



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend  
2nd Monthly Meeting Agenda  
Wednesday, February 22, 2017, 5:30 p.m.  
Port Commission Building  
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
  - A. Approval of Public Workshop Minutes – February 8, 2017.....1-2
  - Approval of Regular Meeting Minutes – February 8, 2017.....3-5
  - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
  - A. Chimacum Girl Scout Troop #41174 Presentation on Life Jacket Loaner Program
- V. Second Reading
  - A. US Coast Guard Lease.....6
- VI. First Reading
- VII. Regular Business
  - A. State of WA Pollution Liability Insurance Agency Grant Program for  
Underground Storage Tanks.....7-8
  - B. Tier II BIG (Boating Infrastructure Grant) Application .....9
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Public Workshop / Regular Meeting:  
Wednesday, March 8, 2017. Workshop at 9:30 a.m., Meeting at 1:00 p.m. in the Port  
Commission Building, 333 Benedict Street, Port Townsend, WA**
- XII. Executive Session:
  - A. Potential Litigation, pursuant to RCW 42.30.110 (i)
  - B. Personnel, pursuant to RCW 42.30.110 (g)
- XIII. Adjournment

**PORT COMMISSION PUBLIC WORKSHOP – February 8, 2017**

The Port of Port Townsend Commission met for a Public Workshop session in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

Present: Commissioners Hanke, Clinefelter and Tucker  
Executive Director – Gibboney  
Director of Operations & Business Development – Englin  
Minutes – Nelson  
Marc Horton, Washington Project Consultants

Excused: Auditor Berg

I. CALL TO ORDER:

Commissioner Hanke called the Workshop to order at 9:30 a.m.

II. AGENDA:

Refer to attached workshop agenda for items discussed.

IV. ADJOURNMENT:

The Workshop adjourned at 11:47 a.m.

ATTEST:

\_\_\_\_\_  
Peter W. Hanke, President

\_\_\_\_\_  
Stephen R. Tucker, Secretary

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

**Port of Port Townsend  
Public Workshop  
Wednesday, February 8, 2017, 9:30 a.m.  
Commission Building  
333 Benedict Street, Port Townsend, WA**

**AGENDA**

- **Stormwater Engineering Report**

Note: This is a Public Port Commission Workshop. Workshops are for information sharing only and no decisions will be made during the session. Public input may be taken at the Commissions' discretion.

**PORT COMMISSION REGULAR MEETING– February 8, 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  
Director of Operations & Business Development - Englin  
Attorney – O’Malley  
Minutes – Nelson

Excused: Auditor - Berg

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

Commissioner Hanke called the meeting to order at 1:00 p.m.

**II. APPROVAL OF AGENDA:**

Executive Session on Potential Litigation, pursuant to RCW 42.30.110 (i) and Personnel, pursuant to RCW 42.30.110 (g), duration fifteen minutes with no action to be taken.

**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 Meeting Minutes – January 25, 2017
- Approval of Public Workshop Minutes – February 1, 2017
- B. Resolution No. 659-17 – Surplus Certain Items
- C. Delegation of Authority Policy
- D. Approval of Warrants

Warrant #057221 through #057235 in the amount of \$65,750.29 for Payroll & Benefits

Electronic Payment in the amount of \$105,090.09 for Payroll & Benefits

Warrant #057236 through #057290 in the amount of \$71,598.43 for Accounts Payable

**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) (2:01):**

Anne Ricker provided a list of members for their newly formed group – a “public/private partnership committee lacking only the designated representatives from Penn Cove, Point No Point and the Port”. She also expressed concerns on the culvert in Quilcene.

Mr. Englin addressed those concerns.

**V. SECOND READING (Action Items):**

**A. Proposed Rate Schedule for Marina, RV, and Ramp Rates (6:58):**

Ms. Gibboney stated she appreciated the “mature discussions” from the audience at the February 1, 2017 workshop. She explained the rate increases are based on the organization’s needs, and these needs are driven by capital projects, where staff is working to contain those costs. Ms. Gibboney reported staff recommends no changes to the proposed rates.

Mr. Tucker noted some discrepancies between the presented rate schedule and the schedule presented at the February 1, 2017 workshop. He challenged the \$100 live-aboard fee and requested it change back to \$80, including tax. He also requested to change back the Permanent Moorage, Under 25’ fee to \$7.25, and to include tax.

Commissioner Hanke explained that the commission tasked staff to develop a cash neutral budget and the commission needs to put their trust in staff. He added there are many different revenue sources, and this is a heavy hit to moorage tenants, he being one of them, but the rate increases need to happen.

Commissioner Clinefelter stated that staff has worked hard at determining these rates and they have been reasonably set by analysis. He noted that the increase also hurts him as a tenant but everyone will be looking at increases across the board.

**Commissioner Clinefelter moved to adopt the 2017 rate schedule, with changes as discussed: \$80 Liveaboard fees (including LHT) and the Permanent Moorage, under 25’ fee at \$7.25 (including LHT).**

Commissioner Hanke put the motion on hold and opened the floor for public comment.

Jack Becker urged the commission to keep the rates down and maintain the local boat culture. He asked the commission and staff to come up with other funding sources.

Former Port Commissioner John Collins commended the commission and staff for “biting the bullet”. He said rates can’t be kept at artificially low levels and then gave examples of less expensive alternative means for people to continue access to the water.

**Commissioner Tucker seconded Commissioner Clinefelter’s motion.  
Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. Integrated Planning Grant (31:12):

Ms. Gibboney explained this was discussed at the earlier morning workshop. She reported she and Commissioner Tucker met with State Legislators in Olympia. They discussed exploring the possibility of a Proviso to the State Capital Budget for this planning grant, which would be used for characterization towards Boat Haven properties - contamination issues and economic development. She reported that Rep. Chapman might be a sponsor. Ms. Gibboney is requesting approval from the Commission to move forward with this grant. If plans meet qualifying criteria, she added, the Proviso would allow funds to be directly awarded to the Port.

Ms. Gibboney asked for direction from the commission on how to proceed with alternatives for the stormwater project. She briefed on the two alternatives – the \$1.8M Infiltration System, or the proposed less expensive Modification to the Current System. Commissioner Tucker believes it is almost impossible to meet DOE’s requirements. Commissioner Hanke compared the high cost of an Infiltration System and the possibility of re-engineering the system at a lesser cost. He stated he has trust in Ms. Gibboney’s background.

Commissioner Tucker added staff is working with consultant Marc Horton, who worked twenty years for DOE.

Further discussion ensued on the options.

Ms. Gibboney stated this is not a “slam dunk” and it is possible DOE could argue with the methodology, but she strongly believes our position is technically and legally defensible.

The commissioners agreed to move forward and continue working towards the proposed modification of the system.

B. Clint Thompson Lease (38:29):

Mr. Englin briefly discussed the lease with Mr. Thompson.

**Commissioner Clinefelter moved to approve the lease with Clint Thompson as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

VIII. STAFF COMMENTS (39:40):

Ms. Gibboney briefed on the accident in the yard (75-ton Travelift). She commended Ms. Berg and Mr. Englin for handling the situation professionally, the frontline Port staff and the tenant community. Ms. Gibboney discussed the accident follow-up, including a required report and investigation. She informed the Port would perform an internal investigation to look at the cause, the response and how to improve upon that, and operations. She added this would help with our accident prevention program and help to improve our response to incidents.

Ms. Gibboney talked again about the productive day with the legislators in Olympia.

She reported the Port has passed the threshold for the CERB grant for Point Hudson planning. The next step is a presentation meeting in March with the CERB board.

Ms. Gibboney stated staff has been working hard on the stormwater. She also mentioned she is looking at staffing needs, as staff runs lean.

Mr. Englin thanked the Shipwrights Co-op, Oceanview Marine, ACI and Craftsmen United, who all stepped up in helping with the Travelift accident. He reported the Coast Guard and DOE responded, everyone was supportive, and no one was hurt.

Mr. Englin reported on a busy heavy haulout schedule bringing boats into the yard. He stated next staff would work on boatyard rates and lease rates.

Mr. Englin reported the damaged Travelift is being assessed, and he discussed how haulouts are being handled in the meantime.

Attorney O’Malley reminded of the Executive Session. He also reported he is assisting with the draft letter to DOE on the stormwater order.

Ms. Nelson announced the commission would draw winning entries from the Boat Show raffle. Names drawn:

2 nights Boat Haven moorage: Mary Robbins of Anacortes (48' p/v);  
2 nights Point Hudson moorage: Bob Moffat of Seattle (26' p/v);  
75-ton haulout: Dan Packard of Port Townsend (26' s/v); and,  
300-ton haulout: Elliott Clemence of San Antonio, TX (75' trawler).

IX. PUBLIC COMMENTS (51:27):

Bill Putney reported airport cameras are back in operation and reminded of the annual inspection on AWOS tomorrow.

Dave Griswold asked the commission to recognize the ten+ year relationship between the Port and Mike Hogan (Oceanview Marine) and to pay attention to the assistance he provided during the Travelift accident. He said Mr. Hogan deserves an "Atta boy". Adding to that, Commissioner Hanke reported Port staff took this accident hard and recommended people also give them an "Atta boy".

X. COMMISSIONER COMMENTS (56:16):

Commissioner Tucker discussed the successful meeting with the State Legislators. He briefed on the MRC and MRC sub-committee meetings he attended. He reported the MRC has had their eyes on a few Port properties (Port Hadlock boat ramp area and the Herb Beck Marina ramp area) for rain garden sites. He also discussed the MRC sub-committee that is working on clean up and prevention of small vessels that wash up on the beaches during storms. Commissioner Clinefelter reminded it is not the responsibility of the Port to take in these vessels (whole or smashed) and that DOE should be dealing with this. Ms. Gibboney reported she has asked the legislators for full funding of the Derelict Vessel program. She has asked the Sheriff for clarification on their procedures for derelict vessels in their custody and what participation they may be counting on from the Port. She has asked the legislators to weigh in on this.

Commissioner Clinefelter reported that the Port of Toledo hauled out their first boat with their new 660-ton Travelift. He stated this Port is a serious competitor.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, February 22, 2017 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:11 p.m. to discuss potential litigation and a personnel matter, pursuant to RCW 42.30.110 (i) and (g), duration fifteen minutes with no action. When the room cleared, Attorney O'Malley announced to the public outside the session was beginning late at 2:17 p.m. At 2:32, Mr. O'Malley announced a session extension of ten minutes.

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 2:45 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

**PORT OF PORT TOWNSEND**

**MEETING OF:** February 22, 2017

**AGENDA ITEM:** V. Second Reading  
A. US Coast Guard Lease

**BACKGROUND:**

To be presented.

**Executive Director's Recommendation:**

Recommend approval of the lease with the US Coast Guard.

**PORT OF PORT TOWNSEND**

**MEETING OF:** February 22, 2017

**AGENDA ITEM:** VII. Regular Business  
A. State of WA Pollution Liability Insurance Agency  
Grant Program for Underground Storage Tanks

**BACKGROUND:**

Staff will brief the commission on the grant program with PLIAWA and the possibility of funding for the upgrade or replacement of the underground fuel storage tanks at Jefferson County International Airport.

**Executive Director's Recommendation:**

The Executive Director recommends approval from the Commission to move forward with applying for the PLIAWA grant.



P  
L  
I  
A



# State of Washington Pollution Liability Insurance Agency



## Revolving Loan and Grant Program

**Open house workshops: Please feel free to stop by anytime from 5:30-7:30 p.m. to learn about the program.**

**WORKSHOPS**

Learn about low interest loan and/or grant options regarding underground storage tanks:

- ◆ Upgrade your underground storage tank system.
- ◆ Clean up contamination.
- ◆ Install alternative fueling infrastructure.

Additional location details will be posted online at [www.plia.wa.gov](http://www.plia.wa.gov) or call us at 1-800-822-3905.

You can also follow us on twitter: @PLIWA

2016/2017 Workshop Locations	
<b>Dec. 13</b>	So. Puget Sound Comm. College - Event Ctr. 4220 6 <sup>th</sup> Avenue SE Lacey, WA
<b>Jan. 10</b>	Whatcom Community College Foundation Building (FND105) 333 Calluna Court Bellingham, WA
<b>Jan. 11</b>	Snohomish PUD Building Commission Room 2320 California St. Everett, WA
<b>Jan. 12</b>	Valley View Library 17850 Military Rd S. SeaTac, WA
<b>Jan. 18</b>	So. Puget Sound Comm. College - Event Ctr. 4220 6 <sup>th</sup> Avenue SE Lacey, WA

## PORT OF PORT TOWNSEND

**MEETING OF:** February 22, 2017

**AGENDA ITEM:** VII. Other Business  
B. Tier II BIG (Boating Infrastructure Grant)  
Application

### **BACKGROUND:**

The Port would like to apply for a Tier II BIG grant to assist in paying for the Point Hudson Breakwater North Jetty, which is currently scheduled for construction in approximately 2020. The Washington State Recreation & Conservation Office (RCO) anticipates opening the application process on or around March 1, 2017 with the grant due prior to July 1, 2017. We anticipate requesting amounts upward of \$600,000 for this project, or more if allowed.

### **Executive Director's Recommendation:**

The Commission approve staff to move forward on this grant application once opened by the RCO awarding agency.