



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend
2nd Monthly Regular Meeting Agenda
Wednesday, June 22, 2016, 5:30 PM
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Public Workshop Minutes – June 8, 2016.....1-2
 - Approval of Meeting Minutes – June 8, 2016.....3-4
 - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (action items)
- VI. First Reading (discussion only)
- VII. Potential Immediate Action Items (unanimous Commission approval required)
 - A. Acceptance of the Port Townsend Boat Haven Ramp Expansion Project Work.....5
 - B. BIG Authorizing Resolution No. 647-16.....6
- VIII. Other Business
 - A. September 28, 2016 Commission Meeting.....7
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Public Workshop/ Meeting: Date: Wednesday, July 13, 2016 – workshop at 9:30 AM, meeting at 1:00 PM, Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XIII. Executive Session (if called)
- XIV. Adjournment

PORT COMMISSION SPECIAL PUBLIC WORKSHOP – June 8, 2016

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

Present: Commissioners Tucker, Clinefelter and Hanke
Executive Director – Gibboney
Auditor – Berg
Director of Planning, Properties & Environmental - Toews
Minutes – Nelson
Special Guest Speaker: Shane Phillips, Mott MacDonald

I. CALL TO ORDER:

The Special Workshop was called to order at 9:30 AM.

II. AGENDA:

Refer to attached workshop agenda for items discussed.

IV. ADJOURNMENT:

The Workshop reconvened and adjourned at 11:11 AM.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President

Port of Port Townsend
Public Workshop
Wednesday, June 8, 2016, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA

AGENDA

➤ **Point Hudson Breakwater:**

Mott MacDonald (formerly Coast & Harbor) will present options for the Point Hudson Breakwater rehabilitation.

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– June 8, 2016

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

Present: Commissioners – Tucker, Clinefelter and Hanke
Executive Director – Gibboney
Auditor – Berg
Director of Planning, Properties & Environmental – Toews
Attorney – Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 1:00 PM.

II. APPROVAL OF AGENDA:

Commissioner Hanke pointed out there would be an Executive Session on Real Estate and a Litigation matter, with no action, duration twenty minutes.

Commissioner Clinefelter moved to approve the Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:06):

A. Approval of Meeting Minutes – May 25, 2015

B. Operations Reports – May 2016

C. Approval of Warrants

Warrant #056214 through #056229 in the amount of \$84,657.87 for Payroll & Benefits

Electronic Payment in the amount of \$107,859.97 for Payroll & Benefits

Warrant #056230 through #056287 in the amount of \$59,574.56 for Accounts Payable

Electronic Debit in the amount of \$9,345.37 for WA State Dept. of Revenue Combined

Excise Tax Return for April 2016

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) (1:33):

Bill Putney welcomed Ms. Gibboney.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. OTHER BUSINESS:

A. Public Workshops (2:25):

Ms. Gibboney informed the commission she has been meeting with Port staff, one-on-one and is focusing on plan layout and orientation. She explained in her first ninety days, goals with staff include setting benchmarks, accelerating the learning process together, and teamwork. She hopes to have met with all staff within the first two weeks. Ms. Gibboney explained has been reaching out to the community scheduling meetings with marine trades, community members and government leaders, both internal and external to the organization. She would like to meet on an individual basis with each commissioner in the short term, building working relationships.

Ms. Gibboney requests increasing public workshops, from once a month to twice a month for the next three months (additional workshops prior to the second meeting of each month are scheduled for June 22, July 27 and August 24 from 3:00-5:00 PM, in addition to the regularly scheduled workshops). She would like the agendas to include the Point Hudson breakwater project, technical and finance issues, among others.

Ms. Gibboney discussed expectations - projects and goals for this calendar year and the year 2017 - such as the breakwater and stormwater, and the budget. She is assessing how things have been working and where to make improvements. As an example, in a meeting with TJ Quandt, he requested an online reservation system.

Invitations are going out soon to community, non-profit and government leaders for a reception (in Ms. Gibboney's honor) at the Finn River Cidery, she gave special thanks to Katie Holmes, Meredith Wagner and Ms. Nelson for planning and coordinating the event.

IX. STAFF COMMENTS (12:06):

Ms. Gibboney announced she asked staff to think of information they would like to see passed on to the commission and asked the commissioners what they would like to see from staff on a regular basis. She asked the commission if the packets are providing sufficient information.

Mr. Toews discussed the recent Sea Level Rise meeting held at Point Hudson last Friday. He informed he sent out the Notice to Proceed to Parametrix for the Stormwater Feasibility Study. He added he would have more information to share at the next meeting.

Ms. Berg reported 2017 budget discussions would begin in July. She is wrapping up the annual report for 2015.

Ms. Nelson passed on to the commission her thoughts on Ms. Gibboney's successful first weekly meeting with senior staff on Tuesday.

X. PUBLIC COMMENTS (17:39):

Bill Putney commented on the AWOS.

XI. COMMISSIONER COMMENTS (39:44):

Commissioner Tucker reported on the recent NODC (North Olympic Development Council) meeting he attended and the Sea Level Rise workshop held at Point Hudson.

Commissioner Hanke suggested each commissioner write down five or six things to provide Ms. Gibboney prior to her one-on-one meetings with the commission.

Commissioner Clinefelter appreciates Ms. Gibboney getting a handle on schedules. He also commented that communication needs improvement between the haul out and moorage offices.

XII. NEXT PUBLIC WORKSHOP/REGULAR MEETING: Wednesday, June 22, 2016, workshop at 3:00 PM, meeting at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 1:25 PM to discuss real estate and litigation, pursuant to RCW 42.30.110 (c) and (i), duration of twenty minutes with no action. At 1:45 PM, Attorney Lake announced to any public waiting outside that the meeting would be extended three minutes.

XIV. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 1:48 PM there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President

PORT OF PORT TOWNSEND

MEETING OF: June 22, 2016

AGENDA ITEM: VII. Potential Immediate Action
A. Acceptance of the Port Townsend Boat Haven
Ramp Expansion Project Work

BACKGROUND:

In accordance with RCW 60.28.051 – Duties of disbursing officer upon completion of contract, I have notified the Department of Revenue, Employment Security Department and the Department of Labor and Industries that this project has been completed and requested a release from those state agencies which will allow me to disburse the contract retainage to the general contractor, Neptune Marine, LLC.

Further, in accordance with RCW 39.08.030 – Conditions of Bond – Notice of Claim – Action on Bond – Attorney’s fees, the governing body, Port Commission, is required to officially accept the project completion.

Executive Director’s Recommendation:

We are requesting the Commission officials accept the completed work of the Port Townsend Boat Haven Ramp Expansion project.

PORT OF PORT TOWNSEND

MEETING OF: June 22, 2016

AGENDA ITEM: VII. Potential Immediate Action
B. BIG Authorizing Resolution No. 647-16

BACKGROUND:

To be presented.

Executive Director's Recommendation:
Requesting Immediate Action for adoption of Resolution No. 647-16.

PORT OF PORT TOWNSEND

MEETING OF: June 22, 2016

AGENDA ITEM: VIII. Other Business
A. September 28, 2016 Commission Meeting

BACKGROUND:

Commissioner Tucker asked to change the time or date of the September 28, 2016 commission meeting. He will be attending the WPPA Environmental Conference in Winthrop, which starts the morning of the 29th.

Does Ms. Gibboney or the commission wish to also schedule a workshop prior to this meeting?

Executive Director's Recommendation:

Change the September 28, 2016 meeting time and/or date.



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WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just due and unpaid obligation against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that these claims, in Warrant No 056288 through No. 056295 in the amount of \$11,964.24 and Electronic Payment in the amount of \$55,365.10, are approved for payment for a total amount of \$67,329.34 on this 22nd day of June, 2016.

For: **Payroll and Benefits**

Commissioner Pete W. Hanke

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

S. Abigail Berg, Director of Finance
And Administration

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
056294	6/16/2016	PEJ001	Peninsula Credit Union	6/16/2016	250.00	0.00	250.00
			06/15/2016				Check Entry Number: 001
056295	6/16/2016	SPE010	James Speer	6/16/2016	250.00	0.00	250.00
			06/15/2016				Check Entry Number: 001
			Report Total:		500.00	0.00	500.00

Manual Check and Payment Register
 Journal Posting Date: 6/16/2016
 Register Number: MC-000086

Port of Port Townsend (PTA)

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number	Invoice Amount	Discount	Distribution Amount	Check Amount
W00077 Check Comment: DRS DC 6/15/16 CKW0007701	6/16/2016 6/15/16	WA0302	State of Washington			1,115.00
	6/16/2016		1,115.00	0.00		
	G/L Account: 213-5500-00		EE DEFERRED COMP PAYABLE		1,115.00	
W00078 Check Comment: Payroll Taxes 6/1-6/15/16 CKW0007801	6/16/2016 6/15/16	INT030	Internal Revenue Service			17,094.49
	6/16/2016		17,094.49	0.00		
	G/L Account: 213-6000-00		PAYROLL TAXES PAYABLE		17,094.49	
	Bank K Total:		18,209.49	0.00	17,094.49	18,209.49
	Report Total:		18,209.49	0.00	18,209.49	18,209.49



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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 056296 through No. 056331 , are approved for payment in the amount of \$57,159.14

For: Accounts Payable

Commissioner Pete W. Hanke

Commissioner Stephen R. Tucker

Commissioner Brad A. Clinefelter

S. Abigail Berg, Director of Finance
And Administration

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
056296	6/22/2016	A1S020	A-1 Services, Inc 160133	6/6/2016	5,712.96	0.00	5,712.96
							Check Entry Number: 001
056297	6/22/2016	ADM002	Admiral Ship Supply Inc. 05/31/2016	5/31/2016	46.39	0.00	46.39
							Check Entry Number: 001
056298	6/22/2016	ALD050	Alden Associates 0071084-IN 0071185-IN 71127B-IN	6/8/2016 6/8/2016 6/8/2016	1,377.32 203.44 1,496.57	0.00 0.00 0.00	1,377.32 203.44 1,496.57
							Check Entry Number: 001
					Check 056298 Total:		3,077.33
056299	6/22/2016	ARM030	Armstrong Consolidated 259	6/10/2016	255.67	0.00	255.67
							Check Entry Number: 001
056300	6/22/2016	ARM040	James Armstrong 06032016	6/3/2016	55.00	0.00	55.00
							Check Entry Number: 001
056301	6/22/2016	BAN005	Bank of America 06/05/2016 S	6/5/2016	1,768.59	0.00	1,768.59
							Check Entry Number: 001
056302	6/22/2016	BRO040	Brother's Plumbing, Inc 49481	5/30/2016	130.35	0.00	130.35
							Check Entry Number: 001
056303	6/22/2016	CEN030	CenturyLink 06/01/2016 S	6/1/2016	260.00	0.00	260.00
							Check Entry Number: 001
056304	6/22/2016	CEN035	CenturyLink 06/08/2016	6/8/2016	1,127.22	0.00	1,127.22
							Check Entry Number: 001
056305	6/22/2016	COB030	Dave Coburn 06/07/2016	6/7/2016	10.00	0.00	10.00
							Check Entry Number: 001
056306	6/22/2016	COO050	Cooper Fuel & Auto Repair 06/10/2016	6/10/2016	146.14	0.00	146.14
							Check Entry Number: 001
056307	6/22/2016	DMD005	DM Disposal Co. Inc. 06/01/2016 S	6/1/2016	7,117.05	0.00	7,117.05
							Check Entry Number: 001
056308	6/22/2016	FER001	Ferrellgas 05/26/2016 S	5/26/2016	200.07	0.00	200.07
							Check Entry Number: 001
056309	6/22/2016	FER020	Ferguson Waterworks 0510463	6/8/2016	688.56	0.00	688.56
							Check Entry Number: 001
056310	6/22/2016	FLE050	Michael Fleming 06/08/2016	6/8/2016	23.98	0.00	23.98
							Check Entry Number: 001
056311	6/22/2016	GOO020	Goodstein Law Group 1201605	6/2/2016	15,365.92	0.00	15,365.92
							Check Entry Number: 001
056312	6/22/2016	HEN004	Henery's Garden Center 532095	6/7/2016	43.59	0.00	43.59
							Check Entry Number: 001
056313	6/22/2016	MCS050	Mc Squared, Inc 14682	5/31/2016	240.00	0.00	240.00
							Check Entry Number: 001
056314	6/22/2016	MOR040	Jane Morgan 06/06/2016	6/6/2016	46.00	0.00	46.00
							Check Entry Number: 001
056315	6/22/2016	MUR002	Murrey's Disposal Co. Inc. 4389565 4389631 4389710	6/1/2016 6/1/2016 6/1/2016	34.47 97.97 396.01	0.00 0.00 0.00	34.47 97.97 396.01
					Check 056315 Total:		528.45
056316	6/22/2016	OES001	OESD 114 1516001073	6/6/2016	2,035.00	0.00	2,035.00
							Check Entry Number: 001
056317	6/22/2016	OLY003	Olympic Springs, Inc. 05/31/2016 S	5/31/2016	18.35	0.00	18.35
							Check Entry Number: 001
056318	6/22/2016	PEN030	Peninsula Paint Co. F0128104	6/8/2016	224.82	0.00	224.82
							Check Entry Number: 001
056319	6/22/2016	PIL030	Pilothouse Guide INV041712	5/28/2016	539.75	0.00	539.75
							Check Entry Number: 001
056320	6/22/2016	POR002	Auditor's Revolving Fund - Kitsap Bank 06/13/2016	6/13/2016	199.58	0.00	199.58
							Check Entry Number: 001
056321	6/22/2016	PUD001	Pud District #1 06/03/2016 06/10/2016 S	6/3/2016 6/10/2016	35.50 10,879.41	0.00 0.00	35.50 10,879.41
					Check 056321 Total:		10,914.91
056322	6/22/2016	QUI001	Quill Corporation 6194251 6233238 6334520 6334609	5/26/2016 6/6/2016 6/1/2016 6/1/2016	151.75 21.57 842.43 58.37	0.00 0.00 0.00 0.00	151.75 21.57 842.43 58.37
					Check 056322 Total:		1,030.98
056323	6/22/2016	REI002	Reid Middleton Co 1605129	6/1/2016	1,046.52	0.00	1,046.52
							Check Entry Number: 001
056324	6/22/2016	SAF001	Safeway, Inc. 06/11/2016 S	6/11/2016	1,010.77	0.00	1,010.77
							Check Entry Number: 001
056325	6/22/2016	SEC010	Security Services 93830	6/1/2016	173.50	0.00	173.50
							Check Entry Number: 001
056326	6/22/2016	STA030	The Station 160304	6/9/2016	174.40	0.00	174.40
							Check Entry Number: 001
056327	6/22/2016	TER005	Terry's Lock & Safe 060716-275 060916-284 061316-289	6/7/2016 6/8/2016 6/13/2016	187.48 187.48 35.43	0.00 0.00 0.00	187.48 187.48 35.43
					Check 056327 Total:		410.39
056328	6/22/2016	TER030	Terrapin Architecture PC 16-133	6/1/2016	56.97	0.00	56.97
							Check Entry Number: 001
056329	6/22/2016	TYC050	Tyco SimplexGrinnell 82575788	6/2/2016	1,055.75	0.00	1,055.75
							Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
056330	6/22/2016	WAS003	Washington Public Ports Assn.					Check Entry Number: 001
			016-310	6/6/2016	1,365.00	0.00	1,365.00	
056331	6/22/2016	WIM001	Wimactel, Inc					Check Entry Number: 001
			000152142	6/1/2016	59.18	0.00	59.18	
				Report Total:	57,159.14	0.00	57,159.14	