



COMMISSION BUSINESS MEETING MINUTES
at Port of Port Angeles
April 4, 2017
1:00 PM

Present:

Colleen McAleer, President
Connie Beauvais, Vice President
Steven Burke, Secretary
Karen Goschen, Executive Director

Susan Scott, Real Estate Administrator
Chris Rasmussen, Facilities Manager
Holly Hairell, Admin Manager
Simon Barnhart, Port Counsel

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00 to 0:20)

Commissioner McAleer called the commission meeting to order and Commissioner Beauvais led the pledge of allegiance.

II. APPROVAL OF CONSENT AGENDA (0:25 to 5:21)

A. Commission Meeting Minutes

1. March 13, 2017 Special Commission Meeting Minutes
2. March 21, 2017 Work Session Minutes
3. March 21, 2017 Special Commission Meeting Minutes

B. Vouchers in the amount of \$426,123.13

Commission Action: Commissioner Beauvais asked to have the March 13, 2017 Special Commission Meeting Minutes be removed from the consent agenda. Commissioner Beauvais made a motion to approve the consent agenda with the March 13, 2017 Special Commission Meeting Minutes removed. Commissioner Burke seconded the motion for discussion. The vote was called for and it passed unanimously.

After discussion, Port Counsel, Simon Barnhart advised staff to create minutes from the March 13, 2017 City of Sequim minutes consistent with the Port's typical action style minutes.

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

None offered

IV. PLANNING

A. Backflow Valve Replacement 10:10-10:50 Bid Award (5:55 to 15:07)

Chris Rasmussen, Facilities Manager presented the backflow valve replacement 10:10-10:50 project and explained the bid procedures thus far. The Port only received one bid from Olympic Peninsula Construction, Inc. after Port staff tried to generate interest from qualified contractors. The bid for the project was for \$106,123.60 including Washington State sales tax. Discussion and questions followed.

Commission Action: Commissioner Burke made a motion to authorize the Executive Director to award and execute contract with Olympic Peninsula Construction, Inc. in the amount of \$106,123.60. Commissioner Beauvais seconded the motion for discussion. After discussion, the vote was called for and it passed unanimously.



V. PROPERTY

A. Broker Commission Policy (15:08 to 32:04)

Executive Director, Karen Goschen provided a history of the previous iterations and changes made to the broker commission policy over the last several commission meetings. She then briefly described the specific changes made to the leasing and sales sections of the policy from the March 21, 2017 commission meeting.

Commission Action: Commissioner Burke made a motion to adopt the broker commission policy with the changes described in the Item for Consideration (IFC) and as discussed. Commissioner Beauvais seconded the motion for the purpose of discussion. Discussion and questions followed. Commissioner Beauvais amended the motion to include verbiage for staff to incorporate that for commissions over \$50,000 the broker fee and payout would be determined prior to listing as approved by the Port Commission. Commissioner Burke restated his original motion and the amendment. The vote was called for and the motion passed unanimously.

B. Broker Commission for 10:10 building (32:09 to 44:26)

Executive Director, Karen Goschen presented the broker commission for the 10:10 building at 2140 West 18th Street Port Angeles if it was leased for the advertised amount. She explained that the broker fee would be \$25,000 at lease execution, \$25,000 at occupancy, \$24,371.30 on the second anniversary of occupancy and \$24,371.30 on the third anniversary of occupancy. Discussion amongst commission and staff followed.

Commission Action: Commissioner Beauvais made a motion that in marketing the Port's building located 2140 West 18th Street that the Commission approve a five percent broker procurement fee for the first five years and to payout the procurement fee over three years. Commissioner Burke seconded the motion. The vote was called for and it passed unanimously.

VI. MARINAS

No Items

VII. AIRPORTS

No Items

VIII. OTHER BUSINESS

No Items

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

None offered.

X. NEXT MEETINGS (44:27 to 47:12)

- April 24, 2017 Joint Clallam County Commission meeting (Monday)
- May 1, 2017 Special Commission meeting (Monday)
- May 1, 2017 Special Commission Work Session (Monday)

Discussion followed on the specifics of the upcoming meetings in April and May 2017. The April 24, 2017 special work session will be held from 8:30-10:30 AM before the joint Clallam County meeting.

XI. UPCOMING EVENTS (47:13 to 48:05)

- Olympic Logging Conference April 26-28, 2017 Victoria, B.C.



XII. EXECUTIVE SESSION The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, the Open Public Meetings Act. (48:06 to 49:00)

Commissioner McAleer moved the meeting into executive session at 1:50 PM to discuss one item concerning the lease of Port property and one item concerning existing litigation. Executive session is expected to take 45 minutes. Action was not expected to be taken following executive session.

At 2:35 PM, Commissioner McAleer extended the executive session for 15 minutes until 2:50 PM.

At 2:50 PM, Commissioner McAleer extended the executive session for 15 minutes until 3:05 PM.

At 3:05 PM, Commissioner McAleer extended the executive session for 5 minutes until 3:10 PM.

XIII. ADJOURN

With no further business to discuss, Commissioner McAleer adjourned the business meeting at 3:10 PM.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie L. Beauvais, Vice-President

Steven D. Burke, Secretary