

**PORT COMMISSION REGULAR MEETING– February 14, 2018**

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker and Putney  
Executive Director Gibboney  
Auditor Berg  
Director of Operations & Business Development Englin  
Attorney Lake  
Minutes – Nelson

Present by Telephone: Commissioner Hanke

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA:

Added to agenda – XII, Executive Session A) Litigation, pursuant to RCW 42.30.110 (i).  
Duration of five minutes with potential action.

**Commissioner Tucker moved to approve the Agenda as amended.**

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

III. PUBLIC COMMENTS (Not related to agenda):

IV. CONSENT AGENDA (1:57):

Commissioner Tucker stated Chris Sanok requested a change to the January 24, 2018 Commission Meeting minutes, Section IV Public Comments. Chris Sanok “offered to correct and apologize for an earlier remark he made at the previous workshop”.

Commissioner Hanke made a correction to the January 24 Commission Meeting minutes, Section I – “Commissioner Tucker called the meeting to order at 5:30 pm.”

- A. Approval of Public Workshop Minutes – January 24, 2018
- Approval of Regular Meeting Minutes – January 24, 2018
- Approval of Special Meeting Minutes – January 31, 2018
- Approval of Public Workshop Minutes – February 7, 2018

B. Approval of Warrants

Warrant #058722 through #058733 in the amount of \$65,545.01 for Payroll & Benefits

Electronic Payment in the amount of \$111,862.50 for Payroll & Benefits

Warrant #058734 through #058802 in the amount of \$172,163.93 for Accounts Payable

Electronic Debit in the amount of \$3,614.33 for WA State Dept. of Revenue Combined

Excise Tax Return for January 2018

**Commissioner Tucker moved to approve the Consent Agenda with amendments to the January 24, 2018 meeting minutes as discussed.**

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. DRAFT Resolution No. 675-18, Meeting Procedures (3:10):

Commissioner Tucker stated there are problems with holding only one commission meeting a month (as adopted in Resolution No. 674-18), since warrants need approval twice a month. He proposes moving meetings back to the twice a month schedule. Commissioner Tucker noted he prefers receiving comments by email or in writing, prior to meetings. He briefed on an email received from Pete Langley, who would like to go back to two meetings a month.

Commissioner Tucker discussed his ideas on the public comment period.

Commissioner Putney read from his typed list of suggestions for changes to meeting procedures.

Commissioner Hanke discussed additions he would like to see under the public comment section.

Commissioner Tucker stated the resolution would return as a second reading item at the next meeting. He again stated that he prefers to receive public comments by email, so that when appropriate, the commission can respond.

**VII. REGULAR BUSINESS:**

**A. Rate Survey Scope of Work – WWU (13:48):**

Director Gibboney referenced the “Potential Study Methodology Comparison Matrix” handout. She stated the commission’s original direction was to move forward with the Western WA University (WWU) study, but she wanted to provide the commission with a comparison showing the WWU study, a Rent Survey and the IPG (Integrated Planning Grant). She reminded of the IPG, where she and Commissioner Tucker asked for Port of PT consideration, and stated that \$200K was awarded for the Boat Haven. She added the IPG is similar to a Brownfields Program. There is reason to suspect metal contamination in Boat Haven properties, which is why the grant money would be applicable.

Discussion included the possibility that both the rent survey and the soil study might qualify for grant money; the cost of the different surveys; differences in the scopes; using the small works roster if rent survey method chosen – no roster needed if using the WWU study since it is considered Inter-agency; the commissioner’s preferences and reasons they prefer Kidder Matthews; and a time-line of the survey.

**Commissioner Tucker moved to direct staff to move forward with a rent survey, within the Executive Director’s authority, to select (a firm) and move forward with a contract, expeditiously.**

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

**B. 2018 Olympic Peninsula Salmon Derby (52:03):**

Commissioner Tucker had asked staff to learn of the direct benefit to Jefferson County for the ramp fee waiver. He stated staff learned that the money goes to community emergency response teams in Gardiner and Diamond Point and a Sequim High School scholarship. The distribution of funds changes yearly, Commissioner Tucker added that our community benefits from the number of sports fishers who use our ramp. He would like to see a note to next year’s derby organizers that we expect to see some (targeted) benefit to Jefferson County in exchange for the waiver. Director Gibboney added that ports have the authority to provide this type of waiver, as it falls under Tourism and Promotion.

**Commissioner Tucker moved to waive the ramp fee for the 2018 Olympic Peninsula Salmon Derby and to request clarification on how funds are spent.**

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

**C. 2018 Special Event Opportunities (59:34):**

Director Gibboney directed attention to the 2018 Jefferson County events calendar (included in the packet). She asked if the commission had interest to participate, either as an individual or as a whole. Commissioner Hanke stated he does not wish to commit. In summary, Commissioners Tucker and Putney expressed interest in participating in the Rhody Parade, the Jefferson County Fair, the All-County picnic, Wooden Boat Festival and Dock Lights.

**D. Discussion of Guest Perspective for Port Townsend Leader (1:06:48):**

Director Gibboney stated Allison Arthur of The Leader invited the Port (either the commission or the Executive Director) to write a “Guest Perspective” to be published in their paper. The commissioners agreed to collaborate with staff on writing a guest perspective.

**Commissioner Tucker moved to write a prospective piece for The Leader, in collaboration with both the commission and staff (headed up by Ms. Matej).**

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

VIII. STAFF COMMENTS (1:11:15):

Director Gibboney explained she is tardy on getting the Status Report out, since she was out of town last week, and said would have it ready this afternoon. Next, she briefed on a recent visit from a Department of Ecology regulatory team. She indicated results from the small yard are meeting benchmarks. The shipyard and the RX systems are not yet meeting benchmarks. Ms. Gibboney reported that there would be some fairly low costs associated with additional treatment that is needed to achieve the benchmarks.

Mr. Englin reported the shipyard and boatyard have received Coast Guard certification, which allows marine trades to bid on Coast Guard projects.

Ms. Berg reported on the new marina software, in which staff is scheduled to start training on March 19. She also reported on getting a new ISP for the Boat Haven and Point Hudson. Ms. Berg announced the consolidation of moorage and yard staff into one building-the yard office, which the maintenance staff is remodeling to accommodate this change.

Ms. Nelson stated approximately 4.5 Records Requests were fulfilled last week and approximately another 5.5 are pending. She also reported on an application she is working on for a Records Grant.

IX. PUBLIC COMMENTS (1:27:04):

Ron Hayes asked about the capabilities of the new marina software.

Ernie Baird expressed gratitude to the commission for the motion on the rate study. He also suggested the commission direct staff to lower haulout and lay-day rates. He complimented staff on shipyard occupancy.

Chris Sanok stated he just read up on the WA Public Ports Association Personal Service Contracting manual (in reference to the rent survey).

Melinda Bryden asked about an expected date for the rate survey.

In reference to Mr. Baird's comments on shipyard occupancy, Director Gibboney read occupancy numbers in the boatyard that are in-line with past years, and said it may look emptier due to the large number of derelict vessels that were destroyed or removed from the yard.

X. COMMISSIONER COMMENTS (1:35:07):

Commissioner Putney stated he met with EDC Team Jefferson about a presentation for the NW Aviation Show in Puyallup February 24-25. He also met with EDC on Broadband issues. Commissioner Putney reported he attended a Port of Port Angeles Commission Meeting yesterday. He announced that he would be a guest, along with Director Gibboney, Mr. Englin and Scott Wilson on KPTZ's "Tossed Salad" this Friday from 2:00-3:00 pm. Last, he commented on the need for a good sound system for meeting recordings.

Commissioner Hanke agreed with Commissioner Putney on the need for a sound system. He then stated that the commission talked about the need for a comprehensive marketing plan and the need for strategic goals. He added there is still a need to fill the boatyard and the goal should be a higher occupancy rate than the numbers Ms. Gibboney reported.

Commissioner Tucker reported he attended an MRC meeting. He stated he is impressed with the number of folks in the community who volunteers their time, such as with the MRC and with Port issues. He then added his goal (as Commission President) is to provide staff with clear direction and to eliminate "ambiguous motions".

XI. NEXT PUBLIC WORKSHOP / REGULAR MEETING:

Wednesday, February 28, 2018. Workshop at 3:00 pm, meeting 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 2:41 pm for a litigation matter, pursuant to RCW 42.30.110 (i), duration of fifteen minutes with potential action.

XIII. RECONVENE & ADJOURNMENT:

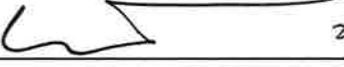
The meeting reconvened at 2:47 pm.

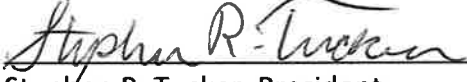
**Commissioner Tucker moved to ratify the acceptance of the Enduris legal fee compensation for the Landry case.**

**Commissioner Putney seconded the motion.  
Motion carried by unanimous vote.**

There being no further business to come before the Commission, the meeting adjourned at 2:48 pm.

ATTEST:

  
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2/28/18  
William W. Putney, III, Secretary

 2/28/18  
\_\_\_\_\_  
Stephen R. Tucker, President

Excused present via telephone 2/28/18  
Peter W. Hanke, Vice President