

PORT COMMISSION REGULAR MEETING– February 22, 2017

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

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA:

Commissioner Hanke noted the Executive Session for Potential Litigation and Personnel, thirty minutes, with no action.

Commissioner Tucker moved to approve the Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:14):

Commissioner Tucker requested a change to the February 8, 2017 Meeting Minutes, to Section V, Item A, paragraph two (change underlined): "...the presented rate schedule and the schedule presented at the January 25 meeting and the February 1, 2017 workshop."

Ms. Gibboney made a correction to the audio minutes of the February 8, 2017 meeting. She said the \$11K payment to Oceanview Marine Services was not for the demolition of the Eric J, but for their services with the Travelift incident. She added that the demolition of the Eric J ended up costing the Port nothing, as it was sold as scrap.

A. Approval of Public Workshop Minutes – February 8, 2017

Approval of Meeting Minutes – February 8, 2017

B. Approval of Warrants

Warrant #057291 through #057299 in the amount of \$13,672.37 for Payroll & Benefits

Electronic Payment in the amount of \$66,479.70 for Payroll & Benefits

Warrant #057300 through #057343 in the amount of \$173,557.13 for Accounts Payable

Electronic Debit for WA State Dept. of Revenue Combined Excise Tax Return for

January 2017 in the amount of \$3,229.54

Commissioner Tucker moved to approve the Consent Agenda as amended with the change to the February 8, 2017 meeting minutes.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (3:07):

Anne Ricker of Quilcene announced that Mr. & Mrs. Speer found a piece of property to relocate the double wide. She then suggested considering the hire of Jim Speer as a seasonal employee at the Quilcene marina.

Members of Chimacum Girl Scout Troop #41174 presented their request to build a life jacket loaner station to be located at the Herb Beck Marina in Quilcene. They briefed the commission on the program and their plan to keep life jackets available as loaners to swimmers and boaters.

Commissioner Clinefelter moved to allow Girl Scout Troop #41174 to build and install a shack for the life jacket loaner program at the marina in Quilcene as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. State of WA Pollution Liability Insurance Agency (PLIA) Grant Program for Underground Storage Tanks (15:59):

Ms. Gibboney reported the underground fuel storage tank at the airport is aging and needs replacing. She informed about a grant program through the PLIA, where funding is available up to \$150K, through either grants or loan. She stated the estimate for a new tank is \$50-75K and another \$50-75K to remove the existing tank. Discussion ensued on possible locations for a new tank. Ms. Gibboney stated if we do meet criteria, the Capital Budget would need amending to reflect this expense.

The commission asked about other grant opportunities that might exist.

Commissioner Tucker moved to authorize staff to move forward with the PLIA Grant.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Tier II BIG (Boating Infrastructure Grant) Application (24:15):

Ms. Gibboney explained the grant is through the RCO (Recreation and Conservation Organization), and funded with federal dollars. She stated the original grant was awarded to the Port for repair of the north and south jetties at Point Hudson. She informed that she and Ms. Berg recently completed a progress report to RCO that includes a request to use the \$1.1M award towards the south jetty only, and that the RCO seemed amenable to that. If awarded, this second Tier II grant (in the neighborhood of \$600K) would be applied towards the subsequent repair of the north jetty. She added that applying for this grant qualifies the Port to be eligible for State money from the Boating Facilities program. Ms. Gibboney asked permission to proceed forward with the BIG application for the north jetty.

Commissioner Hanke moved to authorize the Executive Director to move forward with the Tier II BIG application for Point Hudson north jetty repairs.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (26:29):

Ms. Gibboney reported she submitted a letter to Department of Ecology (DOE) in regards to the stormwater system. She has asked for suspension on the review of the previously submitted engineering report and for collaboration on an upgrade of our existing system, and an amendment to the Administrative Order. The next step is to meet with the DOE.

Ms. Gibboney reported she thanked staff at the recent all-staff meeting for their professionalism throughout the Travelift accident.

She reported she is proceeding with the Integrated Planning Grant Proviso, and stated she asked Commissioner Tucker to assist with phone calls to Representative Chapman.

Ms. Gibboney reported staff is proceeding with the installation of separate water meters at the head of each dock, the administration building and the washdown pad. She will provide a schedule soon and will request bid packets from outside contractors.

Ms. Gibboney met with Keven Elliff on developing a schedule for a marketing plan for the marinas, RVs and for some yard activities. She briefed on his scope of work.

She reported interviews have been set with five applicants for the Communications and Marketing Coordinator position.

Ms. Gibboney spoke of her recent interview with Phil Andrus at KPTZ radio.

Last, Ms. Gibboney reported staff met with Coast Seafoods last week and would soon present ideas to the commission for consideration, along with a request for approval of a CERB grant application submittal for Quilcene development.

Mr. Englin reported he is finishing up with the Travelift claim and is comparing prices on new and used Travelifts.

He reported he continues to work on finding a buyer for the Cobb.

Mr. Englin is working with a title company on a hangar purchase/sale agreement.

He informed he received an inquiry for yard storage for half a year for a 120' vessel, which he is researching.

Mr. Englin continues working on the Independent Fee Estimate for paving at the airport. He stated two estimates are required for submittal to the FAA. Commissioner Hanke asked if pilots would be allowed to land on the taxiways during the paving process (to be determined).

Mr. Englin reported he continues working with Mr. Speers in their transition.

He talked about two Canadian 'SALTS' vessels (100'+ each) that hauled out for a short time, but are expected to come back for more work.

He continues working on recovery of utility fees, including garbage, sewer, water and power, and the rate analysis of the boat yard.

Last, Mr. Englin reported on the WA Sea Grant program and monies available for operating expenses of pump out stations. He is working on a layout plan with the State RCO.

IX. PUBLIC COMMENTS (42:46):

Bob Frank expressed his appreciation for the public workshop held on February 1, and Ms. Gibboney’s “great” presentation (on stormwater).

X. COMMISSIONER COMMENTS (44:40):

Commissioner Hanke reported he was recently a customer in the yard and was pleased with the service he received. He did raise concerns about billing for electricity in the instance where more than one customer shares one meter. Ms. Berg reminded that staff is working on changes to this method.

Commissioner Clinefelter asked to be excused from the next meeting, as he will be out of town. He added there might be an opportunity for him to call in, but will not know until that day.

Commissioner Tucker talked about meeting with the State legislators and informed he met with the County and PUD and would continue meetings with them. He also talked about the recent Energy Lunch he attended where EVs (electric vehicles) were discussed. He said there might even be a possibility of renting EVs to the Port. Commissioner Hanke reminded that if the commission needs to take a vote on the Travelift, he would like that to happen right away. Ms. Gibboney replied that this would occur at a regular or special meeting depending on timing, and at that meeting, the capital budget would need amending as well as approval of the expenditure.

XI. NEXT PUBLIC WORKSHOP AND REGULAR MEETING:

Wednesday, March 8, 2017 in the Port Commission Building, 333 Benedict St, Port Townsend. Workshop at 9:30 a.m., meeting at 1:00 p.m.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 6:23 p.m. to discuss potential litigation and a personnel matter, pursuant to RCW 42.30.110 (i), (g), duration of ten minutes with no action. At 7:13 p.m. the session was extended fifteen minutes.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 7:33 p.m. there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, Secretary

Peter W. Hanke, President

Brad A. Clinefelter, Vice President