

PORT COMMISSION SPECIAL MEETING AND PUBLIC HEARING – August 24, 2016

The Port of Port Townsend Commission met in special session at the Timberhouse Restaurant, meeting room, 295534 US Highway 101, Quilcene, 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 5:32 p.m.

II. APPROVAL OF AGENDA:

Commissioner Tucker moved to approve the Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Public Workshop Minutes – August 10, 2016

Approval of Meeting Minutes – August 10, 2016

B. Write-off Register

C. Approval of Warrants

Warrant #056519 through #056528 in the amount of \$13,257.77 for Payroll & Benefits

Electronic Payment in the amount of \$59,706.06 for Payroll & Benefits

Warrant #056529 through #056572 in the amount of \$57,356.41 for Accounts Payable

Electronic Debit in the amount of \$11,748.86 for WA State Dept. of Revenue Combined

Excise Tax Return for July 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):

Bertram Levy commented on boat ramp usage and increase in water usage.

V. PUBLIC HEARING: PORT POLICIES & PROCEDURES TO IMPLEMENT THE STATE ENVIRONMENTAL POLICY ACT (SEPA), CHAPTER 43.21C RCW:

(At 5:35 p.m. the meeting recessed to the Public Hearing.)

Commissioner Hanke read the rules of the Hearing and introduced Mr. Toews, who explained the SEPA Resolution reasoning and process.

PUBLIC COMMENT: Former Port Commissioner Herb Beck discussed the original heavy haulout project.

With no further comments to come before the commission, the Public Hearing closed at 5:44 p.m.

VI. SECOND READING (Action Items):

A. Public Hearing Deliberations & Potential Adoption – Resolution No. 649-16,

Establishing Port SEPA Policies, Procedures & Implementing Rules:

Commissioner Tucker moved to adopt Resolution No. 649-16 as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Acceptance of the Port Townsend Boat Haven Ramp Expansion Work (12:35):

Ms. Gibboney informed that the commission is in receipt of the report on the Boat Ramp acceptance. She reported that Mr. Toews confirmed with the engineer of record that the submitted and recorded drawings are accurate. Since the engineer of record has signed off on the project and the in-house inspection was approved as well, Ms. Gibboney recommends the commission accept the Boat Ramp Expansion project as completed.

Commissioner Tucker raised his concerns and much discussion ensued.

Commissioner Clinefelter moved to approve and accept the completion of the Boat Ramp Expansion project.

Commissioner Hanke seconded the motion.

Motion carried by two votes and one opposed vote from Commissioner Tucker.

VII. FIRST READING (Discussion Only):

VIII. POTENTIAL IMMEDIATE ACTION ITEMS):

IX. OTHER BUSINESS:

X. STAFF COMMENTS (38:02):

Ms. Gibboney reported on her meeting with Derek Kilmer and informed he would provide her with some good contacts with the Coast Guard, Army Corp, NOAA, etc. From that meeting she also learned of a National Parks program that provides trail planning, which she will investigate. They also discussed economic development planning and Rep. Kilmer offered his office to help convene meetings for the Port. Ms. Gibboney stated she continues meeting with stakeholders and tenants and has received great feedback and recommendations for the budget.

Ms. Gibboney reported on meetings she had with the Ports of Skagit, Kingston and Edmonds where she was able to observe their operations, reporting mechanisms and cash flow projections.

She reported on the recent Open House Capital Projects Tour.

Ms. Gibboney also discussed the Wooden Boat Festival; a boathouse and boat the Port recently took possession of; work with Mott McDonald on the Boat Haven emergency repairs needed on the breakwater; and, future talks with DNR on a boat deconstruction pad.

Mr. Toews provided an update and briefed on a timeline for the Quilcene Wastewater Feasibility Study.

He briefed the commission on the events that led to the Port possessing the derelict/abandoned boathouse, and provided an update. He stated a Notice of Intent to Obtain Custody was sent to The Leader for publication.

Mr. Toews then updated the commissioners on the vessel, John Cobb.

Ms. Nelson reported she is working on scheduling and booth arrangements for the Wooden Boat Festival, the Pacific Marine Expo and the January 2017 Seattle Boat Show.

Ms. Berg reported on the Annual Report progress, which she will submit within the next few days to Moody's and the State Auditor's Office.

She reported on a recent meeting she and Ms. Gibboney attended with members of the "Friends of the Port" who suggested a "one page wonder" on financial standings. Ms. Berg incorporated those suggestions into a report she had already developed and presented that to the commission. She explained the Port is looking good on the year-to-date, and it is in alignment with the budget. At the next meeting, she will have a more accurate year-to-date report, which will include July financials.

XI. PUBLIC COMMENTS (1:11:26):

Herb Beck commented on the Quilcene Marina and its current reservation system. He stated he is pleased with the grounds upkeep in the yard. He also would like to see some advertising done on the Quilcene properties. He had a question on the Coast Seafoods lease. Last, he asked if the Port is charging for commercial use of the boat ramps.

Bill Putney reported he attended the recent AOPA Fly-in at the Bremerton National Airport and suggested Mr. Gibboney meet with the WA State Dept. of Transportation Senior Aviation Planner, who said he has not met the Port's new director as of yet.

XII. COMMISSIONER COMMENTS (1:22:42):

Commissioner Clinefelter asked if pile mitigation costs at the Quincy Street Dock are figured in to the total boat ramp cost. He also discussed the loss of revenue from having to eliminate one slip because of the ramp expansion.

Commissioner Tucker disputed Commissioner Clinefelter's opinion of the loss of the boat slip revenue due to the ramp expansion. He said that slip was located there to help in the ramp construction process and was meant intended to be there only temporarily.

Commissioner Tucker stated he attended the County's community picnic on Emergency Planning at HJ Carroll Park. While there, he met a person involved with a group that helps communities obtain hygiene stations and they may be willing to work with the Port.

Commissioner Hanke asked if a fix to the end of the boat ramp drop could happen before the Wooden Boat Festival. Mr. Toews answered that tides are not low enough before then to allow for that work.

XIII. NEXT PUBLIC WORKSHOP / REGULAR MEETING:

Wednesday, September 14, 2016: Workshop at 9:30 a.m., Meeting at 1:00 p.m.
in the Port Commission Building, 333 Benedict St, Port Townsend.

Attorney O'Malley announced a twenty-minute duration for the executive session, with no action.

XIV. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 7:04 p.m. to discuss two litigation matters, pursuant to RCW 42.30.110 (i), duration of twenty minutes with no action.

XV. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 7:25 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