



COMMISSION MEETING MINUTES
Special Meeting at Port of Port Angeles
February 6, 2017
9:00 a.m.

Present:

Colleen McAleer, President	Mike Nimmo, Operations Manager
Connie Beauvais, Vice Present	Jerry Ludke, Airport & Marina Manager
Steven Burke, Secretary	Chris Hartman, Dir. of Engineering
John Nutter, Dir. of Finance & Admin	Susan Scott, Bus. Dev. Administrator
	Holly Hairell, Admin Manager

***Time Specific at 10:00 a.m. – Open Public Meetings Act and Public Records Act Training**

***Time Specific no later than 11:30 a.m. – Executive Session**

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE (00:00 to 00:22)

Commissioner McAleer called the meeting to order at 9:00am and Holly Hairell led the pledge of allegiance.

II. APPROVAL OF CONSENT AGENDA (00:50 to 05:24)

A. Commission Meeting Minutes

1. January 23, 2017 Commission Work Session minutes
2. January 23, 2017 Commission Regular Meeting minutes
3. January 30, 2017 Joint City of Port Angeles Meeting minutes

Commission Action - Commissioner Beauvais moved to approve the consent agenda. Commissioner Burke seconded the motion for discussion. With no further discussion, the vote was called for and the motion carried unanimously.

III. VOUCHERS in the amount of \$683,908.32 (05:26 to 05:40)

Commission Action - Commissioner Beauvais moved to approve the vouchers in the amount of \$683,908.32. Commissioner Burke seconded the motion for discussion. With no further discussion, the vote was called for and the motion carried unanimously.

IV. EARLY PUBLIC COMMENT SESSION (total session up to 20 minutes)

None offered.

V. PLANNING

No Items

VI. PROPERTY

A. Real Estate Marketing Plan (06:00 to 21:40)

Director of Finance & Administration, John Nutter presented the Real Estate Marketing Plan for Executive Director, Karen Goschen. Business Development Administrator, Susan Scott joined the meeting to answer questions from the commission on the real estate marketing plan. Discussion, questions and commission feedback followed.



B. Real Estate Broker Commission Policy (21:57 to 46:25)

Business Development Administrator, Susan Scott presented the Real Estate Broker Commission Policy. Discussion, questions and feedback followed on the specifics of the Real Estate Broker Commission Policy.

Commission Direction – The Commission directed staff to change 5 percent to 3 percent in section 3.2 of the policy, to review copies of written tenant rep and buyer agency agreements for language examples and to seek legal review of policy, especially section 2.3.

VII. MARINAS

A. JWM Fee Waiver Request – North Olympic Peninsula Resource and Conservation District (NOPRC&D) (46:30 to 50:17)

Airport and Marina Manager, Jerry Ludke presented the JWM Fee Waiver request for the North Olympic Peninsula Resource and Conservation District (NOPRC&D).

Commission Action – Commissioner Burke made a motion to waive the JWM public meeting room rental fees for the NOPRC&D from 12:00pm to 4:00pm for eleven monthly board meeting dates in 2017. Commissioner Beauvais seconded the motion for discussion and discussion followed. The vote was called for and it passed unanimously.

VIII. AIRPORTS

No Items

IX. OTHER BUSINESS

A. Quarterly Investment Report (50:23 to 53:11)

John Nutter presented the 4th quarter of 2016 investment report. Discussion followed.

B. Promise of the Arctic Trip Report (53:15 to 1:11:45)

Operations Manager, Mike Nimmo presented the Promise of the Arctic Trip Report to the commission. A brief discussion followed.

C. Time Specific at 10:00 am - Open Public Meetings Act and Public Records Act Training (1:12:10 to 1:51:45)

Port counsel, Simon Barnhart presented the Open Public Meetings Act (OPMA) and Public Records Act (PRA) training to the commission and staff present. Discussion and questions followed.

D. LNG Conference Trip Report (1:51:50 to 2:01:30)

Commissioner Burke reported briefly on the (Liquid Natural Gas) LNG conference he attended in Seattle, WA on Friday, February 3, 2017. Discussion followed.

E. Port Legislative Day Report (2:01:31 to 2:08:41)

Commissioners Beauvais and Burke reported on Port Legislative Day on January 31, 2017 in Olympia, WA. Discussion followed on the legislator meetings, topics covered and bills discussed.

X. FUTURE AGENDA TOPICS



A. Work Session (2:08:45 to 2:11:22)

Discussion followed on the completion of the Delegation of Authority policy after the February 21, 2017 Work Session.

B. Business Meeting

No Commission comments were provided.

XI. PUBLIC COMMENT SESSION (total session up to 20 minutes)

None offered

XII. NEXT MEETINGS

A. February 13, 2017 10 AM Joint Meeting with County

B. February 21, 2017 9 AM Regular Work Session

C. February 21, 2017 1 PM Regular Business Meeting

XIII. UPCOMING EVENTS

A. February 24, 2017 Community Partner Program application deadline

XIV. EXECUTIVE SESSION - The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, the Open Public Meetings Act.

Commissioner McAleer moved the meeting into executive session at 11:13 AM to discuss two items concerning the lease of Port property and one item concerning potential litigation expected to take 30 minutes. Action was not expected to be taken following executive session.

At 11:45 AM, Commissioner McAleer extended the executive session for 20 minutes until 12:05 PM. Commissioner McAleer reconvened the business meeting at 12:05 PM.

XV. ADJOURN

With no further business to discuss, Commissioner McAleer adjourned the business meeting at 12:06 PM.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Colleen M. McAleer, President

Steven Burke, Secretary