

PORT COMMISSION REGULAR MEETING– June 14, 2017

The Port of Port Townsend Commission met in regular session at the Old Alcohol Plant, Bayview Conference Room, 310 Hadlock Bay Road, Port Hadlock, WA 98339

Present: Commissioners –Clinefelter and Tucker
Executive Director Gibboney
Director of Operations & Business Development Englin
Director of Planning Toews
Communications Coordinator Matej
Attorney Lake
Recorder Nelson

Excused: Commissioner Hanke
Auditor Berg

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Clinefelter called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA:

Commissioner Clinefelter referred to RCW 42.30.110 (1)(i) for the scheduled Executive Session.

Commissioner Tucker moved to approve the Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:11):

A. Approval of Meeting Minutes – May 24, 2017

B. Approval of Warrants

Warrant #057705 through #057719 in the amount of \$67,624.85 for Payroll & Benefits
Electronic Payment in the amount of \$104,810.36 for Payroll & Benefits

Warrant #057720 through #057791 in the amount of \$144,163.47 for Accounts Payable
Electronic Debit in the amount of \$6,662.51 for WA State Dept. of Revenue Combined
Excise Tax Return for April 2017

Commissioner Clinefelter moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Ms. Gibboney noted that Commissioner Hanke has an excused absence.

IV. PUBLIC COMMENTS (Not related to agenda) (1:26):

Bertram Levy discussed a bond for the Point Hudson Jetty and suggested a bond workshop.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. Northwest School of Wooden Boat Building Update (4:32):

NW School of Wooden Boat Building Executive Director, Betsy Davis began by introducing two present Board members, Board President David Glessing and Board member Sonja Matthews, along with Chief Instructor Sean Koomen. Ms. Davis provided a Power Point presentation including the school's history, students, graduation rate, employment rate, etc. She discussed "What's New" including a Marine Systems class, facilities, properties, financials, community support, collaboration and their vision.

Ms. Gibboney recommended to the Commission to authorize her to compose a letter in support of the Northwest School of Wooden Boat Building's application for a monetary award (\$360K) from the Heritage Capital Projects.

Commissioner Clinefelter moved to authorize the Executive Director to compose a letter in support of the Heritage Capital Projects award.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. Workyard Resurfacing Project (36:56):

Ms. Gibboney reminded she previously informed the commissioners of this project and stated then, that there would be two contracts involved – one for material and one for placement and compaction. Instead, it will be combined as one contract. A bid packet has been prepared, pending commission approval. Once submittals are received, staff will present the winning bid to the commission for approval.

Ms. Gibboney reported the engineer's estimate for the entire project is \$143K. She stated the resurfacing would be done in two phases – shipyard first and workyard second. She added there are provisions allowing the contractor to bid on one phase or the entire project. Target date for completion is September 1 of this year. She announced the project would be "tagged" on to the stormwater capital project.

Commissioner Clinefelter pointed out the benefit for dust mitigation. He commended staff for recognizing dust as a problem in the yard. Ms. Gibboney stated this would mitigate dust for the medium term.

Commissioner Clinefelter moved to authorize staff to seek bids for the Workyard Resurfacing Project as outlined.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

C. Resolution No. 666-17 – Authorizing the Executive Director to Apply to DNR to Amend the Port's PMA as to Term/Duration (43:30):

Mr. Toews explained the Port Management Agreement (PMA) with the Dept. of Natural Resources (DNR) covers all aquatic lands under Port management. Created in 1984 and amended for the first time in September of 2014. The current agreement term expiration is September of 2024. Requirements of the Boating Infrastructure grant program (for the Point Hudson Jetty) specify the PMA must be in affect through the anticipated useful life of the structure. Mr. Toews explained since the current term is inadequate in satisfying requirements, staff seeks commission approval to allow the Executive Director to amend the PMA with DNR to a term of thirty years, which would allow staff to proceed with the grant application for the Point Hudson North Jetty demo and replacement.

Commissioner Tucker moved to adopt Resolution No. 666-17 as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

D. PYR, Inc. Land Lease (46:14):

Mr. Englin pointed out Mr. Phil Parson of PYR in the audience. Mr. Englin explained the lease is for a couple of stalls in the 300-ton yard. He stated the California-based company specializes in corrosion control and vessel painting.

Commissioner Clinefelter offered his congratulations, and stated the huge benefit to our facility, as well as the opportunity for new jobs.

Commissioner Tucker stated this adds to the mix of people in our boating (trades) community.

Commissioner Clinefelter moved to approve the lease with PYR, Inc. as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

E. April 2017 Financials (48:28):

Ms. Gibboney announced that Ms. Berg is at a WPPA Finance Conference. She informed that Ms. Berg completed and submitted on time to the State, the Annual Report.

Ms. Gibboney briefed on the financials and opened the floor for questions from the Commission.

VIII. STAFF COMMENTS (50:30):

Ms. Gibboney informed the Commission that she received correspondence from the Port of Port Angeles, who would like to hold a joint meeting (a coordination of efforts for region-wide benefits) with the Port of PT Commissioners in the near future. She suggested due to our current workload, a meeting around the first part of 2018.

Ms. Gibboney reported on her Port Capital Projects presentation to City Council last week. Adding to that, she announced a scheduled "Collaboration Workshop" with Port

Commission and staff, City Council and NW Maritime Center members. Ms. Matej would provide details.

Ms. Gibboney informed of a proposed City/Habitat project that would bring in vacant houses from Port Angeles to Port Townsend for more housing options. She stated they are searching for locations to store the homes until they are permanently placed, and suggested this might be an option for the Port to consider. More to come.

Ms. Gibboney reported she was selected to be a member of the PT School District's Mentorship Advisory Committee.

Last, Ms. Gibboney stated the revised Level 3 stormwater report was submitted to the Dept. of Ecology. DOE committed to a 30-day or less period for review.

Mr. Toews stated he is moving forward with the Boating Infrastructure Grant application, due July 5, for the replacement of the Point Hudson north jetty.

He reported he is working on the scope and contract for Mott MacDonald (Coast & Harbor) for Point Hudson jetty engineering. Presentation to the commission will occur at next meeting.

Mr. Toews announced he is moving forward on the Reid Middleton contract for runway rehab design. Phase I – 30% design will occur in 2017/18, with 100% completion in 2018. Construction in 2019. More to be presented at the next commission meeting.

Commissioner Clinefelter asked when the open house for pilots is happening. Ms. Gibboney replied that Reid Middleton would plan the open house, but not until they are under contract.

Commissioner Clinefelter asked if there has been any progress with the diving club's desire to relocate Point Hudson jetty riprap. Ms. Gibboney replied the dive club has been in contact with Dept. of Natural Resources, but does not have any further update.

Ms. Matej informed the Collaboration Workshop is scheduled for June 29 from 5:30-7:30 at the NW Maritime Center.

She reported she's been focusing on Point Hudson communications; working with Maul Foster Alonghi on research interview scheduling (Point Hudson planning) with stakeholders that begin today.

She announced plans would be forthcoming for a restroom/laundryroom remodel planning open house.

Last, Ms. Matej announced that the Port has an official Facebook page, which went live on Friday.

Mr. Englin stated the lease audit review continues.

He will be executing the lease with PYR in short order.

He and staff continue to work on utility cost recovery (power, water, garbage).

Mr. Englin reported Quilcene operations have been moving long well, including upgrades and focus on maintenance. He added there is a shrimp opening today. Mr.

Englin reminded of the Quilcene Last Day of School beach party this Friday, noon–4 pm.

He continues to work on the stormwater plan and engineering report with consultant Marc Horton, and stormwater ops with Mr. Khile.

He stated we have hired two new yard employees.

Mr. Englin reported he met with the Pollution Liability Agency who is performing inspections on the underground fuel tanks at the airport for the funding application submitted by the Port for removal and replacement.

Finally, Mr. Englin reminded the new Travelift is scheduled for arrival on July 10, with lift erection and certification by the 12th.

IX. PUBLIC COMMENTS (1:14:16):

Gary Latham, Jefferson County Pilots Association President commented on the airport runway rehab project.

George Yount commented on a Point Hudson bond.

Pilot Eric Taylor also commented on the runway project.

X. COMMISSIONER COMMENTS (1:24:31):

Commissioner Tucker discussed the recent Marine Resources Committee meeting he attended. They are looking at alternatives for anchor installation of eelgrass buoys.

Commissioner Clinefelter reported he met with Hampton Yacht Group reps and toured their boat. They outfit large yachts (66-95') and are hauling out here. He discussed potential business with them. More to come.

XI. NEXT MEETING:

Next regular meeting is Wednesday, June 28, 2017 at 5:30 p.m. (District 2 location) at the Chimacum Grange, 9572 Rhody Drive.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:30 pm to discuss two litigation and one potential litigation matters, pursuant to RCW 42.30.110 (1) (i), duration of twenty-five minutes with no action.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 2:43 p.m. there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, Secretary

Peter W. Hanke, President

Brad A. Clinefelter, Vice President