

PORT COMMISSION REGULAR MEETING– November 21, 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
Communications Coordinator Matej
Attorney Goodstein
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 5:30 p.m. He then asked the audience for a moment of silence in remembrance of “Tike” Hillman (former Port-contracted manager of many projects, from the Heavy Haulout to the expanded Boat Haven boat ramp), who recently passed.

II. APPROVAL OF AGENDA:

Ms. Gibboney announced thirty-minute duration for the Executive Session, with no action.

Commissioner Clinefelter moved to approve the Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Public Workshop Minutes – November 8, 2017
Approval of Regular Meeting & 2018 Budget Hearing Minutes – November 8, 2017

B. Approval of Warrants

Warrant #058449 through #058456 in the amount of \$12,828.79 for Payroll & Benefits
Electronic Payment in the amount of \$67,656.14 for Payroll & Benefits

Warrant #058457 through #058503 in the amount of \$203,531.96 for Accounts Payable
Electronic Debit in the amount of \$9,859.28 for WA State Dept. of Revenue Combined
Excise Tax Return for October 2017

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):

The following audience members provided public comment:

Vigo Anderson, Martha Trolin, Melinda Bryden, Chris Sanok, Pam Petranek, Rick Oltman, Annie Benson, George Yount and Pete Langley. Pete Langley thanked Commissioner Clinefelter for his work.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. Budget Deliberations (28:45):

Ms. Berg highlighted the changes to the fourth draft of the budget: Lowered personnel by \$11K and consultant costs by \$5K, total reduction of \$16K to budget.

Commission deliberations began. They included discussion on personnel costs, unexpected costly events, lease rates, the cost of the stormwater system, the Capital Repair & Replacement Plan, outside service costs, yard revenue.

Commissioner Clinefelter moved to adopt the (fourth draft) 2018 Capital and Operating Budget.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. 2018 Resolutions (43:25):

Ms. Berg explained Resolution No. 670-17 codifies the motion to adopt the 2018 Operating & Capital Budget. Resolution No. 671-17 fixes the Year 2018 Tax to be levied.

Commissioner Tucker moved to adopt Resolution No. 670-17, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Hanke moved to adopt Resolution No. 671-17, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

C. Decision Summary for Point Hudson Jetty South (46:36):

Ms. Gibboney stated Mr. Toews created the Summary Evaluation of Options for the South Jetty at Point Hudson, to aid the Commission in their decision with the project. She explained that bond counsel would be present at the first Commission meeting in December to show what the process would look like if project moves forward. Ms. Gibboney explained that in January, the Commission would then need to make a motion on whether to proceed with the construction project.

Mr. Toews then presented the matrix. He discussed the RCO grant; originally one grant for the entire project, now two – one for the South Jetty for work to be performed in 2018-19, and the other for the North Jetty work to take place in 2019-20. He discussed the different options for marina openings and closures during demolition/construction. Commissioners asked questions relating to the cost spent-to-date on the project, ramifications if project is delayed, expiration dates of permits in hand.

Mr. Englin discussed his analysis after meeting with existing tenants. He explained he worked with staff to study economic impacts and with Mott MacDonald on a range of start date options. He discussed the project closure/opening options presented to tenants, where the preferred option with the least impact was for marina closure Mon-Thurs, open on evenings and Fri-Sun. Discussion ensued on construction and the Fish Window and the increased cost of delaying the project after Wooden Boat Festival.

Ms. Gibboney introduced Brian Kuh of EDC Team Jefferson, who first thanked Commissioner Clinefelter for his accountability and excellence as a Port Commissioner. He discussed Point Hudson mitigation studies and proactive ideas. Mr. Kuh then introduced EDC consultant, downtown business owner and CEO of Quimper Mercantile, Peter Quinn. Mr. Quinn discussed a voucher program where the Port could hand out business dollars to visitors affected by the construction project, and reimbursing those participating businesses.

Concluding the discussion, Ms. Gibboney reminded there are two points that need a decision soon: 1) do we proceed with the bond, and 2) do we go to bid.

D. December 27, 2017 Commission Meeting – Potential Modification (1:30:01):

Ms. Gibboney reminded that the Commission canceled the last meeting in December of 2016 because of the holidays. She stated that canceling this meeting would allow staff planning time for an early January Commission-Staff retreat.

Commissioner Tucker moved to eliminate the December 27, 2017 Commission meeting.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (1:33:58):

Ms. Gibboney stated she spoke with Western WA University's Center for Economic & Business Research about possibly doing a market rate study for leases. A very rough cost estimate is \$20K. If commissioners are comfortable with the rough estimate, Ms. Gibboney could bring a Scope of Work to the December meeting.

Ms. Gibboney announced she attended the WPPA Annual Meeting in Seattle, and afterwards, the Pacific Marine Expo, where the Port had a booth. She stated she was pleased with the Port's setup and with the two tenants who joined the Port.

Ms. Gibboney announced a tentative agreement has been reached with the Teamsters bargaining unit. The Commission will be briefed on the agreement at the Special Meeting on December 6, 2017.

She briefed on the stormwater project, which is essentially complete, with a few items left to complete. She added that Dept. of Ecology met with Marc Horton, which resulted in the Port amending its stormwater sampling protocol.

Mr. Englin presented an analysis on yard rates based on responses from the public and tenants. The presentation included yard rate comparisons, as requested by the Commission.

Ms. Matej spoke in detail about the Port's presence at the Pacific Marine Expo, where she, Terry Khile, TJ Quandt and Director Gibboney worked the booth. Commissioner Tucker and Commission-elect Putney attended as well. She stated that staff drew the winners for the 75 and 300-ton haulouts, which Commissioner Hanke would announce the names. She stated in 2018, the Port will increase its' booth size to a 10x20. This year PYR and ACI shared space with the Port. She added staff handed out 10% discount coupons for roundtrip haulouts with storage.

Mr. Toews stated that next week he expects to receive 70% design and construction cost estimate for the south jetty.

He reported on progress with the airport runway rehab.

Last, Mr. Toews stated a report on the Quilcene Wastewater Project would be presented at the December Commission Meeting.

Attorney Goodstein announced the Court of Appeals made a decision not to hold a hearing on the Landry case.

Ms. Berg reported she has been working on the budget, grant billings and Union negotiations. She announced an extension was granted in regards to the CERB grant for Quilcene planning.

Ms. Nelson reported she continues to work on public records requests.

IX. PUBLIC COMMENTS (2:05:09):

Charley Kanieski, Bertram Levy, Bob Frank, Chris Bakken, Kris Nelson and Sean Lapitito spoke.

X. COMMISSIONER COMMENTS (2:21:54):

Commissioner Tucker reported on the WPPA Annual Meeting, which he also attended. He was intrigued with the briefing on Integrated Planning Grants, which the Port's application is stalled in the legislature's budget. He also discussed the recent North Olympic Development Council's meeting that he attended.

Commissioner Hanke said that he appreciated all the comments heard tonight. He agrees everyone needs to work together. He then announced the winner of the 75-ton haulout: Dave Franklin of Seattle and Pogy Lapham of Newport, OR.

XI. NEXT PUBLIC WORKSHOP & REGULAR MEETING:

Public workshop at 9:30 a.m., regular meeting at 1:00 p.m. on Wednesday, December 13, 2017 in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed at 7:56 p.m., and moved to Executive Session at 8:02 p.m. to review the performance of a public employee, pursuant to RCW 42.30.110 (g), duration of thirty minutes with no action. At 8:33 p.m., Ms. Nelson announced outside that the session was extended five minutes.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 8:56 p.m. there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Stephen R. Tucker, Secretary

Brad A. Clinefelter, Vice President