

PORT COMMISSION REGULAR MEETING – November 22, 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 – Toews
Attorney – O’Malley
Minutes – Nelson
Excused: Director of Operations & Business Development - Englin

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Commissioner Hanke proposed a revision of the agenda to place Item VIII, A) Boat Haven Breakwater Feasibility Study after Section IV – Public Comments, as a convenience to the out-of-town guest presenter. He also proposed to combine the 2017 Resolutions with the 2017 Budget under Item V (Second Reading), A, and to remove it from Potential Immediate Action.

Commissioner Hanke moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – November 9, 2016

B. Approval of Warrants

Warrant #056919 through #056927 in the amount of \$13,171.09 for Payroll & Benefits
Electronic Payment in the amount of \$61,630.11 for Payroll & Benefits

Warrant #056928 through #056980 in the amount of \$75,236.32 for Accounts Payable
Electronic Debit in the amount of \$7,207.93 for WA State Dept. of Revenue Combined
Excise Tax Return for October 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) (1:17):

David Griswold, Port Townsend Shipwrights Co-op, asked for an update on the stormwater.

VIII. OTHER BUSINESS:

A. Boat Haven Breakwater Prefeasibility Study (3:21):

Engineer Shane Phillips of Mott MacDonald presented the Boat Haven Marina Breakwater Rehabilitation Project (November 2016) Condition Assessment. He discussed two rehabilitation alternatives and two replacement alternatives, estimates ranging from \$1.7M to \$3.7M. Mr. Phillips stated there is a definite need for short-term repair work (a 5 to 10-year fix), with an estimated cost of \$190K.

On another subject, Commissioner Hanke announced an Executive Session, (Item XIII, A) to discuss Potential Litigation (two items), fifteen minute duration, no action, pursuant to RCW 42.30.110 (i).

V. SECOND READING (Action Items):

A. 2017 Operating and Capital Budget and 2017 Resolutions:

Ms. Gibboney discussed in length, the 2017 Operating and Capital Budget. She discussed capital projections, capital funding opportunities, commission consideration of an IDD (Industrial Development District), mechanisms to have in place for project determination, remodeling of the Boat Haven restrooms. Ms. Gibboney provided some details on the stormwater treatment project. She spoke about the Point Hudson Admin Building (Fish & Wildlife office) and creosote mitigation. She briefed on cash flow projections. She discussed work plan and budgetary goals, undertaking of the rate study, leases that need attention, and master planning of the yard.

The commissioners asked questions on the availability of the rate structure, the marketing budget, the utilities budget, ramp usage, fuel figures.

Commissioner Tucker commented that he is pleased with the new budget format.

Ms. Gibboney commended Finance Director Berg for her work on the budget. Commissioner Clinefelter asked about the 57% increase in outside services. Commissioner Hanke commented that he would like to see some kind of detailed org chart that dovetails staff with outside services, along with a narrative on the increased use of outside services.

Ms. Berg then provided a synopsis of the following budget-related resolutions.

Commissioner Tucker moved to adopt Resolution No. 651-16 - Establishing the Year 2017 Capital and Operating Budgets, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Hanke moved to adopt Resolution No. 652-16 - Fixing the Amount of Tax to be Levied for the Year 2017, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Clinefelter moved to adopt Resolution No. 653-16 - Adopting the Limit Factor for Property Tax Increases for the Year 2017, as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. (moved to Item V.)

VIII. OTHER BUSINESS:

A. (placed following Item IV.)

X. STAFF COMMENTS (1:18:39):

Ms. Gibboney reported:

- on her interview with the State Auditor, who is conducting their scheduled audit of the Port;
- on the WPPA Annual Meeting she attended and information she learned from Port of Camas-Washougal on their City partnership working towards waterfront redevelopment;
- on a Northwest School of Wooden Boat Building Advisory Group meeting she attended;
- on the Chamber lunch she attended yesterday where NMTA Director Peter Schrapen was the guest speaker;
- that staff continues to implement tracking management software;
- on a meeting planned for in early December with the Department of Agriculture;
- that she met with Representative Steve Tharinger where discussion included State capital funding programs and a partnership possibility with Representative Kilmer on Coastal Resiliency;
- follow-up with the Army Corps of Engineers on the breakwater projects,
- the stormwater draft design report received from Parametrix. She explained the reasons for the extension of report submittal to the Department of Ecology (DOE). She added this would be the subject of an upcoming commission workshop.

David Griswold commented on the importance of the Permit to their business, and inquired about DOE's willingness to work with the Port.

Bob Frank owner of Admiral Ship Supply asked for a time line for stormwater compliance, which Ms. Gibboney provided.

Mr. Toews provided further detail on the stormwater report and meeting DOE's Administrative Order benchmarks.

- Ms. Gibboney explained the Boat Haven breakwater project awaits the Army Corp permit, which has been signed off by Fish & Wildlife and now needs only the National Marine Fisheries to sign off. Once the permit is received, a Notice to Proceed will be sent to American Construction.
- Last, Ms. Gibboney discussed the Port's participation at the Fish Expo (Pacific Marine Expo) in Seattle.

Commissioner Hanke explained the Port had a contest at the Expo for a chance to win either a 75-ton or 300-ton haulout. The commissioners drew raffle tickets and the winners drawn were: Mike Deach of Lopez winner of the 75-ton and Kevin Seabeck of Seattle winner of the 300-ton.

Mr. Toews discussed:

- the Parametrix engineering report expected next week, and upon Port staff review, would be submitted to DOE. He expects DOE comments to be received by the end of the year or early 2017;
- Point Hudson jetty permit progress. He informed he is seeking an amendment to the grant agreement with RCO/USFWL to extend the grant to 2018, as the demolition/reconstruction of the south wall is targeted to take place in the 2018/19. He added this extension would allow the Port to prepare financially.
- the Quilcene Wastewater Feasibility Study. He reported the final report is expected the first quarter of 2017;
- contact with the US Coast Guard on lease renewal progress;
- progress on in-house capability for GIS mapping of Port properties, and working with a City staffer. Mr. Toews will present to the commission, an Interlocal Agreement between the Port and City soon. He added mapping would be used for master planning and lease management.
- today, being the final day for prospective bidders on the John Cobb to submit their letters of interest. He hopes to award the winning bidder on December 7.

Ms. Berg reported the Audit is underway and anticipates its completion by Christmas. She added she is pleased with the budget work and said Ms. Gibboney, Mr. Toews and Mr. Englin are good solid team members to work with. She reported staff would soon move their attention towards policies and procedures, rules and regulations and lease enforcement – all combined work towards long-term sustainability for the Port.

X. PUBLIC COMMENTS (1:50:42):

Bertram Levy provided a suggestion to alleviate parking problems at the Boat Haven.

Bill Putney informed that he offered to pay the exhibitor fee for the Port to participate in the next NW Aviation Conference.

XI. COMMISSIONER COMMENTS (1:55:14):

Commissioner Clinefelter discussed information he gathered from the WPPA Annual Meeting. He mentioned a map presented there of cruise ship stops in WA and that Port Townsend was not listed. He reported that all of Puget Sound would soon become a No Discharge Zone. He explained there is 75-100% grant funding available for pumpouts, and Point Hudson being a transient moorage facility, would qualify.

Commissioner Tucker reported on what he learned at the WPPA Annual Meeting. He reported on two items proposed for the next legislative agenda, 1) derelict vessels, and 2) modification of Broadband authority to include ports. He learned about “green bonds” for green projects. Last, he said he would like to have more communication with the tribes.

Commissioner Hanke discussed Broadband and “dark fiber”, a subject at the WPPA conference. He informed that he attended the WPPA Legal Committee session and there, he learned to appreciate even more, the Port of Port Townsend’s executive director panel interviewing process, which was open to the public. He listened to other ports discuss their search process for executive directors. Last, Commissioner Hanke stated he is excited about the new budget format and believes it is a more transparent document.

XIII. NEXT PUBLIC WORKSHOP / REGULAR MEETING:

Wednesday, December 14, 2016. Workshop at 9:30 a.m. and the Regular Meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XIV. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 3:04 p.m. to discuss two Potential Litigation matters, pursuant to RCW 42.30.110 (i), duration fifteen minutes with no action.

XV. ADJOURNMENT:

The meeting reconvened and adjourned at 3:20 p.m. there being no further business to come before the Commission.

ATTEST:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President