

Port Angeles HarborWorks Development Authority
Board of Directors Special Meeting
Vern Burton Conference Rooms, City Hall
August 6, 2008

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

II. **Roll Call:**

Directors Present: President Orville Campbell, and Directors Jerry Hendricks, Bart Irwin, Karen McCormick, and Howie Ruddell [arrived at 2:32 p.m.].

Directors Absent: None.

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

Port Representatives Present: Executive Director Bob McChesney and Dave Hagiwara, Deputy Executive Director.

Others Present: Jim Haguewood, Interim Manager.

III. **Approval of Minutes - July 2, 2008, Board of Directors Regular Meeting and July 16, 2008, Board of Directors Special Meeting:** Bart Irwin moved to approve the minutes of the July 2, 2008, and July 16, 2008, meetings as presented. Karen McCormick seconded the motion, which carried unanimously.

IV. **Long-Term Management Discussion:** Jim Haguewood facilitated discussion on the strengths and weaknesses of three models for long-term management for the Port Angeles HarborWorks Development Authority: a contracted firm, a contracted executive, and a hired executive. The discussion involved consideration of a hired executive director in combination with a contracted firm to provide certain pieces of expertise and resources not available in a staff. Consideration was also given to the potential for grant funding and the requirement that the grants be tied to the clean up of the Port Angeles Harbor. Emphasis was placed on the advantages of having a hired executive with a local presence in the interest of marketing, community image, and the like. Another view was expressed that, if the PDA were to contract with the right individual, then a local presence could still be maintained. Consensus was reached that, if a contract is to be pursued, then it should be scope based. It was also agreed there should

Port Angeles Harbor Works
Development Authority
August 6, 2008

be a “store front”. The Board reached consensus that it would look for a project manager and then determine the subsequent direction in terms of hiring or contracting the executive.

V. Preliminary Budget: President Campbell presented the proposed budget for the period ending December 31, 2008, indicating there are many unknowns at this time. Nevertheless, the projected budget indicated the City and Port would share in the funding at a level of \$150,000 each, subject to approval by their governing bodies. Bob McChesney felt the equity contribution should be sufficient to provide working capital so the Authority can proceed. Consideration was given to specific line items in the budget, and Mark Madsen shared information relative to a Strategic Rayonier Site Symposium which, after due consideration, the Board agreed would be worthy of consideration but should be referenced in the budget as “investigation and outreach”. Discussion was also held on insurance levels for directors and officers. President Campbell felt it would be appropriate to adopt the budget so formal requests for funding can be submitted to the Port and the City. He noted the City had submitted an invoice for expenses, to date, in the amount of \$5,036.84. **Jerry Hendricks moved to approve the proposed budget through December 31, 2008, as modified. Howie Ruddell seconded the motion, which carried unanimously.** President Campbell indicated the requests for funding would be submitted to the Port and City for consideration at their upcoming meetings.

VI. Purpose, Mission, and Goals: The Board agreed to defer this discussion to another meeting.

VII. Proposed Change in By-Laws - Meeting Location: Jim Haguewood informed the Board that the By-Laws currently state that, for the first six months, beginning in July, 2008, regular meetings of the Board of Directors shall be held monthly on the first Wednesday of each month commencing at 2:30 p.m. at Port Angeles City Hall, Jack Pittis Conference Room. Because the meetings are often held elsewhere in City Hall, it would be helpful to amend the By-Laws, striking reference to the Jack Pittis Conference Room. Specific notice must be provided to the Board members before an amendment can be enacted, so Mr. Haguewood recommended this be placed on the next meeting agenda, to which the Board agreed.

VIII. Proposed Letter to Governor: President Campbell had e-mailed for the Board’s review a draft letter to be sent to the Governor on the current activities of the PDA and its commitment to accomplish its purpose as directed by the City Council’s enabling ordinance and the interlocal agreement between the City and the Port of Port Angeles. Discussion followed, and various changes to the letter were suggested. President Campbell and Bart Irwin offered to work on the letter to incorporate various changes. Accordingly, **Jerry Hendricks moved to authorize Orville Campbell to proceed with sending the letter to the Governor once modified. The**

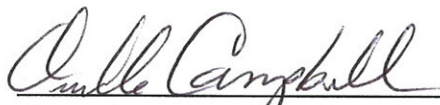
Port Angeles Harbor Works
Development Authority
August 6, 2008

motion was seconded by Karen McCormick and carried unanimously.

IX. Executive Session: President Campbell adjourned the meeting to Executive Session at 4:10 p.m. for approximately 20 minutes under the authority of RCW 42.30.110(1)(g), to evaluate qualifications of applicants for public employment, with no action to follow. At 4:30 p.m., the meeting was extended for an additional 15 minutes by announcement of President Campbell.

X. Return to Open Session: The Executive Session concluded at 4:45 p.m., and the Board convened in regular open session. No action was taken.

X. Adjournment: There being no further business, the meeting was adjourned at 4:45 p.m.



Orville Campbell, President



Becky J. Upton, City Clerk