

PORT COMMISSION MEETING – November 9, 2016

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

Present: Commissioners – Tucker and Clinefelter
Executive Director – Gibboney
Auditor - Berg
Director of Operations & Business Development - Englin
Director of Planning – Toews
Attorney – O’Malley
Minutes – Nelson

Excused: Commissioner Hanke

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

**Commissioner Clinefelter moved to approve the Agenda as presented.
Commissioner Tucker seconded the motion.
Motion carried by unanimous vote.**

III. CONSENT AGENDA:

A. Approval of Special Meeting Minutes – October 24, 2016
Approval of Meeting Minutes and Budget Public Hearing – October 26, 2016

B. Approval of Warrants
Warrant #056837 through #056850 in the amount of \$62,461.50 for Payroll & Benefits
Electronic Payment in the amount of \$91,899.57 for Payroll & Benefits
Warrant #056851 through #056918 in the amount of \$80,429.63 for Accounts Payable
**Commissioner Clinefelter moved to approve the Consent Agenda as presented.
Commissioner Tucker seconded the motion.
Motion carried by unanimous vote.**

IV. PUBLIC COMMENTS (Not related to agenda):

Elizabeth Becker reported that Jefferson County resident, Karen Sullivan, asked to have her letter read, which was addressed to the commission and the executive director.
Jack Becker read Ms. Sullivan’s letter, subject the Strategic Plan and the Budget.
Jim Heumann commented on rates – asked what is the definition of “market rate”.
Gordon Neilson also asked to have “market rate” defined.
He then commented on the importance of responding to correspondence received from the public.
He also requested better access to Port facilities for Port customers, including access to the laundry room and locked port-a-pottie dumpster.
Jennifer Takaki, tenant and restaurant owner, commented that good communications between the Port and tenants/customers is the “key”; and, on parking meters and rate increases.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. OTHER BUSINESS:

A. Commission Retreats (19:45):

Ms. Gibboney proposed a two-day retreat on January 4 & 5, 2017. She has met with a facilitator. Ms. Gibboney added that an agenda and venue proposal would be presented at the December 14 commission meeting. She discussed the three main topics of discussion for the retreat: 1) governance model – roles and responsibilities, 2) the Strategic Plan – how to mesh work with the Plan, and 3) the Capital Plan.

B. Port Financial Highlights YTD September 2016 (26:21):

Ms. Berg briefed on the September YTD Financials and reported that revenues are 3% over budget, expenditures are a bit less than budgeted. She reported \$400K has been paid in WIP (Work in Progress) costs YTD. She discussed the debt service and reported the

current cash balance is \$2.7M (\$950K in reserves). She also stated she is working up monthly reports of cash balances.

Commissioner Clinefelter discussed the decline in the small yard and asked if staff had any ideas. Ms. Gibboney reported some master planning for the yard is on staffs' agenda, beginning with base mapping of the Port's buildings, utilities, TOPO, leased areas. She briefed on the process of building a model to determine location of businesses and uses in the small yard and shipyard. Mr. Englin stated that staff needs to know exactly what properties we have before we can announce availability of space. His plans are to collaborate with tenants and customers to generate revenue for them as well as the Port. Commissioner Clinefelter said that from talking with tenants in the small yard he hears that the major factor in the reduction of customers is the loss of the 20% discount. Ms. Gibboney responded staff is undertaking a rate analysis that will be transparent. She reported on new tools provided to staff that will increase efficiency, such as project management software; and, the upcoming new recording system for the commission building.

Gordon Neilson made a suggestion on operations reporting.

IX. STAFF COMMENTS (42:49):

Ms. Gibboney reported on the recent Northwest Marine Trades Assoc. Marina & Boatyard conference that she and some staff attended.

She briefed on a housing forum she recently attended and talked about the housing shortage and the effects on economic development.

She also talked about a recent Northwest Straits conference that she and Commissioner Tucker attended.

Ms. Gibboney reported staff received the draft stormwater report from Parametrix. She informed that DOE granted the Port's request to extend the deadline for report submission and discussed reasons for the extension request. The report will be submitted by December 2, 2016.

Ms. Gibboney announced she received a proposal from Team Jefferson to provide business assistance, and Industrial Development District planning assistance.

Ms. Gibboney reported that Betsy Davis from the Wooden Boat School has asked the Port for consideration as a pass-through on a grant opportunity they are pursuing. More information will be presented at a future commission meeting.

Next, she stated a budget narrative would be presented in the November 22, 2016 commission meeting packet.

Last, Ms. Gibboney discussed Port parking plans.

Mr. Englin reported he is reviewing lease agreements nearing expiration. He said he has been reaching out to as many tenants as he can.

Mr. Englin reported he has been touring Port facilities with Maintenance Manager Larry Aase and learning about the history. He is working on linking the maintenance plan with the development of the capital plan.

He stated he is taking inventory of fleet equipment, working on rate analysis, capital planning and the Pacific Marine Expo planning.

Eric Toews informed that he sent application packets out to prequalify perspective bidders on the John Cobb. He announced a proposed draft timeline:

November 22 - application packets due; November 30 – completion of review of applications; December 2 – send out Invitations to Bid; December 7 – bids due; December 8 – bid award.

Mr. Toews stated he and Mr. Englin drafted and mailed a lease for the US Coast Guard and are waiting to hear back.

Attorney O'Malley called for an Executive Session on Potential Litigation (pursuant to RCW 42.30.110 (i), twenty minutes, with no decisions.

Ms. Berg announced the State Auditor arrives Monday to perform the bi-annual audit.

This will include an audit of 2014-15 financial statements, and an accountability audit. Audit completion expected by Christmas. She informed the commissioners to expect an Entrance Meeting with the Auditor soon.

Ms. Berg reported she has been looking at microphone systems for the commission building, and hopes to have them installed by the end of the year.

Ms. Nelson reported bids are due today by 3:30 for airport stormwater drainage maintenance.

X. PUBLIC COMMENTS (1:02:03):

Jim Heumann praised the yard staff. He said he received great service on three haulouts in the past two months.

XI. COMMISSIONER COMMENTS (1:02:29):

Commissioner Clinefelter asked the status of the Army Corp permits for the Boat Haven breakwater.

Commissioner Tucker reported on the Northwest Straits conference, an MRC meeting he attended, and NODC CEDS funding.

As a side note, Ms. Berg announced an audio system will be tested during the December 14 commission meeting.

XII. NEXT REGULAR MEETING:

Next regular meeting will be held Tuesday, November 22, 2016 at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:09 p.m to discuss Potential Litigation, pursuant to RCW 42.30.110 (i), duration of twenty minutes with no action.

XIV. ADJOURNMENT:

The meeting reconvened and adjourned at 2:30 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