

PORT COMMISSION MEETING– August 27, 2014

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter and Hanke
Executive Director – Crockett
Deputy Director - Pivarnik
Auditor – Khile
Attorney - Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA:

Addition to the agenda include Vi. First Reading, Item B – Port Organizational Chart.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Public Workshop Minutes – August 13, 2014

Approval of Meeting Minutes – August 13, 2014

B. Resolution No. 717-14 – Authorizing Warrant Cancellation

C. Approval of Warrants

Warrant #053347 through #053363 in the amount of \$70,331.25 for Payroll and Benefits

Warrant #053364 through #053403 in the amount of \$175,747.61 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$11,159.48 for Washington State

Department of Revenue Combined Excise Tax Return for July 2014

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (1:11):

Bertram Levy commented that the locks on the Enviro Centers seem to be doing the job.

He also commented on the parking situation in front of the Dive Shop.

Marshall Woodman continued his comments from past commission meetings on the Karen Broome boat fire and Port rules.

V. SECOND READING (Action Items):

A. Day Boats / Scow Bay Boats Lease (7:16):

Mr. Pivarnik presented the lease amendment for Day Boatworks and the new lease written for Mark Stout of Scow Bay Boats. Late this afternoon, Mr. Pivarnik was reminded by Attorney Lake the Port needs to come to an agreement with Mr. Stout on how he will handle stormwater. Mr. Pivarnik informed that the Port will install a tote at his building and Mr. Stout will be responsible for downspouts and gutters, and changing the media when needed. (The Port will provide the testing.) Mr. Pivarnik recommends approval of the Day Boat lease amendment, and approval of the Scow Bay Boats lease, with the addition of the language in Mr. Stout's lease on the stormwater responsibilities and requirements.

Commissioner Hanke moved to approve the Day Boat Lease amendment and the new lease with Scow Bay Boats, with language additions as discussed.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

A. Big Quilcene Estuary and Stream Channelization (13:00):

Mr. Crockett discussed the phased work that has been ongoing by the Hood Canal Salmon Enhancement Group on the Big Quil River. He explained they have been digging out an area just south of the delta at the end of the river. The concern is the increased sedimentation. Coast Seafoods is very concerned for their operations. They had their attorney send a letter to the Enhancement Group to cease and desist.

Commissioner Clinefelter expressed his concerns that a hydraulic survey has not been performed and without this, the Port lacks the evidence this will have any effect on Port property. He also questioned why the Port was included in the cease and desist letter.

B. Port Organizational Chart (26:14):

Mr. Crockett reminded the commissioners that staffing levels were discussed during the Point Hudson walk-about. Mr. Crockett explained he has the authority to hire personnel based on the Org Chart, approved by the Commission. This revised Org Chart reflects the addition of one full-time moorage clerk position, and memorializes John Green's position as halftime maintenance and halftime environmental and Charlie Shaw's position as halftime maintenance and halftime yard.

VII. POTENTIAL IMMEDIATE ACTION ITEMS:

A. Contract for Roofing of Building at 308 – 10th Street (30:29):

Commissioner Tucker moved to approve the roofing contract with Humphrey Construction, Inc. in the amount of \$17,200.00 + WSST.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. IT Contract (31:28):

Ms. Khile explained that currently the IT contract is on an hourly basis, based on OESD's availability. The new contract would commit them to one day per week of work at the Port with a \$5K increase to the contract. Discussion ensued on the services that OESD is providing, the level of satisfaction and wording in the contract.

Commissioner Clinefelter asked to have OESD revise the contract and bring it back to the Commission for consideration.

C. AWOS Contracts (43:26):

Mr. Pivarnik reported bids for the AWOS have been received, with All Weather the low bidder for the equipment at \$75,292 + WSST; and Christensen Construction, out of Olympia (the only responsive bidder) bidding the installation of towers, dirt-work, electrical and foundations at \$99,420 + WSST. Mr. Pivarnik explained one small project remains to bid for the AWOS and that will be for trench digging. He added that originally, the project total bid was estimated at \$400K, but with changes made by Port staff, the cost has gone down to \$308K.

Commissioner Hanke moved to approve the contract with All Weather, not to exceed \$75,292 + WSST and to approve the contract with Christensen Construction, not to exceed \$99,420 + WSST.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (50:25):

Ms. Khile reported work continues on the budget. She informed that County Assessor Jeff Chapman, along with previous assessor, Jack Westerman, will brief the Commissioners at the September 10 Public Workshop.

Ms. Nelson reported the shifts in the Port booth at the Wooden Boat Festival have been filled and thanked Commissioner Clinefelter for his commitment.

Mr. Crockett reported on the meeting held earlier today with Port of Seattle Commissioner and Puget Sound Partnership board member, Bill Bryant. Also in attendance were Commissioners Tucker and Clinefelter, and Environmental Officer Cairns. Issues discussed included stormwater and derelict vessels.

Mr. Crockett than informed he attended the Governor's Blue Ribbon Committee on Outdoor Recreation meeting in Sequim last week, where he spoke in support of the Marine Tourism bill and on protecting RCO money for boat ramp projects.

He then added he would attend tomorrow's PDD and RC&D meeting in Sequim. In addition, on September 3, he would be attending WSDOT's Aviation workshop in Tumwater, where they will discuss project money available in the next biennium.

Mr. Crockett also reported he spoke with Insurance Agent Jim Maupin who agreed to brief the commission and staff on insurance for independent contractors at a future workshop.

IX. PUBLIC COMMENTS (53:40):

Vigo Anderson commented on the contractor and warranty for the roofing project, and on the IT contract.

X. COMMISSIONER COMMENTS (55:09):

Commissioner Hanke discussed the email from Joni Blanchard regarding insurance for independent contractors and a meeting he had with her. He looks forward to hearing from Mr. Maupin on this subject.

Commissioner Clinefelter asked Mr. Crockett to notify the Port Townsend Marine Trades Association about the insurance requirement for independent contractors.

Commissioner Tucker discussed the recent Jefferson Energy Lunch meeting he attended where the speaker was a bulk power purchaser for BPA.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held Wednesday, September 10, 2014 at 1:00 PM, with the workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:
None

XIII. ADJOURNMENT:
The meeting adjourned at 6:31PM there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President