

PORT COMMISSION REGULAR MEETING– March 22, 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
Attorney Lake
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:

Executive session duration is thirty minutes with action on a Litigation item.

Commissioner Tucker moved to approve the Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:04):

A. Approval of Public Workshop Minutes – March 8, 2017

Approval of Regular Meeting Minutes – March 8, 2017

B. Approval of Warrants

Warrant #057404 through #057411 in the amount of \$12,257.23 for Payroll & Benefits

Electronic Payment in the amount of \$64,659.16 for Payroll and Benefits

Warrant #057412 through #057457 in the amount of \$98,256.42 for Accounts Payable

Warrant #057458 in the amount of \$754.88 for Accounts Payable

Warrant #057459 through #057460 in the amount of \$6,084.47 for Accounts Payable

Warrant #057433 as a VOID

Electronic Debit in the amount of \$4,075.52 for WA State Dept. of Revenue Combined

Excise Tax Return for February 2017

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):

Anne Ricker commented on Quilcene Marina facilities.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. US Coast Guard Lease (2:05):

Mr. Englin presented the new lease for the US Coast Guard. He explained Federal Government negotiates leases on an annual basis, with this lease term ending September 30, 2017. The annual rate for this lease is \$58,500, up over \$20,000 from the past lease.

Commissioner Hanke and Ms. Gibboney commended Mr. Englin on his business skills and negotiating abilities. Ms. Berg and Mr. Toews were also thanked for their efforts.

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

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. February 2017 Financials (4:57):

Ms. Berg presented the 2017 February Financials as compared to the previous three years, highlighting revenues and expenses.

Possible reasons were discussed as to why February revenues are down - mostly due to weather and the loss of one Travelift.

Ms. Berg explained some of the expenses from the Travelift accident appear in the February, but those costs would be offset once insurance payment has been received.

Discussion included monthly verses quarterly reports.

VIII. STAFF COMMENTS (12:53):

Ms. Gibboney reported on the following:

Implementation of project management tools, where she presented the program “Smart Sheet”. This program allows the commission to view progress on Capital projects. She explained the program format and discussed current progress, including the Boat Haven restroom remodel, ventilation at the former Port administration building at Point Hudson, Boat Haven Breakwater, Point Hudson Jetty – both south and north jetties, Boatyard stormwater – informing she, Mr. Englin, Marc Horton and Joe Kalmar of Landau are attending a meeting Monday with Dept. of Ecology in Lacey. She noted that later she would host a brown bag lunch for tenants to explain stormwater status.

Ms. Gibboney reported the new Communications & Marketing Coordinator would develop a page on the Port’s website dedicated to the stormwater issue and make available to the public outreach materials.

Ms. Gibboney updated progress on Boat Haven water metering, Boat Haven parking, airport construction project, Boat Haven shoreline stabilization, Commercial Basin restroom remodel, and Boat Haven electric submeters.

Ms. Gibboney reported the Port was awarded a \$50K CERB grant for Point Hudson planning and is working with Maul Foster Alonghi on the planning effort.

She discussed the IDD (Industrial Development District) and the workshop last month, assisted by Brian Kuh, EDC Director, that included members of the Ag community.

Commissioner Tucker asked who the target group would be for the April IDD workshop.

Ms. Gibboney answered sectors outside of the Port Townsend area, possibilities to include composite and energy businesses.

Ms. Gibboney reported Rep. Tharinger has received the request from the Port for a Proviso.

She reported on the hiring of the new Communications & Marketing Coordinator, Kimberly Matej, who will begin work April 10.

Last, Ms. Gibboney discussed the current need for record storage space, and the lack of available storage in our area.

Mr. Englin reported on the following:

Travelift close out and negotiations with suppliers, progress on the facility maintenance plan and an online work order form, progress on the grant submittal to replace the underground storage fuel tank at the airport, yard walk-throughs and a list of needed improvements. Mr. Englin stated the goal is to use yard space more efficiently and to clean up the yard overall. He reported on the maintenance punch list for Quilcene, calls for Quilcene that are now forwarded to Boat Haven moorage office, progress on acquiring fiber and Wi-Fi for our properties, close out on Coast Guard lease negotiations, updating leases and developing standardized lease templates. Mr. Englin also discussed derelict vessel procedures that are being developed by our attorney for staff, suppliers, Vessel Assist, etc. to follow to avoid derelict vessels being dropped without permission at Port properties.

Last, Mr. Englin reported he has been reviewing staffing plans for yard and moorage.

Ms. Nelson corrected an error on the next public workshop/commission meeting date – should read April 12, 2017.

Ms. Berg reported on:

Replacement of IT servers, and the work schedule for our contracted IT help, working on insurance renewals, attended procurement training last week – by Quarter 2 she hopes to have a procurement policy in place for the Port that would include processes for projects, purchasing and bidding. Ms. Berg reported she has been reviewing the Port’s policy on employee drug screening, visiting the hospital to learn protocol, and contacting labs. Ms. Berg reported she is working on the year-end financials.

IX. PUBLIC COMMENTS (56:03):

Quilcene resident Kit Kittredge commented on Quilcene facilities and operations. She invited a Port rep to a meeting of the “Quilcene Marina Committee” on March 27 at 9:00 am in the Quilcene Community Center.

George Yount commented on the IDD process.

X. COMMISSIONER COMMENTS (1:12:09):

Commissioner Tucker informed he has talked with Senator Van de Wege and learned the Integrated Planning Grant is moving forward. He also brought to his attention the halibut resolution recently passed by the Port of PT Commission.

Commissioner Tucker reported on the recent Energy Lunch meeting he attended and the possibility of hosting a pilot project on producing renewable energy.

Commissioner Hanke apologized to the public on a matter brought to his attention at Point Hudson, involving one of his tour boats that he had tied up at the pump out station. He stated he was not aware of the hardship it could pose to other boaters and he immediately moved the boat as soon as he was made aware.

Commissioner Hanke discussed a petition to NOAA proposing a one-mile restriction from viewing whales on the west side of San Juan Island. He said the Washington Public Ports Association opposes the restriction and discussed it in further detail.

Last, he commented on the derelict vessel situation and the big problem they create for the Port.

XI. NEXT PUBLIC WORKSHOP AND REGULAR MEETING:

Wednesday, April 12, 2017. Workshop at 9:30 am, meeting at 1:00 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 6:51 pm to discuss potential litigation, pursuant to RCW 42.30.110 (i) and a personnel matter, pursuant to RCW 42.30.110 (g), duration of thirty minutes with action on a litigation issue. At 7:19 pm, Ms. Nelson announced to any waiting public that the session is extended to 7:26 pm.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR SESSION:

The meeting reconvened at 7:26 pm.

Commissioner Tucker moved to delegate authority to the Executive Director to pursue litigation and claims against Seattle Maritime Academy.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

There being no further business to come before the Commission, the meeting adjourned at 7:26 pm.

ATTEST:

Stephen R. Tucker, Secretary

Peter W. Hanke, President

Brad A. Clinefelter, Vice President