



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend
2nd Monthly Regular Meeting Agenda
Wednesday, June 22, 2016, 5:30 PM
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 Public Workshop Minutes – June 8, 2016.....1-2
 - Approval of Meeting Minutes – June 8, 2016.....3-4
 - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (action items)
- VI. First Reading (discussion only)
- VII. Potential Immediate Action Items (unanimous Commission approval required)
 - A. Acceptance of the Port Townsend Boat Haven Ramp Expansion Project Work.....5
 - B. BIG Authorizing Resolution No. 647-16.....6
- VIII. Other Business
 - A. September 28, 2016 Commission Meeting.....7
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Public Workshop/ Meeting: Date: Wednesday, July 13, 2016 – workshop at 9:30 AM, meeting at 1:00 PM, Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XIII. Executive Session (if called)
- XIV. Adjournment

PORT COMMISSION SPECIAL PUBLIC WORKSHOP – June 8, 2016

The Port of Port Townsend Commission met for the Public Workshop session in the Commission Building, 333 Benedict Street, Port Townsend, WA.

Present: Commissioners Tucker, Clinefelter and Hanke
Executive Director – Gibboney
Auditor – Berg
Director of Planning, Properties & Environmental - Toews
Minutes – Nelson
Special Guest Speaker: Shane Phillips, Mott MacDonald

I. CALL TO ORDER:

The Special Workshop was called to order at 9:30 AM.

II. AGENDA:

Refer to attached workshop agenda for items discussed.

IV. ADJOURNMENT:

The Workshop reconvened and adjourned at 11:11 AM.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President

Port of Port Townsend
Public Workshop
Wednesday, June 8, 2016, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA

AGENDA

➤ **Point Hudson Breakwater:**

Mott MacDonald (formerly Coast & Harbor) will present options for the Point Hudson Breakwater rehabilitation.

Note: This is a Public Port Commission Workshop. Workshops are for information sharing only and no decisions will be made during the session. Public input may be taken at the Commissions' discretion.

PORT COMMISSION REGULAR MEETING-- June 8, 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, Properties & Environmental – Toews
Attorney – Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Commissioner Hanke pointed out there would be an Executive Session on Real Estate and a Litigation matter, with no action, duration twenty minutes.

Commissioner Clinefelter moved to approve the Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:06):

A. Approval of Meeting Minutes -- May 25, 2015

B. Operations Reports – May 2016

C. Approval of Warrants

Warrant #056214 through #056229 in the amount of \$84,657.87 for Payroll & Benefits

Electronic Payment in the amount of \$107,859.97 for Payroll & Benefits

Warrant #056230 through #056287 in the amount of \$59,574.56 for Accounts Payable

Electronic Debit in the amount of \$9,345.37 for WA State Dept. of Revenue Combined

Excise Tax Return for April 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) (1:33):

Bill Putney welcomed Ms. Gibboney.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. OTHER BUSINESS:

A. Public Workshops (2:25):

Ms. Gibboney informed the commission she has been meeting with Port staff, one-on-one and is focusing on plan layout and orientation. She explained in her first ninety days, goals with staff include setting benchmarks, accelerating the learning process together, and teamwork. She hopes to have met with all staff within the first two weeks. Ms. Gibboney explained has been reaching out to the community scheduling meetings with marine trades, community members and government leaders, both internal and external to the organization. She would like to meet on an individual basis with each commissioner in the short term, building working relationships.

Ms. Gibboney requests increasing public workshops, from once a month to twice a month for the next three months (additional workshops prior to the second meeting of each month are scheduled for June 22, July 27 and August 24 from 3:00-5:00 PM, in addition to the regularly scheduled workshops). She would like the agendas to include the Point Hudson breakwater project, technical and finance issues, among others.

Ms. Gibboney discussed expectations - projects and goals for this calendar year and the year 2017 - such as the breakwater and stormwater, and the budget. She is assessing how things have been working and where to make improvements. As an example, in a meeting with TJ Quandt, he requested an online reservation system.

Invitations are going out soon to community, non-profit and government leaders for a reception (in Ms. Gibboney's honor) at the Finn River Cidery, she gave special thanks to Katie Holmes, Meredith Wagner and Ms. Nelson for planning and coordinating the event.

IX. STAFF COMMENTS (12:06):

Ms. Gibboney announced she asked staff to think of information they would like to see passed on to the commission and asked the commissioners what they would like to see from staff on a regular basis. She asked the commission if the packets are providing sufficient information.

Mr. Toews discussed the recent Sea Level Rise meeting held at Point Hudson last Friday. He informed he sent out the Notice to Proceed to Parametrix for the Stormwater Feasibility Study. He added he would have more information to share at the next meeting.

Ms. Berg reported 2017 budget discussions would begin in July. She is wrapping up the annual report for 2015.

Ms. Nelson passed on to the commission her thoughts on Ms. Gibboney's successful first weekly meeting with senior staff on Tuesday.

X. PUBLIC COMMENTS (17:39):

Bill Putney commented on the AWOS.

XI. COMMISSIONER COMMENTS (39:44):

Commissioner Tucker reported on the recent NODC (North Olympic Development Council) meeting he attended and the Sea Level Rise workshop held at Point Hudson.

Commissioner Hanke suggested each commissioner write down five or six things to provide Ms. Gibboney prior to her one-on-one meetings with the commission.

Commissioner Clinefelter appreciates Ms. Gibboney getting a handle on schedules. He also commented that communication needs improvement between the haul out and moorage offices.

XII. NEXT PUBLIC WORKSHOP/REGULAR MEETING: Wednesday, June 22, 2016, workshop at 3:00 PM, meeting at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 1:25 PM to discuss real estate and litigation, pursuant to RCW 42.30.110 (c) and (i), duration of twenty minutes with no action. At 1:45 PM, Attorney Lake announced to any public waiting outside that the meeting would be extended three minutes.

XIV. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 1:48 PM there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President

PORT OF PORT TOWNSEND

MEETING OF: June 22, 2016

AGENDA ITEM: VII. Potential Immediate Action
A. Acceptance of the Port Townsend Boat Haven
Ramp Expansion Project Work

BACKGROUND:

In accordance with RCW 60.28.051 – Duties of disbursing officer upon completion of contract, I have notified the Department of Revenue, Employment Security Department and the Department of Labor and Industries that this project has been completed and requested a release from those state agencies which will allow me to disburse the contract retainage to the general contractor, Neptune Marine, LLC.

Further, in accordance with RCW 39.08.030 – Conditions of Bond – Notice of Claim – Action on Bond – Attorney’s fees, the governing body, Port Commission, is required to officially accept the project completion.

Executive Director’s Recommendation:

We are requesting the Commission officials accept the completed work of the Port Townsend Boat Haven Ramp Expansion project.

PORT OF PORT TOWNSEND

MEETING OF: June 22, 2016

AGENDA ITEM: VII. Potential Immediate Action
B. BIG Authorizing Resolution No. 647-16

BACKGROUND:

To be presented.

Executive Director's Recommendation:

Requesting Immediate Action for adoption of Resolution No. 647-16.

PORT OF PORT TOWNSEND

MEETING OF: June 22, 2016

AGENDA ITEM: VIII. Other Business
A. September 28, 2016 Commission Meeting

BACKGROUND:

Commissioner Tucker asked to change the time or date of the September 28, 2016 commission meeting. He will be attending the WPPA Environmental Conference in Winthrop, which starts the morning of the 29th.

Does Ms. Gibboney or the commission wish to also schedule a workshop prior to this meeting?

Executive Director's Recommendation:

Change the September 28, 2016 meeting time and/or date.