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**Port of Port Townsend
1st Monthly Regular Meeting Agenda
Wednesday, December 14, 2016, 1:00 p.m.
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Meeting Minutes – November 22, 2016.....1-4
 - B. Operations Reports – November 2016.....5-7
 - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading
- VI. First Reading
 - A. 2017 Meeting Procedures Resolution No. 654-17.....8-13
- VII. Potential Immediate Action Items
 - A. Olympic Peninsula Salmon Derby.....14
- VIII. Other Business
 - A. Commission Retreat.....15
 - B. Personnel Policy Amendments.....16-18
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Public Workshop and Regular Meeting:**
Wednesday, January 11, 2017: workshop at 9:30 am, meeting at 1:00 pm in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XIII. Executive Session (if called)
- XIV. Adjournment

PORT COMMISSION REGULAR MEETING – November 22, 2016

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA .

Present: Commissioners – Tucker, Clinefelter and Hanke
Executive Director – Gibboney
Auditor - Berg
Director of Planning – Toews
Attorney – O’Malley
Minutes – Nelson

Excused: Director of Operations & Business Development - Englin

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Commissioner Hanke proposed a revision of the agenda to place Item VIII, A) Boat Haven Breakwater Feasibility Study after Section IV – Public Comments, as a convenience to the out-of-town guest presenter. He also proposed to combine the 2017 Resolutions with the 2017 Budget under Item V (Second Reading), A, and to remove it from Potential Immediate Action.

Commissioner Hanke moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – November 9, 2016

B. Approval of Warrants

Warrant #056919 through #056927 in the amount of \$13,171.09 for Payroll & Benefits

Electronic Payment in the amount of \$61,630.11 for Payroll & Benefits

Warrant #056928 through #056980 in the amount of \$75,236.32 for Accounts Payable

Electronic Debit in the amount of \$7,207.93 for WA State Dept. of Revenue Combined

Excise Tax Return for October 2016

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) (1:17):

David Griswold, Port Townsend Shipwrights Co-op, asked for an update on the stormwater.

VIII. OTHER BUSINESS:

A. Boat Haven Breakwater Prefeasibility Study (3:21):

Engineer Shane Phillips of Mott MacDonald presented the Boat Haven Marina

Breakwater Rehabilitation Project (November 2016) Condition Assessment. He discussed

two rehabilitation alternatives and two replacement alternatives, estimates ranging from

\$1.7M to \$3.7M. Mr. Phillips stated there is a definite need for short-term repair work (a

5 to 10-year fix), with an estimated cost of \$190K.

On another subject, Commissioner Hanke announced an Executive Session, (Item XIII, A) to discuss Potential Litigation (two items), fifteen minute duration, no action, pursuant to RCW 42.30.110 (i).

V. SECOND READING (Action Items):

A. 2017 Operating and Capital Budget and 2017 Resolutions:

Ms. Gibboney discussed in length, the 2017 Operating and Capital Budget. She discussed capital projections, capital funding opportunities, commission consideration of an IDD (Industrial Development District), mechanisms to have in place for project determination, remodeling of the Boat Haven restrooms. Ms. Gibboney provided some details on the stormwater treatment project. She spoke about the Point Hudson Admin Building (Fish & Wildlife office) and creosote mitigation. She briefed on cash flow projections. She discussed work plan and budgetary goals, undertaking of the rate study, leases that need attention, and master planning of the yard.

The commissioners asked questions on the availability of the rate structure, the marketing budget, the utilities budget, ramp usage, fuel figures.

Commissioner Tucker commented that he is pleased with the new budget format.

Ms. Gibboney commended Finance Director Berg for her work on the budget. Commissioner Clinefelter asked about the 57% increase in outside services. Commissioner Hanke commented that he would like to see some kind of detailed org chart that dovetails staff with outside services, along with a narrative on the increased use of outside services.

Ms. Berg then provided a synopsis of the following budget-related resolutions.

Commissioner Tucker moved to adopt Resolution No. 651-16 - Establishing the Year 2017 Capital and Operating Budgets, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Hanke moved to adopt Resolution No. 652-16 - Fixing the Amount of Tax to be Levied for the Year 2017, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Clinefelter moved to adopt Resolution No. 653-16 - Adopting the Limit Factor for Property Tax Increases for the Year 2017, as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. (moved to Item V.)

VIII. OTHER BUSINESS:

A. (placed following Item IV.)

X. STAFF COMMENTS (1:18:39):

Ms. Gibboney reported:

- on her interview with the State Auditor, who is conducting their scheduled audit of the Port;
- on the WPPA Annual Meeting she attended and information she learned from Port of Camas-Washougal on their City partnership working towards waterfront redevelopment;
- on a Northwest School of Wooden Boat Building Advisory Group meeting she attended;
- on the Chamber lunch she attended yesterday where NMTA Director Peter Schrappen was the guest speaker;
- that staff continues to implement tracking management software;
- on a meeting planned for in early December with the Department of Agriculture;
- that she met with Representative Steve Tharinger where discussion included State capital funding programs and a partnership possibility with Representative Kilmer on Coastal Resiliency;
- follow-up with the Army Corps of Engineers on the breakwater projects,
- the stormwater draft design report received from Parametrix. She explained the reasons for the extension of report submittal to the Department of Ecology (DOE). She added this would be the subject of an upcoming commission workshop.

David Griswold commented on the importance of the Permit to their business, and inquired about DOE's willingness to work with the Port.

Bob Frank owner of Admiral Marine asked for a time line for stormwater compliance, which Ms. Gibboney provided.

Mr. Toews provided further detail on the stormwater report and meeting DOE's Administrative Order benchmarks.

- Ms. Gibboney explained the Boat Haven breakwater project awaits the Army Corp permit, which has been signed off by Fish & Wildlife and now needs only the National Marine Fisheries to sign off. Once the permit is received, a Notice to Proceed will be sent to American Construction.
- Last, Ms. Gibboney discussed the Port's participation at the Fish Expo (Pacific Marine Expo) in Seattle.

Commissioner Hanke explained the Port had a contest at the Expo for a chance to win either a 75-ton or 300-ton haulout. The commissioners drew raffle tickets and the winners drawn were: Mike Deach of Lopez winner of the 75-ton and Kevin Seabeck of Seattle winner of the 300-ton.

Mr. Toews discussed:

- the Parametrix engineering report expected next week, and upon Port staff review, would be submitted to DOE. He expects DOE comments to be received by the end of the year of early 2017;
- Point Hudson jetty permit progress. He informed he is seeking an amendment to the grant agreement with RCO/USFWL to extend the grant to 2018, as the demolition/reconstruction of the south wall is targeted to take place in the 2018/19. He added this extension would allow the Port to prepare financially.
- the Quilcene Wastewater Feasibility Study. He reported the final report is expected the first quarter of 2017;
- contact with the US Coast Guard on lease renewal progress;
- progress on in-house capability for GIS mapping of Port properties, and working with a City staffer. Mr. Toews will present to the commission, an Interlocal Agreement between the Port and City soon. He added mapping would be used for master planning and lease management.
- today, being the final day for prospective bidders on the John Cobb to submit their letters of interest. He hopes to award the winning bidder on December 7.

Ms. Berg reported the Audit is underway and anticipates its completion by Christmas. She added she is pleased with the budget work and said Ms. Gibboney, Mr. Toews and Mr. Englin are good solid team members to work with. She reported staff would soon move their attention towards policies and procedures, rules and regulations and lease enforcement – all combined work towards long-term sustainability for the Port.

X. PUBLIC COMMENTS (1:50:42):

Bertram Levy provided a suggestion to alleviate parking problems at the Boat Haven. Bill Putney informed that he offered to pay the exhibitor fee for the Port to participate in the next NW Aviation Conference.

XI. COMMISSIONER COMMENTS (1:55:14):

Commissioner Clinefelter discussed information he gathered from the WPPA Annual Meeting. He mentioned a map presented there of cruise ship stops in WA and that Port Townsend was not listed. He reported that all of Puget Sound would soon become a No Discharge Zone. He explained there is 75-100% grant funding available for pumpouts, and Point Hudson being a transient moorage facility, would qualify.

Commissioner Tucker reported on what he learned at the WPPA Annual Meeting. He reported on two items proposed for the next legislative agenda, 1) derelict vessels, and 2) modification of Broadband authority to include ports. He learned about “green bonds” for green projects. Last, he said he would like to have more communication with the tribes.

Commissioner Hanke discussed Broadband and “dark fiber”, a subject at the WPPA conference. He informed that he attended the WPPA Legal Committee session and there, he learned to appreciate even more, the Port of Port Townsend’s executive director panel interviewing process, which was open to the public. He listened to other ports discuss their search process for executive directors. Last, Commissioner Hanke stated he is excited about the new budget format and believes it is a more transparent document.

XIII. NEXT PUBLIC WORKSHOP / REGULAR MEETING:

Wednesday, December 14, 2016. Workshop at 9:30 a.m. and the Regular Meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XIV. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 3:04 p.m. to discuss two Potential Litigation matters, pursuant to RCW 42.30.110 (i), duration fifteen minutes with no action.

XV. ADJOURNMENT:

The meeting reconvened and adjourned at 3:20 p.m. there being no further business to come before the Commission.

ATTEST:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: NOVEMBER 2016

DATE: 12/8/2016

MONTHLY PERMS: 360

MONTHLY GUESTS: 27

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' <u>34</u>	<u>32</u>	3	94%
27' <u>11</u>	<u>10</u>	1	91%
30' <u>105</u>	<u>102</u>	3	97%
35' <u>24</u>	<u>24</u>	0	100%
40' <u>44</u>	<u>44</u>	0	100%
45' <u>41</u>	<u>40</u>	2	98%
50' <u>32</u>	<u>30</u>	2	94%
OVER 52' <u>7</u>	<u>7</u>	0	100%
TOTAL: <u>298</u>	<u>287</u>	11	AVG: 97%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. <u>1455</u>	<u>1406</u>	97%
TOTAL: <u>3806</u>	<u>3756</u>	AVG: 100%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	156	211	4509
CREDIT SYSTEM:	13	16	332
TEMP TIE UP:	3	4	189
FREE NIGHTS:	0	0	2
PTYC:	2	8	202
RAMP/DAILY:	43	33	1191
RAMP/ANNUAL:	4	2	407
RAMP NOT PAID:	4	2	68

WAIT LISTS	
25' PLEA:	<u>21</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>61</u>
35' PLEA:	<u>35</u>
40' PLEA:	<u>47</u>
45' PLEA:	<u>23</u>
50' PLEA:	<u>21</u>
OVER 52':	<u>9</u>
OVERWID	<u>0</u>
30' COMM.	<u>0</u>
40' COMM.	<u>0</u>
50' COMM.	<u>0</u>

TOTAL OCCUPANCY %: 98%

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT

2016

& 5 YEAR COMPARISON

MARINA NIGHTLY GUEST NIGHTS											
	2012		2013		2014		2015		2016		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	28	28	58	58	53	53	83	83	70	70	JAN
FEB	96	124	80	138	57	110	104	187	92	162	FEB
MAR	73	197	95	233	77	187	101	288	56	218	MAR
APRIL	240	437	159	392	209	396	163	451	235	453	APRIL
MAY	541	978	605	997	585	981	619	1070	594	1047	MAY
JUNE	749	1727	606	1603	520	1501	537	1607	706	1753	JUNE
JULY	1035	2762	1089	2692	993	2494	1018	2625	1015	2768	JULY
AUG	1178	3940	1188	3880	996	3490	1033	3658	1026	3794	AUG
SEPT	831	4771	899	4779	778	4268	958	4616	950	4744	SEPT
OCT	175	4946	214	4993	120	4388	221	4837	122	4866	OCT
NOV	86	5032	138	5131	114	4502	73	4910	51	4917	NOV
DEC	65	5097	64	5195	52	4554	60	4970	0		DEC

RV NIGHTLY GUEST NIGHTS											
	2012		2013		2014		2015		2016		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	176	176	180	180	285	285	304	304	286	286	JAN
FEB	221	397	261	441	150	435	291	595	281	567	FEB
MAR	229	626	359	800	249	684	244	839	392	959	MAR
APRIL	445	1071	209	1009	546	1230	652	1491	634	1593	APRIL
MAY	638	1709	637	1646	706	1936	955	2446	806	2399	MAY
JUNE	645	2354	910	2556	1015	2951	1036	3482	963	3362	JUNE
JULY	1247	3601	1275	3831	1169	4120	1202	4684	1256	4618	JULY
AUG	1300	4901	1293	5124	1228	5348	1287	5971	1276	5894	AUG
SEPT	1076	5977	1079	6203	1120	6468	1072	7043	1137	7031	SEPT
OCT	580	6557	694	6897	796	7264	771	7814	645	7676	OCT
NOV	290	6847	352	7249	432	7696	403	8217	492	8168	NOV
DEC	246	7093	165	7414	269	7965	269	8486	0		DEC

PERMANENT & SEASONAL TENANT SUMMARY				
	AVAIL/GOAL	OCCUPIED		%
LTD ACCESS MOORAGE	40 SLIPS	35	35	88%
COMMERCIAL MOORAGE	850 FEET	817	817	96%
SEASONAL MOORAGE	32 SLIPS	27	27	84%
SEASONAL RV'S	10 SITES	9	9	90%
UNDESIRABLE	3 SLIPS	1	1	33%

PORT OF PORT TOWNSEND

MEETING OF: December 14, 2016

AGENDA ITEM: VI. First Reading
A. 2017 Meeting Procedures - Resolution No 654-17

BACKGROUND:

Discuss changes to current policy such as meeting format, date, time, and place.
Possible adoption of resolution and policy at January 11, 2017 commission meeting.

Executive Director's Recommendation:

For discussion.

RESOLUTION NO. 654-17
A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AFFIRMING RESOLUTION No. 639-16,
READOPTING COMMISSION MEETING PROCEDURES

DRAFT

WHEREAS, The Port of Port Townsend did establish and approve, in public session, "Commission Meeting Procedures" by Resolution No. 42-87 dated November 18, 1987, and;

WHEREAS, The Port of Port Townsend did rescind Resolution No.42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No 344-01 on March 14, 2001, by Resolution No. 363-02 on February 27, 2002, by Resolution No. 367-02 on March 27, 2002, by Resolution No. 390-03 on January 22, 2003, Resolution No. 392-03 on April 9, 2003, by Resolution No. 471-06 on July 26, 2006, by Resolution No. 487-07 on April 25, 2007, by Resolution No. 532-10 on January 27, 2010, by Resolution No. 553-11 on January 12, 2011, by Resolution No. 558-11 on March 23, 2011, by Resolution No. 561-11 on June 8, 2011; by Resolution No. 594-13 on May 8, 2013; Resolution No. 604-14 on January 22, 2014; by Resolution 624-15 on January 14, 2015; and by Resolution No. 639-16 on January 27, 2016, and

WHEREAS, the Port Commission wishes to affirm the meeting procedures established on January 27, 2016 via Resolution No. 639-16.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend, that Resolution No. 639-16 adopted on January 27, 2016 shall be affirmed and the Commission Meeting Procedures, as shown in the attached "Appendix A" shall be readopted, with minor amendments concerning meeting times, order of business, and voucher approval.

ADOPTED this 11th day of January 2017, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President

APPROVED AS TO FORM:

Port Attorney

APPENDIX A

The Policy and Procedures on pages 1-4 have been adopted by Resolution 654-17, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, 487-07, 532-10, 553-11, 558-11, 561-11, 594-13, 604-14, 624-15, and 639-16. Any changes or deletions will require an amendment to the Resolution.

COMMISSION MEETINGS

TIME AND LOCATION OF MEETINGS

1. With the exception of the dates and meetings times specifically outlined in paragraph 2 immediately below, regular meetings of the Port of Port Townsend will be held on the second Wednesday of each month at 1:00 p.m. and the fourth Wednesday of each month at 5:30 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, Washington. The workshop, will precede the first regular meeting on the second Wednesday of each month at 9:30 a.m.
2.
 - a. A June meeting will be held at a site to be determined in District 2.
 - b. An October meeting will be held at a site to be determined in District 3.
 - c. The second regular meeting in November will be held on Tuesday, the 22nd at 1 or 5 p.m.
 - d. Regularly scheduled meetings and workshops may be changed at the discretion of the Chair.

RULES OF TRANSACTION OF BUSINESS

1. Order of Business shall be as follows:
 - I Call to Order
 - II Approval of Agenda
 - III Consent Agenda
 - IV Public Comments (Not related to Agenda items and or Guest Presentations.
If applicable)
 - V Second Reading (Action Items)
 - VI First Reading (Discussion Only)
 - VII Potential Immediate Action
 - VIII Other Business
 - IX Staff Comments
 - X Public Comments
 - XI Commissioner Comments
 - XII Next Meeting
 - XIII Executive Session, (If called)
 - XIV Adjournment
2. All matters which, in the judgment of the Commission, are of a legislative character and shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and

the original copy shall be signed by the President and Vice President and attested by the Secretary in open session. Resolutions shall be filed by the Secretary Executive Assistant and shall be recorded in a book or books kept for such purpose, which shall be public records.

3. Organization of Workshops:
 - a. Shall have an agenda approved at the beginning of the workshop.
 - b. Will have minutes recording topics discussed either in written and/or audio format.
 - c. Will be used for discussion only, with no binding decisions made by the Commissioners.
 - d. Rules governing written and spoken input from members of the public for business meetings will not apply to workshops.
4. Organization of Regular Business Meetings:
 - a. Shall have an agenda approved at the beginning of the meeting.
 - b. Will begin with the Pledge of Allegiance.
 - c. Will have minutes recording topics discussed and actions taken either in written and/or audio format.
 - d. Will allow presentations by each member of the public indicating a desire to address the Commission, of no more than 3 minutes, on any topic not related to the agenda.
 - e. Will allow presentations by each member of the public indicating a desire to address the Commission on any agenda item. Such presentations shall be heard during discussion of the subject agenda item, at a point in the discussion determined by the presiding officer, for a uniform maximum length of time announced by the presiding officer, at his or her discretion, to make additional presentations once all who want to be heard have made their presentation.
 - f. Public presentations shall adhere to common norms of civility and may be cut off by the presiding officer if in his or her judgment these norms are violated.
5. Conduct of Regular Business Meetings:
 - a. The Port Commission, as a governing body, is charged with making decisions that advances the mission of the Port and which are based on sound information and analysis, respect for views of the public, and each Commissioner's best disinterested judgment.
 - b. With only 3 elected Commissioners, the Commission can operate with a high degree of informality and need not be bound to all the provisions spelled out in standard codes of parliamentary procedure. However, some formal procedures need to be

followed to respect the rights of all 3 Commissioners to participate equally and fully in all Commission business.

- c. Some fundamental principles for conducting Commission meetings include (taken from The Standard Code of Parliamentary Procedure, by Alice Sturgis):
 - i. All Commissioners have equal rights, privileges, and obligations.
 - ii. The majority vote decides.
 - iii. The rights of the minority must be protected.
 - iv. Full and free discussion of every proposition presented for decision is an established right of the members.
 - v. Every member has the right to know the meaning of the question before the Commission and what its effect will be.
 - vi. All meetings must be characterized by fairness and by good faith.
 - d. To facilitate sufficient time for reflective consideration of proposals by Commissioners and members of the public and staff, all proposals for policies which impact members of the public shall be voted on no sooner than the immediate next regular business meeting following introduction of the proposal in the form of a motion moved by a Commissioner. The introduction of a proposal is the “first reading” and the vote is the “second reading”. This requirement may be waived by a unanimous vote of the Commission.
 - i. A policy proposal, once moved as a motion, may be discussed at subsequent Commission meetings without a vote required and may be amended at subsequent meetings.
 - ii. At any subsequent Commission meeting, and Commissioner may move “To vote immediately” on the policy proposal. This motion is not debatable and requires a two-thirds affirmative vote.
 - iii. The chair may call for a vote on the policy proposal at any subsequent Commission meeting and may proceed with a vote in the absence of any objections by other Commissioners.
 - e. All motions require a second. In the absence of a second, the motion is declared dead.
 - f. Minor amendments to a motion may be accepted as a “friendly amendment” by the maker of the original motion without a vote on the amendment.
 - g. The presiding officer of the Commission meeting shall have the right to participate fully in the discussion and shall cast a vote on all motions.
 - h. The standard priorities and requirements for main, subsidiary, and privileged motions shall be used.
6. The draft agenda may be available by Friday of the week previous.
 7. The Executive Director or his designee would be responsible for keeping track of each issue.
 8. All public comments and questions should be directed to the Commissioners. If the Commissioners so desire, they may refer the question to the Executive Director, Port Attorney, and/or other Port Staff in attendance.

SMOKING

Smoking is prohibited during the Commission meetings.

MINUTES

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to **RCW 42.32.030**

VOUCHER APPROVAL

It shall be the policy of the Port of Port Townsend Commissioners to approve vouchers for payment and authorize the issuance of warrants by signing a list which will indicate the voucher number, to whom paid, amount and purpose of the payment. Voucher approval is incorporated under "Consent Agenda".

COMMISSIONER'S COMPENSATION

Each Commissioner shall be reimbursed or compensated for actual attendance at general meetings and for performance of other services in behalf of the Commission up to the maximum rate allowed in accordance with **RCW 53.12.260**.

PORT OF PORT TOWNSEND

MEETING OF: December 14, 2016

AGENDA ITEM: VII. Potential Immediate Action
A. Olympic Peninsula Salmon Derby

BACKGROUND:

The Olympic Peninsula Salmon Derby will take place February 17, 18 and 19, 2017. We received a request from the Gardiner Fire Department asking for consideration to waive the fees for the Port-owned ramps for derby participants, as has been done in past years.

Executive Director's Recommendation:

Waive fees for Port-owned ramps for the 2017 Olympic Peninsula Salmon Derby participants.

PORT OF PORT TOWNSEND

MEETING OF: December 14, 2016

AGENDA ITEM: VIII. Other Business
A. Commission Retreat

BACKGROUND:

The Commission Retreat has been set for January 4 & 5, 2017, 9 am – 4 pm, at the Resort at Port Ludlow. Details will be discussed.

Executive Director's Recommendation:

For discussion.

PORT OF PORT TOWNSEND

MEETING OF: December 14, 2016

AGENDA ITEM: VIII. Other Business
B. Personnel Policy Amendments

BACKGROUND:

The Port's Personnel Handbook was last updated May 2016. Attached we have a policy amendment regarding Port cell phones and a policy amendment for Meals with Meetings or Trainings. These are minor revisions for clarity as well as compliance with WA State RCWs.

Executive Director's Recommendation:

For information and presentation to the Commission.

TELEPHONE/INTERNET POLICY

Port Owned Cellular Telephones: The Port has purchased cellular phones for key staff. Port owned cellular telephone usage is limited to official Port business only and are not to be used for personal or private business. This includes phone calls, texts, pictures, etc.

The Finance Director, or designee, shall review monthly cellular billing to insure compliance with the provisions of this Policy.

Employee-Owned Cellular Telephones: Employee owned cellular telephones are the sole responsibility of the Employee and any Port business calls are not chargeable to the Port.

If the Employee elects to use his/her cellular telephone for Port business, the cost for such use shall be the sole responsibility of the Employee and not reimbursable by the Port. Employees are cautioned that use of their personal cell phone for Port business may subject the record of usage to public disclosure. In the event of a request, employees shall cooperate with the Port in responding to such records request.

Meals with Meetings or Trainings Policy

Purpose

This policy establishes guidelines for eligibility and payment of expenditures for meals or snacks not related to business travel. The Port recognizes that in certain circumstances, it is reasonable to provide food, beverages or light snacks during official Port meetings and/or trainings. The Port also recognizes that the provision of food and beverage is justified by the benefits derived from the work of the employees in conducting the business of the Port.

Policy /Conditions

The intent of this policy is to allow for reasonable food and non-alcoholic beverage consumption at Port expense, provided that the purpose of the meeting is to conduct official Port business or to provide training, and the meals are an integral part of the business meeting or training.

In accordance with RCW 53.08.175, payment for meals shall be made only upon delivery of the following documentation: an itemized, detailed receipt including individual meals and gratuity (if applicable), list of attendees, nature of the business being conducted, and an Expense Reimbursement Form signed and approved by the appropriate supervisor, manager or director.