

PORT COMMISSION REGULAR MEETING– December 14, 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 Operations & Business Development - Englin
Director of Planning – Toews
Attorney – Goodstein
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Bob Frank of Admiral Ship Supply requested a correction to the November 22, 2016 minutes, which listed his business as Admiral Marine.

Commissioner Hanke added an **Executive Session** to discuss two Potential Litigation matters, duration twenty-five minutes, no action, pursuant to RCW 42.30.110 (i).

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – November 22, 2016

B. Operations Reports – November 2016

C. Approval of Warrants

Warrant #056981 through #056994 in the amount of \$63,457.17 for Payroll & Benefits

Electronic Payment in the amount of \$94,666.01 for Payroll & Benefits

Warrant #056995 through #057064 in the amount of \$75,236.32 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):

Jack Becker posed a question about the moorage Operations Report.

Gordon Neilson expressed his appreciation for the work going forward at the Boat Haven and getting up to speed with the 21st century. He asked about lack of hot water in laundry room sink; asked about the absence of one washer from the laundry room; and requests to keep the door to the port-a-potty dumpster unlocked.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. 2017 Meeting Procedures Resolution No. 654-17 (8:00):

The commissioners agreed they would like to hold two commission meetings a year in each district. The airport and the Tri Area were suggestions for District 2 meeting locations. Meeting areas for District 3 consideration are Port Ludlow and Quilcene. Staff will present these changes in Resolution No. 654-17, and attachment, at the January 11, 2017 meeting for approval.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. Olympic Peninsula Salmon Derby (12:07):

Ms. Gibboney reported that the Gardiner Fire District requested a ramp waiver for the February 2017 Salmon Derby.

Commissioner Tucker briefed on the history of the derby and said he is happy to waive the ramp fee, but would like to see an accounting report from the Gardiner Fire Department on how they use the earnings from the derby.

Audience members Jack Becker and Vigo Anderson opposed the approval of a fee waiver. Audience members Troy McKelvey and Ron Hayes argued for the waiver.

Commissioner Hanke moved for Immediate Action on the Olympic Salmon Derby ramp fee waiver.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

**Commissioner Tucker moved to waive the ramp fee for February 2017 Olympic Discovery Salmon Derby participants.
Commissioner Clinefelter seconded the motion.
Motion carried by unanimous vote.**

VIII. OTHER BUSINESS:

A. Commission Retreat (22:58):

Ms. Gibboney asked to position this item at a later point on the agenda, due to technical problems.

B. Personnel Policy Amendments (27:16):

Ms. Berg reported to the commission two changes to the personnel policy. The first change is a more specific Cell Phone policy. The second change is the addition of a policy for expensed meals for day meetings and training sessions. Ms. Berg explained this is for information only and does not require commission approval.

IX. STAFF COMMENTS (30:55):

Ms. Gibboney provided an update on the stormwater. She reported Parametrix completed the engineering report, which was submitted to Dept. of Ecology. Mr. Toews said he is hopeful we would receive comments from DOE by the end of the year on the proper approach and plan for implementation. Ms. Gibboney discussed the engineering report in some detail. She explained that upon schedule implementation, staff would seek out grant funding. She said once we have heard back from DOE, this would be an agenda item at a commission workshop or meeting and discussed in public. Ms. Gibboney explained the process of collecting additional data to assure it meets performance requirements. She reminded that DOE's schedule is a very aggressive one. She stated DOE is looking for compliance and the Port is aggressively working towards this. Further discussion ensued. Mr. Toews reported that the cost of implementing Phase I would be between \$400-500K. Questions from audience asked about for explanation of lift station and outfall; and if there is a risk of legal action from outside groups.

Mr. Englin reported his focus is on fundamental business practices with a goal to position the Port for the future – to pursue business and be able to handle that increased business. He discussed having the capacity, planning, building a base and software needs to meet business goals. He discussed the importance of delivering on customer service. Mr. Englin discussed the development of a capacity analysis and rate analysis, which are in the works. He talked about making operations easier for the customer in reserving yard and moorage space. He has been receiving feedback from Port tenants and customers. Mr. Englin reported he is searching for a cure, not symptomatic relief. Mr. Englin reported he is working on a couple of leases, and is in discussions with a possible new tenant, who would eventually become a long-term tenant.

Ms. Gibboney announced the October financials are looking positive.

Ms. Berg discussed the October 2016 Year-to-date financials. She pointed out revenues are up 3% and expenses are down compared to what was budgeted.

Commissioner Clinefelter asked when the Port planned to replace very worn-out department vehicles with new ones. Ms. Gibboney and Mr. Englin explained a fleet replacement plan is in the works.

VIII. Other Business (continued):

A. Commission Retreat:

Ms. Gibboney presented a draft schedule and discussed it in detail. She explained the first half of the day, January 4, would include senior staff members. The meeting with staff will include discussions on the 2017 goal to increase revenues by \$500K, work plan layout, focusing on fundamentals, software training, and technology updating.

IX. STAFF COMMENTS (continued):

Ms. Gibboney reported American Construction has signed the contract for repair work on the Boat Haven breakwater. A preconstruction meeting has been scheduled (December 21) and work is to be completed by February 28, 2017.

Ms. Gibboney briefed on rate adjustments. She expects the recommendation on moorage rates would be presented in January, with the change to be in effect approximately February 1, 2017. Estimated date for yard rate changes would occur in late February or March. She stated tenants would receive notice of rate changes in advance. Ms. Gibboney reported staff is looking at the 3% charge and is receiving input from major tenants. Staff will recommend a phase out and reincorporating of the rate structure.

Ms. Gibboney and Mr. Englin discussed plans to provide better business practices, including online reservations and automatic payments. Inquiries have been made to Peninsula College and others in regards to staff training.

Ms. Gibboney reminded of the Commission Retreat on January 4 & 5, 2017 at the Port Ludlow Resort, Olympic Room.

Gordon Neilson suggested Port staff incorporate a capital facilities master plan, which can be a ticket to securing grant funding.

X. PUBLIC COMMENTS (1:20:37):

Jim Maupin discussed parking control at Point Hudson. Mr. Englin responded, informing staff is looking at the Point Hudson layout and future planning for Point Hudson will include tenants, staff and residents.

Anne Rickier reported formation of a Quilcene Citizens Committee is almost complete. They would like to work together on issues in a public/private partnership with the Port and Coast Seafoods.

George Yount commented on Point Hudson planning and stated the importance of giving the public opportunity for input.

XI. COMMISSIONER COMMENTS (1:26:47):

Commissioner Tucker reported on a very well attended airport holiday potluck, adding, “It was wonderful”. He spoke about a group of MRC members who would work to clean up derelict boats that blow on to the rocks and break apart. They would also work on prevention programs to avoid these events. Commissioner Tucker spoke about the NODC and that they continue to look for a director to replace Kate Dean.

Commissioner Clinefelter asked for an update on the vessel John Cobb. He then asked about an incident earlier in the day with persons in an RV suspected of drug activities.

Commissioner Hanke reported he met with Tom Albrow at the Port of Seattle and with the Port of Edmonds and they are excited about Director Gibboney’s work at our Port.

XII. NEXT PUBLIC WORKSHOP AND REGULAR MEETING:

Wednesday, January 11, 2017: Workshop at 9:30 a.m. and the Meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

Commission Retreat on January 4 & 5, 2017, 8:30 a.m. (until 4:45 p.m. on the 4th and 4:00 p.m. on the 5th), Port Ludlow Resort, Olympic Room, One Heron Lane, Port Ludlow, WA.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:45 p.m. with an actual start time of 2:49 p.m. to discuss two potential litigation matters, pursuant to RCW 42.30.110 (i), duration of twenty-five minutes with no action.

XIV. ADJOURNMENT:

The meeting reconvened and adjourned at 3:19 p.m. there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President