

PORT COMMISSION REGULAR MEETING– July 13, 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 – O’Malley
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:

Mr. Toews proposed an Executive Session on Litigation, ten minutes, no action.

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 22, 2016

Approval of Meeting Minutes – June 22, 2016

B. Operations Reports – June 2016

C. Approval of Warrants

Warrant #056332 through #056344 in the amount of \$53,670.78 for Payroll & Benefits

Electronic Payment in the amount of \$82,685.01 for Payroll & Benefits

Warrant #056345 through #056409 in the amount of \$145,500.79 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) (1:02):

George Yount discussed the FEMA open house he attended in Quilcene, which led to his question, does the Port’s insurance include flood coverage?

(Commissioner Hanke welcomed new Leader reporter, Libby Wennstrom, who replaced Robin Dudley.)

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. Johnson Fabrication, LLC, Lease (2:29):

Mr. Toews explained this lease space is the NE corner of the former J&S Building and is the same space Mr. Johnson leased last year. He added this is the only area (of the building) that has not had a roof replacement and pointed out it is listed in the CRRP as an urgent project. He explained the water leaks are damaging the trusses, as reported by Port Engineer, Harold Andersen. Mr. Toews stated the lease term is five-years, unless terminated early by the Port, as stated in the lease. Mr. Johnson is being charged \$0.41/sq. ft. If the roof is replaced the lease rate would increase to the standard rate of \$0.67/sq. ft.

Discussion ensued on the urgency of this roof replacement, whether temporary repairs could be done, and whether the Port has received bids on this project.

B. Draft Budget Schedule (9:29):

Ms. Berg stated the County Assessor has agreed to attend the September 7, 2016 budget workshop.

She pointed out this budget schedule is similar to last year’s.

Ms. Berg reported Cynthia Weed would attend the August 10, 2016 workshop, along with staff from the County Treasurer and Assessor’s offices.

Commissioner Clinefelter asked about the budget meetings with Department Managers on August 15-18. Ms. Gibboney explained managers would bring their projected expenses and potential revenue generator ideas to the table. She stated she has discussed with staff about setting target goals and added budget planning is very much a participatory process.

Ms. Gibboney suggested incorporating a tour of capital projects into the budget schedule. Discussion ensued on an Open House Tour vs. one-on-one commission inspections. Ms. Gibboney discussed the value of public involvement with an open house. Staff would bring back proposed dates to the commission.

Ms. Berg informed that the budget schedule would be on the July 27, 2016 meeting agenda for approval.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. OTHER BUSINESS:

(Commissioner Hanke asked about PUD work happening near the yard along Sims Way. Commissioner Tucker wanted to recognize that the Port of Port Angeles airport – Fairchild - received unused FAA funds awarded to the Port of PT for the Jefferson County Airport that were left over from a previous project.)

IX. STAFF COMMENTS (26:03):

Ms. Gibboney informed she met with airport tenants on site and discussed some of their projects she observed.

She stated she attended the ACI boat launching ceremony on Saturday and thanked the yard staff – Sean and Chris, for working on a Saturday. She said ACI is looking at possible additional lease space but their biggest challenge is parking. Ms. Gibboney will approach Port staff for their ideas on parking alternatives.

Ms. Gibboney briefed the commission on a recent meeting she had with Peninsula Trails Coalition board members. They discussed potential alternatives to reroute trail traffic away from the busy shipyard, including repositioning the trailhead to the Park and Ride. The group will meet again late in 2016. Ms. Gibboney added the Port would like to accommodate trail users without affecting core business at the Port.

Mr. Toews informed agricultural uses in the airport vicinity are not consistent with Jefferson County Code. The Port will address this issue with the County. He explained the Letter of Intent with the Coppentraths would be on hold until the County completes their Comp Plan update next year. He stated the County might be able to amend the Code. Discussion ensued on this subject.

Ms. Berg reported she continues working on the Annual Report and once that is completed, she will work on monthly financial reports, which she said, are important for the start of the budget process. She added she will begin work on insurance renewals at each marina and general liability insurance for the Port itself.

Ms. Nelson informed the deposit due date is coming up for the 2017 Seattle Boat Show. Ms. Gibboney asked the commission for feedback and they all agreed the Port should continue participating. She also informed the commission that she and staff are working on marketing strategies and is researching what our return is on advertising.

Commissioner Tucker spoke about existing City signage in the water that directs boaters to call the City for tie-ups (City Dock/Union Wharf) and asked that wording needs to be corrected directing boaters to call the Port. Ms. Gibboney reported she tasked staff to rethink signage around the Port.

Attorney O'Malley said he has noticed a level of excitement and energy with a new director on staff and he is excited to see Ms. Gibboney here.

X. PUBLIC COMMENTS:

XI. COMMISSIONER COMMENTS (47:51):

Commissioner Tucker discussed the recent NODC meeting he attended. Among items discussed there were CEDs funding and the creation of the “vibrant and active” Chimacum Corners that received a fusion of money. Commissioner Tucker added he would like to see the Port, somehow, become a type of active partner in the Chimacum Corners project.

He then discussed a meeting he recently attended on Ocean Acidification where he learned a group is raising kelp on rafts as an experiment to remove excess carbon dioxide from our waters. Commissioner Tucker suggested a good possible place for this experimental project might be Quilcene Bay.

Commissioner Clinefelter reported he and Ms. Gibboney met with Betsy Davis and Sean of the Northwest School of Wooden Boats at their site where they reviewed the School's new Strategic Plan. He added the School might approach the Port in the future for partnership possibilities. Commissioner Clinefelter suggested adding to Tier 3 of the

CRRP – the repair of the rotting Port Hadlock piling and the dock, which needs securing. He said the School has in their long-term plans to build a new dock, which, he added may be something the Port and the school could collaborate on. Commissioner Tucker discussed the problem the Port faced in the past with the unavailability of parking at the Port Hadlock ramp. Commissioner Clinefelter believes continued discussions between the Port and the School should take place in the future.

Commissioner Clinefelter asked for an update on the vessel, John Cobb. Ms. Gibboney added the situation with this vessel will cause for a change in policies and operations in order to avoid an occurrence like this in the future. Commissioner Clinefelter said the Yard should require owners to supply their work plans prior to hauling out. Mr. Toews answered this is included in the R&Rs.

Commissioner Hanke stated staff should schedule a meeting with Vessel Assist (in regards to dropping vessels off at the Port without prior authorization).

Commissioner Hanke requested one of the August commission meetings to take place in Quilcene. (Staff will research.)

XII. NEXT PUBLIC WORKSHOP/REGULAR MEETING:

Wednesday, July 27, 2016. Workshop at 3:00 p.m., meeting at 5:30 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:12 p.m. to discuss litigation, pursuant to RCW 42.30.110 (i), duration of ten minutes with no action.

XIV. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:23 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