

PORT COMMISSION REGULAR MEETING– July 26, 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 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:

Commissioner Hanke called for order of Commissioner Comments to be placed in two parts; the first part immediately following Approval of Agenda and the second part read in order (Item X). He reported there would be no action from the Executive Session.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

X. COMMISSIONER COMMENTS (1:09):

Commissioner Hanke stated he would like to “clear the air” on Point Hudson. He stated the Port is in the process of working with consulting team, Maul Foster Alonghi (MFA), on Point Hudson planning. He added there is a perception that the Port is in a formal agreement with the Northwest Maritime Center (NWMC) on planning the future of Point Hudson. He stated that there is no lease, no partnership, nor have there been any formal discussions with the NWMC on this subject. Commissioner Hanke noted the NWMC’s location and their being the host of the Wooden Boat Festival. He stated that a future agreement could become a possibility in the future. However, he explained, it is way too soon for the Port to be planning any arrangements for future management of the Point Hudson facility. He added for the record, the Port is in a process with a consultant, and the Port will continue that process, which will not be sped up or slowed down.

Commissioner Clinefelter stated Commissioner Hanke’s sentiments are his, exactly.

Commissioner Tucker added he is pleased with consultant MFA’s excellent work.

III. CONSENT AGENDA (5:44):

Commissioner Tucker asked for an update on the EDC Team Jefferson payment of \$15K, which Executive Director Gibboney responded that she would provide a verbal update.

A. Approval of Public Workshop Minutes – July 12, 2017

Approval of Meeting Minutes – July 12, 2017

B. Approval of Warrants

Warrant #057909 through #057919 in the amount of \$14,969.49 for Payroll & Benefits

Electronic Payment in the amount of \$65,583.88 for Payroll & Benefits

Warrant #057920 through #057960 in the amount of \$190,845.79 for Accounts Payable

Electronic Debit in the amount of \$19,621.48 for WA State Dept. of Labor & Industries

1st Quarter Tax Return for April-June 2017

Electronic Debit in the amount of \$11,145.65 for WA State Dept. of Revenue Combined

Excise Tax Return for June 2017

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) (6:27):

David King commented on the Northwest Maritime Center and Point Hudson’s future. He reinforced Commissioner Hanke’s comments, stating he is entirely correct; however, the NWMC is pursuing its own process and are generating funds for their efforts. He stated the importance of clarification during this complicated process.

Bertram Levy stated the Port's mission statement expresses the sentiments of the community and encouraged the broad support of Point Hudson.

V. SECOND READING (Action Items):

A. 2018 Draft Operating & Capital Budget Development Schedule (9:40):

Ms. Berg stated there are no changes in the draft schedule, first presented at the July 12 commission meeting.

Commissioner Hanke stated he would like to see at the August 9 workshop a complete report on lifts, moorage and storage. He also would like to see a list of capital projects for 2018, to look at those choices and let the community be a part of that process.

Commissioner Tucker moved to approve the 2018 Operating & Capital Budget Development Schedule as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

A. Delegation of Authority (12:55):

Ms. Gibboney announced this is a proposal to amend the current resolution. She explained this would speed up the process with smaller projects, and allow her approval on leases under 5-year terms, and less than \$25K.

VII. REGULAR BUSINESS:

A. Amendment #1 to Landau Associates Professional Services Agreement-Boat Haven Boatyard Stormwater Treatment Design (14:30):

Ms. Gibboney reported all indications lead her to believe the Port will be receiving a letter from the Department of Ecology (DOE) any day; earlier they had requested hard copies of the Level 3 report. She discussed the possibility of small modifications to the report. Ms. Gibboney stated Landau has completed 90% of the design work and this cost amendment allows them to finalize the plans. Next step will be to prepare bid documents and there may be an option to manage the construction project in-house. Discussion ensued on the project.

Commissioner Tucker moved to approve Amendment #1 to Landau Associates Professional Services Agreement.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. 2017 Stormwater Treatment Improvements – Authorization to Advertise for Bids (19:43):

Ms. Gibboney stated she normally would like to have the engineer's cost estimate prior to advertising a bid, but given the September 30, 2017 deadline to comply, she is asking for permission to do so ahead of time. She added the contract would be presented to the commission for approval, prior to the contract award. She reported the current estimated cost of the project is \$353,701.

Commissioner Tucker asked for confirmation that this cost is all based on the assumption DOE's response would have no (or minor) modifications.

Commissioner Hanke questioned the timeline and asked how the construction would meet this deadline.

Commissioner Clinefelter moved to authorize the Executive Director, upon DOE approval, to advertise for bids.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

C. US Coast Guard Lease (24:14):

Mr. Englin reported the proposed lease provides continuity with both the Coast Guard and the Port for the next three years and (at this rate) should provide cash flow to replace the facility at the end of its life cycle, and cover the previously spent \$330K for capital improvements.

Commissioner Hanke moved to approve the US Coast Guard Lease, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (28:05):

Ms. Gibboney gave a note of appreciation to Port Security Officer, Pete Parrish and spoke of the diverse issues he deals with daily. She stated he will be retiring soon and has been a consummate professional in his role.

Director Gibboney also briefed on the following:

Cost nearly finalized for bathroom/laundryroom renovation, hope to present at next meeting. Cost will be larger than \$114K in budget, the bulk of that the HVAC system. Awarded contract for workyard resurfacing. Project to be completed by September 1, 2017. Schedule to be presented at next meeting.

Will travel to Olympia tomorrow to present Power Point on Quilcene for CERB grant. Should know tomorrow by 4 p.m. if awarded to Port of PT.

Integrated Planning Grant included in the State's draft Capital Budget, whose adoption may have to wait until January of 2018, delaying this until approximately March of '18.

Mr. Englin reported on the following:

Working on maintenance repair program in Quilcene with Maintenance Manager Aase.

Met with County on Quilcene sewer/septic issues. Also looking at water capacity there.

Reported on surplus of mobile home in Quilcene – expects to sell by end of month.

Continues to work on leases, stormwater project implementation, and relocation of vessels from one area of the yard to another in preparation of graveling project.

75-ton had some maintenance issues today – Shawn Wiles working on.

Recent low tides have allowed maintenance to make repairs to Mats Mats and Gardiner boat launches, and rock placement at Boat Haven ramp. Plan to continue with maintenance and hope to replace in approximately five years, with assistance from an RCO grant.

Undergoing review of Port's advertising program. Working with Ms. Nelson on Pacific Marine Expo and Seattle Boat Show.

PYR is moving into their leased yard location. Met with PUD on power issues, with the help of Mr. Aase.

Ms. Matej provided an update on the recent Boat Haven restroom/laundryroom renovation open house, where 13 people attended. All information is on the Port's website. Community hygiene access came up at open house.

Continues with Point Hudson outreach, including scheduling meetings, planning for an open house and an information booth at the Wooden Boat Festival, Facebook and website posting.

Commissioner Tucker asked about comments received on public hygiene access.

Ms. Gibboney reported she just met with Hospital Administrator, Mike Glenn and learned that the hospital is discussing with the City the possibility of locating at Mountain View property.

Mr. Toews reported he attended a productive meeting in Quilcene with Quilcene community leaders on the wastewater feasibility study. He stated Tetra Tech has completed 65-70% of their work. He discussed the two alternatives - one a larger area including 88 lots, with a project cost estimate of \$6-12.5M, and the other a smaller area - the core area of the Quilcene Community Village, with an estimated project cost of \$6-8M. He will be back in Quilcene in early October to present the completed feasibility study. Ms. Gibboney added this is beyond the Port's scope of authority and upon completion of the study, the project will be handed back over to the County. Mr. Toews reported he received many thanks for the Port's role with the process from meeting attendees.

Mr. Toews stated he expects to receive formal feedback this Friday on the BIG Tier II grant application for the north jetty at Point Hudson. He will then work on the report, based on findings, and will submit the final application by August 15. Planning for bonding for the south jetty will begin soon.

Mott MacDonald is under contract to complete Point Hudson engineering work. Aiming for bid-ready date of February 1, 2018.

Mr. Toews reported he is working to get the FAA, WSDOT Aviation and Reid Middleton together for an upcoming meeting with pilots at JClA for the runway project.

He is happy to report the vessel "Cool Change" which was abandoned at the Port Hadlock ramp was sold. It will be removed by the end of the day tomorrow. Mr. Englin announced a derelict vessel in the yard was also just sold.

Mr. Toews announced the John Cobb might actually be heading for Oregon waters the first part of August.

Last, Mr. Toews reported he is working with staff on the Point Hudson development strategy.

Ms. Berg reported she has been working on accounting functions, including IT issues. She reported on a recent staff recognition held last week where Q2 birthdays and employee milestones for years of service with the Port were celebrated. (Sue Nelson, Jean Jameson, David Johnson-15 years; Shannon Counsellor, Pete Parrish, John Green-10 years.)

Ms. Nelson briefed on electronic file management progress.

IX. PUBLIC COMMENTS (1:05:21):

Bill Putney asked about the Port’s advertising budget and whether the airport is included in those plans. Mr. Englin discussed a thorough walk-through he attended at the airport that included the 18-acre industrial park area, with airport tenants Scott Erickson, Eric Taylor, Commissioner Hanke and Mr. Aase. Available capacity will be determined and if we find we have the capacity, advertising the airport will be a consideration.

X. COMMISSIONER COMMENTS (1:10:50):

Commissioner Tucker discussed the recent WA Public Ports Commissioners Conference he attended, where the WPPA attorney talked about how Port Powers were granted. Commissioner Tucker stated he learned there is a new push for passenger ferry service and that there is federal funding available for operations. He also passed on information he learned of on co-op agreements between ports on projects including Broadband and “dark” fiber. Also included at the conference was discussion on a proposed finance program between ports.

Ms. Gibboney reminded Port of Port Angeles Director Goschen contacted her and would like to plan a joint meeting between the Port of PA and the Port of PT that would include discussion on possible partnerships. Ms. Gibboney reported a meeting would be scheduled around the first of the year, due to our present heavy work schedule.

Commissioner Tucker reported he would attend tomorrow’s NODC meeting, Workforce Training will be discussed.

Commissioner Clinefelter asked if staff could consider contacting reps from “Make it in Washington” and inviting them to a future meeting or workshop to explain what they do (small manufacturing assistance). Mr. Englin continued the discussion on Workforce Training.

XI. NEXT PUBLIC WORKSHOP & REGULAR MEETING:

Wednesday, August 9, 2017 – workshop at 9:30 a.m., regular meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed for Executive Session at 6:54 p.m., with a three-minute period for audience members to exit the room. At 6:57 p.m. the Executive Session began to discuss Litigation, pursuant to RCW 42.30.110 (i), five-minute duration, and no action. At 7:04 p.m. Ms. Nelson notified any public waiting for re-adjournment of a five-minute extension to the session.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 7:09 p.m. there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Stephen R. Tucker, Secretary

Brad A. Clinefelter, Vice President