## PORT COMMISSION REGULAR MEETING- February 28, 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. Hanke present via telephone. Executive Director Gibboney Auditor Berg Communications Coordinator Matej Attorney Lake Minutes – Nelson
1.	CALL TO ORDER/PLEDGE OF ALLEGIANCE: Commissioner Tucker called the meeting to order at 5:30 p.m.	
<u>II.</u>	APPROVAL OF AGENDA: Commissioner Tucker moved to approve the Agenda as presented. Commissioner Putney seconded the motion. Motion carried by unanimous vote.	
<u>III.</u>	<u>Anne Ricker</u> r Linger Longer <u>Alan Katz</u> exp	MENTS (Not related to agenda) (1:14): ead a letter to the Commission requesting action on certain items from the Committee of Quilcene. ressed his thoughts on the Kawahara eviction. <u>en</u> thanked Ms. Berg for the financial statements she put together.
<u>IV.</u>	Appro B. Resolu C. Appro Warrant #058 Electronic Pay Warrant #058 Electronic Del Excise Commissione	ENDA (6:38): val of Public Workshop Minutes – February 14. 2018 val of Regular Meeting Minutes – February 14, 2018 ution No. 676-18 – Authorizing Sale of Abandoned Vessels val of Warrants 8722 through #058733 in the amount of \$65,545.01 for Payroll & Benefits yment in the amount of \$111,862.50 for Payroll & Benefits 8734 through #058802 in the amount of \$172,163.93 for Accounts Payable bit in the amount of \$3,614.33 for WA State Dept. of Revenue Combined Tax Return for January 2018 or Tucker moved to approve the Consent Agenda as presented. ar Putney seconded the motion.
<u>V.</u>	A. Meetin A. Meetin Commissioner returning to the discussed the for comments Bertram Levy to those, and period at the Commissioner Policy as press Commissioner Motion carrier	DING (Action Items): ng Procedures Resolution No. 675-18 and Policy (6:56): r Tucker highlighted the changes made at the last meeting, which include two meetings a month and Public Workshops to be called as needed. He change of only one Public Comment period on the agenda, which allows s on any subject and the new time limitation allowed for public comments. talked about emails he has sent to commissioners and the lack of response stated he disagrees with the elimination of the second public comment end of the regular business meetings. r Putney moved to adopt Resolution No. 675-17 Meeting Procedures and ented. r Hanke seconded the motion. d by unanimous vote.
VI.	FIRST READING (Discussion Only):	

VII. REGULAR BUSINESS:

A. Proposed Policy Calendar for 2018 (17:21):

Director Gibboney discussed the Commission's direction to adopt a series of policies. She explained during second quarter, staff time will be consumed with the transition in March to the new FSM software program and preparations for the Point Hudson Jetty bid, award, and hiring of a project manager; thus the reason for policy production to begin third quarter, rather than in quarter two.

Commissioner Putney discussed the criticality of these policies to operations. He stated he is not happy with the delay.

Director Gibboney pointed out the subject of the first March workshop is the 2018 Capital Projects and the second workshop is the 5-year Capital Plan.

Commissioner Tucker stated he tends to agree with Commissioner Putney, but understands staff's workload. He suggested moving forward with the Operating Rates and Operating Budget policies, rather than delaying these.

Commissioner Hanke stated the policies that jump out at him are the Operating Rates and Business Practices and added these are urgent to accomplish. He also mentioned the upcoming Kidder Mathews rate study.

Director Gibboney informed that staff entered into an agreement with Kidder Mathews and anticipates a six-week period for completion of the study. She added this would lend to the process of rate setting. She reminded the commission of the lease policy in existence, which needs updating. Discussion ensued.

Director Gibboney stated she would look at applying resources to make changes to the calendar and would bring a revised calendar to the next meeting.

### B. January 2018 Financials (33:36):

Ms. Berg discussed details of the Financials, highlighting the fact of an overall increase of 12% in Operating Revenues as compared to 2017. She stated this is a reflection of staff's efforts in the field. Ms. Berg added she hopes to include Cash Flow in the next report.

Director Gibboney commended Mr. Englin and the yard, moorage and maintenance staffs for their efforts.

#### C. WA Department of Fish and Wildlife (WDFW) Lease (49:00):

Director Gibboney described the storage area at Point Hudson leased to WDFW for their boat and trailer. She stated she signed the lease but would like the Commission to ratify and approve of her signature.

# Commissioner Tucker moved to approve the lease, as presented, with WA Dept. of Fish and Wildlife.

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

VIII. STAFF COMMENTS (52:42):

<u>Ms. Gibbonev</u> asked the Commission if they had any questions on the weekly Status Reports. She reported on the letter of engagement with Kidder Mathews and stated she would learn of their schedule via a phone call tomorrow.

<u>Ms. Matei</u> complimented Director Gibboney on her presentation earlier this morning at a Main Street meeting in town.

IX. PUBLIC COMMENTS (54:23):

### X. COMMISSIONER COMMENTS (54:33):

<u>Commissioner Putney</u> spoke about the NW Aviation Conference in Puyallup, where he staffed a Port booth along with about ten of his "aviation buddies". He discussed the need for transportation between the airport and town, and that some pilots would like to see some type of concierge service from the Port.

<u>Commissioner Tucker</u> announced he attended the recent PRTPO meeting as the alternate to Commissioner Hanke.

- XI. NEXT PUBLIC WORKSHOP / MEETING: Wednesday, March 14, 2018. Public Workshop at 9:30 am, Regular Meeting at 1:00 pm in the Port Commission Building, 333 Benedict St, Port Townsend.
- XII. EXECUTIVE SESSION:

### XIII. ADJOURNMENT:

The meeting adjourned at 6:29 pm there being no further business to come before the Commission.

ATTEST:

William W. Putney, III, Secretary

Stephen R. Fycker, President

Peter W. Hanke, Vice President