

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:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President