

PORT COMMISSION MEETING – July 14, 2010

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

Present: Commissioners – Collins, Thompson, Erickson
Executive Director – Crockett
Deputy Director - Pivarnik
Attorney Lake - Goodstein Law Group
Minutes - Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Collins called the meeting to order at 3:30 PM.

II. APPROVAL OF AGENDA:

The agenda was amended to reflect the addition to New Business, **Item F-Internal Communications.**

Commissioner Collins moved to approve the Agenda as amended.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

- A. Approval of Minutes – June 23, 2010
Approval of Minutes, Special Meeting – June 29, 2010
- B. Write-off Register
- C. Operations Report – May 2010

Commissioner Thompson moved to approve the Consent Agenda as presented.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

Gary Tocatlian of T's Restaurant presented his idea for a fish & chips eatery, in a partnership with Pete Hanke, for the former Landfall Restaurant site.

V. OLD BUSINESS:

A. Rates:

Commissioner Collins presented his plan on moorage rate increases. Discussion followed.

Commissioner Thompson agreed to postpone his motion on rate increases once more, originally made at the June 23 meeting, until the July 28, 2010 meeting.

B. Resolution No. 542-10 – Delegation of Authority:

Mr. Pivarnik presented the proposed Delegation of Authority Resolution and Policy. The Commissioners discussed changes they would like made to the policy. The edited version of the policy will be presented at the July 28, 2010 Commission meeting.

C. Landfall Site:

Mr. Pivarnik explained that the demolition permit application was submitted and a decision will be made next week on the outcome. He advised the Commissioners that they will need to come to a decision on the fate of the Landfall building once the permit is received – whether to keep the building or to demolish it.

VI. NEW BUSINESS:

A. Signature Authority:

Staff requests permission from the Commission to authorize Deputy Director Pivarnik as an additional Signor for the Port on checks and claim warrants.

Commissioner Collins moved to approve Jim Pivarnik to have Signature Authority for the Port of Port Townsend on checks and claim warrants.

Motion carried by unanimous vote.

B. Strategic Plan – Executive Summary Brochure:

Mr. Pivarnik presented the mockup condensed, full color brochure for the Strategic Plan 2010-2015. Commissioners agreed to have 500 printed on first run.

C. PUD – Letter of Support

Mr. Pivarnik reminded that Jefferson Co. PUD #1 signed a contract to purchase power with the Bonneville Power Administration. The PUD is asking for letters of support be sent to the BPA. The Commissioners directed Mr. Crockett to draft a letter of support.

D. Nonprofit Policy

Attorney Lake presented two options on nonprofit policies. Commissioner Collins discussed a Community Funding Application that Attorney Goldstein had given the Port in the past, to help in clarifying a Nonprofit's request. Commissioner Collins tabled discussion until the July 28, 2010 meeting, this being the "first touch".

E. Approval of Warrants:

Commissioner Thompson read the warrants, as presented:

Warrant #044616 through #044645 in the amount of \$40,481.88 for Payroll

Warrant #044646 through #044656 in the amount of \$87,202.91 for Payroll Benefits and Accounts Payable

Warrant #044657 through #044735 in the amount of \$306,296.48 for Accounts Payable

Warrant #44736 through #44737 in the amount of \$2,890.00 for Accounts Payable

Commissioner Thompson moved to approve the warrants as presented.

Motion carried by unanimous vote.

F: Internal Communications:

Commissioner Collins requested staff to develop ways in which staff can better communicate information, such as policy changes, to our customers.

VII. STAFF COMMENTS:

Attorney Lake asked for clarification on the Delegation of Authority Resolution and Policy asking if it will be brought back to the next Commission meeting.

Mr. Pivarnik advised that an Executive Session is needed for pending legal action, with no expected decisions. Total duration of approximately 5 minutes.

VIII. PUBLIC COMMENTS:

Bertram Levy requested that C/D docks are in great need of repairs. Boards are uneven and recently caused him to trip. He does not want anyone else to get hurt.

IX. COMMISSIONER COMMENTS:

Commissioner Erickson is pleased to see that the issue of moorage rate increases is moving along. He would like a meeting scheduled with the Moorage Tenants Union, Commissioner Collins and himself within the next week. Papers will need to be notified.

Commissioner Thompson asked how we would approach ideas on additional rate increases, such as the ones discussed between Mr. Crockett, Mr. Pivarnik and Mr. Taylor. He asked if there would be collaboration. Mr. Pivarnik reminded that, for starters, he and Mr. Crockett will be reviewing all leases and will pass that information on to the Commission.

Commissioner Collins reminded all that the Fly-In/Airport Days is happening at the airport this weekend, July 16-18. He also informed all that all three Commissioners would be attending the Washington Public Ports Association Annual Commissioner's Seminar July 25-27.

X. NEXT MEETING: Next regular meeting will be held Wednesday, July 28, 2010 at 6:30 PM, Public Workshop at 3:30 PM, in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION: The regular meeting recessed into Executive Session at 5:02 PM for discussion of a legal matter, with no decisions made, for a duration of five minutes.

XI: ADJOURNMENT: The regular meeting reconvened at 5:09 PM and adjourned at 5:10 PM there being no further business to come before the Commission.

ATTEST:

John N. Collins, President

Leif W. Erickson, Secretary

David H. Thompson, Vice President