

PORT COMMISSION MEETING – July 9, 2008

The Port of Port Townsend Commission met in regular session in the Commission Chambers, 375 Hudson Street, Port Townsend, WA

Present: Commissioners – Thompson, Beck, Collins
Executive Director - Crockett
Deputy Director – Pivarnik
Attorney - Harris
Senior Accountant/Recorder – Hawley

Absent: Auditor - Taylor

I. CALL TO ORDER

The meeting was called to order at 1:00 PM. Commissioner Collins arrived at 1:02 PM

II. APPROVAL OF AGENDA:

Commissioner Beck moved to approve the Agenda, as presented. Motion carried by unanimous vote.

III. CONSENT AGENDA

A. Approval of Minutes – June 25, 2008

B. Operations Reports – June 2008

Commissioner Beck moved to approve the Consent Agenda, as presented. Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Strategic Planning Update:

Mr. Crockett provided an update to the Commission regarding the Strategic Planning process. He provided a draft copy of the proposed Community Advisory Committee participants and a charter of the expected duties. He informed that each Commissioner needed to nominate a Citizen-At-Large from their districts to sit on the committee.

A discussion followed regarding the proposed committee participants and expectations for the committee.

VI. NEW BUSINESS:

A. Seattle Boat Show

Mr. Crockett informed, as had been discussed in the past, a decision needed to be made about whether to participate in the January 2009, 10 day Seattle Boat Show at Qwest Field and sponsored by the Northwest Marine Trades Association. He reminded that this was one of two boat shows in which the Port participated, the other being the Fish Expo held in November. He stated that he was bringing the topic forward for discussion but that a decision could be postponed to July 23rd. Anticipated Seattle Boat show costs were calculated at \$6.5K for next year, which included the booth costs and staffing (staff overtime pay, travel and food costs). He asked the question of whether there was significant gain to offset the expenses incurred.

Commissioner Thompson noted that he had not found the Seattle Boat Show to be a particularly gratifying experience in the past.

Commissioner Beck suggested that one option might be to assign staff to stay in a hotel for the entire show. He asked that staff determine costs for that scenario.

Discussion followed.

Mr. Pivarnik suggested that perhaps a cooperative arrangement could be developed with some of the participating Marine Trades businesses, as the Boat Show was expensive for them as well, stating that, perhaps, the Port could pay the Marine Trades an incentive of part of their booth costs in exchange for their distribution of Port brochures.

Discussion followed about that concept, the pros and cons of participating in the Seattle show and the number of other ports that participated.

Commissioner Collins stated that he was supportive of not attending but wished to have the additional two weeks in which to think about it.

Commissioner Beck wanted to postpone any decision making until July 23, 2008.

Mr. Crockett stated that staff would develop an analysis of the costs of sending two staff members to the show and having them stay there for the full ten days. It was agreed that the topic would be tabled until the next meeting.

B. Boat Haven Dredging:

Mr. Pivarnik informed that the Army Corp. of Engineers had, after two years, obtained the necessary permits to proceed with the maintenance dredging this summer at Boat Haven. He stated that after doing the hydrographic survey, and in talking with the Coast Guard, that the channel coming into the Boat Haven marina would be straightened out. He advised that actual markers would be placed along the channel for easy reference and that staff had no objection to those markers being placed. He recommended that the Corp be given the go ahead to place the markers. The dredging, which included a small section in front of the Coast Guard pier, should begin this summer.

A short discussion followed.

The commission was in agreement that the marker placement was a good idea. Commissioner Collins recommended placement of signage buoys cautioning boaters to slow down as they get to shore.

Mr. Pivarnik stated that no wake zone buoys could be used as they would be highly visible especially if placed on the edge of the channel.

Mr. Crockett advised that all of the signage needed to be refreshed

C. Airport Rental House:

Mr. Pivarnik provided history of the Port acquisition of the rental house near the airport (and the sixteen acres of land on which it sits adjacent to the airport). He advised that he had given notice to vacate to the current tenant who was past due in his rental payments. However, stated Mr. Pivarnik, he had received a phone call from a person who wanted to rent the house and he sought direction from the Commission about whether they wished the house to be rented in the future. He advised that the house was in poor condition and aside from structural problems had a failed septic system which required pumping every three months. A new septic system would cost, he estimated, in the range of \$10K to \$12K. He informed, as a reminder, that Mr. Harris had stated many times that the Port should not be in the business of renting residential property. However, he stated, if the house was vacant another set of problems would be encountered and that it might become an attractive place for use by Jefferson County homeless. His recommendation was to call the fire department and to determine if they could use it as a practice burn or to bulldoze it down.

Commissioner Thompson remarked that the exterior of the house looked nice and wondered if they was a way in which to repair the failed septic system. He asked staff to investigate a system that Milton Foss had developed to break up the bio-mass of old septic systems and which made them re-usable.

Discussion followed.

Commissioner Beck wanted assurances that the PUD water tap located on the property would not be put into jeopardy if the house was demolished.

After further discussion, Mr. Pivarnik advised that he would inspect the property after the current tenant left and that any Commission decisions about future renting of the property would be deferred until the end of the month.

D.. Approval of Warrants

Warrant #39791 through #39827 in the amount of \$43,225.47 for Payroll

Warrant #39828 through #39837 in the amount of \$89,746.28 for Payroll Benefits and Accounts Payable

Warrant #39838 through #39893 in the amount of \$98,938.29 for Accounts Payable

Commissioner Beck moved to approve the warrants as presented. Motion carried by unanimous vote.

VII. STAFF COMMENTS:

Mr. Pivarnik informed that the Moorage Supervisors of both Boat Haven and Point Hudson had met with the Yacht Club representative and that they were in process of development of a new policy on the Yacht Club reciprocal slips advising that a few issues still needed resolution. He informed regarding the current policy.

Discussion followed regarding the number of Yacht Club slips currently available (2) and how the Yacht Club wanted to have 3 slips in summer (most marinas only have one or two

slips); differences to be resolved regarding how to resolve the rate difference between Boat Haven and Point Hudson; and how to be assured that the Yacht Club slips were being used by actual Yacht Club members.

Mr. Pivarnik stated that a situation had occurred earlier in the week where a boater had been trying to fuel his boat from the shore and avoid using the approved method which involved having an emergency response team (Pettit Oil, our vendor, provided the team) on site when fueling, as required by the Department of Ecology. Pettit Oil charged for the service. Mr. Pivarnik advised that a few boaters were trying to get around the \$421 fee and take on fuel after hours and on weekends. He opened a dialogue of whether or not, as the Port had eight employees who are certified to handle the emergency response duties, if it was another responsibility we wanted to assume instead of hiring an outside contractor to come in and sit for four hours while fuel was being pumped.

Discussion followed about the topic.

Mr. Pivarnik provided an update, and a copy for each of the Commissioners, on the new Port newsletter to be published quarterly. He explained that it was not too late to make some minor changes, but otherwise, the newsletter was set for final printing on Monday, July 15, 2008 with a first printing of 1500 which will be mailed to Port tenants and also available through the moorage, yard and administration offices. Mr. Pivarnik further informed that the newsletter was being printed locally through SOS.

A short discussion followed about the newsletter.

Commissioner Beck asked if a picture of the Quilcene Marine could be inserted.

Mr. Crockett responded that, perhaps, the Quilcene Marina, with photographs, could be a focus of the next newsletter published this Fall.

Mr. Pivarnik informed that the BMP video was now on the Port website.

Mr. Crockett provided information about the annual Tribal Canoe-In scheduled for July 21, 2008. He provided background on the event. Memorial Field, he advised, would be used for the overnight camping area. The event was scheduled for one day.

Commissioner Collins stated that he had been informed that an elected official from both the City and the County would be present and that he had understood that they were planning a formal ceremony and declaring a proclamation of welcoming the tribes on behalf of the City and the County. He thought that it would be nice if the Port staff would draft a brief proclamation of welcome also.

A discussion followed about how such a proclamation had not been done in the past.

Commissioner Thompson advised that the Tribes had their own protocol for coming ashore.

Commissioner Collins asked staff to investigate the proposed procedure, and moved, that if it was appropriate that a proclamation of welcome be drafted and presented to the incoming tribal canoes.

Mr. Crockett advised that he would follow up and draft a proclamation if it seemed appropriate.

Mr. Crockett remarked that he was headed to the annual Washington Public Port's Port Director's Conference in Leavenworth after the meeting.

He informed that he would be out of the office, and in Olympia, from July 15 -17, 2008 as he was the WPPA representative on the Recreation and Conservation Office Boating Facilities Committee, which will be looking at this year's grant applications.

Mr. Crockett informed that he had received a phone call from the Washington State Department of Transportation asking questions of him regarding a new Committee they are forming on which they would like him to sit, as the first meeting was going to be held July 17th when he was in Olympia, he wondered if Commissioner Beck would be willing to attend. They are going to do a year long study on State Routes 19 and 20 starting down at the Visitor's Center and coming all the way into the ferry dock in Port Townsend.

Commissioner Beck agreed to attend the first meeting which would be held at WSU. Discussion followed to include the proposed study, impact to highway traffic if the Port Hadlock UGA develops and traffic problems resulting from drivers trying to turn into and out of the airport onto State Route 19.

VIII. PUBLIC COMMENTS:

Les Schnick complimented everyone on the way in which the Strategic Planning process was going, he said that he was and had discussed with a number of other people who were impressed with all the work that had been done.

IX. COMMISSIONER COMMENTS:

Commissioner Beck informed regarding a letter he (and the other Commissioners) had received from the Peninsula Development Association which now, for the first time, had a regional coordinator. He advised that they were requesting proposals for regional projects and Commissioner Beck stated that he had immediately thought of a sandblasting facility.

Discussion followed that perhaps grant funds might be available to fund a planning study of what was needed for a sandblasting facility.

A brief discussion took place regarding the Port booth at the Jefferson County Fair.

Commissioner Thompson stated that he had attended a Jefferson County .08 Infrastructure Grant Funding Committee meeting in which an award of \$500K had been granted to the City of Port Townsend to fund a study of traffic roundabouts. Technically, advised Commissioner Thompson, such an item was not infrastructure which was actual physical items, like pipes, in the ground.

Commissioner Thompson called for an Executive Session, duration of ten minutes, on a personnel matter, with no expected action.

XI. NEXT MEETING: Next Meeting will be held Wednesday, July 23, 2008 at 6:30 PM, in the Port Commission Chambers, 375 Hudson Street, Port Townsend.

XII. EXECUTIVE SESSION:

The regular meeting recessed at 2:11 PM into Executive Session, which began at 2:17 PM for a discussion regarding a personnel matter and a duration of ten minutes with no expected action.

XIII. ADJOURNMENT:

The regular meeting reconvened 2:27 PM and adjourned at 2:27 PM, there being no further business to come before the Commission.

ATTEST:

David H. Thompson, President

John N. Collins, Secretary

Herbert F. Beck, Vice President