

Port Angeles Harbor Works Development Authority  
Board of Directors Meeting  
Jack Pittis Conference Room, Port Angeles City Hall  
July 2, 2008

I. **Call to Order:** President Campbell called the regular meeting to order at 2:30 p.m.

II. **Roll Call:**

Directors Present: President Orville Campbell, and Directors Jerry Hendricks, Bart Irwin, and Karen McCormick.

Directors Absent: Howie Ruddell.

City Representatives Present: City Manager Mark Madsen, City Attorney Bill Bloor, City Clerk Becky Upton, Deputy Director of Community & Economic Development Nathan West, Human Resources Manager Bob Coons, and Executive Communications Coordinator Teresa Pierce.

Port Representatives Present: Executive Director Bob McChesney and Legal Counsel Steve Oliver.

Others Present: Keith Wills, Citizen; and Brian Gawley, Peninsula Daily News.

III. **Approval of Minutes - June 23, 2008 Meeting:** Karen McCormick moved to approve the minutes of the June 23, 2008, Board of Directors special meeting. Bart Irwin seconded the motion, which carried unanimously.

IV. **Status Report - Executive Director Search/Process:** Bob Coons, City Human Resources Manager, distributed a packet of draft documents containing an itemization of Skills and Abilities, a memorandum on the PDA Executive Director recruitment, a Request for Statements of Qualifications and Interest, and a job description for the Executive Director. He reviewed the required staff and skill sets for each position and potential skills for which the Public Development Authority can contract in the private sector. Mr. Coons also reviewed information relative to recruitment of an Executive Director, noting costs, time lines, and advertising that might be associated with a regional, national, and/or local search, as well as the qualifications of the ideal candidate.

Lengthy discussion followed on the possibility of issuing a Request for Qualifications and Interest in order to contract with an outside firm to do the Executive Director type of work, particularly because it may be difficult to recruit qualified candidates. The Board acknowledged

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the need to thoroughly review the documents distributed in order to establish a final job description, salary, and benefit package before recruitment efforts can commence. Additionally, it was agreed that Jim Haguewood's position and role as the Interim Director will need to be addressed rather quickly. Mr. Haguewood will be asked to set a meeting schedule for the Board to meet with firms interested in contracting for the Executive Director position so that concurrent efforts can be underway on recruitment, as well as possible RFQs. Consideration was given to the language in the job description, and the Board provided input to Mr. Coons as to possible specific changes.

**V. Status Report - Invoices for Expenses Incurred Year to Date:** Mark Madsen distributed an activity report through June 27, 2008, reflecting expenses incurred by the City on behalf of the Public Development Authority. He indicated the report showed expenses for salaries, materials, and office supplies, all at the City's cost.

**VI. Purpose, Mission, and Goals:** City Executive Communications Coordinator Teresa Pierce distributed a draft document that included a possible Mission Statement, as well as Goals & Objectives, and she then facilitated discussion to work towards a final document. Suggestions and changes were made, and Ms. Pierce indicated she would e-mail the edited document to the Board members for further review.

**VII. Other Business:** Discussion then centered around financial guidelines being drafted for the Public Development Authority, fund transfers from the Port and City to the PDA, the need for bonding and insurances, whether the Treasurer must come from the outside or from the membership of the Board, the scope of the Treasurer's duties, and the potential need for the City to provide interim services. Also considered was the need to prepare a budget.

Steve Oliver suggested that City and Port staff members prepare an interim financial structure for presentation to the Board at the next meeting. The Board agreed by consensus that a special meeting should be held to consider the information to be provided on the Treasurer's position, as well as the recruitment for the Executive Director. The date for the meeting will be established at a later date.

**VIII. Executive Session:** President Campbell adjourned the meeting to Executive Session at 4:28 p.m. for approximately ½ hour under the authority of RCW 42.30.110(1)(b), property acquisition, with no action to follow.

**IX. Return to Open Session:** The Executive Session concluded at 5:00 p.m., and the Board convened in regular open session. No action was taken.

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X. **Adjournment:** There being no further business, the meeting was adjourned at 5:00 p.m.

  
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Orville Campbell, President

  
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Becky J. Upton, City Clerk