

## **PORT COMMISSION MEETING – August 25, 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  
Auditor - Taylor  
Attorney - Lake  
Recorder/Minutes - Nelson

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

Commissioner Collins called the meeting to order at 6:30 PM.

### II. APPROVAL OF AGENDA (0:25):

**Commissioner Thompson moved to approve the Agenda as presented.  
Motion carried by unanimous vote.**

### III. CONSENT AGENDA (0:55):

- A. Approval of Minutes – August 11, 2010  
Approval of Special Meeting Minutes – August 23, 2010
- B. Resolution No. 544-10 – Authorizing Warrant Cancellation
- C. Write-off Register

**Commissioner Thompson moved to approve the Consent Agenda as presented.  
Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS (Not related to agenda) (1:15):

None

### V. OLD BUSINESS:

#### A. Port Hadlock Dinghy Rates and Policy 1:30):

Commissioner Collins request a technical change in the minutes of the August 11, 2010 Commission meeting to clarify that the motion he introduced was technically not “tabled”, but was “postponed” until the August 25, 2010 meeting. Commissioner Collins reintroduced the motion postponed from the August 11 meeting. Some minor changes were made to the motion:

**Commissioner Collins moved that the float at Port Hadlock be reserved for short-term moorage of no more than 12 hours at one time and no more than 24 hours within a one-month period. The shore-side of the float and Port-owned beach area is reserved for long-term storage of dinghies and tenders at an annual cost as set by the Port Commission.**

**Motion carried by unanimous vote.**

Discussion held on rate policy for the dinghies. Staff and Commissioners discussed rates; colored stickers to be issued to affix to transoms; and how often boats will be checked by staff and when to impound. These will be clarified in the policy. Suggested fee of \$125.00 annually for floatside tie-ups and \$75.00 annually for beachside tie-ups. Fees to commence on October 1, 2010.

**Commissioner Collins moved to approve Port Hadlock Dinghy Tie-Up Rates at \$125.00 annually floatside and \$75.00 annually beachside, effective October 1, 2010, recusing himself from the vote, as he is a dinghy owner at Port Hadlock.**

**Motion carried by unanimous vote with two votes for.**

#### B. Nonprofit Draft Policy (14:17):

Mr. Crockett passed out the draft Nonprofit Policy. Commissioner Collins discussed the changes he made to the draft. After discussion, it was agreed upon to bring a reformatted and edited policy back to the September 8, 2010 meeting for a third reading.

#### C. Herb Beck Marina Moorage Rates (26:09):

Mr. Crockett explained that in 2006 former Commissioner Herb Beck presented a motion, which passed, setting the rate for marina tenants at the Herb Beck Marina to 80% of the Boat Haven moorage rates. These rates would increase once the infrastructure was fixed; such as the failing septic system, shower facility closure and the needed dredging. These projects have all been completed. A letter will be sent to Quilcene moorage tenants with the September statements, stating that now that these projects are completed, the moorage rates will increase on October 1, 2010.

**Commissioner Collins moved to reaffirm the previous discussions to increase the moorage rates at the Herb Beck Marina to be on par with Boat Haven Moorage rates, effective October 1, 2010.**

**Motion carried by unanimous vote.**

D. Landfall – Next Step (27:59):

Mr. Crockett informed that the remainder of the Landfall building had been demolished and the site was being cleared of debris. After discussing the future of the site, it was decided to delay further discussions and decisions until November or December, after the 2011 budget had passed.

E. Meeting Procedures (33:14):

Continued discussion and ideas were held on Meeting Procedures (second reading). It was agreed to revisit this policy once a year. There was a discussion with Attorney Lake of recording and/or taking minutes of Commission workshops. Mr. Pivarnik asked the Commission if they would like to continue with monthly workshops or call them as needed. This is an idea to consider when writing the Meeting Procedures and rules. This item will be revisited at the next Commission meeting.

F. Implementation Policy (48:30):

Continued discussion on the Implementation Policy.

**Commissioner Collins moved to adopt the Implementation Policy.**

**Motion carried by unanimous vote.**

G. Budget/Financial Reporting Format (51:29):

Mr. Taylor presented two consolidated budget forms, in response to previous discussions. Commission and staff agreed that this form could be produced quarterly and should be combined with the third quarter budget report at the second meeting in October.

VI. NEW BUSINESS:

A. 2011 Seattle Boat Show (1:04:40):

Discussion was held on the cost and benefits of participating in the Seattle Boat Show.

**Commissioner Collins moved to authorize the Port's participation in the 2011 Seattle Boat Show.**

**Motion Carried by unanimous vote.**

B. Approval of Warrants (1:12:25):

Commissioner Thompson read the warrants, as presented:

Electronic Debit to Frontier/Union Bank in the amount of \$8,467.83 for Washington State Combined Excise Tax Report – July, 2010

Warrant #044935 through #044961 in the amount of \$36,258.77 for Payroll

Warrant #044962 through #044966 in the amount of \$30,257.05 for Payroll Benefits

Warrant #044967 through #045045 in the amount of \$435,381.79 for Accounts Payable

**Commissioner Thompson moved to approve the warrants as presented.**

**Motion carried by unanimous vote.**

VII. STAFF COMMENTS (1:13:44):

Attorney Lake reported that she had recently attended a deposition with the DOE and the Port of Port Townsend was given high marks by the DOE and they said that, "the Port or Port Townsend is a leader amongst shipyards on how they are dealing with stormwater".

Mr. Pivarnik informed that the Quilcene dredging project was completed. Next step, the Port is awaiting the post dredge survey, expected in the next day or so, for final sign-off.

Mr. Pivarnik updated on the Department of Transportation Federal Grant that was the subject of the August 23 Special Commission meeting. It was discovered that the Port did not qualify for this grant.

Mr. Crockett told of a meeting he and Mr. Pivarnik will attend the following day with the Army Corps of Engineers in Seattle on the subject of the Boat Haven Marina expansion, as detailed in the Comprehensive Scheme of Harbor Improvements. We will receive the procedures later if the decision is to move forward.

In addition, Mr. Crockett explained that he will again present the question to the Corps (which we had received an answer previously explaining that this is not

allowed and would be discriminatory): “Can the Port charge different rates to “outsiders?” A Marina Tenants Union Member posed this question. Commissioner Collins asked staff about tenants concerns of speeders on Jackson Street. Mr. Pivarnik explained that Maintenance Manager Aase is working with the City on installing rubber speed tables and maintenance will stencil “Slow Down” messages on the road.

VIII. PUBLIC COMMENTS (1:25:12):

David Griswold expressed his satisfaction with the Marine Trades survey document that he has been working on with John Collins and that it is a “nice document”.

George Yount offered to the Commission that he is pleased with the new rate structure based on square footage of slip. He suggested a 3 or 5-year plan on rate increases would be wise and to put a portion of the increase into a “sinking fund” for infrastructure repair and replacement.

IX. COMMISSIONER COMMENTS (1:31:49):

Commissioner Thompson asked staff if AMO Construction had completed their work on the fire hose system on the Point Hudson docks. Mr. Pivarnik explained that they completed the work with a pressure test at 125#. He believes the fire department may be testing the lines for certification. He will provide an update as he learns more.

Commissioner Erickson complimented Redside Construction the dredge job they completed at the Herb Beck Marina. He was pleased that they pulled out for the tribes shrimp season.

X. NEXT MEETING: Next regular meeting will be held Wednesday, September 8, 2010 at 3:30 PM in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI: ADJOURNMENT: The regular meeting adjourned at 8:04 PM there being no further business to come before the Commission.

ATTEST:

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John N. Collins, President

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Leif W. Erickson, Secretary

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David H. Thompson, Vice President