

## PORT COMMISSION REGULAR MEETING– April 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, Clinefelter and Tucker  
Executive Director Gibboney  
Auditor Berg  
Director of Operations & Business Development Englin  
Communications & Marketing Director Matej  
Attorney O’Malley  
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:

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

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

A. Approval of Meeting Minutes – March 22, 2017

B. Approval of Warrants

Warrant #057461 through #057476 in the amount of \$102,669.31 for Payroll & Benefits

Electronic Payment in the amount of \$127,627.86 for Payroll & Benefits

Warrant #057477 through #057533 in the amount of \$71,123.19 for Accounts Payable

Warrant #057534 through #057536 in the amount of \$16,453.10 for Accounts Payable

Electronic Debit in the amount of \$17,442.10 for WA State Dept. of Labor & Industries

1<sup>st</sup> Quarter Tax Return for January – March 2017

**Commissioner Clinefelter 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) (1:22):

Bertram Levy commented on the IDD and the possibility of a countywide referendum for the Point Hudson Jetty.

Anne Ricker commented on Jim Speer’s situation.

Bob Frank asked the status of the 75-ton lift.

Heather Burns introduced herself as a Linger Longer Committee member, and provided further information on the committee.

Kit Kittredge commented on Quilcene issues.

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

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

Mr. Englin presented the proposed yard rates in table format. He discussed the two alternatives for haulout rates – to include the washdown or to price it out separately; the sun setting of the 3% fee charged to marine trades; the rate changes to hoist and storage; and the addition of charges for commercial box trucks of \$200/day.

The following audience members commented on the rate proposal:

Bertram Levy, Kit Kittredge, Clayton White, David Griswold, Gus Sebastian, Bob Frank, David King, Joel Kawahara.

Discussions included commercial usage in Quilcene, annual commercial user passes, storage rates, consideration of including one or two lay days in the haul out fee, the 20% discount and who qualifies, commercial box trucks arriving at night for nighttime fisheries.

### VII. REGULAR BUSINESS:

#### A. EDC/Team Jefferson Report (5:13):

Team Jefferson Executive Director Brian Kuh briefed on the role of Team Jefferson (TJ) - the Economic Development Council (EDC) under the umbrella of the Associate Economic Development Organization (ADO). He informed he has been in discussions on their scope of work with Executive Director Gibboney. Mr. Kuh provided highlights of TJ’s work in the past year. He introduced his new assistant, Erin Ashcraft, and board members Marty Gay, Christina Pivarnik and Bill Lowrey. He explained the organization, their one-on-one work consulting with businesses, the LION program, classes and training sessions held, the “5 Things” workshops, CEO breakfast meetings, participation in the Port’s IDD workshops, and what’s next.

B. Approval of Contract with Maul Foster Alongi (MFA) (1:06:31):

Ms. Gibboney presented the draft contract for Point Hudson planning. Funding the consultants comes from a \$50K CERB grant awarded to the Port, with a \$20K match, total contract amount \$70K. She explained it would be four to six weeks until the CERB contract is formalized and once that is received, execution of the MFA contract would begin.

Ms. Gibboney recommends Commission approval of the Maul Foster contract.

Commissioner Clinefelter asked for a timetable on deliverables. Ms. Gibboney said she has received that and would include it with the contract.

Ms. Gibboney reminded that the Port and consultant would hold future planning meetings with participation from the community, tenants and stakeholders.

Audience member Gordon Neilson offered advice for working with Maul Foster, based on his past experience working with them through the tribes.

Audience member David King commended the Port for its efforts on long term planning of Point Hudson.

Commissioner Hanke stated he is hesitant to sign the contract at this time and would like it brought back to the next meeting.

Commissioner Clinefelter added that he thought Mr. Levy's suggestion (referendum) was an excellent one.

C. Organizational Chart (1:20:47):

Ms. Gibboney announced the proposed realignment of the organization. She noted the Communications Coordinator position had prior Commission approval, and is included in the budget. She explained staff reorganization would ease yard and moorage scheduling for the customer by calling only one number to schedule everything – "one stop shopping". Ms.

Gibboney stated customer service is "first and foremost". She then discussed the roles of the newly created positions of business manager and customer service manager.

Ms. Gibboney stated she has discussed with Teamsters reps and they had no opposition.

She added the Port is now hiring for seasonal moorage/customer service clerks.

**Commissioner Tucker moved to approve the Organization Chart.** (Commissioner Hanke delayed the vote to hear comments from the audience.)

Gordon Neilson commented.

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

D. Resolution No. 663-17 – Appointing Agent to Receive Claims for Damages (1:30:30):

Ms. Berg stated this is a housekeeping item. The resolution appoints her as the point person to receive claims for damages against the Port and to report and communicate any such claims to the Commission and Executive Director.

**Commissioner Tucker moved to adopt Resolution No. 663-17, appointing S. Abigail Berg as the Agent to Receive Claims for Damages.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

VIII. STAFF COMMENTS (1:32:17):

Ms. Gibboney stated she sent out her direct (weekly) report to the Commission.

She announced the Port passed the threshold with CERB for the Quilcene planning grant application. Funding availability is the question.

Staff received word the Integrated Planning Grant (IPG) Proviso is included in the proposed House Capital Budget.

Ms. Gibboney stated Landau is under contract for the Level 3 revised stormwater plan. She will soon set a date for a brown bag lunch with the marine trades.

Mr. Englin discussed his work on the yard rates.

He reported on his involvement with the stormwater plan.

Mr. Englin provided an update on fiber and Wi-Fi.

Commissioner Clinefelter asked for a timeline for stormwater compliance to the Administrative Order. Ms. Gibboney answered the Level 3 Engineering Report is to be submitted to Ecology by May 30, 2017 with improvements completed by September 30, 2017.

Mr. Englin reported the new 75-ton Travelift should arrive in approximately 75-80 days.

Bob Frank asked if the Port is providing weekend hours to yard customers to catch up with haulouts. Commissioner Hanke answered the Port is committed to offering overtime hours.

Mr. Englin stated that work continues on the Facilities Maintenance Plan.

He reported a staffing plan for Quilcene is being completed, and there are no plans for 24/7 employees (as is the case for all Port-staffed facilities). He explained there would be a full-time

person in Quilcene with additional staff on-call, and hours of operation tentatively set from 10 am – 6 pm.

Mr. Englin discussed the lease audit.

Last, he introduced Kimberly Matej, the new Port Communications & Marketing Coordinator. Attorney O’Malley reminded of the Executive Session on Potential Litigation, thirty-minute duration, no action.

Ms. Berg informed she is waiting on the general liability insurance renewal for the Port. She expects to see a rate increase (some due to the Travelift accident), which prompted discussion on obtaining policy quotes from other insurance companies. (Commissioner Hanke and others stated they are not happy with the speed of action from the insurance company on response to the accident claim.)

Ms. Berg stated IT would receive the new server tomorrow and it will take a week or so to get it up to speed.

She has ordered two more laptops (for lease audit and Quilcene office).

Ms. Berg has been arranging technology set-up for Ms. Matej.

She has been working on TMP (marina software program) issues.

Next week she would be involved with a leasehold tax audit.

Ms. Nelson reported she is busy with interview scheduling, Public Records Requests, calendars, meetings, website, file cleanup and other tasks.

IX. PUBLIC COMMENTS (1:52:31):

Jim Maupin commented on the lack of speed from the insurance company for the Travelift damages claim.

Kit Kittredge discussed the Linger Longer Committee meetings held in Quilcene.

Bertram Levy stated he was disappointed that the Port was missing from an insert in a recent Leader edition.

Bob Frank commented on the Port’s insurance increases and suggested soliciting bids.

Jim Maupin asked for an update on the John Cobb.

X. COMMISSIONER COMMENTS (1:58:58):

Commissioner Tucker commented on PUD and their work on Broadband expansion. He discussed Team Jefferson’s recent “5 Things” workshop, where public restrooms were discussed. He attended a recent “Friends of the Port” meeting and relayed their desire to assist the Port with the Industrial Development District (IDD).

Commissioner Tucker informed about a group of divers who would like to preserve the Point Hudson habitat at the breakwater and have volunteered to obtain the permit, and do the work to relocate rocks and sea life.

He also briefed on a Sea Level Rise workshop he attended, and the recent MRC meeting.

Commissioner Clinefelter requested senior staff look back at the EDC/Team Jefferson (TJ) presentation and see how that aligns with Port expectations. Ms. Gibboney stated TJ is not yet under contract for 2017 and Mr. Kuh is in the process of revising the Scope of Work, which will be reported on in the near future.

XI. NEXT MEETING:

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

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 3:06 pm to discuss potential litigation, pursuant to RCW 42.30.110 (i), no action and a change to the duration from thirty to twenty minutes. (Attorney O’Malley announced this outside with the start time of the session at 3:08pm.)

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 3:28 pm there being no further business to come before the Commission.

ATTEST:

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Brad A. Clinefelter, Secretary

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Peter W. Hanke, President

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Stephen R. Tucker, Vice President