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**Port of Port Townsend
1st Monthly Meeting Agenda
Wednesday, January 11, 2017, 1:00 PM
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. 2014/15 WA State Auditor's Exit Conference.....1
- IV. Election of Officers.....2
- V. Consent Agenda
 - A. Approval of Meeting Minutes – December 14, 2016.....3-5
 - Approval of Special Meeting Minutes – January 5, 2017.....6
 - B. Operations Reports – December 2016.....7-9
 - C. Approval of Warrants
- VI. Public Comments (not related to Agenda)
- VII. Recess to a Meeting of the Industrial Development Corporation of the Port of Port Townsend.....10
 - A. Election of IDC Officers.....11
 - B. Approval of January 13, 2016 IDC Minutes.....12
- VIII. Second Reading
 - A. Commission Meeting Procedures - Resolution and Policy.....13-18
- IX. First Reading
 - A. Delegation of Authority Resolution and Policy.....19-31
- X. Potential Immediate Action Items
 - A. 2017 WPPA Trustee Appointments.....32
- XI. Other Business
 - A. Washington Public Ports Association "2017 Port Day".....33-34
 - B. 2017 Committee List.....35-37
- XII. Staff Comments
- XIII. Public Comments
- XIV. Commissioner Comments
- XV. **Next Meeting:**
Wednesday, January 25, 2017 at 5:30 PM, Port Commission Building,
333 Benedict Street, Port Townsend, WA
- XVI. Executive Session (if called):
- XVII. Adjournment

PORT OF PORT TOWNSEND

MEETING OF: **January 11, 2017**

AGENDA ITEM: **III. 2014 & 2015 Audit Exit Conference**

BACKGROUND:

The State Auditor's Office has completed fieldwork on the Port's 2014 and 2015 Annual Report (financial statements) and the Accountability audit for the same period.

Team Manager, Carol Ehlinger, and Audit Lead, Amy Strzalka, will be sharing with the Commission the results of the audit and any recommendations they have based on the audit work.

Executive Director's Recommendation:

For the Commissioners' information.

PORT OF PORT TOWNSEND

MEETING OF: January 11, 2017

AGENDA ITEM: IV. Election of Officers

BACKGROUND:

Positions held in 2016:

Pete Hanke – President
Steve Tucker – Vice President
Brad Clinefelter – Secretary

Executive Director's Recommendation:

Elect officers for the year 2017.

PORT COMMISSION REGULAR MEETING-- December 14, 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 Operations & Business Development - Englin
Director of Planning – Toews
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:

Bob Frank of Admiral Ship Supply requested a correction to the November 22, 2016 minutes, which listed his business as Admiral Marine.

Commissioner Hanke added an **Executive Session** to discuss two Potential Litigation matters, duration twenty-five minutes, no action, pursuant to RCW 42.30.110 (i).

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – November 22, 2016

B. Operations Reports – November 2016

C. Approval of Warrants

Warrant #056981 through #056994 in the amount of \$63,457.17 for Payroll & Benefits

Electronic Payment in the amount of \$94,666.01 for Payroll & Benefits

Warrant #056995 through #057064 in the amount of \$75,236.32 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):

Jack Becker posed a question about the moorage Operations Report.

Gordon Neilson expressed his appreciation for the work going forward at the Boat Haven and getting up to speed with the 21st century. He asked about lack of hot water in laundry room sink; asked about the absence of one washer from the laundry room; and requests to keep the door to the port-a-potty dumpster unlocked.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. 2017 Meeting Procedures Resolution No. 654-17 (8:00):

The commissioners agreed they would like to hold two commission meetings a year in each district. The airport and the Tri Area were suggestions for District 2 meeting locations. Meeting areas for District 3 consideration are Port Ludlow and Quilcene. Staff will present these changes in Resolution No. 654-17, and attachment, at the January 11, 2017 meeting for approval.

VII. POTENTIAL IMMEDIATE ACTION ITEMS:

A. Olympic Peninsula Salmon Derby (12:07):

Ms. Gibboney reported that the Gardiner Fire District requested a ramp waiver for the February 2017 Salmon Derby.

Commissioner Tucker briefed on the history of the derby and said he is happy to waive the ramp fee, but would like to see an accounting report from the Gardiner Fire Department on how they use the earnings from the derby.

Audience members Jack Becker and Vigo Anderson opposed the approval of a fee waiver. Audience members Troy McKelvey and Ron Hayes argued for the waiver.

Commissioner Hanke moved for Immediate Action on the Olympic Salmon Derby ramp fee waiver.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Tucker moved to waive the ramp fee for February 2017 Olympic Discovery Salmon Derby participants.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. OTHER BUSINESS:

A. Commission Retreat (22:58):

Ms. Gibboney asked to position this item at a later point on the agenda, due to technical problems.

B. Personnel Policy Amendments (27:16):

Ms. Berg reported to the commission two changes to the personnel policy. The first change is a more specific Cell Phone policy. The second change is the addition of a policy for expensed meals for day meetings and training sessions. Ms. Berg explained this is for information only and does not require commission approval.

IX. STAFF COMMENTS (30:55):

Ms. Gibboney provided an update on the stormwater. She reported Parametrix completed the engineering report, which was submitted to Dept. of Ecology. Mr. Toews said he is hopeful we would receive comments from DOE by the end of the year on the proper approach and plan for implementation. Ms. Gibboney discussed the engineering report in some detail. She explained that upon schedule implementation, staff would seek out grant funding. She said once we have heard back from DOE, this would be an agenda item at a commission workshop or meeting and discussed in public. Ms. Gibboney explained the process of collecting additional data to assure it meets performance requirements. She reminded that DOE's schedule is a very aggressive one. She stated DOE is looking for compliance and the Port is aggressively working towards this. Further discussion ensued. Mr. Toews reported that the cost of implementing Phase I would be between \$400-500K. Questions from audience asked about for explanation of lift station and outfall; and if there is a risk of legal action from outside groups.

Mr. Englin reported his focus is on fundamental business practices with a goal to position the Port for the future – to pursue business and be able to handle that increased business. He discussed having the capacity, planning, building a base and software needs to meet business goals. He discussed the importance of delivering on customer service. Mr. Englin discussed the development of a capacity analysis and rate analysis, which are in the works. He talked about making operations easier for the customer in reserving yard and moorage space. He has been receiving feedback from Port tenants and customers. Mr. Englin reported he is searching for a cure, not symptomatic relief. Mr. Englin reported he is working on a couple of leases, and is in discussions with a possible new tenant, who would eventually become a long-term tenant.

Ms. Gibboney announced the October financials are looking positive.

Ms. Berg discussed the October 2016 Year-to-date financials. She pointed out revenues are up 3% and expenses are down compared to what was budgeted.

Commissioner Clinefelter asked when the Port planned to replace very worn-out department vehicles with new ones. Ms. Gibboney and Mr. Englin explained a fleet replacement plan is in the works.

VIII. Other Business (continued):

A. Commission Retreat:

Ms. Gibboney presented a draft schedule and discussed it in detail. She explained the first half of the day, January 4, would include senior staff members. The meeting with staff will include discussions on the 2017 goal to increase revenues by \$500K, work plan layout, focusing on fundamentals, software training, and technology updating.

IX. STAFF COMMENTS (continued):

Ms. Gibboney reported American Construction has signed the contract for repair work on the Boat Haven breakwater. A preconstruction meeting has been scheduled (December 21) and work is to be completed by February 28, 2017.

Ms. Gibboney briefed on rate adjustments. She expects the recommendation on moorage rates would be presented in January, with the change to be in effect approximately February 1, 2017. Estimated date for yard rate changes would occur in late February or March. She stated tenants would receive notice of rate changes in advance. Ms. Gibboney reported staff is looking at the 3% charge and is receiving input from major tenants. Staff will recommend a phase out and reincorporating of the rate structure.

Ms. Gibboney and Mr. Englin discussed plans to provide better business practices, including online reservations and automatic payments. Inquiries have been made to Peninsula College and others in regards to staff training.

Ms. Gibboney reminded of the Commission Retreat on January 4 & 5, 2017 at the Port Ludlow Resort, Olympic Room.

Gordon Neilson suggested Port staff incorporate a capital facilities master plan, which can be a ticket to securing grant funding.

X. PUBLIC COMMENTS (1:20:37):

Jim Maupin discussed parking control at Point Hudson. Mr. Englin responded, informing staff is looking at the Point Hudson layout and future planning for Point Hudson will include tenants, staff and residents.

Anne Rickier reported formation of a Quilcene Citizens Committee is almost complete. They would like to work together on issues in a public/private partnership with the Port and Coast Seafoods.

George Yount commented on Point Hudson planning and stated the importance of giving the public opportunity for input.

XI. COMMISSIONER COMMENTS (1:26:47):

Commissioner Tucker reported on a very well attended airport holiday potluck, adding, "It was wonderful". He spoke about a group of MRC members who would work to clean up derelict boats that blow on to the rocks and break apart. They would also work on prevention programs to avoid these events. Commissioner Tucker spoke about the NODC and that they continue to look for a director to replace Kate Dean.

Commissioner Clinefelter asked for an update on the vessel John Cobb. He then asked about an incident earlier in the day with persons in an RV suspected of drug activities.

Commissioner Hanke reported he met with Tom Albrow at the Port of Seattle and with the Port of Edmonds and they are excited about Director Gibboney's work at our Port.

XII. NEXT PUBLIC WORKSHOP AND REGULAR MEETING:

Wednesday, January 11, 2017: Workshop at 9:30 a.m. and the Meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

Commission Retreat on January 4 & 5, 2017, 8:30 a.m. (until 4:45 p.m. on the 4th and 4:00 p.m. on the 5th), Port Ludlow Resort, Olympic Room, One Heron Lane, Port Ludlow, WA.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:45 p.m. with an actual start time of 2:49 p.m. to discuss two potential litigation matters, pursuant to RCW 42.30.110 (i), duration of twenty-five minutes with no action.

XIV. ADJOURNMENT:

The meeting reconvened and adjourned at 3:19 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

PORT COMMISSION SPECIAL MEETING– January 5, 2017

The Port of Port Townsend Commission met in special session at the Port Ludlow Resort, Olympic Room, One Heron Road, Port Ludlow, WA.

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 8:33 a.m.

II. APPROVAL OF AGENDA:

Commissioner Hanke moved to approve the Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Warrants

Warrant #057065 through #057073 in the amount of \$13,230.08 for Payroll & Benefits

Electronic Payment in the amount of \$62,232.17 for Payroll and Benefits

Warrant #057074 through #057096 in the amount of \$32,297.15 for Accounts Payable

Warrant #057107 in the amount of \$1,311.54 for Accounts Payable

Electronic Debit in the amount of \$4,783.37 for WA State Department of Revenue

Combined Excise Tax Return for November 2016

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. NEXT PUBLIC WORKSHOP / REGULAR MEETING:

Wednesday, January 11, 2017: Workshop at 9:30 a.m., meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

XIV. ADJOURNMENT:

The meeting adjourned at 8:35 a.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

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: DECEMBER 2016

DATE: 1/5/2017

MONTHLY PERMS: 358

MONTHLY GUESTS: 25

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' 34	30	4	88%
27' 11	10	1	91%
30' 105	102	3	97%
35' 24	24	0	100%
40' 44	43	1	98%
45' 41	39	1	95%
50' 32	31	1	97%
OVER 52' 7	7	0	100%
TOTAL: 298	287	11	AVG: 96%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. 1455	1406	97%
TOTAL: 3806	3706	AVG: 100%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	129	156	4638
CREDIT SYSTEM:	13	13	345
TEMP TIE UP:	1	3	190
FREE NIGHTS:	0	0	2
PTYC:	4	2	406
RAMP/DAILY:	14	43	1205
RAMP/ANNUAL:	17	4	424
RAMP NOT PAID:	2	4	70

WAIT LISTS	
25' PLEA:	21
27' PLEA:	0
30' PLEA:	59
35' PLEA:	35
40' PLEA:	46
45' PLEA:	23
50' PLEA:	21
OVER 52':	10
OVERWID	0
30' COMM.	0
40' COMM.	0
50' COMM:	0

TOTAL OCCUPANCY %: 98%

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT & 5 YEAR COMPARISON

2016

MARINA NIGHTLY GUEST NIGHTS

	2012		2013		2014		2015		2016		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	28	28	58	58	53	53	83	83	70	70	JAN
FEB	96	124	80	138	57	110	104	187	92	162	FEB
MAR	73	197	95	233	77	187	101	288	56	218	MAR
APRIL	240	437	159	392	209	396	163	451	235	453	APRIL
MAY	541	978	605	997	585	981	619	1070	594	1047	MAY
JUNE	749	1727	606	1603	520	1501	537	1607	706	1753	JUNE
JULY	1035	2762	1089	2692	993	2494	1018	2625	1015	2768	JULY
AUG	1178	3940	1188	3880	996	3490	1033	3658	1026	3794	AUG
SEPT	831	4771	899	4779	778	4268	958	4616	950	4744	SEPT
OCT	175	4946	214	4993	120	4388	221	4837	122	4866	OCT
NOV	86	5032	138	5131	114	4502	73	4910	51	4917	NOV
DEC	65	5097	64	5195	52	4554	60	4970	44	4961	DEC

RV NIGHTLY GUEST NIGHTS

	2012		2013		2014		2015		2016		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	176	176	180	180	285	285	304	304	286	286	JAN
FEB	221	397	261	441	150	435	291	595	281	567	FEB
MAR	229	626	359	800	249	684	244	839	392	959	MAR
APRIL	445	1071	209	1009	546	1230	652	1491	634	1593	APRIL
MAY	638	1709	637	1646	706	1936	955	2446	806	2399	MAY
JUNE	645	2354	910	2556	1015	2951	1036	3482	963	3362	JUNE
JULY	1247	3601	1275	3831	1169	4120	1202	4684	1256	4618	JULY
AUG	1300	4901	1293	5124	1228	5348	1287	5971	1276	5894	AUG
SEPT	1076	5977	1079	6203	1120	6468	1072	7043	1137	7031	SEPT
OCT	580	6557	694	6897	796	7264	771	7814	645	7676	OCT
NOV	290	6847	352	7249	432	7696	403	8217	492	8168	NOV
DEC	246	7093	165	7414	269	7965	269	8486	293	8461	DEC

PERMANENT & SEASONAL TENANT SUMMARY

	AVAIL/GOAL		OCCUPIED		%
LTD ACCESS MOORAGE	40	SLIPS	30	30	75%
COMMERCIAL MOORAGE	850	FEET	817	817	96%
SEASONAL MOORAGE	32	SLIPS	29	29	91%
SEASONAL RV'S	10	SITES	9	9	90%
UNDESIRABLE	3	SLIPS	1	1	33%

									DATE:	1-6-17
STORAGE OPERATIONS REPORT										
	DEC 2013	DEC 2014	DEC 2015	DEC 2016	2013 YEAR TO DATE	2014 YEAR TO DATE	2015 YEAR TO DATE	2016 YEAR TO DATE	REMARKS	
HAUL-OUT										
BOAT YARD - OUT	15	27	24	21	724	757	738	705		
BOAT YARD - IN	18	24	19	27	693	743	726	643		
67% RE-BLOCK	6	7	8	6	65	70	60	97		
40% INSPECTION	2	3	2	4	38	39	28	42		
OTHER	1	0	1	1	23	37	46	34		
SUB TOTAL	42	61	54	59	1543	1646	1598	1521		
SHIP - OUT	10	5	2	8	161	129	121	137		
SHIP - IN	7	8	2	4	137	134	119	128		
SHIP - RE-BLOCK	0	1	2	0	4	14	12	6		
SHIP - INSPECTION	1	0	1	1	7	4	5	7		
SHIP - OTHER	0	0	0	1	5	0	2	5		
SUB TOTAL	18	14	11	14	314	281	259	283		
TOTAL	60	75	65	73	1857	1927	1857	1804		
STORAGE										
PTBH - START	72	65	64	74						
PTBH - END	69	64	59	56						
PTBH-O.P.P.	24	30	20	18						
SHIP-START	22	18	16	11						
SHIP-END	22	16	12	11						
SHIP-O.P.P.	2	3	4	3						
					OFF PORT PROPERTY					
Longterm (Boats)	24	21	33	22	GOLD STAR - 5					
					STEPHENS - 0					
					FLY - 1					
					HAVEN - 2					
					PT CO-OP - SHIP - 3					
					PT CO-OP - SMALL - 8					
					CRAFTMAN - 0					
					STEELHEAD - 1					
					CUNNINGHAM - 1					
JCIA OPERATIONS REPORT										
HANGERS	13	13	13	13						
TIE DN - PAVED	2	2	1	2						
TIE DN - GRASS	0	0	0	0						
TIE DN - NIGHTLY	0	0	3	52	- 2 planes per 2016 - nightly					
W/L - HANGERS	0	0	0	0						

INDUSTRIAL DEVELOPMENT CORPORATION OF
THE PORT OF PORT TOWNSEND
Port Commission Building
333 Benedict Street, Port Townsend

January 11, 2017
1:00 PM

- I. Call to Order
- II. Election of Officers
- III. Approval of Minutes – January 13, 2016
- IV. New Business
- V. Next Meeting – Called as needed
- VI. Adjournment

**INDUSTRIAL DEVELOPMENT CORPORATION OF
THE PORT OF PORT TOWNSEND**

MEETING OF: **January 11, 2017**

AGENDA ITEM: **Annual Election of Officers**

BACKGROUND:

Current IDC Officers:

President:	Stephen R. Tucker
Vice-President:	Brad A. Clinefelter
Secretary:	Peter W. Hanke

RECOMMENDATION:

Elect Officers for the year 2017.

**MINUTES OF THE
INDUSTRIAL DEVELOPMENT CORPORATION OF
THE PORT OF PORT TOWNSEND
Wednesday – January 13, 2016**

The meeting of the Industrial Development Corporation of the Port of Port Townsend was held in the Port Commission Building, 333 Benedict Street, Port Townsend, WA

Present: 2015 Directors: Stephen R. Tucker, President
 Brad A. Clinefelter, Vice President

Present via Conference Phone: Peter W. Hanke, Secretary

Port of Port Townsend Staff:

Executive Director - Crockett
Deputy Director – Pivarnik
Auditor – Berg
Recorder – Nelson

I. CALL TO ORDER

Commissioner Tucker called the meeting to order at 1:08 PM.

II. ELECTION OF OFFICERS:

Commissioner Tucker moved to approve the 2016 slate of officers the same as in 2015:

**Commissioner Tucker – President, Commissioner Clinefelter – Vice President and
Commissioner Hanke – Secretary.**

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. APPROVAL OF MINUTES – April 22, 2015:

Commissioner Clinefelter moved for approval of the April 22, 2015 IDC meeting minutes as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. NEW BUSINESS:

Ms. Berg presented a report on the IDC financials. She reported that currently the IDC has \$5,009, invested in both CD and Money Market accounts.

Mr. Crockett reviewed the history of the IDC.

V. NEXT MEETING:

The next meeting of the IDC to be called as needed.

VI. ADJOURNMENT:

There being no further business to come before the Directors, the meeting adjourned at 1:12 PM.

Stephen R. Tucker, President DATE

Peter W. Hanke, Secretary DATE

Brad A. Clinefelter, Vice President DATE

PORT OF PORT TOWNSEND

MEETING OF: January 11, 2017

AGENDA ITEM: VIII. Second Reading
A. Commission Meeting Procedures –
Resolution No. 654-17

BACKGROUND:

This was presented with some changes at the last Commission Meeting. Additional proposed changes to the policy include:

- Time and Location of Meetings: A decision is needed on the meeting time of the Tuesday, November 22, 2017 meeting.
- Section 1 - Order of Business: agenda item VII - Potential Immediate Action has been removed.
- Section 5 – a new paragraph has been added and inserted under item 'd'.
- Section 5 – a paragraph has been added to item 'e'.

All changes to resolution and policy have been highlighted in red.

Due to additional changes made to the policy since the last Commission Meeting, this item will be presented again at the January 25, 2017 Meeting.

Executive Director's Recommendation:

For discussion.

RESOLUTION NO. 654-17
A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AFFIRMING RESOLUTION No. 639-16,
READOPTING COMMISSION MEETING PROCEDURES

WHEREAS, The Port of Port Townsend did establish and approve, in public session, "Commission Meeting Procedures" by Resolution No. 42-87 dated November 18, 1987, and;

WHEREAS, The Port of Port Townsend did rescind Resolution No.42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No 344-01 on March 14, 2001, by Resolution No. 363-02 on February 27, 2002, by Resolution No. 367-02 on March 27, 2002, by Resolution No. 390-03 on January 22, 2003, Resolution No. 392-03 on April 9, 2003, by Resolution No. 471-06 on July 26, 2006, by Resolution No. 487-07 on April 25, 2007, by Resolution No. 532-10 on January 27, 2010, by Resolution No. 553-11 on January 12, 2011, by Resolution No. 558-11 on March 23, 2011, by Resolution No. 561-11 on June 8, 2011; by Resolution No. 594-13 on May 8, 2013; Resolution No. 604-14 on January 22, 2014; by Resolution 624-15 on January 14, 2015; and by Resolution No. 639-16 on January 27, 2016, and

WHEREAS, the Port Commission wishes to affirm the meeting procedures established on January 27, 2016 via Resolution No. 639-16.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend, that Resolution No. 639-16 adopted on January 27, 2016 shall be affirmed and the Commission Meeting Procedures, as shown in the attached "Appendix A" shall be readopted, with minor amendments concerning meeting times, order of business, and voucher approval.

ADOPTED this XXth day of **January 2017**, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President

APPROVED AS TO FORM:

Port Attorney

APPENDIX A

The Policy and Procedures on pages 1-4 have been adopted by Resolution 654-17, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, 487-07, 532-10, 553-11, 558-11, 561-11, 594-13, 604-14, 624-15, and 639-16. Any changes or deletions will require an amendment to the Resolution.

COMMISSION MEETINGS

TIME AND LOCATION OF MEETINGS

1. With the exception of the dates and meetings times specifically outlined in paragraph 2 immediately below, regular meetings of the Port of Port Townsend will be held on the second Wednesday of each month at 1:00 p.m. and the fourth Wednesday of each month at 5:30 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, Washington. The workshop, will precede the first regular meeting on the second Wednesday of each month at 9:30 a.m.
2.
 - a. The June 14 & 28 meetings will be held at sites to be determined in District 2.
 - b. The October 11 & 25 meetings will be held at sites to be determined in District 3.
 - c.. The second regular meeting in November will be held on Tuesday, the 22nd at 1 or 5 p.m.
 - d. Regularly scheduled meetings and workshops may be changed at the discretion of the Chair.

RULES OF TRANSACTION OF BUSINESS

1. Order of Business shall be as follows:
 - I Call to Order
 - II Approval of Agenda
 - III Consent Agenda
 - IV Public Comments (Not related to Agenda items and or Guest Presentations.
If applicable)
 - V Second Reading (Action Items)
 - VI First Reading (Discussion Only)
 - ~~VII~~ ~~Potential Immediate Action~~
 - VII Other Regular Business
 - VIII Staff Comments
 - IX Public Comments
 - X Commissioner Comments
 - XI Next Meeting
 - XII Executive Session, (If called)
 - XIII Adjournment
2. All matters which, in the judgment of the Commission, are of a legislative character and shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and

the original copy shall be signed by the President and Vice President and attested by the Secretary in open session. Resolutions shall be filed by the **Secretary Executive Assistant** and shall be recorded in a book or books kept for such purpose, which shall be public records.

3. Organization of Workshops:

- a. Shall have an agenda approved at the beginning of the workshop.
- b. Will have minutes recording topics discussed either in written and/or audio format.
- c. Will be used for discussion only, with no binding decisions made by the Commissioners.
- d. Rules governing written and spoken input from members of the public for business meetings will not apply to workshops.

4. Organization of Regular Business Meetings:

- a. Shall have an agenda approved at the beginning of the meeting.
- b. Will begin with the Pledge of Allegiance.
- c. Will have minutes recording topics discussed and actions taken either in written and/or audio format.
- d. Will allow presentations by each member of the public indicating a desire to address the Commission, of no more than 3 minutes, on any topic not related to the agenda.
- e. Will allow presentations by each member of the public indicating a desire to address the Commission on any agenda item. Such presentations shall be heard during discussion of the subject agenda item, at a point in the discussion determined by the presiding officer, for a uniform maximum length of time announced by the presiding officer, at his or her discretion, to make additional presentations once all who want to be heard have made their presentation.
- f. Public presentations shall adhere to common norms of civility and may be cut off by the presiding officer if in his or her judgment these norms are violated.

5. Conduct of Regular Business Meetings:

- a. The Port Commission, as a governing body, is charged with making decisions that advances the mission of the Port and which are based on sound information and analysis, respect for views of the public, and each Commissioner's best disinterested judgment.
- b. With only 3 elected Commissioners, the Commission can operate with a high degree of informality and need not be bound to all the provisions spelled out in standard codes of parliamentary procedure. However, some formal procedures need to be

followed to respect the rights of all 3 Commissioners to participate equally and fully in all Commission business.

- c. Some fundamental principles for conducting Commission meetings include (taken from The Standard Code of Parliamentary Procedure, by Alice Sturgis):
- i. All Commissioners have equal rights, privileges, and obligations.
 - ii. The majority vote decides.
 - iii. The rights of the minority must be protected.
 - iv. Full and free discussion of every proposition presented for decision is an established right of the members.
 - v. Every member has the right to know the meaning of the question before the Commission and what its effect will be.
 - vi. All meetings must be characterized by fairness and by good faith.

- d. Routine and ordinary business may be approved and/or rejected by the Commission by placing it on either the Consent Agenda, or as an item of "Regular Business". Examples of items typically placed on the consent agenda are approval of warrants and meeting minutes.

Examples of items considered as "Regular Business" include lease agreements, contracts, and grant agreements.

Matters of routine and ordinary business may be voted on at the same meeting at which they are introduced. Any one Commissioner may delay the vote on a specific item and request additional information before completing its consideration.

- e. To facilitate sufficient time for reflective consideration of proposals by Commissioners and members of the public and staff, all proposals for policies* which impact members of the public shall be voted on no sooner than the immediate next regular business meeting following introduction of the proposal in the form of a motion moved by a Commissioner. The introduction of a proposal is the "first reading" and the vote is the "second reading". This requirement may be waived by a unanimous vote of the Commission.
- i. A policy proposal, once moved as a motion, may be discussed at subsequent Commission meetings without a vote required and may be amended at subsequent meetings.
 - ii. At any subsequent Commission meeting, and Commissioner may move "To vote immediately" on the policy proposal. This motion is not debatable and requires a two-thirds affirmative vote.
 - iii. The chair may call for a vote on the policy proposal at any subsequent Commission meeting and may proceed with a vote in the absence of any objections by other Commissioners.

*Examples of policy actions include adoption of the budget, adoption of strategic and/or comprehensive plans.

- f. All motions require a second. In the absence of a second, the motion is declared dead.

- g. Minor amendments to a motion may be accepted as a “friendly amendment” by the maker of the original motion without a vote on the amendment.
 - h. The presiding officer of the Commission meeting shall have the right to participate fully in the discussion and shall cast a vote on all motions.
 - i. The standard priorities and requirements for main, subsidiary, and privileged motions shall be used.
- 6. The draft agenda may be available by Friday of the week previous.
 - 7. The Executive Director or his designee would be responsible for keeping track of each issue.
 - 8. All public comments and questions should be directed to the Commissioners. If the Commissioners so desire, they may refer the question to the Executive Director, Port Attorney, and/or other Port Staff in attendance.

SMOKING

Smoking is prohibited during the Commission meetings.

MINUTES

- 1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
- 2. Minutes are recorded according to **RCW 42.32.030**

VOUCHER APPROVAL

It shall be the policy of the Port of Port Townsend Commissioners to approve vouchers for payment and authorize the issuance of warrants by signing a list which will indicate the voucher number, to whom paid, amount and purpose of the payment. Voucher approval is incorporated under “Consent Agenda”.

COMMISSIONER'S COMPENSATION

Each Commissioner shall be reimbursed or compensated for actual attendance at general meetings and for performance of other services in behalf of the Commission up to the maximum rate allowed in accordance with **RCW 53.12.260**.

PORT OF PORT TOWNSEND

MEETING OF: **January 11, 2017**

AGENDA ITEM: **IX. First Reading**
 A. Delegation of Authority Policy

BACKGROUND:

Discuss any proposed changes to attached current policy resolution and policy for re-adoption.

Executive Director's Recommendation:

For discussion.

RESOLUTION NO. 638-16

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION DELEGATING AUTHORITY TO PORT MANAGEMENT

WHEREAS: section 53.12.270 of the Revised Code of Washington provides authority to the Port Commission for delegation of powers to Port Management, and;

WHEREAS: the Port Commission has developed a delegation of authority policy requiring annual re-adoption, and;

WHEREAS: the Port Commission has reviewed and discussed the policy in prior public session;

NOW, THEREFORE BE IT HEREBY RESOLVED: the Port of Port Townsend Commission as follows:

Approves the master policy directive of the Port Commission of the Port of Port Townsend dated January 14, 2015 incorporated herein by such reference and attached as Exhibit "A", for the purpose of establishing administrative authority for the Port District Executive Director.

ADOPTED this 27th day of January 2016, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President

APPROVED AS TO FORM:

Port Attorney

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Stephen R. Tucker, Vice President

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND
SPECIFIC POLICY DIRECTIVES OF
ADMINISTRATIVE AUTHORITY OF THE
PORT DISTRICT EXECUTIVE DIRECTOR

January 27, 2016

The Commission of the Port of Port Townsend adopts the following policy for the purpose of establishing the Administrative Authority of the Executive Director (ED) who is responsible for normal Port operations. The phrase “normal Port operations” as used herein, means regular day-to-day business transactions involving personnel, materials and funds. The Commission shall retain an ED to implement the objectives of the Port, which shall be established by the Commission. The ED derives authority from the Commission acting as the governing body. The ED shall regularly inform and consult with the Commission regarding significant information and business transactions by a method mutually agreeable to the Commission and the ED. Commission directives or initiatives shall be made through the ED and shall be made only by the Commission acting as a body. The ED shall serve as the primary spokesperson for management.

Certain elements of this policy require annual approval per RCW. Therefore, this Administrative Authority Policy shall be reviewed and readopted annually.

I. UTILIZATION OF PORT CREWS

The Port District ED shall retain professional staff, which shall operate and manage according to directives from the ED. The ED is authorized to administer day-to-day operations which include personnel administration (task & project assignments, hiring, firing, setting salary & benefits, training, grievance procedures, employee enrichment & improvement, Union negotiations, etc.) within positions created and approved by the Commission.

A. Performance of Work by Port Crews

Prior Commission approval shall not be required where individual capital or maintenance projects are to be carried out by Port crews or day labor (when deemed appropriate) and do not exceed Twenty-Five Thousand Dollars (\$25,000.00), exclusive of applicable taxes. The ED may inform the Commission at the next scheduled meeting of all actions under this section.

II. RULES AND / OR PROCEDURES

The ED is authorized to adopt administrative rules and regulations necessary for the efficient operation of the Port so long as such rules and regulations are reported to the Commission and are consistent with Commission policy. All amendments to the rules and regulations established therein may hereafter be made by the ED, so long as such amendments do not exceed the authority of the ED, as granted elsewhere herein, and are reported to the Commission in a timely manner.

The ED may delegate to appropriate Port staff such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the ED's authority. To implement delegations or authority to Port staff, the ED shall promulgate policy and procedure manuals, monetary delegations authority and employee position descriptions, affirmative action plans and office manuals which shall include such delegations as appropriate. The responsibility for all administration and day-to-day operations of the Port rests with the ED.

III. SALE OF PERSONAL PROPERTY

The Port District ED, with prior Commission approval, is authorized pursuant to RCW 53.08.090 to sell and convey surplus personal property of the Port pursuant to the requirements of RCW 53.08.090-.092 (as amended or succeeded). The ED is authorized to sell and convey surplus personal property of the Port of Port Townsend subject to the following conditions:

- A. That the value of such personal property does not exceed the dollar limits authorized under RCW 53.08.090-092 (as amended or succeeded).

- B. Prior to any such sale or conveyance, the ED shall itemize and list the property to be sold and make written certification to the Commission that the listed property is no longer needed for district purposes.
- C. Any large block of such property having a value in excess of the limits authorized under RCW 53.08.090 (as amended or succeeded) shall not be broken down into components of a lesser value and sold unless done so by public competitive bid.
- D. That offers for purchase are solicited from at least three (3) parties when no bids are received from the public competitive bidding process; unless waived by the Commission on a case-by-case basis.
- E. No real property or facility which is part of the comprehensive plan of improvement or modification thereof shall be disposed of until the comprehensive plan has been modified pursuant to RCW 53.20.010 and such real property or facility is found to be surplus to Port needs.

IV. CONTRACTS FOR PERFORMANCE OF WORK

- A. Contract Awards for Construction and Maintenance
 - 1. The Port District ED may, without prior Commission approval, execute on its behalf Small Works Roster contracts where the total estimated contract price does not exceed Twenty-Five Thousand Dollars (\$25,000.00) exclusive of applicable taxes, and so long as all statutory procedures are followed, including bid and performance surety requirements. All contracts awarded under this section will be reported to the Commission at the next scheduled meeting. Public discussions with the Commission regarding all projects should precede any contract unless an emergency exists.
 - 2. The Port District ED may, execute on behalf of the Port contracts for large projects that have been properly approved including costs at a public Port meeting, and all statutory procedures must be followed. Upon proper approval from the Commission, the Port District ED may publish a notice calling for bids, award of contract or rejections of all bids will be done by vote of the Commission at a public meeting.
 - 3. When any emergency shall require the immediate execution of a contract for work the Port

District ED, pursuant to the procedures of RCW 39.04.020 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Port District ED shall, at the first opportunity contact a Commissioner, and at the first Port Commission meeting following the finding of the existence of an emergency, request the Port Commission ratification of the finding of emergency and any contracts awarded and or executed pursuant to that finding.

B. Change Orders

Where a contract for the performance of work has been awarded and under which the work is in progress, and individual changes in plans or specifications are necessitated in order to properly accomplish the work, the ED is authorized, without prior Commission approval, to execute on its behalf individual change orders to the contract if all of the following conditions are met:

1. The estimated cost of the aggregate changes in plans or specifications, exclusive of applicable taxes, will not exceed Twenty-Five Thousand Dollars (\$25,000.00).
2. For contracts of \$1 million dollars or more, the change order shall not exceed Fifty Thousand Dollars (\$50,000.00).
3. The contract provides for the issuance of changes orders.
4. The individual change order has been approved and certified by the project architect or engineer as being necessary to the proper accomplishment of the work called for in the basic contract.
5. The ED shall inform the Commission at the next scheduled meeting of all actions undertaken under this section.

C. Professional Services / Consulting Services:

The ED shall be responsible for the initiation of appropriate procedures to obtain professional or consultant services where deemed necessary in carrying out normal Port operations. When necessary, Port Legal Counsel shall be consulted with respect to statutory procedures in connection with these services. The ED may arrange for these services, without prior Commission approval,

when the cost of the proposed service for any single project will not exceed Ten Thousand Dollars (\$10,000.00). If the fee for such services is estimated to exceed Ten Thousand Dollars (\$10,000.00), prior Commission approval shall be required. The ED shall inform the Commission at the next scheduled meeting of all actions undertaken under this section.

D. Architectural, Engineering & Technical Services:

The ED is authorized to contract with qualified architectural, engineering and technical testing & inspection firms licensed in the State of Washington to provide such services as required for maintenance, preliminary engineering work or small projects of the Port. Arrangements for obtaining such services shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. If the fee on any single project or closely related work is estimated to exceed Fifteen Thousand Dollars (\$15,000.00) Commission approval shall be required. The ED shall inform the Commission at the next scheduled meeting of actions undertaken under this section.

E. Reports:

Notwithstanding the authorities granted in the preceding sections A - D, the ED shall keep the Commission advised of all contracts, reports and activities.

V. ACQUISITION OF UTILITIES, MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES.

The ED shall have the responsibility for following all statutory requirements and procedures in connection with all acquisition of utilities, materials, equipment, supplies and services. Utilities, materials, equipment, supplies and services may be acquired on the open market, or by competitive bidding when necessary for the normal maintenance and operations of the Port, and no prior Port Commission approval shall be required but shall, where appropriate, be approved as part of normal monthly expenses and shall be within authorized budgets. The Port District ED may acquire utilities, materials, equipment, supplies and services subject to the following conditions:

- A. The purchase price does not exceed Twenty-Five Thousand (\$25,000.00) Dollars or has been pre-approved by Commission, or if specifically identified while developing the annual budget and does

not exceed the budgeted amount.

- B. In the event of competitive bidding all statutory regulations must be followed.
- C. The Ed is authorized to establish a system to control purchase of materials, supplies and services. Such system should take into consideration the nature of the purchases, and that the invoices have been properly processed and approved in accordance with Port Policies and Procedures.

VI. REAL & PERSONAL PROPERTY RENTALS OR LEASES

All real & personal property belonging to the Port, when available for rent or lease, shall, except as otherwise provided herein, be leased only under an appropriate written lease instrument approved by the Commission in accordance with RCW 53.08.085. The term lease as used herein may refer to rental agreements, operating agreements or use agreements. Provided, however, in the case of a month-to-month lease subject to all the following conditions, the ED may execute the lease:

VII. LITIGATION

The ED, in coordination with Port Counsel (appointed by the Commission), shall be responsible for the procedures necessary for management and supervision of litigation in which the Port has an interest, directly or indirectly. For purposes of this section, "litigation" shall mean the assertion of any position, right or responsibility by or against the Port which has been filed in any court of general jurisdiction, be it State or Federal, or any quasi-judicial or administrative forum. The ED shall inform the Commission at the next regular meeting of all actions undertaken under this section.

VIII. ADJUSTMENT TO ACCOUNTS RECEIVABLE OR UNCOLLECTIBLE ACCOUNTS

The Port District ED is authorized to establish procedures to:

- 1) Make adjustments to accounts receivable for valid business reasons which do not constitute a gift of public funds, or

- 2) Remove from the general ledger uncollectible accounts with prior approval from the Commission.

Prior to classifying any account receivable as a "doubtful account", the ED shall be satisfied that every reasonable effort has been made by the staff to resolve or accomplish the collection of the account. For those accounts that fail to make payment, the ED shall authorize Port Legal Counsel to bring action in courts of law, or appropriate steps for possible collection. The Ports accounting records shall reflect that any account more than one hundred twenty (120) days past due is a "doubtful account". The ED shall review the doubtful accounts periodically (at least annually); recommend to the Commission which accounts should be deemed as "uncollectible" and removed from the Port's General Ledger. The Port may take collection action more quickly than set forth in the doubtful accounts collection procedure, or may exercise other remedies if available. The classification of an account as "doubtful" or "uncollectible" shall not waive any rights or release any claim against the Account Debtor. The ED shall inform the Commission at the next regular meeting of all actions undertaken under this section.

IX. PROPERTY ACQUISITION AND SALE OF REAL PROPERTY

When the Commission authorizes the acquisition of real property by purchase or condemnation, the ED shall take all necessary steps including, but not limited to obtaining appraisals / market analyses, to secure title of such property for the Port. The acquisition price shall be established based on appraisals, market analyses and negotiations and shall be approved by the Commission prior to any finalization of the purchase, ED shall sign all necessary documents.

When the Commission authorizes the sale of real property, the ED shall take all necessary steps to complete the transaction including, but not limited to obtaining appraisals, accepting deposits and opening escrow accounts for the Port. The sale price shall be established based upon factors including, without limitation, negotiations, appraisals/market analyses, special benefits to the Port and community, employment generated by the project, and shall be approved by the Commission prior to any finalization of the sale, ED shall sign all necessary documents.

X. INSURANCE PROGRAMS

The ED shall be authorized to work with an insurance broker, pre-approved by the Commission, to negotiate and obtain appropriate policies of insurance to cover Port property, liability, Commissioner and employee coverage, vehicle and other areas appropriately included within a comprehensive insurance program. The ED is authorized to approve from time to time changes or modifications within the insurance policies, these changes shall be promptly reported to the Commission at the next scheduled meeting so as to keep Commission informed of basic changes in the overall insurance program of the Port.

XI. EMPLOYEE TRAVEL, EDUCATION & CONFERENCE ATTENDANCE

The ED is authorized to approve travel and attendance of conferences or education opportunities by employees, without prior Commission approval. The limits of such authorization shall be for travel within the continental United States and the total costs shall not exceed \$1,000.00. Estimated costs in excess of \$1,000.00 shall require Commission approval prior to travel. Travel costs must be within the current budget. The ED will review all requests for travel to conferences or education to assure that it is applicable to the Port or Port operations.

XII. BANKING SERVICES AND INVESTMENT OF TEMPORARILY IDLE PORT FUNDS

The ED is authorized to negotiate for banking services and enter into agreements for such services; provided, however, unless approved in advance by the Commission, such agreements shall be terminable by the Port, without penalty. Procedures shall be established for the deposit / disbursal of Port funds recognizing the requirements sited in RCW 53.36.010 and that such procedures shall provide for an adequate system of internal control. Such banking service agreements shall be reported to the Commission at the next regular meeting.

For purposes of this section, "Temporarily Idle Funds" shall mean those funds which are not required for immediate expenditure. The Port District ED is authorized to develop procedures to direct the Port Treasurer, in accordance with applicable law relating to the investment of public funds, in the investments of

temporarily idle Port funds. These directives include, but shall not be limited to, investments in public fund approved vehicles of investment, sale of such investments, and necessary inter-fund transfers. A summary of all financial activities shall be provided at Port Commission meetings.

XIII. TRADE DEVELOPMENT PROGRAMS

The ED is authorized, consistent with budget and statutory limitations, to develop and carry out programs of trade development (which may include tourism and tourism promotion), advertising, and promotion of the Port, including its properties, facilities and services. Such programs shall be reviewed by the Commission from time to time.

XIV. GRANTS AND APPROPRIATIONS

All grant and appropriation requests (regardless of value) will come before the Commission for approval prior to submission.

XV. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT

It is the basic policy of the Port to provide equal opportunity to the users of all Port services and facilities, all contracting entities, Port employees and applicants for employment, and to assure that there be absolutely no discrimination against any person on the grounds of race, creed, color, national origin, sex, sexual orientation, marital status, age or the presence of any sensory, mental or physical handicap. This policy is to be implemented by the Executive Director.

XVI. ADMINISTERIAL CHECKS AND WARRANTS

The Executive Director is authorized to approve checks and warrants issued in the nature of administerial expenses for the efficient and proper management of port district operations as delegated in this resolution or reasonably implied from the same. The Executive Director is not authorized to approve checks and warrants in the nature of claims or non-administerial obligations. The Executive Director shall cause the checks and warrants issued under this section to come before the commission for review and approval as to the nature

and amount of administrative checks and warrants issued at the next regular meeting following issuance. The Port shall provide for bonding required for faithful discharge of the Executive Director's duties.

PORT OF PORT TOWNSEND

MEETING OF: January 11, 2017

AGENDA ITEM: X. Potential Immediate Action
A. 2017 WPPA Trustee Appointments

BACKGROUND:

Appoint 2017 Trustee and Alternate Trustee for Washington Public Ports Association (WPPA). Commissioner Hanke has held the 2016 Trustee position and Commissioner Tucker the alternate position.

Executive Director's Recommendation:

Select the 2017 WPPA Trustee and Alternate.

PORT OF PORT TOWNSEND

MEETING OF: January 11, 2017

AGENDA ITEM: XI. Other Business
A. Washington Public Ports Association
"2017 Port Day"

BACKGROUND:

Attached is the agenda for the January 31, 2017 "Port Day" in Olympia. Ms. Gibboney will attend and any commissioners who would like to participate are welcome.

An appointment has been confirmed for a fifteen-minute session with Representative Tharinger. Appointments have been requested with Representatives Chapman and Van de Wege.

Executive Director's Recommendation:

For discussion.

Port Day

January 31, 2017, Port Day, Olympia

The 2017 Port Day will be held on Tuesday, January 31. Ports **will not** be asked to showcase their booths this year. If you would like to meet with your legislator on this day, contact his or her office directly and **make your appointment as soon as possible**; their schedules fill up quickly. See you in a few weeks!

General Agenda – (update to be posted soon, today it is 12/21/16)

a.m. Morning policy briefing. Coffee and pastries will be provided
Legislative Building, Columbia Room (basement level, room 119)

8:30—11:30am Meet with your legislator. Contact your legislators now to schedule an appointment

11:45pm—12:45pm Lunch
Legislative Building, Columbia Room (basement level, room 119)

1:30pm—5:00pm Meet with your legislator. Contact your legislators now to schedule an appointment

Evening: Reception at Heritage Room in Olympia (604 Water Street)

Please Note: There is no parking available at the WPPA building. All of our spots are reserved by building tenants so please don't park in the WPPA building parking lot. Thank you!

If you have any questions, please contact Missy Goodell at the WPPA office: mgoodell@washingtonports.org or 360-943-0760.

Thank you and we hope to see you in Olympia on the 31st!

PORT OF PORT TOWNSEND

MEETING OF: January 3, 2017

AGENDA ITEM: XI. Other Business
B. 2017 Committee List

BACKGROUND:

Attached is the 2016 "Committee List". Discuss and chose Port representatives for the different committees.

Executive Director's Recommendation:

For discussion and selection.

PORT OF PORT TOWNSEND 2016 COMMITTEE ASSIGNMENTS

COMMITTEE NAME	REPS	FREQUENCY
CEO Breakfast Group	Sam Gibboney	Monthly
Climate Action Committee	Eric Toews Steve Tucker	Quarterly
Chamber of Commerce – Jefferson County		Mon/Weekly
Chamber of Commerce – North Hood Canal		3 rd Mon/mo 5:30 PM
East Jefferson Underground Coordinating Council	Larry Aase	As called
East Jefferson Watershed Council-Planning Unit		As called
Fort Worden Advisory Committee	Pete Hanke	3 rd Thur/mo Noon-2:00
Hood Canal Coordinating Council	Steve Tucker	As called (2x/yr ?)
Jefferson County Energy Lunch Meeting Committee	Steve Tucker-Rep Eric Toews-Steering Comm	3 rd Thur/mo 12:30 SC-as called
Jefferson Co. Joint Growth Management Steering Committee	Steve Tucker, primary Brad Clinefelter, alt	As called
Jefferson Co. Solid Waste Advisory Council	Al Cairns Terry Khile – alt	As called
Jefferson Higher Education Committee	Pete Hanke	Last Thurs/mo 10–11:00
Jefferson Peninsula Regional Emergency Planning Committee	xxx Al Cairns, alt	Bi-monthly
Jefferson Co. Public Infrastructure Fund Committee (PIF)	Steve Tucker Pete Hanke, alt	As called
MRC (Marine Resources Committee)	Steve Tucker Sam Gibboney-alt	1 st Tues/mo 6-8:00
NMTA Boatyard Committee	xxx Al Cairns, alt	1 st Wed/mo 10 AM
NMTA – Marina Committee	xxx Tami Ruby, alt	Annually
North Olympic Development Council (NODC)	xxx Steve Tucker-alt	4 th Thurs/mo 1-3:00
Pacific Coast Congress of Port Managers & Harbormasters Board		As called

Public Relations Committee	Pete Hanke	
Port Townsend Marine Trades Association	Brad Clinefelter xxx	As called
Port Townsend Moorage Tenants Union	Brad Clinefelter xxx	As called
Peninsula Regional Transportation & Planning Organization (PRTPO)	Pete Hanke-EB Brad Clinefelter-alt-EB xxx, TAC	Per schedule
Puget Sound Partnership	xxx Steve Tucker-alt	As called
WAMA – WA Airport Management Association	xxx	As called
Washington Boating Alliance Committee	xxx Steve Tucker-alt	Monthly
Washington Finance Officers Association	Abigail Berg	As called
WPPA Aviation Committee	xxx Pete Hanke - alt	
WPPA – 2015 Board of Trustees	Pete Hanke Steve Tucker - alt	Spring & Annual Conf
WPPA - Economic Development Committee		
WPPA - Environmental Committee	Steve Tucker	
WPPA - Finance & Administration Committee	Abigail Berg	Quarterly Annual Conf
WPPA - Legislative Committee	xxx	Twice a year
WPPA - Marina Committee	xxx Steve Tucker-alt	