

PORT COMMISSION REGULAR MEETING– July 12, 2017

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

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Attorney Goodstein called for an Executive Session on a Litigation update (pursuant to RCW 42.30.110 (i), duration five minutes, no decision.

Commissioner Hanke moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – June 28, 2017

B. Approval of Warrants

Warrant #057834 through #057849 in the amount of \$63,387.19 for Payroll & Benefits
Electronic Payment in the amount of \$100,031.48 for Payroll & Benefits

Warrant #057850 through #057908 in the amount of \$119,153.06 for Accounts Payable

Commissioner Clinefelter moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (read out of order for Staff Introductions) (1:41):

Yard Manager Khile introduced new additions to his staff, Hoist Operators Keith Larrabee and Trevor Manners. He noted how their prior experience allowed them to assist in the assembling of the new Travelift.

IV. PUBLIC COMMENTS (Not related to agenda) (4:20):

Anne Ricker thanked Mr. Englin for his good work handling the Speers relocation in Quilcene. She discussed Linger Longer Committee and the Quilcene community septic.

George Yount thanked staff for the mid-year discussion at the earlier workshop.

Melinda Bryden agreed with Mr. Yount on the workshop. She also commented on bonding, the IDD, and public restroom access.

Gordon Neilson suggested forming an “immediate action” group for emergencies. He suggested hiring a project manager on a contract basis vs hiring as an employee.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. 2018 Draft Operating & Capital Budget Development Schedule (13:14):

Ms. Berg presented the draft schedule, explaining it was almost a mirror image of last year’s schedule, with a few exceptions. New additions to the schedule include upcoming group and individual sessions with department managers and offsite locations for workshop/meetings (during the month of October).

VII. REGULAR BUSINESS:

A. Professional Service Agreement-Point Hudson (16:29):

Mr. Toews discussed the proposed Contract and Scope of Work with Mott MacDonald, engineers for the Point Hudson Jetty project. Contract not to exceed \$330,300 for 100% design work of North and South Jetties. He explained Mott Mac Donald requested few

minor changes, which include a change to Paragraph #30-Jurisdiction, Venue & Governing Law and some non-substantive changes elsewhere.

Commissioner Hanke asked if insurance requirement was adequate.

Commissioner Tucker moved to authorize execution of the contract with Mott MacDonald as presented, with the exception of a change to Paragraph #30 - waiving the right to a jury trial; and, subject to review by staff and legal counsel that coverage limits in Paragraph #8a-3 are adequate given the magnitude of the project.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. Workyard Resurfacing Project – Bid and Contract Award (26:55):

Ms. Gibboney informed that one bid was received for the gravel-resurfacing project of the travel-ways between the boat and shipyards. She stated the bidder has proved responsive and responsible. Bid amount is \$16K over the engineer's estimate, but considering factors, bid amount is reasonable. Ms. Gibboney requests Commission authorization to issue a Notice of Award and permission to execute the contract, as presented, with Nordland Construction.

Ms. Gibboney discussed details of onsite inspection of delivery of materials, and compaction of gravel to obtain anticipated product.

Commissioner Hanke moved to authorize execution of contract as presented to Nordland Construction NW, Inc.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

C. Stormwater Update (30:41):

Ms. Gibboney briefed on the Level 3 stormwater engineering report submitted the end of May to Department of Ecology (DOE). This was a revision of the first report submitted in 2016. Staff received comments back from DOE. Ms. Gibboney discussed the two main concerns. She stated she hopes for an approval in the near future on the Level 3 report. She explained once that is received, it will go out immediately for bidding or in-house staff may be used. Ms. Gibboney discussed the work plan and stated the deadline to comply with the Administrative Order remains September 30, 2017.

VIII. STAFF COMMENTS –cont. (37:42):

Mr. Englin summarized some of the projects he's been working on including: reviews with department managers of the mid-year plan; a performance review of the (recently implemented) work order system with the maintenance manager; working on a "laundry list" of issues with the maintenance program; graveling and compaction of the former Landfall site parking area; follow-up with Jefferson County Fire on the Interlocal Agreement (land lease with the Port and fire protection services at the airport); communicating with Jefferson County Sheriff on derelict vessel protocol, including risk management of vessels with staff; auction sale of boathouse that had been abandoned at Mats Mats; a recent meeting in Seattle he and Auditor/Finance Director Berg attended with Bond Counsel where discussion included Industrial Development District (IDD) and Industrial Development Corporation (IDC); planning for the removal of the underground storage tank at the airport and planning for the siting of new above ground tank; a meeting he and Maintenance Manager Larry Aase attended with PUD where a future utility corridor is being considered for placement at the south end of airport property and discussion of sharing GIS data; and, last Mr. Englin reported he has been working on lease renewals, including the Coast Guard and WA State Dept. of Fish & Wildlife leases.

Ms. Gibboney reported staff is researching products and techniques for off gassing of creosote in the former Administration Building at Point Hudson (Fish & Wildlife/US Customs location).

She discussed the recent Collaboration Workshop for Point Hudson planning and reported on a follow-up meeting with the Director of the NW Maritime Center (NWMC).

Ms. Gibboney reported Jim Darling, with Maul Foster Alonghi, is working up draft elements on entering into a due diligence exploration phase with the NWMC.

She discussed her time managing the stormwater issue.

Director Gibboney reported the Interlocal Agreement expiration date of July 31, 2017 with Jefferson Fire at the airport has been extended through the end of the year. She explained it then would be written up as two agreements – a separate land lease at the airport, and a separate agreement on fire services provided to the airport and moorage for the fireboat at Boat Haven. Ms. Gibboney announced she would attend the Fire meeting in mid-August.

She reported immediately after the Commission Meeting, she is departing with the Directors of the Port of Anacortes and Friday Harbor (present in audience) for the WA Public Ports Association Directors Conference.

Ms. Matej discussed the Collaboration workshop she moderated at the NW Maritime Center, stating her goal is to keep interest level high and to continue to reach out. She announced the upcoming Restroom/Laundryroom Renovation Open House on Tuesday, July 18 from 4:00 – 6:00 pm in the Port Administration Building, where drawings would be available for viewing.

Ms. Matej reported the Port submitted a letter of support of the NW School of Wooden Boat Building for the Capital Heritage program.

She mentioned The World Cruise ship that was moored in the waters off downtown and that plans are for the ship to return about every five years.

Ms. Matej reported she worked on visuals with Mr. Toews for the BIG Tier II grant application.

Mr. Toews reported the contract has been signed with Reid Middleton for airport runway rehabilitation design. He added Reid Middleton would have a survey team at the airport Monday through Thursday of next week performing a topographical survey. Mr. Toews stated a public Open House with the FAA, WSDOT Aviation and Reid Middleton is planned for some time in mid-August, date TBA.

He reported he submitted the BIG Tier II grant application for the maximum permissible amount of \$1.4M for the Point Hudson North Jetty. RCO will review and suggest any changes/edits, which the Port will have two weeks to address prior to submittal and final review by RCO. RCO will then forward the application on to USFWL. Mr. Toews stated we would hear the results around March of 2018. He reminded the work on the South Jetty is independent of the North Jetty project, which would occur in 2019/20. Mr. Toews discussed the amendment to the Port Management Agreement (PMA) for DNR Aquatic Lands to extend the agreement to September of 2047, as required per grant rules. He stated additional survey work is required for the amendment. This would include Point Hudson, Port Hadlock and Boat Haven. Survey work done by Clark Land Office.

Mr. Toews reported progress continues with Tetra Tech on the Quilcene Wastewater Feasibility Study. He stated he hopes to have a report to the Commission at the July 26 meeting. Last, Mr. Toews reported he would be participating more in the Point Hudson planning process.

Ms. Berg reported on projects she has been working on, including: the 2018 budget; updating of reports in the accounting system; working up mid-year actuals through May; staffing projections, including consultants and contracted; working with IT on placing a third work station at the yard office; working on glitches with the Boat Haven's computers; updating the contract with IT-increasing their presence from one day a week to two; employee evaluations; and submitting insurance renewal applications for the marinas.

IX. PUBLIC COMMENTS (1:01:58):

Bill Putney asked a question about the storage tank at the airport.

Gordon Neilson discussed the development of a scorecard for commission use.

Anne Ricker asked about CERB grant consideration for Quilcene.

John Collins commented on Mr. Neilson's idea and said it is also known as a "dashboard".

X. COMMISSIONER COMMENTS (1:08:47):

Commissioner Tucker talked about revenue brought into communities by anglers.

Commissioner Hanke reported he attended a recent Jefferson Co. Pilots Association meeting. They would like maintenance to take care of the weeds growing between cracks on the taxiways between hangars.

Commissioner Hanke noted he is paying close attention to Point Hudson development planning.

XI. NEXT MEETING:

Next regular meeting will be held Wednesday, July 26, 2017 at 5:30 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

A five-minute period was announced to begin at 2:14 pm allowing time for audience members to depart the room. The regular session recessed into Executive Session at 2:19 pm to discuss an update to a Litigation matter, pursuant to RCW 42.30.110 (i), duration of five minutes with no action. At 2:25 pm, Ms. Nelson announced to the public outside that the Executive Session was extended another five minutes.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 2:30 pm, there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, Secretary

Peter W. Hanke, President

Brad A. Clinefelter, Vice President