

## PORT COMMISSION REGULAR MEETING-- March 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, 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 Tucker called the meeting to order at 1:00 p.m.

### II. APPROVAL OF AGENDA:

Commissioner Hanke proposed an addition to Regular Business: Calendar for Northwest Maritime Center Lease Proposal. Director Gibboney asked to postpone this until the March 20, 2018 Special Commission meeting, (which is in the planning stages) since staff is not prepared today.

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

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

### III. PUBLIC COMMENTS (Not related to agenda) (1:57):

Greg Englin offered an apology to anyone who may have been offended by a comment he made at a previous meeting about derelict vessels.

Ron Hayes commented on the Northwest Maritime Center proposal to lease Point Hudson.

Pam Petranek asked the Commission not to authorize the contract with Reid Middleton on the Quilcene project, due to other pressing projects and issues the Port currently faces.

### IV. CONSENT AGENDA (7:33):

A. Approval of Public Workshop Minutes – February 28, 2018

Approval of Regular Meeting Minutes – February 28, 2018

B. Approval of Warrants

Warrant #058844 through #058855 in the amount of \$60,590.94 for Payroll & Benefits

Electronic Payment in the amount of \$92,852.88 for Payroll & Benefits

Warrant #058856 through #058906 in the amount of \$112,351.57 for Accounts Payable

**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):

### VI. FIRST READING (Discussion Only):

### VII. REGULAR BUSINESS:

A. Northwest Municipal Advisors Bond Scenario Presentation (7:49):

Scott Bauer of Northwest Municipal Advisors presented Bond Scenarios for the Point Hudson South Jetty project.

B. Authorization to Contract with Reid Middleton, Inc. for Preparation of a Development Strategy for the Quilcene Marina & Industrial Site (20:34):

Mr. Toews reminded of the \$50K grant (\$17K Port match) received from CERB for consultant work on a development strategy for the Quilcene Marina and industrial site. Three consultants applied for this project, two chose to participate in interviews, and Reid Middleton, Inc., using BST Associates as a sub-contractor, was selected as the consultant. Discussion ensued on how staff would handle this project along with current

demands. Commissioners Putney and Hanke expressed concerns that the “shelf life” of projects was taking priority over policy plans. Further discussion included the policy calendar; and, Reid Middleton’s commitment and their awareness of the Quilcene community and the key tenant (of the Port’s Quilcene property).

**Commissioner Tucker moved to approve the contract with Reid Middleton for the CERB Grant Quilcene Study.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

C. Rescheduling of May 9, 2018 Commission Meeting (37:48):

Ms. Nelson reported the conflict with the May 9 meeting and the WA Public Ports Association Spring Meeting in Vancouver, WA. The Commission agreed to reschedule the meeting to Tuesday, May 8, 2018 at 9:00 am.

D. Commercial Passenger Fees (39:00):

Commissioner Hanke stated he would not comment on this subject, as his company is subject to this fee.

Mr. Englin reported Puget Sound Express currently is the only commercial vessel paying passenger fees. He stated American Cruise Lines has scheduled two vessels for this season that will land at Union Wharf. He would like the Commission to consider a Passenger Fee rate, which would contribute towards Port staff support of these operations. Mr. Englin proposes a fee increase from the current \$0.60/head to \$1.00/head. He discussed a possible two-tier fee schedule (depending on type of commercial use), as a few other WA ports implement.

Commissioner Putney stated if the Commission adopts this passenger fee, he expects to see consistency.

Commissioner Hanke asked if staff has an auditing system in place.

Commissioner Tucker asked if Adventuress and Schooner Martha passengers would also pay the fee.

Mr. Englin said the new passenger fee would be added to the current rate schedule.

Commissioner Tucker suggested reexamining this rate each year.

**Commissioner Tucker moved to approve the \$1.00 per person Passenger Fee.**

**Commissioner Putney seconded the motion.**

**Motion carried with two votes for and Commissioner Hanke abstaining.**

VIII. STAFF COMMENTS (1:02:51):

Mr. Englin reported February and March numbers are good in the shipyard and the boatyard is filling up.

Ms. Matej sent out a notice to tenants about the upcoming staff training on FSM software scheduled for next Mon-Thurs. She reported all office will remain open, but staff will be at a minimum in the yard and moorage offices. Next, she informed of meetings set for Friday with Point Hudson tenants on the Point Hudson Jetty project.

Mr. Toews stated a Special Commission Meeting wo be scheduled for next week for a presentation on the Point Hudson Jetty final bid specs. He reported phase 2-north jetty Point Hudson, did not receive the US Fish & Wildlife/RCO grant this round. He added there was only \$10M available nation-wide. RCO encourages the Port to resubmit and by increasing the Port match, the Port would improve chances of an award. In summary, Mr. Toews said the north jetty project would be delayed, at a minimum, until 2019/2020.

Ms. Berg reported she is busy working with FSM conversions.

IX. COMMISSIONER COMMENTS (1:10:50):

Commissioner Putney reported he has been attending meetings with various constituents, including Coast Seafoods.

Commissioner Hanke commented on Mr. Hayes earlier comment on the NWMC proposal. He also suggested the “Port Task Force” be involved with the Northwest Maritime Center proposal. After considering the lack of funding for Phase 2 of the project, Commissioner Hanke asked Ms. Berg if a bar graph for Phase 2 bonding could be added to the NW Bond Council graph.

Commissioner Tucker reported he has attended some meetings with groups who want to help the Port.

X. NEXT WORKSHOP & MEETINGS:

Special Commission Meeting scheduled for March 20, 2018 at 1:00 pm in the Point Hudson Marina Room, 103 Hudson Street, Bldg. 110, Port Townsend.


Next Public Workshop will be held at 1:00 pm, next Regular Meeting at 5:30 pm on Wednesday, March 28, 2018 in the Port Commission Building, 333 Benedict St, Port Townsend.

XI. EXECUTIVE SESSION:


XII. ADJOURNMENT:

The meeting adjourned at 2:15 pm there being no further business to come before the Commission.

ATTEST:

  
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William W. Putney, III, Secretary

  
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Stephen R. Tucker, President

  
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Peter W. Hanke, Vice President

