

PORT COMMISSION REGULAR MEETING– September 13, 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
Communications Coordinator Matej
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:

Ms. Gibboney requested a revision to the agenda, adding to Item VII. Regular Business, Item C. Change Authorization – Contract 2017-07-01 – Workyard Resurfacing.

Commissioner Tucker 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 – August 23, 2017

Approval of Special Meeting Minutes – September 7, 2017

B. Approval of Warrants

Warrant #058108 in the amount of \$23,155.00 for Accounts Payable

Warrant #058109 through #058124 in the amount of \$66,967.48 for Payroll & Benefits

Electronic Payment in the amount of \$113,227.21 for Payroll & Benefits

Warrant #058125 through #058184 in the amount of \$369,667.66 for Accounts Payable

Warrant #056697 as a VOID

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):

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. LTGO Bonding (1:32):

Ms. Berg stated that staff has begun discussions on the bonding process with financial advisors. She stated staff is basing these discussions using the high figure of \$3.2M for jetty project bonding. She explained the difference between the less costly “\$3.2M Wrapped Debt Scenario” and the “\$3.2M Level Debt Scenario”. Ms. Berg stated staff seeks direction from the commission to move forward and to set the bonding amount. The commissioners asked questions on timeline decision points and the possibility of delaying the project. Discussion ensued.

Director Gibboney recommended moving forward on the bonding process. Answering questions from the commission, she stated this is not obligating the Port to sign on the dotted line, however there would be costs associated if the decision was made to pull out of the bonding process.

Commissioner Hanke moved to authorize staff to start the bonding process for the full amount of \$3.2M, as discussed.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Revised 2018 Operating & Capital Budget Development Schedule (6:15):

Ms. Berg reminded that the originally scheduled October 25 evening meeting was changed previously to a 1:00 pm meeting on Tuesday, October 24 due to a conflict with

the WA Public Ports Small Ports Conference. Because of this, the Budget schedule needs to reflect that change, as the first public hearing and public comment period occur at this meeting.

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

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

C. Change Authorization – Contract 2017-07-01 – Workyard Resurfacing (8:19):

Ms. Gibboney reported there was a change in the quantity of gravel for the resurfacing project and the additional cost exceeds the Executive Director's authority. She explained staff chose not to hire out for a topographical survey prior to the project because of the high cost and many obstacles in the boatyard, as well as the Administrative Order (AO) deadline. Instead, spot elevations were done prior. Contractors ended up needing another 1/8" more layer of gravel. Ms. Gibboney explained this project is a step towards stormwater compliance, and with the inclusion of the change amount the stormwater project is coming in right on target at \$400K.

Ms. Gibboney stated the selected contractor will begin work on Monday, September 18.

Ms. Gibboney recommended that the Commission authorize this change.

Commissioner Tucker asked why a Special Meeting was not held for this change. Ms.

Gibboney explained she did not have the materials costs at the time the decision had to be made, and she made the call to continue with the project, to keep in compliance with the AO deadline.

Commissioner Hanke moved to approve the Change Order, as presented, in the amount of \$42,229.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (17:42):

Ms. Gibboney thanked Ms. Matej for her professional work on the booth at the Wooden Boat Festival. She also thanked the commissioners who participated in the booth. She discussed the stormwater construction project, which will begin September 18. Staff meets with the contractor Monday to get the full work schedule. (Commissioner Hanke asked about the project timeline. Ms. Gibboney reported five to six weeks.)

Ms. Gibboney reported the workyard resurfacing project is complete. Staff is planning a brown bag lunch workshop to refresh marine trades on BMPs and stormwater compliance.

Mr. Englin reported he is working on business planning for the budget, working with Yard, Business and Maintenance managers.

He continues work on lease negotiations.

Mr. Englin reported he continues work on a repair and maintenance plan with Mr. Aase and Marc Horton.

He is working with staff on Union negotiations.

Mr. Englin expressed his appreciation working with Maintenance Manager Larry Aase on the Quilcene septic work – inspection and punch list, along with the Department of Health. He added the system should be in full compliance within a week.

Ms. Matej stated there was great turnout at the Port's booth at the Wooden Boat Festival (Thursday, Friday and Saturday). Point Hudson surveys were conducted and results would be presented to the commission at the September 27, 2017 meeting. She informed the audience they can take the survey online at the Port's website until September 24.

She discussed the Boat Haven restroom/laundryroom renovation questionnaires. Ms. Matej explained since the project idea has slowed down, this information would be presented later.

Ms. Berg reported she continues work on the budget, cash flow reporting for Maul Foster and Public Records Request discovery with Ms. Nelson. She added she is working on finalizing the Travelift claim. She also is working on Union negotiations and contractor compliance review.

Ms. Nelson reported she continues working on Public Records requests and discovery. She reminded the October meetings will be held in Port Ludlow at the Fire Station on

the 11th (workshop at 9:30 and meeting at 1), and at the Quilcene Community Center on the 24th at 1:00.

IX. PUBLIC COMMENTS (35:12):

Bertram Levy commented on the location of the Budget Public Hearing in Quilcene on the 24th. (Commissioner Hanke stated the first draft of the budget would be presented at the September 27 commission meeting. Ms. Gibboney added there is a possibility of a second budget hearing in November.)

Melinda Bryden added that 1/3 of District 3's population resides in the Quilcene area. She also commented on Port rates at the Quilcene Marina.

X. COMMISSIONER COMMENTS (38:51):

Commissioner Tucker discussed the recent NODC meeting he attended where the speaker was the Clallam County EDC director.

He provided an update on MRC's installation of a rain garden. Originally planned for location near the Port Hadlock boat ramp, it instead will be constructed in Port Hadlock between the bank and the Valley Tavern. He added that at the recent MRC meeting, they had a speaker who talked about King Tides in our area.

Commissioner Tucker reported on a meeting he had on derelict vessels with the Sheriff and a DNR staffer from the Derelict Vessel program.

Commissioner Hanke reported on the Linger Longer Committee meeting he attended in Quilcene. He said the group needs more of a cross section of the Quilcene community. He reported they discussed some problems they encountered with tribal fishers who tied up nets to the Quilcene docks, etc. Commissioner Hanke would like to see more communication between the Port and the tribes, since they are a big user of Port properties.

Last, Commissioner Hanke commended Ms. Matej for her work on the booth at Wooden Boat Festival. He reported he heard good comments.

XI. NEXT PUBLIC WORKSHOP & REGULAR MEETING:

Wednesday, September 27, 2015. Workshop at 9:30 am, meeting at 1:00 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 2:00 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