

PORT COMMISSION REGULAR MEETING– August 10, 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 PM.

II. APPROVAL OF AGENDA:

Commissioner Tucker added to Item VII. Potential Immediate Action - Letter of Support for Agricultural Matter.

Commissioner Hanke proposed to move Item VI. First Reading – Proposed Changes to Organizational Chart – to Item VII. Potential Immediate Action.

Mr. Toews added an Executive Session to discuss Litigation, no action, duration of ten minutes.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:23):

A. Approval of Public Workshop Minutes – July 27, 2016

Approval of Meeting Minutes – July 27, 2016

B. Operations Reports – July 2016

C. Approval of Warrants

Warrant #056448 through #056460 in the amount of \$57,656.96 for Payroll & Benefits

Electronic Payment in the amount of \$80,959.49 for Payroll & Benefits

Warrant #056461 through #056518 in the amount of \$211,131.65 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) (2:35):

Ron Hayes referred to the 2016 – 2021 Capital Repair & Replacement Plan, the critical and additional projects and asked, “Can we afford this?” He provided a copy of his comments to the commission.

George Yount commented on the Reserve Fund and its intended use.

Port of Port Angeles Commissioner Connie Beauvais and Executive Director Karen Goschen presented Resolution No. 16-1137 to the Port of Port Townsend Commission (and the City of Forks) giving gratitude to the Port of Port Townsend for the transfer of unused FAA airport funds (\$150K) to the Port of Port Angeles. These funds were applied towards the apron expansion project at the William Fairchild International Airport. Commissioner Beauvais and Director Goschen briefed on Port of Port Angeles successes and projects.

V. SECOND READING (Action Items):

A. Port Townsend Boat Haven Renovation Reserve (49:29):

Ms. Gibboney stated this was a continuation of direction from the commissioners to cease funding of the Boat Haven Reserve Fund at the end of 2016 and to begin funding in 2017 for a Port-wide Reserve Fund. Ms. Gibboney explained the reason for the change, adding the fund would provide greater flexibility for grant fund matches organization-wide. She discussed the projected costs of future capital projects and added some projects have yet to be identified.

Commissioner Tucker asked, so why not start this change now?

Commissioner Clinefelter stated this is the first commission to have the benefit and burden of long-term planning for repair and replacement of capital projects. He suggests going with Commissioner Tucker’s recommendation and wants to cease funding of the Boat Haven Reserve account immediately.

**Commissioner Clinefelter moved to stop funding the Boat Haven Reserve immediately and to being funding the new Port-wide Reserve Fund.
Commissioner Tucker seconded the motion.
Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

A. Proposed Changes to Organizational Chart (54:57):

Ms. Gibboney stated that as we move forward with budget and organizational planning and with the transition with the new Executive Director and the departure of the Deputy Director, she has had a few months to assess what needs to take place to meet current and future needs. She recommends adding the new position of a Deputy Director of Operations and Business Development. Ms. Gibboney explained she is looking for someone to deal with day-to-day operations and optimizing efficiencies, and building business and seeking additional revenue sources. She would like this person to have a strong background in business development, a background in growing revenues, analysis and tenant marketing.

Commissioner Tucker asked if we could afford this position.

Ms. Gibboney replied she has reviewed year-to-dates and there is enough cash in this year's budget. She added the position would have a six-month probationary period, with benchmarks and business development goals. She recommends moving forward. She added this position should pay for itself in the coming years.

Commissioner Clinefelter asked about Mr. Toews involvement with leases. Ms. Gibboney explained Mr. Toews would continue writing and reviewing leases and terms, and assuring that the Port is a good steward of public assets. She and the Deputy Director would negotiate the leases.

The commissioners discussed the reason for titling the position "Deputy" Director. They agreed to name the position, "Director of Operations and Business Development". Discussion ensued on staffing and ways to make operations run more efficiently. Ms. Gibboney is seeking more productivity from staff and is empowering them in improving problem solving skills. Her goal is to increase staffs' effectiveness.

Commissioner Tucker move to place this item for Immediate Action.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. Proposed Changes to Organizational Chart:

Commissioner Hanke moved to approve the Organizational Chart as presented, with the new position title of Director of Operations and Business Development.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Letter of Support for Agricultural Matter:

Commissioner Tucker explained he and Ms. Gibboney received a request from WSU Extension for a Letter to USDA in support of a grant application for funding to help our agricultural community.

Commissioner Tucker moved to authorize the Executive Director to sign a Letter of Support to USDA on WSU Extension's behalf.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. OTHER BUSINESS:

A. Topics for Meeting with Rep. Derek Kilmer (1:22:26):

Ms. Gibboney reminded the commission she is meeting with Representative Kilmer on August 12 and that she previously requested topics for discussion from them. One item on her agenda is to establish a staff contact at the US Army Corps to learn the history of our breakwaters and learn of possible funding ideas.

Commissioner Tucker would like her to discuss possible Federal funding for a vessel demolition pad. In addition to that, he would like to learn if there is any FEMA aid available to get some of the airport projects off the ground and funding for security cameras.

Commissioner Hanke would like to learn of any funding sources available to help Quilcene and Point Hudson.

Commissioner Clinefelter requested she discuss sea level rise expenses, such as heavy haulout armoring.

B. Projects Tour (1:29:54):

Ms. Gibboney reviewed the Projects Tour on August 17, 2016 from 10 a.m. to noon. She stated it has been presented as an Open House and is not a commission meeting. RSVPs are required to attend.

IX. STAFF COMMENTS (1:35:10):

Ms. Gibboney discussed a marketing meeting she had with Keven Elliff, on short-term marketing and how he has already cut marketing expenses back with near the same amount of advertising from the previous year. He is analyzing the Port's marketing goals. The Port will hold a roundtable meeting with Port tenants in the near future to find out how the Port can market to help their businesses. She also will look for feedback from them on the Port's participation at the Pacific Marine Expo and the Seattle Boat Show. Bill Putney requested adding the airport to the marketing program.

Ms. Gibboney reported on a recent Department of Ecology inspection on Quilcene fueling operations and the franchise operations at the Boat Haven fuel dock. Deficiencies were found at the Quilcene operation. Ms. Gibboney tasked Mr. Cairns to compile a report on DOE's assessment and to provide his recommendations on a path forward. Ms. Gibboney explained the fuel operations at Quilcene need addressing and she recommends the Port get out of the fuel business there. She discussed Penn Cove's interest in the fuel operations. She would like commission affirmation and direction to move ahead. Commissioner Hanke expressed his concern for Dabob Bay residents who use the fuel there.

Ms. Gibboney reported she has reached out to one firm on the Boat Haven breakwater engineering assessment, and will reach out to another as well. She expects to receive proposals next week.

Ms. Gibboney reported she is searching on the MRSC roster for consultants to work on Capital Improvement planning. They will help to seek funding sources to "flush out" the 6-year projects on the Capital Repair & Replacement Plan (CRPP).

She informed the commission of a meeting she had with City Manager David Timmons. They discussed support of the Point Hudson breakwater project and a future meeting with City Council and the Port Commission.

Ms. Gibboney and one commissioner have been invited to speak to the Jefferson County Library Board. The library has compiled an assessment of community needs and is seeking Port participation.

She reported on a conference call with WPPA's Gerry O'Keefe and the Port of Ilwaco's director on a vessel demolition pad. She got the impression from them that DNR is not interested but she will research further. Commissioner Clinefelter suggested staff perform an analysis. He believes there should be a significant rate increase for the derelict vessels they bring here.

Ms. Gibboney reported on some "unruly trespassers" and safety issues Port staff has dealt with the past few weeks. She and Mr. Toews are streamlining the process for Port staff to follow in initiating a trespass on an individual.

She announced she attended Commissioner Hanke's forum in Quilcene

Ms. Gibboney reported staff would conduct a meeting on the engineering process with Mott McDonald on the Point Hudson Jetty this fall. They will seek to determine if this will be a fully spec'd project or a design-build.

Lastly, Ms. Gibboney reported she met with a representative of the Dog Park at JCIA. She explained the Port is focusing on our organization and its core businesses and cannot provide Port staff time.

Mr. Toews provided clarification on the trespass policy and procedures, and stated it would faithfully implement the Port's Rules & Regulations.

He discussed the need to have a detailed leasing policy to guide staff in the development and negotiation of leases.

Mr. Toews provided an update on the Quilcene Wastewater Feasibility study and adding that the first phase of public involvement was completed, with a good number of the public meeting in Quilcene with the consultant. He discussed the site studies and reported we are on time and on budget under the contract. He expects to have a draft engineering report for submission to Ecology late this fall.

Ms. Berg explained the approval of extra help to complete journal entries for the year to date financials was very helpful. She is working on narrative assessments to include cash flow (year-to-date), which will be available at the next meeting.

She is working on June and July financial reports and will have the Annual Report completed by the end of August.

Attorney O'Malley said he thought Cynthia Weed's presentation at the workshop earlier this morning was a positive experience. He also is encouraged to see outreach to other Ports (referring to the Port of Port Angeles presentation).

X. PUBLIC COMMENTS (2:00:00):

Bill Putney discussed installing the fourth web camera at the airport.

XI. COMMISSIONER COMMENTS (2:03:28):

Commissioner Tucker discussed the WPPA Commission Conference he attended last week in Union and some of the topics presented.

Commissioner Clinefelter asked for an update on the abandoned vessel, the John Cobb. He talked about a photo he took earlier in the day of a worker sitting with his back against the wheel of the heavy haulout, *sleeping*, while his crewmates washed down the vessel. (Not a good decision.) He had the crew wake the worker up to tell him to move.

Commissioner Hanke discussed the District 3 public meeting he held in Quilcene and how only one person showed up, with another couple joining in later.

He would like staff to move forward with a cost benefit analysis of metering at the washdown, and boat ramp parking.

Discussion ensued on Port patrons filling up their personal water tanks and washing their cars at the boat ramp washdown, getting free water. Ms. Gibboney reported she has also fielded many complaints about sanitary conditions in the Port's public restrooms and the need for a hygiene center in the community, which maybe the Port could collaborate with the City and County.

XII. NEXT PUBLIC WORKSHOP/SPECIAL MEETING:

Wednesday, August 24, 2016: workshop at 3:00 PM, meeting at 5:30 p.m. at the Timberhouse Restaurant meeting room, 295534 US Hwy 101, Quilcene, WA.

XIII. EXECUTIVE SESSION:

The regular session recessed at 3:22 and began the Executive Session at 3:22 PM 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 3:37 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