

## PORT COMMISSION MEETING– November 24, 2015

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 – Berg  
Minutes – Nelson  
Attorney – O'Malley

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 1:00 PM.

### II. APPROVAL OF AGENDA:

Proposed as an addition to the Consent Agenda, correction to the October 14, 2015 Minutes (Public Comment from Ron Hayes was misinterpreted in original minutes.)

**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 Meeting/Budget Hearing Minutes – November 9, 2015

Approval of Public Workshop Minutes – November 9, 2015

B. Resolution No. 635-15 – Authorizing Sale of Abandoned Vessel

C. Approval of Warrants

Warrant #055383 through #055395 in the amount of \$48,770.22 for Payroll & Benefits

Electronic Payment in the amount of \$18,261.59 for Payroll & Benefits

Warrant #055396 through #055439 in the amount of \$29,803.60 for Accounts Payable

Electronic Debit in the amount of \$7,149.29 for WA State Dept. of Revenue Combined

Excise Tax Return for November 2015

**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) (3:25):

Eric Taylor, pilot, commented on paving at Jefferson County International Airport.

Bertram Levy, moorage tenant, commented on the last commission meetings and workshops regarding the budget.

### V. SECOND READING (Action Items):

#### A. Dog Park (11:03):

Mr. Crockett introduced Rick Jahnke, who a few months ago briefed the commission on the concept of creating a dog park, analyzing a ten acre parcel near the airport. Mr. Crockett explained this is Port property next to the airport, that at one time had a residential home, which the Port rented out.

Mr. Jahnke informed that “D.R.O.P” (Dog Recreation on the Peninsula) is now a registered non-profit, with the 5013c in process. He explained this would be a fenced, off-leash dog park. He added there are no immediate residential neighbors and it is located near the transit facility for easy access. As a next step, Mr. Jahnke is requesting Port and County staff to meet with D.R.O.P. and come up with a draft agreement. He explained the non-profit is responsible for fund-raising, establishing and maintaining the park, adopting and posting rules and providing dog waste bags.

Mr. Crockett recommended commission approval to authorize staff to begin meetings with the County and D.R.O.P., working towards creation of the dog park.

**Commissioner Hanke moved to authorize staff to explore the possibilities of a dog park adjacent Jefferson County International Airport, as discussed.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

#### B. Boat Ramp Update (20:48):

Mr. Crockett informed the boat ramp contractor mobilized last Friday and began digging today. Mr. Pivarnik stated contract work is on schedule. He added the contractor located the fuel lines and the crew is determining how to work around the lines. Mr. Pivarnik

added the project should take approximately six weeks to complete, with minimal ramp closures.

Commissioner Clinefelter asked if the fuel line issue could result in a change order. Mr. Pivarnik replied, yes. Commissioner Clinefelter requested a copy of the “as-builts”.

C. Quilcene Wastewater Update (23:02):

Mr. Crockett discussed a meeting he attended at the County with Commissioner Hanke a month or so ago, where it was determined the Port would run the project, and Port staff time would be reimbursed from the \$100K County PIF fund. Mr. Crockett added a Request for Qualifications was published, resulting in one more interview with a firm on Tuesday. He plans to bring Port staffs’ rankings and recommendation to the next commission meeting. He explained consulting work would probably begin after the first of the year, with the work taking approximately six to seven months.

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (26:04):

Ms. Berg reported she would deliver the 2016 Operating Budget to the County this week. She also provided an update to the commission on a summary of work completed by ESD, the Port’s IT contractor. Ms. Berg informed that fiber optics will be installed at Point Hudson on December 10 and at Boat Haven on January 18.

Mr. Pivarnik briefly discussed the VHF radio status at the airport and introduced Bill Putney who provided a briefing, which included the history and a proposed remedy for wider reception coverage.

Mr. Crockett said he attended a good WA Public Ports Association Annual Conference last week where he picked up a number of policy samples. He explained he would use some of this information in a paper he is putting together for the January workshop. Mr. Crockett said he learned some good information from the Port of Anacortes and how they work with live-aboards, which he will also include in that same paper.

IX. PUBLIC COMMENTS (40:44):

Jackie Aase discussed the subject of selling Port-owned properties and improving the audio recording system used at the meetings.

X. COMMISSIONER COMMENTS (43:10):

Commissioner Clinefelter asked how staff was coming on the Capital Facilities Plan. Mr. Crockett answered that a copy of the first draft was provided to him this morning and the Plan would be presented at the December public workshop.

Commissioner Hanke said he is excited to see the Quilcene Wastewater project finally move forward. (This prompted more discussion the project.)

Commissioner Tucker informed the busy conference season has finally ended. He reported on the valuable information he receives at all the Port-related conferences he has attended.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next **regular meeting** to be held Wednesday, December 9, 2015 at 1:00 PM, with the public workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT OF REGULAR MEETING:

The meeting adjourned at 1:48 PM there being no further business to come before the Commission.

ATTEST:

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Peter W. Hanke, Secretary

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Stephen R. Tucker, President

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Brad A. Clinefelter, Vice President