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**Port of Port Townsend
1st Monthly Meeting Agenda
Wednesday, February 14, 1:00 p.m.
Port Commission Building
333 Benedict Street
Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments (not related to Agenda)
- IV. Consent Agenda
 - A. Approval of Public Workshop Minutes – January 24, 2018.....1-2
 - Approval of Regular Meeting Minutes – January 24, 2018.....3-8
 - Approval of Special Meeting Minutes – January 31, 2018.....9-11
 - Approval of Workshop Minutes – February 7, 2018.....12-13
 - B. Approval of Warrants
- V. Second Reading
- VI. First Reading
 - A. DRAFT Resolution No. 675-18, Meeting Procedures.....14-18
- VII. Regular Business
 - A. Rate Survey Scope of Work – WWU.....19-21
 - B. 2018 Olympic Peninsula Salmon Derby.....22-23
 - C. 2018 Special Event Opportunities.....24-27
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- 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 Street, Port Townsend, WA
- XII. Executive Session (if called)
- XIV. Adjournment

PORT COMMISSION PUBLIC WORKSHOP – January 24, 2018

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

Present: Commissioners Tucker, Hanke & Putney
Executive Director Gibboney
Auditor Berg
Director of Operations & Business Development Englin
Director of Planning & In-house Counsel Toews
Communications Coordinator Matej
Recorder Nelson

I. CALL TO ORDER:

Commissioner Tucker called the Workshop to order at 3:00 p.m.

II. AGENDA:

Refer to attached workshop agenda for items discussed.

IV. ADJOURNMENT:

The Workshop adjourned at 5:03 p.m.

ATTEST:

Stephen R. Tucker, President

William W. Putney III, Secretary

Peter W. Hanke, Vice President

**Port of Port Townsend
Public Workshop
Wednesday, January 24, 2018, 3:00 p.m.
Port Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

LIMITED UPDATE TO STRATEGIC PLAN

Focus on infrastructure development and business objectives.

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– January 24, 2018

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

Present: Commissioners – Tucker, Hanke and Putney
Executive Director Gibboney
Auditor Berg
Director of Operations & Business Development Englin
Director of Planning/In-house Counsel Toews
Communications Coordinator Matej
Attorney Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA:

Director Gibboney proposed a change to the order of VII-Regular Business Items, placing Item D-“Authorization to Submit M-II(B) Zoning Code Text Amendment (Point Hudson) to the City of Port Townsend” ahead of Item C-“Authorization to Solicit Bids for Point Hudson South Jetty Demolition & Replacement”.

Attorney Lake added an Executive Session, Item A-Potential Litigation, pursuant to RCW 42.30.110(i), duration thirty minutes with no action.

Commission request to move Item IV-Public Comment ahead of Item III-Consent Agenda.

Commissioner Putney moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

Alan Katz inquired about a matter that is the subject of potential litigation.

Bertram Levy requested inclusion of Ops Report on website.

Ernie Baird would like to see Port communications improved with the public.

Chris Sanok corrected and apologized for an earlier remark he made at the previous workshop.

Pam Petranek commented on yard revenue creation and rates.

III. CONSENT AGENDA (12:58):

A. Approval of Public Workshop Minutes – January 10, 2018

Approval of Regular Meeting Minutes – January 10, 2018

B. Approval of Warrants

Warrant #058677 through #058683 in the amount of \$12,061.32 for Payroll & Benefits

Electronic Payment in the amount of \$68,292.16 for Payroll & Benefits

Warrant #058684 through #058720 in the amount of \$248,769.37 for Accounts Payable

Warrant #058721 in the amount of \$7,386.00 for Accounts Payable

Warrant #058689 in the amount of \$25,341.60 as a *VOID*
Electronic Debit in the amount of \$3,374.24 to WA State Dept. of Revenue for Combined
Excise Tax Return for December 2017

Commissioner Hanke moved to approve the Consent Agenda as presented.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

V. SECOND READING (Action Items):

A. Delegation of Authority Resolution No. 673-18 & Policy (13:12):

Mr. Toews discussed the changes made per commission direction at the last meeting.

David King, Jennifer Takaki, and Carol Hasse provided public comment.

Commissioner Tucker proposed an additional change to Section IV,E-2(a), under Declaration of an Emergency. He requested the following change: "The Commission shall be notified as soon as possible and not more than 24 hours of the declaration of the emergency".

Commissioner Putney moved to adopt Delegation of Authority Resolution No. 673-18 & Policy as amended, with Commissioner Tucker's proposed change.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. Meeting Procedures Resolution No. 674-18 & Policy (31:46):

Ms. Gibboney discussed changes requested by the Commission at the last meeting.

Mr. Toews informed the Commission that a draft policy relating to warrant approval would be presented at the next commission meeting as a First Reading.

David King and Bob Frank provided public comment.

The Commission requested the following language be added (4F-"Organization of Regular Business Meetings", -"Public demonstrations are prohibited").

Commissioner Hanke moved to adopt Meeting Procedures Resolution No. 674-18 & Policy with amendment to Section 4-F, as described above.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. December 2017 Financials - Preliminary (40:19):

Ms. Berg stated this is a preliminary report as it takes several months to close the books each year. She briefed on revenue and expenses and explained the large "bad debt" write off from several years that totaled \$97,075, approved by the commission in December. Staff's present focus is on incurring zero bad debt. She thanked Ron Hayes for his suggested financial report format. Cash flow reports were discussed. She pointed out a debt service graph was added that shows the Port's current debt.

Charley Kanieski, Ron Hayes and Chris Brignoli provided comment.

B. BIG Tier II Phase I Grant – Request for Extension (59:43):

Director Gibboney discussed the last meeting where the Commission directed staff to write a letter to RCO requesting a possibility of an extension for the Point Hudson South Jetty Grant. She reported Mr. Toews spoke with RCO and discussed the downfalls of requesting an extension. The Commission agreed unanimously to cancel the letter to RCO requesting an extension.

D. Commission Authorization to Submit M-II(B) Zoning Code Text Amendment (Point Hudson) to the City of Port Townsend (1:02:44):

Mr. Toews explained the details of the proposed Zoning Code Text Amendment to the City of Port Townsend Municipal Code, which would permit RV campgrounds and open storage within the MII(B) Zoning district. He added the deadline is February 1, 2018. He stated this would allow the Port more revenue to help towards funding of the jetty project.

Jeannie McMacken, Ernie Baird, Karen Krouse, Charley Kanieski, Bertram Levy, Pete Langley, David King, Ron Hayes, Liz Kanieski, Ted Shoulberg, Chris Bakken and Jake Beattie all provided public comment on the issue.

Commissioner Putney stated staff is working on cutting expenses, and "as a member of the community" he knows the importance of changing the income and the "out-go" of the Port. He discussed the Strategic Plan, which he would like by the end of the quarter. He believes this will provide more information to the community on why certain things need immediate attention. Commissioner Putney stated the importance of accelerating the process and getting back on a profitable basis. He asked for indulgence and support. Commissioner Hanke asked why the text amendment wasn't done sooner. He stated he does not give this much of a chance of approval from the City. He asked what are the intentions, and where is the plan. He added he believes this should have had a first and second reading.

Commissioner Tucker stated he sees the amendment as "opening a door". He added the Port is not requesting to build anything. He would like to see this discussed at a February workshop. The Commission agreed to schedule a total of five more workshops between now and the end of February. (Commissioner Hanke will be out of state for part of February but will attend workshops via phone.)

Director Gibboney and Mr. Toews emphasized the need to have an amendment to the text, to know of the possibilities, before even beginning the planning process.

After lengthy discussion, Commissioner Hanke summed up that this is just an ask to the City and there would be a process afterwards. He added there is no harm in asking.

Commissioner Putney moved to direct staff to submit the Zoning Code Text Amendment as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

C. Commission Authorization to Solicit Bids for Point Hudson South Jetty Demolition & Replacement (2:00:00):

Mr. Toews reminded the Commission of their motion to move forward with NW Municipal Advisors and K&L Gates on preparing a bond package in the amount of \$3.2M to fund the PH South Jetty project. He explained the package is weeks away and will

require a future resolution adopted by the Commission. Mr. Toews stated the project is in the final design process and staff expects bid specs and review of the engineered drawings by early February. He expects the Invitation to Bid to go out early March, with the anticipated bid opening date early April. Staff is seeking authorization tonight in order to position to advertise for bids on schedule.

Commissioner Hanke asked if Commission would have a chance to see the design specs. He questioned the two start date options, which will be written in the bid.

Director Gibboney explained staff is looking to legal counsel on the two start dates to avoid the possibility of any challenges.

Charley Kanieski provided public comment.

Commissioner Hanke stated he discussed the tax levy paying for the jetty bond on the Tossed Salad radio program recently. Ms. Berg reminded of the proposed "wrapped debt", which would support the jetty project.

Commissioner Hanke reiterated the criticality of the comment mechanism in the bid packet on the two start date options.

Commissioner Hanke moved to authorize staff to move forward to solicit bids for the Point Hudson South Jetty project.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (2:19:34):

Director Gibboney briefed on the new weekly status format. She reported the missing piece of dock from Quilcene had been found.

Mr. Englin presented the Occupancy and Operations Report.

Ms. Matej reported the Seattle Boat Show begins Friday.

IX. PUBLIC COMMENTS 2:24:27:

Chris Brignoli thanked Mr. Englin for giving discounts in the yard. He stated he would like to see an analysis performed on lowering yard rates and the effects on whether that would increase occupancy in the yard. He commented on the importance of having a business plan and said many are willing to help.

Dale Moses recommended that from his experience in the construction field, not to have two start date options for the jetty project bid.

Pete Langely commented on economic development. He expressed his disappointment on the decision to hold public workshops during the daytime. Last, he added the marketing program is working.

X. COMMISSIONER COMMENTS (2:29:00):

Commissioner Hanke expressed his appreciation for Mr. Moses' comments on not having two options for jetty work, start date. He would like to see only one start date in mid-September. Commissioner Hanke appreciated Mr. Brignoli's comments on a yard rate analysis. He believes it might be a good idea to explore lower rates to bring in more boats to the yard. He added he would like to see a Citizens Advisory Board created and would like to discuss this in March.

Commissioner Putney discussed his attendance at the WA Public Ports Association "Port Day" in Olympia, where they met with legislators. He discussed the two start date options for the jetty, and said there would be an economic impact to our local businesses and that he would be in favor of a September start date only. Last, he offered an apology if he offended anyone in regards to a comment earlier that Mr. Kanieski had referred to.

Commissioner Tucker was pleased with his attendance at "Port Day". While there, the legislators suggested inviting them to a Port meeting, possibly in November, so that they would have more time to learn of our needs and issues. Next, he stated that after listening to Mr. Moses' comments on the jetty start date, he has changed his mind, and believes a September start date should be the only option.

Ms. Berg reminded the Commission "cost is the key" for the jetty project. She said she understands the fear from the business community, but contractors are used to having alternatives in bids.

Mr. Toews reminded that there could be a cost increase with a September start date of up to 1/4 million dollars. He added staff is looking for the lowest impact bid that will give the best possible product. Further discussion ensued. Commissioner Tucker suggested leaving plans as is – with two start date options.

Commissioner Hanke moved to have only one start date on the Point Hudson South Jetty project, that being September 15, 2018.

Commissioner Putney seconded the motion.

Director Gibboney reminded engineer Mott MacDonald estimated bids could come up to \$250K higher with a September start date.

The motion on the floor for September start date carried by two for (Commissioners Hanke and Putney) and one abstained (Commissioner Tucker).

XI. NEXT PUBLIC WORKSHOPS / REGULAR MEETING:

January 31, 2018 Public Workshop, time TBD.

February 7, 2018 Public Workshop, time TBD.

February 14, 2018 Public Workshop at 9:30 am, Regular Meeting at 1:00 pm, all to take place in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

A. Potential Litigation

The regular session recessed into Executive Session at 8:32 pm to discuss a potential litigation matter, pursuant to RCW 42.30.110(i), duration of thirty minutes with no action. At 9:08 pm, Ms. Nelson checked outside to inform any public waiting of a five-minute extension.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 9:12 pm there being no further business to come before the Commission.

ATTEST:

William W. Putney, III, Secretary

Stephen R. Tucker, President

Peter W. Hanke, Vice President

PORT COMMISSION SPECIAL MEETINGS (1st and 2nd Sessions) – January 31, 2018

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

Present: Commissioners – Tucker, Hanke and Putney
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 Tucker called the meeting to order at 8:00 a.m.

II. APPROVAL OF AGENDA:

Commissioner Tucker explained the reason for the two Special Meetings today. He proposed to take public comments after Approval of the Agenda (3 minutes/pp, with a maximum total time not to exceed twenty minutes).

Commissioner Putney moved to approve the Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

The Commission discussed public comment period, meeting procedures and the two executive sessions.

PUBLIC COMMENTS (Not related to agenda):

Melinda Bryden thanked Commissioner Putney for revisiting the issue of timing of the south jetty project. She then asked the Commissioners to state that management negotiates leases and the Commissioners review and approve them only.

Bob Frank voiced his displeasure that the Commission recanted rules that were established at the last commission meeting.

III. REGULAR BUSINESS – Possible Action:

A. Point Hudson South Jetty Demolition & Replacement Bid – Restriction of Construction Window: Motion to Rescind the January 24, 2018 Vote (11:04):

Commissioner Putney discussed the motion passed at the last meeting that changed the (south jetty) bid process. He stated it was a rushed decision after hearing a comment from one member of the public at the end of a very long meeting. He added it is not normal to make a motion based on public comment and that the preferred method is for staff to present the item prior to any action.

Commissioners and staff discussed the four options that engineer Mott MacDonald considered in preparation of the 70% design cost estimate. Pros and cons were discussed on each option, including the timing of the two optional start dates and the possible \$500K cost increase with a September start date. Commissioner Hanke expressed his frustrations with the unknowns and, in his view, the overall lack of planning. Discussion ensued. Commissioner Tucker asked if there was a motion on the

floor. Commissioner Putney expressed his desire to discuss the issue further prior to making that motion. Commissioner Tucker argued that.

(37:25) Commissioner Putney moved to rescind the January 24, 2018 Vote (eliminating the one-start date of September 15, 2018 and going back to the original two-start dates, July and September, in the bid documents) with the anticipation there will be discussion on the motion.

Commissioner Tucker seconded the motion.

Discussion continued on a one-start vs. two-start date.

Mr. Toews explained the purpose of the two bid options. He reminded the commission gave staff direction late last year to proceed with this route.

Discussion continued in depth.

Commissioner Tucker reminded there is a motion on the floor to Rescind the January 24, 2018 Motion.

Commissioner Hanke opposed the motion.

Motion carried with two votes for and one opposed.

IV. NEXT PUBLIC WORKSHOP / REGULAR MEETING:

Workshop: Wednesday, February 7, 2018, 1:00 pm

Workshop: Wednesday, February 14, 2018, 9:30 am

Regular Meeting: Wednesday, February 14, 2018, 1:00 pm

Port Commission Bldg., 333 Benedict Street, Port Townsend

Commissioner Tucker stated his desire to relook at the recently adopted meeting procedures. He would like to go back to the previous schedule of having two meetings a month. He believes there are "paralyzing" issues – the Northwest Maritime Center deal and lease negotiations. He will meet with staff to plan upcoming meetings.

Commissioner Hanke disagreed with Commissioner Tucker and does not believe the NWMC deal is paralyzing the Port. He believes the leasing issue is extremely important to work on, as well as the operating, business and capital plans. He believes these items take precedence over NWMC/Point Hudson plan.

Commissioner Putney agreed with Commissioner Hanke. He would like to see the commission give staff this quarter, direction on moving forward with the plans. He believes Point Hudson may have been a misplaced priority. He added the Point Hudson deal is important but there are critical issues that should come before.

Commissioner Tucker stated that he differs with those opinions. He added the NWMC deal drives our capital plan and business plan.

Commissioner Hanke believes the NWMC deal and the jetty are not linked. He stated the lack of boats in the yard is an issue that needs addressing.

Discussion continued on priorities. Meeting recessed at 10:14 am.

V. EXECUTIVE SESSION:

Pursuant to RCW 42.30.110 (c), the Executive Session began at 9:10 am , one hour duration, with possible action.

A. To discuss the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

VI. RECONVENE TO REGULAR SESSION:

A. Possible Action Resulting from Executive Session: Authorization for Staff to Contract for Financial Analysis:

The meeting reconvened at 10:10 am.

Commissioner Tucker moved to proceed with an Independent third party Financial Analysis of the offer made by the Northwest Maritime Center.

Commissioner Putney seconded the motion.

Commissioner Hanke opposed.

Motion carried with two votes for and one opposed.

The Special Meeting adjourned at 10:13 am.

At 10:13 am the 2nd Special Meeting began.

VII. EXECUTIVE SESSION:

A. To Review the Performance of a Public Employee, Pursuant to RCW 42.30.110(g):

The regular session recessed into Executive Session at 10:14 am to discuss the Performance of a Public Employee, pursuant to RCW 42.30.110 (g), duration of thirty-five minutes.

At 10:51 am, Attorney Lake announced a five-minute extension.

At 10:56 am, Attorney Lake announced a five-minute extension.

VIII. ADJOURN

The meeting reconvened and adjourned at 11:01 am there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, President

William W. Putney, III, Secretary

Peter W. Hanke, Vice President

PORT COMMISSION PUBLIC WORKSHOP – February 7, 2018

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

Present: Commissioners Tucker, Hanke & Putney
Auditor Berg
Director of Operations & Business Development Englin
Director of Planning & In-house Counsel Toews
Recorder Nelson
Excused: Executive Director Gibboney

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached workshop agenda for items discussed.

IV. ADJOURNMENT:

The Workshop adjourned at 234 p.m.

ATTEST:

Stephen R. Tucker, President

William W. Putney III, Secretary

Peter W. Hanke, Vice President

**Port of Port Townsend
Public Workshop
Wednesday, February 7, 2018, 1:00 pm
Port Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

- **BUSINESS PLAN**

Review and discussion of the 2018 Business Plan.

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 OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2018
AGENDA ITEM	<input checked="" type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	VI. (A) Resolution No. 675-18, Meeting Procedures
STAFF LEAD	Port Staff
REQUESTED	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	A. Informational Memo B. Draft Resolution No. 675-18

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

\DATE: 2/14/2018
TO: Port Commissioners
FROM: Port Staff
SUBJECT: Draft Resolution No. 675-18, Meeting Procedures

ISSUE

Commissioner Tucker has requested changing Regular Meetings back to the previously scheduled two meetings per month, the first meeting on the second Wednesday of the month at 1:00 pm, and the second meeting of the month on the fourth Wednesday of the month at 5:30 pm.

He is also requesting the following changes:

- Delete Item 4 (e), which allows public comment during discussion of any agenda item.
- Rules of Transaction of Business, Item III – Public Comments: allowing comment on items related to/not related to agenda, same as Item IX – Public Comment.
- To allow a maximum fifteen-minute time period per Public Comment section, with a maximum of three-minutes per person. Once fifteen-minute mark has been met, public comments are asked to be submitted in writing or via email.

BACKGROUND

As this is a business meeting, Commissioner Tucker would like to hold the public comment sections in an organized manner with time limits.

Commissioner Tucker also believes two meetings per month are necessary.

ATTACHMENTS

- DRAFT Resolution No. 675-18

RESOLUTION NO. 675-18

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AMENDING THE COMMISSION MEETING PROCEDURES ADOPTED BY RESOLUTION NO. 674-18

WHEREAS, The Port of Port Townsend did establish and approve, in public session, “Commission Meeting Procedures” by Resolution No. 42-87 dated November 18, 1987; and,

WHEREAS, The Port of Port Townsend did rescind Resolution No. 42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No. 344-01 on March 14, 2001, by Resolution No. 363-02 on February 27, 2002, by Resolution No. 367-02 on March 27, 2002, by Resolution No. 390-03 on January 22, 2003, by Resolution No. 392-03 on April 9, 2003, by Resolution No. 471-06 on July 26, 2006, by Resolution No. 487-07 on April 25, 2007, by Resolution No. 532-10 on January 27, 2010, by Resolution No. 553-11 on January 12, 2011, by Resolution No. 558-11 on March 23, 2011, by Resolution No. 561-11 on June 8, 2011; by Resolution No. 594-13 on May 8, 2013; Resolution No. 604-14 on January 22, 2014; by Resolution 624-15 on January 14, 2015; by Resolution No. 639-16 on January 27, 2016, by Resolution No. 654-17 on January 11, 2017, and by Resolution No. 674-18 on January 24, 2018; and

WHEREAS, Appendix “A” to Resolution No. 674-18 modified the Port’s prior practice of holding two (2) monthly meetings on the second and fourth Wednesdays of each month in favor of one (1) monthly meeting held on the fourth Wednesday of each month; and

WHEREAS, the Commission has concluded that the effective conduct of Port business is impeded by limiting regular meetings to one (1) per month; and

WHEREAS, the Port Commission wishes to amend the meeting procedures established on January 24, 2018 via Resolution No. 674-18 to revert back to the Commission’s prior practice of conducting two (2) regular monthly meetings; and

WHEREAS, the Port Commission also wishes to amend the meeting procedures established on January 24, 2018 via Resolution No. 674-18 to streamline and simplify the rules of transaction of business to improve the efficiency of Commission regular meetings;

NOW, THEREFORE BE IT HEREBY RESOLVED: the Port of Port Townsend Commission as follows:

A. That portion of Appendix “A” to Resolution No. 674-18, setting forth the “Time and Location of Meetings” shall be amended to read as follows:

1. Effective March 1, 2018, with the exception of the December schedule outlined in paragraph 2 immediately below, regular meetings of the Port of Port Townsend will ~~occur once a month on the fourth Wednesday of each month at 3:30 p.m.~~ be held on the second Wednesday of each month at 1:00 p.m. and the fourth Wednesday of each month at 5:30 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, Washington. Two workshops will occur each month - the first workshop on the second Wednesday of the month at 9:30 am, and the second workshop on the fourth Wednesday of the month at ~~4:00~~ 3:00 p.m.

2. To accommodate the December holiday schedule, only one regular meeting will be held in December, on the second ~~the regular meeting is moved to the second~~ Wednesday of the month, December 12, 2018, at 1:00 p.m. ~~time to be determined. One workshop in December, scheduled for December 12, 2018, time to be determined.~~ One workshop will occur in the month of December, on December 12, 2018, at 9:30 am.

B. That portion of Appendix "A" to Resolution No. 674-18, setting forth the "Rules of Transaction of Business", paragraph #1, shall be amended to read as follows:

1. Order of Business shall be as follows:

- I Call to Order
- II Approval of Agenda
- III Public Comments ~~(Not related to Agenda items and or Guest Presentations)~~ (limited to a total of 15 minutes; 3 minutes per person)
- IV Consent Agenda
- V Second Reading (Action Items)
- VI First Reading (Discussion Only)
- VII Regular Business
- VIII Staff Comments
- IX Public Comments (limited to a total of 15 minutes; 3 minutes per person)
- X Commissioner Comments
- XI Next Meeting
- XII Executive Session, (If called)
- XIII Adjournment

C. That portion of Appendix "A" to Resolution No. 674-18, setting forth the "Rules of Transaction of Business", paragraph #4, shall be amended to read as follows:

4. Organization of Regular Business Meetings:

- a. Shall have an agenda approved at the beginning of the meeting.
- b. Will begin with the Pledge of Allegiance.
- c. Will have minutes recording topics discussed and actions taken either in written and/or audio format.

- d. Will allow presentations by each members of the public indicating a desire to address the Commission, ~~of no more than 3 minutes, on any topic not related to the agenda. Each public comment period as outlined in paragraph #1, above, shall not exceed fifteen (15) minutes, with each person limited to three (3) minutes. In the event that there are more members of the public wishing to address the Commission than can be accommodated within each fifteen (15) comment period, the Commission's presiding officer should encourage members of the public to submit written comments to the Commission.~~
- e. ~~Will allow presentations by each member of the public indicating a desire to address the Commission on any agenda item. Such presentations shall be heard during discussion of the subject agenda item, at a point in the discussion determined by the presiding officer, for a uniform maximum length of time announced by the presiding officer, at his or her discretion, to make additional presentations once all who want to be heard have made their presentation.~~
- F e. Public presentations comments shall adhere to common norms of civility and may be cut off by the presiding officer if in his or her judgment these norms are violated.

All other provisions of the meeting procedures set forth in Appendix "A" to Resolution No. 674-18, adopted on January 24, 2018, shall remain in effect.

ADOPTED this 28th day of February 2018, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Vice President

William B. Putney III, Secretary

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2018
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. (A) Scope of Work – Western Washington University
STAFF LEAD	Sam Gibboney
REQUESTED	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Informational Memo

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 2/9/2108
TO: Commission
FROM: Sam Gibboney, Executive Director
SUBJECT: Scope of Work – Western Washington University

ISSUE

The Commission has requested at the December 13, 2017 Commission Meeting, that staff develop a draft scope of work for Western Washington University's Center for Economic and Business Research (WWU CEBR) to complete a study regarding the Boat Haven carrying costs and market lease rates.

BACKGROUND

Port staff has discussed a project approach with James McCafferty and Hart Hodges of Western Washington University's Center for Economic and Business Research.

Two basic questions would be posed for the study:

1. What is the pricing structure needed to generate sufficient net operating income that would allow re-capitalization of the Boat Haven Yard's essential infrastructure?
2. Considering the Port's current business model, is the necessary pricing structure competitive in a regional marketplace?

The main elements of a scope of work include the following:

- Cash flow and profit and loss projections for various scenarios based on:
 - Existing revenues and business model using
 - Existing occupancy and activity trends for the Boat Haven Yard
 - Existing lease portfolio
 - Operating cost factors
 - Capital needs and costs
- Scenarios would be developed for
 - Existing business model
 - Increasing business within existing model
 - Other regional business opportunities
- Business model required pricing would be checked against the market
 - A rate study to compare to a regional market will evaluate
 - Ground lease rates of sites with comparable infrastructure

- Industrial building rates with comparable infrastructure
- Scope of Work would include two workshops with the Commission
 - Kick off workshop to review project approach, assumptions and deliverables
 - Presentation of results

DISCUSSION

To complete the study the Port would need to provide the following related to the Boat Haven:

- Actual revenues and expenses for the past 10 years
- Identified capital needs with planning level cost estimates.

To move forward with a scope of work, staff will need discussion and direction on the following:

- What time frames should be analyzed for each scenario? Staff recommends five, ten and twenty years.
- Given that the Port does not have an adopted Capital Improvement Plan nor has the Commission adopted a list of prioritized capital projects related to the Yard, what level of capital funding should be used in the model? Staff recommends identifying cost amounts for low, medium and high levels of capital investment.
- What are the bounds of the regional marketplace to be used for comparison? Staff recommends two areas: one for Puget Sound and nearby Canadian ports and another for Alaska and West Coast.

WWU CEBR has confirmed that if notice to proceed is given by mid-February that the work can be completed by March 31, 2018.

FISCAL IMPACT

Once a scope of work is finalized, staff can develop an inter-agency agreement with one lump sum payment due upon completion. WWU CEBR has provided a rough estimate range of between \$10,000 to \$20,000. The cost will depend on the number of scenarios to be run.

RECOMMENDATION

Authorize the Executive Director to execute an inter-agency agreement with WWU CEBR for a scope of work that incorporates input from the Commission for an amount not to exceed \$20,000.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2018
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. (B) 2018 Olympic Peninsula Salmon Derby
STAFF LEAD	Port Staff
REQUESTED	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Informational Memo

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 2/14/2018
TO: Port Commissioners
FROM: Port Staff
SUBJECT: 2018 Olympic Peninsula Salmon Derby

ISSUE

The Olympic Peninsula Salmon Derby dates for 2018 are March 9-11. As in years past, the group has requested a waiver of ramp fees for derby participants. Commissioner Tucker has asked staff to learn if Jefferson County benefits from derby ticket sales, and where proceeds are disbursed.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 14, 2018
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. (C) 2018 Special Event Opportunities
STAFF LEAD	Kimberly Matej
REQUESTED	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	A. Informational Memo B. 2018 Port Townsend & East Jefferson County Events Schedule

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: 2/9/2018
TO: Port Commissioners
FROM: Kimberly Matej, Communications
SUBJECT: 2018 Special Event Opportunities

ISSUE

Staff is seeking input on which 2018 special events the Commission supports for Port and Commissioner participation.

DISCUSSION

For pre-planning, scheduling and attendance purposes, staff is seeking Commissioner input on which community events they would like to see Port representation, as well as which events Commissioners commit to attend.

FISCAL IMPACT

Varies depending on event. Costs are budgeted as part of the 2018 Operating Budget under the Community Relations line item.

ATTACHMENTS

2018 Jefferson County Chamber list of Events as of October 31, 2017. Some major events or marine related highlighted in yellow.

PORT TOWNSEND & EASTERN JEFFERSON COUNTY 2018

JANUARY

1 24th Annual Polar Bear Dip – Nordland
6 Art Walk – 5:30 p.m. – 8 p.m.
13 QUUF Book & Media Sale
26-27 12th Annual Strangebrew Festival

FEBRUARY

3 Art Walk – 5:30 p.m. – 8 p.m.
10-11 Red Wine & Chocolate Tour
17-19 Olympic Peninsula Salmon Derby
18 Boiler Room Night of Heroes Auction
17-18 Red Wine & Chocolate Tour
19-20 Dinner Theatre, KCPT
24 27th Annual WBF Shipwrights' Regatta
25 Kiwanis Stars of Tomorrow Show
24 PT Community Orchestra Concert

MARCH

2-12 KCPT PlayFest
2-4 Salmon Derby
3 Art Walk – 5:30 p.m. – 8 p.m.
4 Teen Leaders Awards
4 Chamber Leadership Awards Brunch
4 PT Record Show
4 Chamber Music Concert
10 JCHBA Home Show
17 PT Library Book Sale
17 Tides of March Auction & dinner
17 15th Annual JeffCo Community Garage Sale
23-25 Victorian Festival
26-28 Summer Kick-off, Finnriver
31 Kiwanis golf Tournament

APRIL

7 PT Farmer's Market Opens! 9am – 2pm
1 Easter egg hunt @ Chetzemoka
7 Art Walk – 5:30 p.m. – 8 p.m.
7 Kiwanis Rock n Roll Party
14 Jeff Co Library Book Sale
14-15 PTFF Focus: Women & Film
21 Scandia Dinner

21

Earth Day Spring Clean up

28 21st Annual AAUW/JWFF Kitchen Tour

21 Marine Thrift Swap Meet

24 Happy 167th Birthday Port Townsend!

29 PT Community Orchestra Concert

25-29 Centrum's Choro Workshop

28 Choro Concert

28-29 NW Wine & Cheese Tour

MAY

1 Art Wave Begins – Childrens' Art in Stores
5 Opening Day of Boating Season
5 Art Walk – 5:30 p.m. – 8 p.m.
12 Wearable Art Show
16-20 83rd Annual Rhododendron Festival
16 Rhody Royalty Handprints
16 Rhody Trike Race
17 Rhody pet parade and Carnival
18 Rhody Kiddies Parade, Bed Races, Hair and Beard contest
18 Kiwanis Brats & Brew
19 Rhody Festival – Grand Parade
19 Cake Picnic
20 40th Annual Rhody Run
26 Brinnon Shrimpfest
26 Artisan Food Festival
27 Tractor Days - Nordland General Store
28 PT Summer Band, American Legion

JUNE

3 Rat Island Regatta
10-17 Port Townsend Chamber Music Festival
3-8 Tales, Texts & Theater at Centrum
1-3 36th Annual Classic Mariners' Regatta
2 Art Walk – 5:30 p.m. – 8 p.m.
1 39th Annual Chili Cook-off, Fairgrounds
3 Chimumac Farmers' Market Opens!
13 R2AK Pre-race Ruckus
14 4th Race to Alaska Start
9 PTHS Alumni Banquet
8-10 7th Annual Steampunk Festival
13 PT Afternoon Farmers Market Opens
17 Pacifica Quartet at Centrum
10-17 Chamber Music Workshops

7

Main Street's Taste of Port Townsend

16-17 Into the Mystic Faire

16 PT Library used book sale

17 Port Townsend Secret Garden Tour

17 Raker's Car Show, Memorial Field, 9am

17-22 Voices from The Field At Centrum

24 Summer Solstice Jamboree, Finnriver

24 PT Summer Band, Chetzemoka Park, 3pm

26-31 Centrum's Voiceworks

JULY

1-2 Red, White & Bluegrass Festival, Finnriver
1-8 Centrum's Fiddle Tunes
7 Art Walk – 5:30 p.m. – 8 p.m.
1 Honky-Tonk Polka Dot Dance
4 Old Fashioned 4th of July at Fort Worden
4 Fiddles on the Fourth, Ft Worden
4 PT Summer Band, American Legion, 7:30pm
5 PT Wed Farmers' Market Opens! 2pm-6pm
6 Fiddle Tunes Dance
12 Concerts on the Dock
15 Chimumac Interdependence Day
14-15 Olympic Music Festival
15-22 Port Townsends Writers' Conference
21 Christmas in July
19 Concerts on the Dock
20-22 Sequim Lavender Festival
21 Pocket Yacht Palooza
21 Edensaw Brewfest
22-29 Centrum's Jazz Port Townsend
26-28 Jazz in the Clubs
26 Concerts on the Dock
28-29 Jazz on the Farm
30 PT Summer Band, Chetzemoka Park, 3pm
29-A5 Centrum's Acoustic Blues Festival

AUGUST

1-31 Art Port Townsend Month
1-5 Centrum's Acoustic Blues Festival
2 Centrum Blues Dance
2 Concerts on the Dock
4 Hadlock Block Party

10/31/2017

PORT TOWNSEND & EASTERN JEFFERSON COUNTY 2018

<p>3-4 Blues in the Clubs</p> <p>4-27 Shakespeare in the park, KCPT Art Walk – 5.30 p.m. – 8 p.m.</p> <p>AUGUST (Continued)</p> <p>9 Concerts on the Dock</p> <hr/> <p>10-12 82nd Annual Jefferson County Fair</p> <p>11-12 Olympic Music Festival</p> <p>11-12 Orchard Vibrations Reggae Festival</p> <p>16 Concerts on the Dock</p> <p>18 PT Summer Band 11am Community Center</p> <p>225 Kiwanis Classic Car Show</p> <p>18 28th Annual Uptown Street Fair/Crafts Fair</p> <p>18-19 Olympic Music Festival</p> <p>4th Annual All County Picnic</p> <p>23 Concerts on the Dock</p> <p>25-26 Olympic Music Festival</p> <p>25-26 Art PT Studio Tour</p> <p>26 PT Summer Band,</p> <p>26 PL Outdoor Movie Night</p> <p>30 Concerts on the Dock</p>	<p>12 PT Farmers' Market Final Wednesday!</p> <p>Quilcene Fair & Parade</p> <p>15-16 16th Annual JeffCo Farm Tour – WSU</p> <p>12-16 Centrum's Ukulele Festival</p> <p>21-23 18th Annual PT Film Festival</p>	<p>OCTOBER</p> <p>4 Girl's Night out</p> <hr/> <p>6-7 36th Annual PT Kinetic Sculpture</p> <p>6 Art Walk – 5.30 p.m. – 8 p.m.</p> <p>20 PT Library Book and media sale</p> <p>18-20 Kiwanis Haunt Town</p> <p>14 World Apple Day celebration, Finnriver</p> <p>14 PTYC Garage Sale</p> <p>14 Scandia Fall Festival</p> <p>21 Harvest Festival– Nordland</p> <p>25-27 Kiwanis Haunt Town</p> <p>26-27 Haunted Bordello</p> <p>28 Chumacum Farmers' Market Last Day! Main Street Downtown Trick or Treat</p>	<p>NOVEMBER</p> <p>3 Art Walk – 5.30 p.m. – 8 p.m.</p> <p>3-4 13th Annual Woodworkers Show</p> <p>3-4 JeffCo Holiday Craft Fair – Fairgrounds</p> <p>10 Veterans Fundraiser</p> <p>10 JeffCo Library book Sale</p> <p>12 PT Summer Band, American Legion,</p>
<p>10-11 Harvest Wine Tour</p> <p>12-13 Dinner Theatre, KCPT</p> <p>22 Thanksgiving</p>	<p>NOVEMBER (Continued)</p> <p>24-25 PT Arts Guild Holiday Sale</p> <p>24 Merchants' Open House/ Small Business Saturday</p> <p>24 Protection Island Cruise (PTMSC)</p>	<p>DECEMBER</p> <p>1-30 Spirit of the Yule, KCPT</p> <p>1 Kiwanis Dinner and a Murder</p> <p>1 PT Community Tree Lighting, Santa Visit</p> <p>1 PT Community Orchestra</p> <p>1 Toys for Tots fill the bus event</p> <p>1 Art Walk – 5.30 p.m. – 8 p.m.</p> <p>2 Tree Lighting – Nordland Store</p> <p>2 Santa Arrives by boat in Nordland</p> <p>8-30 Spirit of the Yule, KCPT</p> <p>8-10 Festival of Lights – Unity</p> <p>9-10 30th Annual Chumacum Craft Fair</p> <p>8 Kiwanis Choo-Choo Rides</p> <p>15 Kiwanis Choo-Choo Rides</p> <p>16 Yuletide Festival</p> <p>16 Open Parlor Tours</p> <p>15 PT Farmers' Market Last Day!</p> <p>31 First night celebration</p> <p>31 Protection Island Cruise (PTMSC)</p>	