

## PORT COMMISSION REGULAR MEETING– March 8, 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  
Executive Director Gibboney  
Auditor Berg  
Director of Operations & Business Development Englin  
Attorney Lake  
Minutes – Nelson  
Excused: Commissioner Clinefelter

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

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

### II. APPROVAL OF AGENDA:

Added to agenda – CERB Grant Application Resolution No. 662-17 and additional information to Hoist (75-ton Travelift Update). Change to Executive Session includes an added item for Potential Litigation (total 3 items). Executive Session – thirty minutes duration, no decisions.

**Commissioner Hanke moved to approve the Agenda as amended.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (2:11):

A. Approval of Meeting Minutes – February 22, 2017

B. Approval of Warrants

Warrant #057344 through #057352 in the amount of \$14,200.81 for Payroll & Benefits

Warrant #057353 through #057395 in the amount of \$40,603.07 for Accounts Payable

Warrant #057396 through #057400 in the amount of \$49,798.81 for Payroll & Benefits

Electronic Payment in the amount of \$86,352.31 for Payroll & Benefits

Warrant #057401 through #057403 in the amount of \$17,066.07 for Accounts Payable

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

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS (Not related to agenda) (2:23):

George Yount thanked the Commission for a great workshop this morning.

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

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

### VII. REGULAR BUSINESS:

#### A. Hoist Options (2:56):

Mr. Englin discussed replacement options of the damaged 75-ton Travelift.

1. New 75-ton Travelift, cost of \$438,561, available in 90 days.

2. New 85-ton Travelift, cost of \$482,117, 90-day lead-time.

3. New 85-ton Travelift, cost of \$502,661, delivery within 7-10 days.

He explained staff is waiting on a structural/calculations report from the engineer to verify the pier can handle an 85-ton lift.

Discussion ensued on 85-ton vs. the 75-ton.

Ms. Gibboney stated she discussed this with Commissioner Clinefelter and he felt that if calculations show the pier can handle an 85-ton lift, to go with the 85-ton.

**Commissioner Hanke moved to approve purchase of the 85-ton Travelift that is in stock, at a cost of \$502,661 based on the structural engineering report, and if the pier is not capable of supporting the 85-ton lift, to proceed with the purchase of the 75-ton Travelift at a cost of \$438,561.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

Ms. Gibboney reiterated the motion suffices to move forward with the purchase, but for the record, staff will present an amendment to the Capital Plan reflecting the Travelift purchase.

**B. Resolution No. 661-17 – Support of the Recreational Fishing Industry (15:04):**

Commissioner Tucker explained he has been keeping informed by attending Fish & Wildlife meetings. He reported the number of fish opening days has decreased considerably over the years, and is down to a three-day opening this year, which can have an impact on the local economy. Commissioner Tucker clarified the resolution supports ending the fish limit by days and instead, limits fishing by quotas. He added that a longer fishing season lessens the chances of anglers risking fishing during stormy conditions. He read from a recent Peninsula Daily News article about a dangerous and stormy 1990 halibut derby where a life was lost. Commissioner Tucker stated the Port of Port Angeles, the City of Port Angeles and Clallam County all passed a similar resolution.

The following audience members voiced comments: Don Dybeck, Ron Hayes, Troy McKelvey, Jerry Johnson and Roger Sorenson.

**Commissioner Tucker moved to adopt Resolution No. 661-17 in support of the Recreational Fishing Industry.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

**C. Community Economic Revitalization Board (CERB) Grant Application, Resolution No. 662-17 (35:53):**

Ms. Gibboney announced staff is seeking Commission approval to apply for a \$50,000 CERB grant (with a 25% match) for Quilcene planning. Grants are awarded this biennium, and if awarded, it would be used in 2018 towards the hiring of a consultant for both near and long-term planning of Quilcene.

**Commissioner Tucker moved to adopt Resolution No. 662-17, authorizing staff to apply for the CERB grant for Quilcene planning.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

**D. Rate Sheet Errata (37:54):**

Ms. Gibboney reported that after the Commission approved the rate sheets, a few minor changes were made, as shown in the errata sheets. Most were rounding errors changed to correspond with tax calculations made in the marina software program, and some were transposition errors. She reported staff would be instituting a tighter version control.

**VIII. STAFF COMMENTS (45:02):**

Ms. Gibboney commended staff for their continued exceptional work with the Travelift incident.

She reported she sent a letter on the Integrated Planning Grant to our delegation in Olympia and Commissioner Tucker would follow up.

Ms. Gibboney reported she is waiting to hear back from Dept. of Ecology on a meeting date she requested in regards to the stormwater letter she sent (as discussed at a previous workshop) requesting an amendment to the Administrative Order.

Mr. Englin provided updates on the Travelift closeout; the John Cobb; a Quilcene walk-through he did with staff to look at maintenance issues, operations and preparations for the upcoming recreational and tribal shrimping and crabbing openings.

Mr. Englin reported he is working proactively with staff on derelict vessel issues.

He informed an application was submitted for a PLIA (Pollution Liability Insurance Agency) grant for underground fuel storage at the airport. He thanked the Port Environmental Compliance Officer Al Cairns for bringing the grant to their attention.

Mr. Englin reported he recently attended a meeting with Wooden Boat Festival staff in preparation of the September festival; he discussed the “Meet & Greet” with the local marine trades held recently at the Brewery; and last, he updated on progress with the Coast Guard lease.

Ms. Berg reported she has been working on the following:

Gathering financial documents for the PLIA grant application, replacing the copy machine in the Administrative Building, working with IT staff to replace the Port’s seven-year old network server, which was planned for in the 2017 Capital Budget.

She informed that Commissioner Tucker received a new Surface computer to replace his old iPad, as that was not meeting his needs.

Ms. Berg reported she was a member of the interview team for the Communications and Marketing Coordinator position and participated in selection determination.

She has been researching work with Touchstone Eco Services on the ongoing wetland mitigation at the airport. Ms. Gibboney reported she is also reviewing this file.

Ms. Berg added she hired a consultant to gain staff accessibility to Mr. Toews Apple computer, while he is out on leave.  
Last, Ms. Berg provided a briefing on January financials.

IX. PUBLIC COMMENTS:

X. COMMISSIONER COMMENTS (1:00:47):

Commissioner Tucker informed that he spoke with Representative Chapman on the Integrated Planning Grant and has a meeting on Friday with Representative Van de Wege on the same subject.

He reported on the recent NODC meeting with their director, Karen Affeld.

Commissioner Hanke briefed the audience on the earlier morning workshop held with members from the local Ag community on the Industrial Development District (IDD).

XI. NEXT MEETING:

Next regular meeting to be held Wednesday, March 22, 2017 at 5:30 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:03 p.m. to discuss two potential litigation matters, pursuant to RCW 42.30.110 (i) and one personnel matter, pursuant to RCW 42.30.110 (g), duration of thirty minutes with no action.

At 2:31 p.m., Ms. Nelson announced outside a fifteen-minute extension. At 2:49 p.m., Ms. Nelson announced outside a ten-minute extension. At 3:00 p.m., Ms. Nelson announced outside ten-minute extension.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 3:10 p.m. there being no further business to come before the Commission.

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Stephen R. Tucker, Secretary

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Peter W. Hanke, President

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Brad A. Clinefelter, Vice President