

PORT COMMISSION REGULAR MEETING– October 11, 2017

The Port of Port Townsend Commission met in regular session at District 3 Location: Port Ludlow Fire & Rescue, 7650 Oak Bay Road, Port Ludlow, WA

Present: Commissioners – Hanke, Clinefelter and Tucker
Executive Director Gibboney
Auditor Berg
Director of Operations & Business Development Englin
Communications Coordinator Matej
Attorney Lake
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:

Ms. Gibboney proposed an addition to Regular Business, Item E – Point Hudson Jetty Economic Impact Study.

Commissioner Hanke proposed a change to the September 27, 2017 minutes, adding to Item IX, Public Comments – to the effect of Gwendolyn Tracy asking if the commission was willing to hold a workshop with the marine trades on rates, yard activity and the future of marine trades.

Commissioner Clinefelter moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:09):

Commissioner Hanke proposed a change to the September 27, 2017 minutes, adding to Item IX, Public Comments – to the effect of Gwendolyn Tracy asking if the commission was willing to hold a workshop with the marine trades on rates, yard activity and the future of marine trades.

A. Approval of Meeting Minutes – September 27, 2017

B. Approval of Warrants

Warrant #058245 through #058258 in the amount of \$63,079.95 for Payroll & Benefits
Electronic Payment in the amount of \$103,615.24 for Payroll & Benefits

Warrant #058259 through #058327 in the amount of \$143,195.13 for Accounts Payable
Electronic Debit in the amount of \$21,178.58 for WA State Dept. of Labor & Industries
3rd Quarter Tax Return for July – September 2017

IV. PUBLIC COMMENTS (Not related to agenda):

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. Bond Reimbursement Resolution No. 669-17 (3:42):

Ms. Berg stated this resolution is simply a placeholder that allows the Port to reimburse itself for a large portion of the Stormwater RX project that is now underway. In a previous Commission meeting, bonding for the south jetty at Point Hudson had been discussed in the amount of approximately \$2.7 million and that an additional \$500,000 could be added to the bond (totaling \$3.2 million), which would assist in payment of the Stormwater RX project. She added this does not obligate the Commission or Port in any way, it simply allows an option for use of the bond proceeds and needs to be in place within 60-90 days of the project occurrence when the bonding occurs at a later date.

Commissioner Tucker moved to adopt Bond Reimbursement Resolution No. 669-17, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Calendar – Commission Meeting Topics (5:16):

Ms. Gibboney stated the calendar is to be used as a tool, with future changes to the calendar likely. She briefed over the calendar, including bonding for the jetty, bid date, decision points, etc. Discussion ensued on the jetty schedule.

C. Contract Amendment – Washington Project Consultants, PLLC (12:40):

Ms. Gibboney stated this is a contract amendment increasing the contracted amount with WA Project Consultants (Marc Horton), which exceeds the ED's authorized amount. Commissioner Clinefelter asked what the biggest item is attributing to this increase. Ms. Gibboney answered, stormwater is the bulk. She also discussed other projects involving WA Project Consultants.

Commissioner Hanke moved to approve the WA Project Consultants Contract Amendment, as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

D. 2018 Operating & Capital Budget – 2nd Draft (17:35):

Presentation and discussion on the second draft of the 2018 Operating and Capital Budget resulted in requests from the Commission to make the following changes to the draft:

- Remove Restroom/Laundryroom renovation project from Capital Budget.
- Increase the Capital Budget by \$50,000 for software.
- Increase the Operating Budget by \$25,000 for marketing.

The Commission also agreed to keep in the budget the moorage rate increase of CPI + 1%, and to also split out the differences (no increase, CPI only, and the 1%).

Public Comments on budget from: Gordon Neilson, Gwendolyn Tracy, Bob Frank, Arren Day, Ron Hayes and George Yount.

E. Point Hudson Economic Impact Study:

Ms. Gibboney stated that as a carry-over from the morning workshop, it is her understanding that the commission is seeking a better understanding of the impact to current tenants and downtown businesses during the jetty project, as well as impacts to Port revenues. She would provide a report at the next meeting. She added that potentially, we might work with the EDC to look at impacts to tenants who are indirectly affected by the project, strategies, NW Maritime Center potential impacts. Ms. Gibboney suggested allocating a few more dollars (\$2K) to the EDC/Chamber for project outreach. Commissioner Hanke stated the summer months are critical months to tenants and the town. He would like to see how much more the cost would increase if changing project start date.

VIII. STAFF COMMENTS (1:31:00):

Ms. Gibboney reported out on the recent joint meeting, also attended by Commissioner Tucker, with the City and the Maritime Center. She said it was a very productive meeting, and they have scheduled one additional meeting, tentatively for October 19, which she would provide a report out to the commission.

Ms. Gibboney reported she is also working on the budget, cash flow and jetty design.

Mr. Englin reported he continues work on the budget, Union negotiations, leases - PYR and a few tenants starting up in the yard, maintenance plan with Larry Aase and Marc Horton, stormwater work. He discussed the recent meeting with the pilots, WSDOT Aviation and the FAA on the airport runway project. Ms. Gibboney thanked Mr. Toews and Ms. Matej for putting together an exceptional forum. Mr. Englin reported washers and dryers have finally been ordered.

Ms. Matej reminded of the Point Hudson Open House next week. She added she has been working on preparations for Ms. Gibboney's upcoming talks at the North Hood Canal Chamber (5:30 pm) and Jefferson County Chamber (noon) meetings on October 16, where she will provide a preview of the Point Hudson Open House. Ms. Matej has been working on adding dedicated pages to the Port website on the jetty and airport projects. She reported she met with Keven Elliff on Google search engine optimization. Ms. Matej is updating her email list with Mail Chimp for better communications to our customers and tenants. Ms. Matej reported on a recent Jefferson County Emergency

Management meeting she attended, a new “splash marketing” for return haulout customers and assisting with the Pacific Marine Expo and Seattle Boat Show planning. Attorney Lake announced an Executive Session for two litigation updates, pursuant to RCW 42.30.110 (i).

Ms. Berg continues work on the budget and Union negotiations.

Ms. Nelson reported she continues work on Public Records Requests.

Commissioner Hanke asked about a workshop to be scheduled for Point Hudson.

Commissioner Clinefelter suggested it take place on a Saturday.

Ms. Gibboney added to Executive Session and update on personnel, pursuant to RCW 42.30.110 (g). Total duration of Executive Session - twenty minutes, with no action.

IX. PUBLIC COMMENTS (1:43:40):

Keith Beck suggested the possible workshop on Point Hudson be held in Quilcene.

Jake Beattie expressed his gratitude for the development of an Economic Impact Study for Point Hudson. He added it shows the Port as a good steward of the public.

X. COMMISSIONER COMMENTS (1:44:37):

Commissioner Tucker commented that the airport runway meeting was wonderful and well done. He stated he is excited for Point Hudson talks.

Commissioner Hanke stated he would like to see Point Hudson tenants at a Point Hudson dedicated workshop (similar to the airport workshop). He expressed his appreciation that staff “sharpened their pencils” and reduced personnel costs. He emphasized (focusing on) “boatyard, boatyard, boatyard and market, market, market”.

XI. NEXT (SPECIAL) MEETING:

Commissioner Hanke provided a reminder of the meeting being held tonight at 5:30 pm in the Commission Building with the Port Townsend Marine Trades.

Next Special meeting will be held Tuesday, October 24, 2017 at 1:00 pm at the Quilcene Community Center, 294952 State Hwy 101, Quilcene, WA.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:47 pm to discuss two litigation issues, pursuant to RCW 42.30.110 (i) and a personnel matter, pursuant to RCW 42.30.110 (g), duration of twenty minutes with no action. The Executive Session was extended (announced by Ms. Nelson to the public outside) ten minutes at 3:17. At 3:27 it was extended another five minutes. At 3:32 the session was extended another five minutes.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 3:37 pm there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, Secretary

Peter W. Hanke, President

Brad A. Clinefelter, Vice President