

**PORT COMMISSION REGULAR MEETING & 2018 BUDGET PUBLIC HEARING –
November 8, 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
Director of Planning Toews
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:

Added to agenda – Item VII. Regular Business, B) Joint Marketing Program with Port Townsend Marine Trades Association. Duration of the planned Executive Session - twenty minutes, with no action.

Commissioner Clinefelter moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:11):

A. Approval of Meeting Minutes – October 24, 2017

B. Approval of Warrants

Warrant #058375 through #058387 in the amount of \$64,139.07 for Payroll & Benefits
Electronic Payment in the amount of \$109,896.24 for Payroll & Benefits

Warrant #058388 through #058448 in the amount of \$115,528.20 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):

V. PUBLIC HEARING ON 2018 OPERATING & CAPITAL BUDGET (continued from 10/24/17):

The Regular Meeting recessed into the Public Hearing at 1:02 p.m. Commissioner Hanke read the rules of the hearing and opened it up to public comment.

The following members of the public spoke:

Bertram Levy, Ernie Baird and Liz Hoenig-Kanieski.

After hearing no further comments from the public, Commissioner Hanke closed the session to public testimony at 1:16 p.m.

After discussion amongst the commission and staff, the commission asked staff to bring to the next meeting a spreadsheet breaking down personnel and outside services costs, and a projection of those expenses for the next three years.

Commissioner Hanke moved to continue deliberations to the November 21, 2017 Commission Meeting.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. November 21, 2017 Commission Meeting – Possible Date/Time Change (51:55):

Commissioner Hanke stated he requested this for the agenda. After discussion, the meeting date and time had no changes. It remains scheduled for Tuesday, November 21, 2017 at 5:30 p.m.

B. Joint Marketing Program with Port Townsend Marine Trades Association (53:29):
Ms. Gibboney read over the proposal by the PTMTA. She asked the Commission on how to proceed. Discussion was held on distributing of promotional information via direct mailings, emails and Facebook. Port staff would begin work on Phase I. Phase II would focus on developing a marketing plan, and whether a contract with the PTMTA would be necessary.

Ms. Gibboney concluded that staff would work with the PTMTA on developing a direct mailing contact list and would get notices out post haste.

VIII. STAFF COMMENTS (1:02:42):

Ms. Gibboney stated the Stormwater project is nearing conclusion. She discussed the project and informed only one change order was needed for around \$2K. Ms. Gibboney stated the project should wrap up the end of next week, then clean-up and punch list development. Staff is working on the draft Stormwater Prevention Plan, with notification to the Dept. of Ecology on our sampling protocols.

Ms. Gibboney stated staff and Commissioner Hanke had their first meeting with the PTMTA and the plan is to hold a couple of more meetings, with Commissioner Hanke in attendance.

Ms. Gibboney stated next week staff is prepping for the Pacific Marine Expo and the WPPA Annual Meeting. She added that two Port tenants are participating in the Port's booth at the Expo – ACI and PYR.

Mr. Toews announced good progress has been made on final engineering for the Point Hudson Jetty. He stated 70% of the design-build cost estimate should be ready around Thanksgiving, which would provide the Commission with more information on their final decision.

Mr. Toews stated there is also good progress on Phase I Design & Engineering for the airport runway project. He announced the runway would be closed for the day on November 14, 2017 for geotechnical and environmental work. A NOTAM has been issued and the closure notice would be available on the AWOS.

Lastly, Mr. Toews reported the Quilcene Wastewater Study is wrapping up. A draft report would be reviewed with a community group later this month.

IX. PUBLIC COMMENTS (1:12:39):

Peter Chaffee commented on leases and commission approval, Melinda Bryden spoke on budget, rates and staff. Gwendolyn Tracy asked about plans to fill the upcoming vacant security position.

X. COMMISSIONER COMMENTS (1:15:29):

Commissioner Tucker stated that due to his busy schedule meeting with members of the public, he skipped the Marine Resources Committee meeting, so has no report.

Commissioner Hanke reported he looks forward to more meetings with the PTMTA. He also commented on the budget process.

Commissioner Clinefelter said he concurs with Peter Chaffee's comments that the Commission should approve each lease.

XI. NEXT MEETING:

Next regular meeting will be held Tuesday, November 21, 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 2:20 p.m. to discuss the acceptable value for a lease, pursuant to RCW 42.30.110 (c) and potential litigation, pursuant to RCW 42.30.110 (i), duration of twenty minutes with no action.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 2:40 p.m. there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, Secretary

Peter W. Hanke, President

Brad A. Clinefelter, Vice President