

## PORT COMMISSION REGULAR MEETING– January 11, 2017

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA.

Present: Commissioners – Hanke, Tucker and Clinefelter  
Executive Director – Gibboney  
Auditor - Berg  
Director of Operations & Business Development - Englin  
Attorney – Goodstein  
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:

Proposed amendment to the agenda includes Executive Session, item A) Labor Relations discussion, pursuant to RCW 42.30.140 (4a) and item B) Potential Litigation, pursuant to RCW 42.30.110 (i). Total duration, ten minutes with no action.

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. 2014/15 WA STATE AUDITORS CONFERENCE (1:16):

WA State Auditors present: Amy Strzalka and Carol Ehlinger.

Ms. Strzalka discussed the highlights – easy access to records and quick response from staff on requests for documents, and as a result, the cost of the audit came in \$2K under their budgeted price. She stated they recognize the new Port management and their dedication to compliance and improvements. Ms. Strzalka briefed on the Accountability Audit (full compliance and only minor recommendations) and the Financial Statements Audit (full compliance, weaknesses and/or deficiencies not found, a clean audit). Next scheduled audit is fall of 2018, which could include a single audit if \$750K in Federal Dollars are expended in 2017.

### IV. ELECTION OF OFFICERS (12:00):

Ms. Gibboney reported she discussed officer positions for 2017 with each commissioner and that Commissioner Hanke would like to serve as President for another year.

**Commissioner Tucker moved to elect Commissioner Hanke as President, Commissioner Clinefelter as Vice President and Commissioner Tucker as Secretary for the year 2017.**

**Commissioner Clinefelter seconded the motion.**

### V. CONSENT AGENDA:

Ms. Berg added (Item D) Resolution No. 656-17, surplus of the old Super Unicom unit that is no longer in operation at the airport.

A. Approval of Meeting Minutes – November 22, 2016

B. Operations Reports – November 2016

C. Approval of Warrants

D. Resolution No. 656-17 – Declaring Certain Items Surplus

Warrant #057097 through #057113 in the amount of \$69,516.33 for Payroll & Benefits

Electronic Payment in the amount of \$95,479.26 for Payroll & Benefits

Warrant #057114 through #057153 in the amount of \$71,369.07 for Accounts Payable

**Commissioner Hanke moved to approve the Consent Agenda as amended.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

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

None

### VII. RECESS TO A MEETING OF THE INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF PORT TOWNSEND:

Commissioner Tucker called the IDC meeting to order at 1:14 p.m.

Commissioner Tucker adjourned the IDC meeting at 1:18 p.m. and re-adjourned into the Regular Meeting.

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

A. Commission Meeting Procedures & Policy – Resolution No. 654-17 (18:34):

Ms. Gibboney discussed the additional changes made to the policy, including eliminating the required “Second Reading” for any subject, in order to avoid “bogging down” business. She explained second reading is for legislative items, budget, planning, etc. Also eliminated was “Potential Immediate Action Items” and “Other Business” changed to read “Regular Business”. The time was also set for the Tuesday, November 22, 2017 meeting to 5:30 p.m.

**Commissioner Tucker moved to adopt Resolution No. 654-17 Meeting Procedures & Policy as discussed.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

IX. FIRST READING (Discussion Only):

A. Delegation of Authority Policy & Resolution No. 655-17 (21:50):

Ms. Gibboney requested changes to her authorized spending amounts for the following: Construction contracts from \$25K to \$50K, Professional Services from \$10K to \$50K, and Architectural Services from \$15K to \$50K.

Ms. Gibboney explained this would move things along more quickly and efficiently with the identified capital projects.

X. POTENTIAL IMMEDIATE ACTION ITEMS):

A. 2017 WPPA Trustee Appointments (27:38):

**Commissioner Hanke moved to take action on the Trustee appointment.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

**Commissioner Clinefelter moved to appoint Commissioner Tucker as the 2017 WPPA Trustee and Commissioner Hanke as the alternate.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

XI. OTHER BUSINESS:

A. Washington Public Ports Association “2017 Port Day” (29:16):

Ms. Gibboney explained WPPA sponsors a Port Day in Olympia to allow Directors and Commissioners to discuss the legislative agenda. The Port Attorney will research if two commissioners are allowed to attend without noticing as a public meeting. Appointments have been set with Reps. Tharinger and Chapman, and still waiting to hear from Rep. Van de Wege’s office.

B. 2017 Committee List (33:51):

2017 committee representatives of the Port were selected and Ms. Nelson will make those changes to the 2017 committee list.

XII. STAFF COMMENTS (48:21):

Ms. Gibboney informed work on the Boat Haven breakwater began on Monday, January 9 and should finish up by the end of the week. A construction inspector has been visiting the site daily. Ms. Gibboney stated she expects this to be presented at the next commission meeting for possible project close-out.

Ms. Gibboney discussed the Commission/Staff Off-site Retreat and said it was very effective. She commended staff for coming prepared.

She explained staff is working on procedures and capital projects and looking for funding options. She will talk with the Corp tomorrow, primarily about longer-term needs for the Boat Haven breakwater.

Ms. Gibboney informed that the maintenance staff has been making adjustments according to the freezing weather, such as water shut-off, etc.

Mr. Englin reported he is meeting tomorrow with Dept. of Fish & Wildlife for a walk-through for lease negotiations. A creosote mitigation plan and a maintenance plan will be included in their lease.

He informed he has countered with the US Coast Guard on their lease and is waiting to hear back.

Mr. Englin is negotiating with ACI on a lease. Staff is working on fiber optics, which would increase the service level to all tenants.

Mr. Englin reported he met with a potential vendor and that is looking good.

He is working on a utility audit (water and power), and installing a meter system and segregating use.

Mr. Englin is also completing the boatyard rate analysis and hopes to get it to the commission ASAP.

Mr. Goodstein provided an update on Marc Landry's appeal.

Ms. Berg briefed the commission on her November financials report. We are above in budgeted revenues and below budget in expenditures.

XIII. PUBLIC COMMENTS (1:07:25):

Bertram Levy asked if Mr. Englin had considered relocating the door located on the south side of the ACI building to the north side to alleviate traffic and parking problems.

George Yount thanked staff and the commission for the retreat. He said it was an excellent program.

Bob Frank asked if there were any updates on the stormwater report.

XIV. COMMISSIONER COMMENTS (1:09:43):

Commissioner Tucker briefed on the MRC subcommittee formed to handle small derelict vessels that blow up on the beaches.

Commissioner Clinefelter asked for an update on the John Cobb and if the Seattle Maritime Academy is subject to a State audit.

Commissioner Hanke added he thought the retreat was very energetic and daunting, and a great one.

XV. NEXT REGULAR MEETING:

Wednesday, January 25, 2017 at 5:30 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XVI. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:14 p.m. with an actual start time of 2:16 p.m. to discuss Labor Relations and Potential Litigation with a total duration of ten minutes with no action.

XIV. ADJOURNMENT:

The meeting reconvened and adjourned at 2:27 p.m. there being no further business to come before the Commission.

ATTEST:

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Stephen R. Tucker, Secretary

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Peter W. Hanke, President

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Brad A. Clinefelter, Vice President