by the end of the week. She stated she has completed the

financial statements, and notes to the financial statements, and is in the process of completing the Management Discussion Analysis.

Ms. Nelson stated she and staff have been working on a new filing structure.

Attorney Goodstein reported the Landry appeal has been stalled. He reported discussion continues with Seattle Maritime Academy on the derelict vessel issue.

IX. PUBLIC COMMENTS (38:35):

Gary Lathrum, incoming President of Jefferson Co. Pilots Association discussed the runway rehabilitation project.

Clayton White of the Quilcene Linger Longer Committee asked questions about who is the responsible party for paving at the Herb Beck Marina parking area.

Keith Beck, Quilcene announced the “End of the School Year” party at the Herb Beck Marina in Quilcene on June 16 from noon – 4 pm and the Port Commission and asked about beach clean-up. He also reported there is another shrimp opening on June 3.

Melinda Bryden of Port Townsend discussed the delayed IDD and how that would affect the budget and economic development activity.

X. COMMISSIONER COMMENTS (47:58):

Commissioner Tucker reported on the WPPA Spring Meeting and briefed about a session where Broadband was discussed. He mentioned PUD’s role bringing Broadband to our area and how the Port might collaborate. He will continue to attend PUD meetings to learn more.

Commissioner Tucker briefly discussed Senator Bob Hasagawa’s State Bank idea, and another possible idea, in which Ports with healthy bank accounts would have the opportunity to provide loans to other Ports in need of funding.

He talked about the Environmental Committee session at the conference. Discussion there included information on funding available to Ports for site cleanup.

Commissioner Clinefelter reported he had a meeting with a mooring installation contractor. He said the system is impressive, is low maintenance and does not require a diver to maintain; maintenance is performed from the surface. He added DNR and Fish & Wildlife allow installation within eelgrass beds with this type of mooring system. Commissioner Clinefelter said if this project happens it would be more than a year out.

Commissioner Hanke discussed his outtake from the WPPA Spring Meeting and elaborated more on the Derelict Vessel session, which was presented by a legal team. He went on to discuss the benefits of attending the WPPA conferences. Commissioner Hanke stated he was able to discuss our airport runway rehab project with other Ports. In regards to the delay with the IDD, our Port was able to discuss further with bond council at the conference. He passed on that the Port of PT is in excellent standing for bonding and there will be more to come (on capital project funding).

XI. NEXT PUBLIC WORKSHOP & REGULAR MEETING:

Wednesday, June 14, 2017 **District 2 location the Old Alcohol Plant, Bayview Conference Room, 310 Hadlock Bay Road, Port Hadlock.** Workshop at 9:30 am, meeting at 1:00 pm.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 6:39 pm to discuss potential litigation, pursuant to RCW 42.30.110 (i), ten minute duration with no action. (Actual session began at 6:43 pm when audience cleared room).

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 6:55 pm there being no further business to come before the Commission.

ATTEST:

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Peter W. Hanke, President

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Stephen R. Tucker, Secretary

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Brad A. Clinefelter, Vice President