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**Port of Port Townsend
2nd Monthly Meeting Agenda
Wednesday, May 24, 2017, 5:30 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 Public Workshop Minutes – May 10, 2017.....1-2
 - Approval of Regular Meeting Minutes – May 10, 2017.....3-6
 - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading
- VI. First Reading
- VII. Regular Business
 - A. Acceptance of the Commercial Basin Breakwater Repair Project.....7
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. Next Public Workshop / Regular Meeting:
Wednesday, June 14, 2017. Workshop at 9:30 a.m., meeting at 1:00 p.m. in **DISTRICT 2 at the Old Alcohol Plant, 310 Hadlock Bay Road, Port Hadlock, WA**
- XII. Executive Session:
 - A. Potential Litigation, pursuant to RCW 42.30.110 (i)
- XIII. Adjournment

PORT COMMISSION PUBLIC WORKSHOP – May 10, 2017

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

Present: Commissioners Hanke, Clinefelter and Tucker
Executive Director Gibboney
Auditor Berg
Director of Planning Toews
Director of Operations & Business Development Englin
Communications & Marketing Coordinator Matej
Recorder Nelson

Public Comments: Bertram Levy, Melinda Bryden, Bill Putney, Jake Beattie

I. CALL TO ORDER:

Commissioner Hanke called the Workshop to order at 9:30 a.m.

II. AGENDA:

Refer to attached workshop agenda for items discussed.

IV. ADJOURNMENT:

The Workshop adjourned at 11:07 am.

ATTEST:

Peter W. Hanke, President

Stephen R. Tucker, Secretary

Brad A. Clinefelter, Vice President

**Port of Port Townsend
Public Workshop
Wednesday, May 10, 2017, 9:30 a.m.
Commission Building
333 Benedict Street, Port Townsend, WA**

AGENDA

INDUSTRIAL DEVELOPMENT DISTRICT (IDD)

OBJECTIVES:

1. Review Critical Path
 2. Review Options for IDD Framework (value proposition) (project and numbers)
 3. Ready Staff for Direction on IDD
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1. Critical Path

- Agreement on milestones
- Agreement on milestone dependencies
- Draft Calendar for Commission Meetings and related tasks

2. Industrial Development District (IDD) Framework

- Initial Time Frame
- Project lists
- Key messages

3. Next Steps

- Draft Action Timeline

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– May 10, 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 Coordinator Matej
Attorney Goodstein
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:

Proposed changes to the agenda:

VII. Regular Business, Item D-Presentation by SCUBA Alliance to be placed above Item A; deletion of XIII. Staff Comments, Item A-Introduction of Employees (staff too busy to attend); and, a five-minute Executive Session, no action on Potential Litigation, pursuant to RCW 42.20.110 (i).

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – April 26, 2017

B. Approval of Warrants

Warrant #057583 through #057594 in the amount of \$62,661.65 for Payroll & Benefits

Electronic Payment in the amount of \$91,573.95 for Payroll & Benefits

Warrant #057595 through #057648 in the amount of \$101,681.76 for Accounts Payable

Warrant #057649 through #057650 in the amount of \$11,080.62 for Accounts Payable

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) (2:23):

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

D. Presentation by SCUBA Alliance (2:03):

Local diver and Marine Biologist with Marine Surveys & Assessments, Nam Siu, introduced a proposal to move and transfer rock and wildlife from the Point Hudson

Jetty to an adjacent area, creating a new dive reef. In his presentation, he noted there have been 123 different species of organisms recorded at the Jetty.

Other speakers included Don Peterson, owner of Octopus Gardens Dive Shop and members of WA Scuba Alliance.

Mr. Siu asked for the Port Commission's "blessing" to move forward with this proposal. Commissioner Clinefelter discussed permitting, and asked about the cost of the project and who would pay.

The Commission agreed to support the research of this project and advised Mr. Siu and the Scuba Alliance to begin with Department of Natural Resources to learn if permitting is even a possibility.

A. Maul Foster Alongi Scope of Work and Contract (31:45):

Ms. Gibboney explained the MFA contract delivery date would not begin until the CERB contract (for Point Hudson planning) has been executed and received by the Port. Effective date of the MFA contract would be June 1, 2017.

Commissioner Clinefelter moved to approve the contract and scope of work with Maul Foster Alongi as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. Industrial Development District (35:54):

Ms. Gibboney informed the potential of an Industrial Development District (IDD) was the subject of the earlier public workshop. She stated if the commission decides to move forward, staff seek direction to pursue findings, to include Jefferson County marginal lands within the IDD guidelines, which would qualify use of this statutory authority. Ms. Gibboney stated she would check to see whether the Comprehensive Scheme would need an update. Draft findings and a resolution would then be presented to the commission. Ms. Gibboney asked for Commission approval authorizing staff to move forward.

Commissioner Hanke moved to direct staff to establish the boundaries within Jefferson County for the IDD and to move forward with findings for the resolution and to check on requirements with the Comprehensive Scheme.

C. March 2017 Financials (37:51):

Ms. Berg briefed on the report. She explained revenues are down as compared to last year, but to keep in mind that rate increases normally activated the first of the year were not implemented until April this year. She added that expenses were a bit higher, but were below budget and that personnel costs were "spot on".

VIII. STAFF COMMENTS (39:23):

Ms. Gibboney informed she has been meeting regularly with the Leadership Team and their focus for the remainder of the year is the "Critical Path". She added time is compressed and staff is busy.

She elaborated on a recent Workforce Development Workshop she attended at Fort Worden, sponsored by Department of Commerce.

Ms. Gibboney reported she participated in Opening Day and rode aboard the Navy vessel, Old Man IV with Ms. Matej. She added when cruising past the Point Hudson Jetty, she observed progressing deterioration.

Mr. Englin reported the new hoist would be delivered (7/10) and assembled on July 11th.

He continues working on Quilcene issues - incorporating feedback into the punch list, and working on operational issues. Focusing on consistent staffing hours during fish openings.

Mr. Englin reported all four temporary moorage clerks are on staff for the summer. Staffing of two additional hoist operators being finalized.

He has been meeting with tenants on lease and operational issues and moorage agreements.

Mr. Englin continues working with staff on the stormwater program and the facilities maintenance plan.

Ms. Matej touched on the Opening Day cruise aboard the Navy vessel with Ms. Gibboney.

She reported she attended the Linger Longer Committee meeting in Quilcene with Commissioner Hanke.

Ms. Matej is working with staff on communication plans for Point Hudson planning. She has also been getting to know yard tenants, staff and moorage customers.

Attorney Goodstein informed that he served Seattle Central Community College with papers on the John Cobb, adding they have twenty days to respond.

He reported that Marc Landry filed an appeal on that case.

Ms. Berg reported she continues working on the Annual Report. She thanked Mr. Englin for his work getting connectivity with WAVE at the Quilcene Marina. She stated Quilcene is connected now with TMP (marina program) software, a laptop and VPN. Ms. Berg also thanked Mr. Englin for prompting her to customize some Human Resources-related templates.

Ms. Nelson informed she has arranged District 2 and 3 locations for the following commission meetings: June 14 (pending) Old Alcohol Plant, Port Hadlock; June 28 at the Chimacum Grange; October 11 the Port Ludlow Fire Station and October 25 the Quilcene Community Center.

Mr. Englin thanked Coast Seafoods for their help with shrimp openings in Quilcene.

IX. PUBLIC COMMENTS (53:49):

Nam Siu said if anyone had questions about the Point Hudson dive reef proposal, he would be the contact.

George Yount provided some history on when the Port installed mooring buoys back in the '80s. (Relating to a buoy project Commissioner Clinefelter is involved with.)

Kit Kittredge thanked the Port for the attention given to the Quilcene Marina area and for coming to their Linger Longer meetings.

Chris Tucker, Leader reporter, asked how the rolling power outage on Thursday would affect the fuel dock.

Greg Jensen, UW marine biologist, commented on the unique and diverse area at Point Hudson for diving. He stated he is a supporter of the reef project.

Nam Siu commented on mooring buoys.

Rhoda Green, beach naturalist with Seattle Aquarium, spoke in support of keeping original rock for reef and commented on reef sea life.

Bob Simmons, WSU water resource specialist, spoke in support of the reef and that it benefits economic development.

Howard Teas, WSU microbiologist, spoke of the sea life around the jetty.

X. COMMISSIONER COMMENTS (1:07:52):

Commissioner Tucker updated on the recent NODC meeting he attended with Ms. Gibboney and spoke about Lower Elwha tribe plans to build a hotel by Coho ferry landing.

He reported PUD Commissioner Jeff Randall is working on a grant for electric vehicle high-speed charging stations.

Commissioner Tucker discussed the recent MRC meeting, where the guest speaker was the organizer of the halibut initiative.

Commissioner Hanke mentioned the Linger Longer Committee meeting he attended with Ms. Matej.

He discussed a piece of property the NW School of Wooden Boat Building is looking at for a possible purchase that would connect the upper and lower campuses at their Port Hadlock facility.

Commissioner Tucker commented on the need for parking at the Port Hadlock boat ramp site.

Commissioner Clinefelter reported on a meeting he attended on embedment systems for mooring buoys, which is the beginning of the permit process.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, May 24, 2017 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

Attorney Goodstein changed the length of the Executive Session to twelve minutes.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:18 pm, and once room cleared, began the session at 2:21 pm to discuss a potential litigation, pursuant to RCW 42.30.110 (i), duration of twelve minutes with no action.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 2:34 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: May 24, 2017

AGENDA ITEM: VII. Regular Business
A. Acceptance of the Commercial Basin Breakwater Repair Project

BACKGROUND:

In accordance with RCW 60.28.051 – Duties of disbursing officer upon completion of contract, the Port Auditor has 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. Such releases have been received by the Port. Typically, such releases authorize the Port to release any contract retainage; however, this project did not require retainage since the contractor obtained a retainage bond. However, these steps (requesting and obtaining release from the state agencies already mentioned) are still required.

Further, in accordance with RCW 39.08.030 – Conditions of Bond – Notice of Claim – Action of 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 Commercial Basin Breakwater Repair project.