

## PORT COMMISSION REGULAR MEETING– June 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, Properties & Environmental – Toews  
Attorney – Goodstein  
Minutes – Nelson

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 5:30 PM.

### II. APPROVAL OF AGENDA:

Ms. Gibboney proposed an addition to the agenda, Executive Session, Item A – To Evaluate the Performance of a Public Employee, fifteen minutes, no action required.

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (0:54):

A. Approval of Public Workshop Minutes – June 8, 2016  
Approval of Meeting Minutes – June 8, 2016

B. Approval of Warrants

Warrant #056288 through #056295 in the amount of \$11,964.24 for Payroll & Benefits

Electronic Payment in the amount of \$55,365.10 for Payroll & Benefits

Warrant #056296 through #056331 in the amount of \$57,159.14 for Accounts Payable

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

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS (Not related to agenda):

None

### V. SECOND READING (Action Items):

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

### VII. POTENTIAL IMMEDIATE ACTION ITEMS):

#### A. Acceptance of the Port Townsend Boat Haven Boat Ramp Expansion Project Work (1:24):

Ms. Berg reported that commission approval is required for closeout of the boat ramp project. Once signed off, she will forward to L&I, ESD and DOR, and if contractor is in compliance with all three State agencies, the Port can release retainage funds to Neptune Marine. Commissioner Tucker expressed his reasons why he is not ready to take a vote on this. He explained he wants to wait until after July 4, when there is a -2.6 or -2.8 tide so that he can inspect the ramp.

Mr. Toews explained the “As Built” (project specs) were submitted, reviewed and signed off by the engineer, MC Squared and that the work was completed consistent with the design.

A lengthy discussion ensued.

The commission was unable to come to a unanimous decision to vote on the project acceptance.

Mr. Toews informed that RCO would perform a final inspection of the boat ramp on June 29.

#### B. BIG Authorizing Resolution No. 647-16 (13:36):

**Commissioner Tucker moved to approve Immediate Action on the BIG Resolution.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**Commissioner Clinefelter moved to adopt Resolution No. 647-16 as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

VIII. OTHER BUSINESS:

A. September 28, 2016 Commission Meeting (14:08):

Commissioner Tucker stated this meeting conflicts with the WPPA Environmental Conference in Winthrop and requested a date or time change.

Commissioner Hanke recommended keeping it an evening meeting.

**Commissioner Hanke moved to change the meeting date from September 28 to Tuesday, September 27, 2016 at 5:30 pm.**

**Commissioner Clinefelter seconded the motion**

**Motion carried by unanimous vote.**

IX. STAFF COMMENTS (16:14):

Ms. Gibboney discussed a recent meeting with Reid Middleton on the airport runway project. Scope of work and FAA submittals were reviewed. She explained the Port would be responsible for 10% (the FAA funds 90%), which 5% of that would be pursued through a WSDOT grant. Ms. Gibboney stated the shed runway is the preferred type but if the FAA requires the crown runway, costs will be substantially more. She discussed the runway width.

Ms. Gibboney reported she is researching proposed leases at JCIA, keeping in accordance with the Airport Master Plan.

Ms. Gibboney then announced the expected Administrative Order on the Boat Yard Stormwater Permit from DOE was received. She discussed the schedule laid out by DOE. Discussion ensued on details of the order, costs and the ability to meet the set deadlines.

Mr. Toews discussed an “early win” involving intergovernmental coordination and maintaining good relations. He informed that the County increased the days open to the public at the MRW facility from one day a week to two. This was able to happen due to a more financially secure solid waste fund and help and planning from Port Environmental Officer, Al Cairns (“...a feather in Al’s cap for good work.”)

Mr. Toews announced he is moving ahead with pre-app consultation on the Point Hudson breakwater, working on the Shoreline Permit and the SEPA with the City, who is the lead agency. He has a meeting scheduled with the City on Friday, adding the grant deadline is July 15, 2016. He explained the grant process with RCO in further detail.

Ms. Berg reported on the WPPA Financial Conference she recently attended. Among items discussed were internal controls, CERB loan assistance and a presentation on a GIS program. She added that for \$2500/year, the Port would have access to mapping out (low-level) tenant properties, water meters, electrical, etc. Also on the agenda were the Employer Human Resources law and upcoming changes in GASB (Government Accounting Standards Board) pronouncements. She said she is continuing to work on the annual report. Ms. Berg reported the two new cash drawers are being installed (one at each moorage office) to allow for better accountability.

Attorney Goodstein discussed the second “Landry” lawsuit where Mr. Goodstein will file a Motion to Dismiss on Friday. He reported that Mr. Landry had filed a third lawsuit, which includes a previous owner of Goldstar Marine.

X. PUBLIC COMMENTS (40:12):

Bill Putney asked if the subject of IFR striping at the airport was discussed with Reid Middleton, which would run concurrent with the runway resurfacing. He also discussed runway obstructions (trees).

Melinda Bryden asked Ms. Berg if month to date financials would soon be presented at the meetings. She then asked the commission/staff if any negotiations have been held on collaborating with the City to help underwrite the project cost. Mr. Toews reported he and Ms. Gibboney plan to open conversations with the City and the community to help partner in closing the funding gap.

XI. COMMISSIONER COMMENTS (43:32):

Commissioner Tucker briefed on the recent Energy Lunch meeting he attended, where agricultural sustainability was on the agenda. He also mentioned the Sea Level Rise meeting he attended a few weeks back.

Commissioner Clinefelter asked for an update on the abandoned (former) NOAA vessel. Mr. Toews reported an Amended Notice of Intent to Obtain Custody on July 5 was filed. He added the current owner has been in discussions with several interested prospective buyers. Ms. Gibboney added this something that needs to be included in policies and procedures in keeping with a safe harbor.

Commissioner Hanke reported he attended the End of School Party at the Herb Beck Marina in Quilcene, commenting that it was well done and well attended.

XII. NEXT PUBLIC WORKSHOP/MEETING: Wednesday, July 13, 2016. Workshop at 9:30 am, meeting at 1:00 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 6:18 pm (start time 6:21 pm) to discuss a personnel matter, pursuant to RCW 42.30.110 (g), duration of fifteen minutes with no action.

XIV. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 6:37 pm, there being no further business to come before the Commission.

ATTEST:

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Brad A. Clinefelter, Secretary

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Peter W. Hanke, President

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Stephen R. Tucker, Vice President