



COMMISSION AGENDA
January 9, 2017
Regular Meeting at Port of Port Angeles
1 PM

Present:

Colleen McAleer, President
Connie Beauvais, Vice President
Steven Burke, Secretary
Karen Goschen, Executive Director
John Nutter, Dir of Finance & Admin
Daniel Binswanger, Dir. of Bus. Dev

Chris Hartman, Dir. of Engineering,
Chris Rasmussen, Facilities Manager
Jerry Ludke, Airport & Marina Mgr.
Mike Nimmo, Operations Mgr.
Susan Scott, Bus. Dev. Administrator
Heather Catuzo, Exec. Assistant
Simon Barnhart, Port Legal Counsel

******Time Specific Item: Port Angeles School District Levy Presentation: 1:15 PM******

******Time Specific Item: Composite Recycling Technology Center Economic Development Services Agreement 2017: 1:20 PM ******

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

Commissioner McAleer called the business meeting to order at 1:06 PM
Commissioner Beauvais led the pledge of allegiance.

II. APPROVAL OF CONSENT AGENDA

A. Commission Meeting Minutes

1. December 5, 2016 Commission Work Session minutes
2. December 5, 2016 Commission Special Meeting minutes
3. December 19, 2016 Commission Special Meeting minutes

B. Vouchers in the amount of \$6,106,172.30

Commissioner Burke moved to approve the consent agenda, and Commissioner Beauvais provided a second to the motion. There were several items modified in the minutes as outlined in the work session, but no changes to content. Commissioner Burke discussed the payables. Director Goschen discussed the K-Ply settlement dollars. With no further discussion, the motion carried unanimously.

III. COMPLETION OF RECORDS—December 2016 Monthly Report

Commissioner Beauvais stated she was pleased to see the increase of revenue at Boat Haven and asked for reason. Jerry Ludke stated the Port was getting good reports from the new agent. Commissioner Burke asked about 2016 tanker days and what to expect in 2017. Director Nutter stated the Port is expecting a better year in 2017. Director Goschen discussed fuel prices affecting repair work in 2016. Commissioner Beauvais stated the log yard was well over budget in handling logs.

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

Steve Methner, co-chair for Port Angeles Citizens for Education (PACE), presented the main message of the Port Angeles School District levy. He discussed that the public has been confused about the levy and explained why and stated that PACE is active and actively supporting the measure. He discussed that the Port could provide a resolution of support on the measure and discussed what the levy would pay for. Commissioner McAleer stated she would like to meet with him some time to discuss their efforts. After discussing the benefits to quality education, the Commission thanked Mr. Methner for presenting to the Commission.



V. PLANNING

1. Terminal 3 Headline Dolphin Advertise for Bids

Director Hartman presented the project overview to the Commission. He asked for Commission consensus for moving ahead on calling for bids. He provided background on the need for a Headline Dolphin and discussed construction and the process for developing the project. He estimated the project cost to be \$990,000. He stated there is room in the contingency (capital flexible spending) fund if project bids are more than what has been budgeted. He asked for Commission consensus to move forward with advertising with bids. The Commission asked project related questions relating to environmental concerns, competitive bids, and estimated project costs.

Commission Action: The Commission provided consensus for advertisement of bids.

2. Terminal 3 Headline Dolphin Berger ABAM Professional Service Agreement Amendment #03

Director Hartman discussed selection process for the project. He provided a background of the project and discussed the amendment cost and scope of work. Commissioner Burke clarified several items about the project.

Commission Action: Commissioner Burke moved to authorize the Executive Director to execute the Terminal 3 Headline Dolphin and Maintenance Program Amendment #03 with BergerABAM for an amount not to exceed \$82,300. Commissioner Beauvais provided a second to the motion and with no further discussion, the motion carried unanimously.

3. Waterfront Stormwater Improvements Phase 2—Kennedy/Jenks Agreement Amendment 03

Director Hartman explained the project amendment to change the stormwater design for the log yard to include a pump station and add a new pump station by the truck scales that will eventually route water into existing stormwater ponds. He discussed the deliverables of the project and the environmental impacts and permits required.

Commission Action: Commissioner Beauvais moved to authorize the Executive Director to execute Amendment 03 with Kennedy / Jenks for \$150,000. Commission Burke provided a second and with no further discussion, the motion carried unanimously.

4. CMC Fire Alarm Upgrades Bid Award

Chris Rasmussen presented the CMC Fire Alarm Upgrades project information. He discussed the formal bid opening. Commissioner Beauvais stated she was pleased to see the project.

Commission Action: Commissioner Burke made a motion to authorize the Executive Director to award and execute a contract with Detech, Inc. in the amount of \$63,305.60. Commissioner Beauvais provided a second to the motion. With no further discussion, the motion carried unanimously.

VI. PROPERTY

No Items.

VII. MARINAS

No Items.

VIII. AIRPORTS

No Items.

IX. OTHER BUSINESS

A. Port Angeles School District Levy Presentation (Time Specific 1:15 PM)

Superintendent Dr. Marc Jackson and Assistant Superintendent Chuck Lisk of the Port Angeles School District presented the facts on the upcoming levy request. They stated that it is a continuation of a levy, not a new tax. They provided the details of the levy and discussed details with the Port Commission. The Commission asked what they could do to support the



levy effort and Mr. Lisk stated they could encourage people to vote. The Commission stated their support of the school district and levy.

B. Composite Recycling Technology Center Economic Development Services Agreement 2017 (Time Specific 1:20 PM or immediately following Item IX A)

Director Goschen introduced the agreement and action plan. She provided details of the contract and items that were of interest to the Commission during work session discussions.

The 2017 financial impact is \$732,911 in cash (including a cash-out of the Director of Business Development in-kind services), plus in-kind services estimated at \$31,163 including staff time (facility maintenance), waiver of the fees for use of Port facilities for meeting space, JEC World trade show support, and deferral of rent payments for Port facilities during the term of the Agreement.

Commission Action: Commissioner Beauvais moved to authorize the Executive Director to execute the 2017 Economic Development Services Agreement and Action Plan as presented. Commissioner Burke provided a second and with no further discussion, the motion carried unanimously.

C. Commissioner Meeting Schedule

Director Goschen provided a background to the schedule and process for making changes based on the Bylaws. She asks the Commission to set the schedule for the Port meetings. The Commissioners discussed schedule preferences and options

Commission Action: The Commission consensus was to meet on the first and third Tuesday of the month with the same format currently used. The new meetings would start in February on the first Tuesday. A resolution will be drafted for the January 23, 2017 business meeting for Commission consideration.

D. Port Representation Assignments

The topic was discussed in the morning work session.

- Commissioner McAleer will act as the Port representative for the Sequim Chamber of Commerce. Director Binswanger will be the alternate.
- The North Olympic Legislative Alliance will be added to the list, and a staff member will act as the Port representative, as determined by Director Goschen.
- Commissioner McAleer will act as the Port representative for the WPPA Aviation Committee.
- Commissioner Beauvais will act as the Port Representative for the WPPA Environmental Committee.
- A staff member as determined by Director Goschen will act as Port representative for the Port Angeles Downtown Association. Commissioner Burke will be the alternate.
- The meeting time of the Chamber of Commerce in Clallam Bay will be listed as the first Wednesday of each month.
- Commissioner McAleer will act as the Port representative for the North Olympic Peninsula Resource Conservation & Development Council.
- Commissioner McAleer will be the alternate for the Clallam County EDC.
- Commissioner Burke will be the alternate for the Port Angeles Business Association and Commissioner McAleer stated she will also be available to attend some of the meetings.

Staff Item: A clean copy will be brought back to a work session for final review.

Commission Action: Commissioner Beauvais made a motion to approve the Port representation list with revisions. Commissioner Burke provided a second to the motion and with no further discussion, the motion carried unanimously.

E. Resolution 17-1144: In Recognition of William Peach



Director Goschen discussed that both Commissioner Bill Peach and Attorney Rod Fleck have been instrumental in determining the impact of sustainable harvest and timber arrearages and in raising awareness with Board of Natural Resources and the Department of Natural Resources on the negative impacts in Clallam County. The Port wants to formally recognize their work.

Commissioner McAleer stated she would entertain a motion to introduce Resolution 17-1144

Commission Action: Commissioner Beauvais made a motion to introduce Resolution 17-1144, a resolution in recognition of the service of William "Bill" Peach. Commissioner Burke provided a second to the motion. Commissioner Beauvais stated that it would serve as a very nice thank you from the Port Commission for their hard work on timber advocacy. With no further discussion the motion carried unanimously to introduce Resolution 17-1144.

Commission Action: Commissioner Beauvais made a motion to adopt resolution 17-1144, a resolution in recognition of William "Bill" Peach. Commissioner Burke provided a second, and with no further discussion the motion carried unanimously.

F. Resolution 17-1145: In Recognition of William Rodney Fleck

Commissioner McAleer stated she would entertain a motion a introduce Resolution 17-1145

Commission Action: Commissioner Beauvais made a motion to introduce Resolution 17-1145, a resolution in recognition of the service of William Rodney "Rod" Fleck. Commissioner Burke provided a second. Commissioner Beauvais stated that Mr. Fleck is an outspoken supporter of his community and of timber advocacy. Commissioner Burke stated that Mr. Fleck persevered through a lot of years of no one listening. Commissioner McAleer noted that at the Board of Natural Resource meetings, Clallam County is the one in attendance. With no further discussion the motion carried unanimously to introduce Resolution 17-1145.

Commission Action: Commissioner Beauvais made a motion to adopt resolution 17-1145, a resolution in recognition of the service of William Rodney "Rod" Fleck. Commissioner Burke provided a second, and with no further discussion the motion carried unanimously.

G. Resolution 17-1143 Unrepresented Staff Salary and Wages 2017

Commissioner McAleer stated she would entertain a motion if there were no questions or comments on the resolution. This item was discussed in the work session.

Commission Action: Commissioner Burke moved to introduce Resolution 17-1143, a resolution establishing ranges of compensation for the Port of Port Angeles for the year 2017. Commissioner Beauvais provided a second and the motion carried unanimously.

Commission Action: Commissioner Burke made a motion to adopt resolution 17-1143, a resolution establishing ranges of compensation for the Port of Port Angeles for the year 2017. Commissioner Beauvais provided a second and the motion carried unanimously.

Staff Item: Counsel Simon Barnhart will review whether a resolution can be introduced and adopted in the same step or how to streamline the process while still providing protection for when it is important to separately provide for an introduction and adoption.

H. Vacation adjustment authority of Executive Director

Director Nutter presented a vacation adjustment authority for the Executive Director. He discussed the item as a tool for retaining current employees and enticing new employees. Commission and staff discussed the process, and the overall intent of the authority. The Commission discussed a longevity-based system versus a performance-based system.

Commission Action:



Commissioner Burke made a motion to provide the Executive Director increased flexibility in establishing vacation leave accrual levels for current exempt staff and experienced new hires. Commissioner Beauvais provided a second and with no further discussion the motion carried unanimously.

I. Sale of Surplus Property-2017 Renewal of Authority

Director Goschen introduced the matter as an annual housekeeping item. She stated that the RCW only allows delegation for one year at a time.

Commission Action: Commissioner Beauvais moved to renew the Executive Director's authority to sell and convey surplus personal property of the Port of Port Angeles in accordance with Article XIV of the Delegation of Authority and RCW 53.08.090. Commissioner Burke provided a second to the motion and with no further discussion, the motion carried unanimously.

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

None offered.

XI. **NEXT MEETINGS**

- January 23, 2017 9 AM Regular Work Session
- January 23, 2017 1 PM Regular Business Meeting
- January 30, 2017 4 PM Joint meeting with Port Angeles City Council at City Hall
- WPPA Port Legislative Day—January 31, 2017 Olympia, WA (*start of 1st meeting with legislator TBD*)

XII. **UPCOMING EVENTS**

- January 17, 2017 6PM-8 PM Department of Natural Resources Public Hearing: Timber Plan and Marbled Murrelet Plan at the Port Angeles High School Cafeteria

Commissioner McAleer recessed the regular meeting at 3:13 PM.

XIII. **INDUSTRIAL DEVELOPMENT CORPORATION (IDC) MEETING**

Commissioner McAleer reconvened the regular business meeting at 3:19 PM and moved the meeting into executive session at 3:20 PM to discuss four items concerning the lease of port property. The estimated time of the executive session was 60 minutes and the Commission expected to reconvene at 4:20 PM. The Commission did not expect to take action following the executive session.

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 reconvened the business meeting at 4:20 PM

XV. **ADJOURN**

With no further business to discuss, Commissioner McAleer adjourned the meeting at 4:20 PM

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Colleen M. McAleer, President

Steven Burke, Secretary