



SPECIAL COMMISSION BUSINESS MEETING AGENDA
at Port of Port Angeles
March 21, 2017
2:30 PM.

PRESENT:

Colleen McAleer, President	Jesse Waknitz, Environmental Manager
Connie Beauvais, Vice President	Susan Scott, Real Estate Administrator
Steven Burke, Secretary	Holly Hairell, Admin Manager
Karen Goschen, Executive Director	Port Counsel, Simon Barnhart
Chris Hartman, Director of Engineering	Port Counsel, Chris Riffle

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00 to 0:28)

Commissioner McAleer called the meeting to order at 2:30 PM and led the pledge of allegiance.

II. APPROVAL OF CONSENT AGENDA (0:29 to 3:12)

A. Commission Meeting Minutes

1. March 6, 2017 Commission Meeting minutes
2. March 6, 2017 Joint Commission Meeting minutes

B. Vouchers in the amount of \$1,192,080.74

Commissioner McAleer pulled the commission meeting minutes off the consent agenda.

Commission Action: Commissioner Beauvais made a motion to approve the vouchers in the amount of \$1,192,080.74. Commissioner Burke seconded the motion for discussion. A brief discussion followed regarding large payments in the vouchers. With no further discussion, the vote was called for and it passed unanimously.

Commission Action: Commissioner McAleer moved to approve the March 6, 2017 meeting minutes with the following changes to the March 6, 2017 Joint Commission meeting minutes;

1. Page 6, line 80 – Add to the motion “approve the redline changes from Commissioner McAleer” to the Commission Action section.
2. Page 6, line 88 – Add “If it were located on public property” to the opportunity fund question.

Commissioner Beauvais seconded the motion. With no discussion, the vote was called for and passed. Commissioner Burke abstained from the vote due to his excused absence during the March 6th meetings.

III. COMPLETION OF RECORDS – February 2017 Monthly Report (3:13 to 4:09)

A brief discussion followed amongst the commission.

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

None offered



V. PLANNING

A. Boat Haven Laundry Facility Advertise for Bid (4:21 to 23:02)

Jesse Waknitz, Environmental Manager presented the Boat Haven Laundry Facility Advertisement for Bids to the Commission. He recapped a previous grant application in 2014, described the project and the fiscal impact of the laundry facility. Discussion and questions followed amongst the Commission and staff.

Commission Action: Commissioner Beauvais made a motion to direct staff to move forward with soliciting bids for the Port Angeles Boat Haven Laundry Facility and to authorize approximately \$30,000 to be deducted from the 2017 flexible capital budget for the project. Commissioner Burke seconded the motion for discussion. The vote was called for and passed unanimously.

B. WPAHG NRD Work Order #3 (23:04 to 27:49)

Jesse Waknitz, Environmental Manager, presented the Western Port Angeles Harbor Group Professional Service Agreement-Anchor QEA, Work Order No. 3 and provided details of the work order. He explained how work order No. 2 was to create a natural resources damage (NRD) feasibility study. He further explained that there is a need to evaluate the effectiveness of a potential restoration action by placing a sand cap on wood debris through a pilot study. Further explanation and discussion followed.

Mr. Waknitz asked the Commission to authorize the Executive Director to execute the agreement amendment in the form of Work Order No. 3 with Anchor QEA, LLC as part of the WPAHG participation agreement for the Western Harbor with Anchor QEA, LLC in the amount not to exceed \$77,000. The Port's share has been covered by the Port's insurance.

Commission Action: Commissioner Beauvais made the motion to authorize the Executive Director to execute the agreement in the form of Work Order No. 3 with Anchor QEA, LLC as part of the WPAHG and per the participation agreement for the Western Harbor with Anchor QEA, LLC in the amount not to exceed \$77,000. Commissioner Burke seconded the motion for discussion. With no further discussion and the motion carried unanimously.

VI. PROPERTY

A. Real Estate Broker Commission Policy (46:55 to 1:34:08)

Port Counsel, Chris Riffle described the work that has been done and the feedback he has received on the Real Estate Broker Commission Policy since the last Commission meeting. Mr. Riffle also detailed the state forms he was asked to review at the March 6th Commission meeting.

Mr. Riffle passed out a memo on his recommendations for the Real Estate Broker Commission Policy based on review of commercial sale and real estate forms. He detailed his proposed changes and recommendations regarding leases and sales. Discussion followed.

Commission Direction: The Commission asked Port counsel to present a final draft of the Real Estate Broker Commission Policy for final approval at the next Commission meeting.

VII. MARINAS

No Items

VIII. AIRPORTS

No Items

IX. OTHER BUSINESS

A. Community Partner Program Funding Decisions (27:58 to 44:57)



Holly Hairell, Admin Manager detailed the process the Commission utilized to establish funding recommendations for the 2017 CPP projects. Mrs. Hairell then read the average funding amounts for each project.

Commission Action: Commissioner Burke made a motion to accept the average funding amounts for each project rounded up to the nearest hundred. Commissioner Beauvais seconded the motion for discussion. The vote was called for and the motion passed unanimously.

Commission Direction: Commissioner Beauvais requested that each 2017 Community Partner Program fund recipient be sent the current Port logo to promote the Port as a funding partner.

B. Commissioner Travel Authorization (45:00 to 45:54)

Commission Action: Commissioner Burke made a motion to authorize travel for himself and Commissioner Beauvais to attend the 2017 International Mass Timber Conference in Portland, OR on March 28-30, 2017. Commissioner Beauvais seconded the motion for discussion. With a short discussion, the vote was called for and passed unanimously.

C. Letter of Appreciation for Mr. Stewart Harris (45:55 to 46:52)

Commissioner Burke stated that he would present the letter of appreciation from the Port Commission to the late Mr. Stewart Harris' partner at the April Sequim Bay Yacht Club meeting.

Commission Action: Commissioner McAleer made a motion for the Commission to sign the letter of appreciation for Mr. Stewart Harris' partner. Commissioner Beauvais seconded the motion. The vote was called for and the motion carried unanimously.

X. **PUBLIC COMMENTS SESSION (total session up to 20 minutes)**

None offered

XI. **NEXT MEETINGS (1:34:35 to 1:34:45)**

- April 4, 2017 Commission Work Session at 9:00 AM
- April 4, 2017 Commission Business Meeting at 1:00 PM

XII. **UPCOMING EVENTS (1:34:46 to 1:35:34)**

- Mass Timber Conference – March 28-30, 2017 Portland, OR
- Olympic Logging Conference – April 26-28, 2017, Victoria, B.C.
- WPPA Spring Meeting – May 17-19, 2017 in Cle Elum, WA

XIII. **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 4:15 PM to discuss two items concerning the purchase of real estate, four items concerning the lease of Port property, three items concerning potential litigation and one item concerning the legal risks of current or proposed action. The executive session is expected to last one and one half hours. Action was not expected to be taken following the executive session.

At 5:45 PM, the Commission extended the executive session for fifteen minutes until 6:00 PM. At 6:00 PM, the Commission extended the executive session for fifteen minutes until 6:15 PM. At 6:15 PM, the Commission extended the executive session for fifteen minutes until 6:30 PM. At 6:30 PM, the Commission extended the executive session for fifteen minutes until 6:45 PM.



XIV. ADJOURN

With no further business to discuss, Commissioner McAleer adjourned the special business meeting at 6:45 PM.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

A handwritten signature in blue ink, appearing to read "Colleen McAleer", written over a horizontal line.

Colleen M. McAleer, President

A handwritten signature in blue ink, appearing to read "S D Burke", written over a horizontal line.

Steven D. Burke, Secretary