

PORT COMMISSION MEETING – July 27, 2011

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

Present: Commissioners –Thompson, Erickson, Collins
Executive Director – Crockett
Deputy Director – Pivarnik
Planning Analyst - Toews
Attorney Lake - Goodstein Law Group
Minutes – Nelson
Excused: Auditor - Taylor

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

The agenda was amended to reflect the addition to **New Business, Item C – Boat Ramp Engineering Estimate.**

Mr. Crockett and Commissioner Thompson called for an Executive Session on two potential litigation matters and two personnel issues, pursuant to RCW 42.30.110(i),(g), with one possible decision, duration of approximately 40 minutes.

Commissioner Collins moved to approve the Agenda as amended.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:06):

A. Approval of Meeting Minutes – July 13, 2011
Approval of Workshop Minutes – July 13, 2011

B. Write-off Register

Commissioner Collins made two corrections to the minutes of July 13, 2011- regarding the motion made to suspend the rule of second reading; and, the wording regarding Port Commission candidate Steve Tucker.

Commissioner Collins moved to approve the Consent Agenda as presented with discussed changes to the July 13, 2011 minutes.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Marine Highway Facility Project (3:50):

Mr. Crockett discussed the proposed project providing barge transport of products to the mill site to be offloaded and uploaded onto trailers, especially to and from Bellingham. Port staff met recently with Mill staff regarding details and feasibility of the “Tiger 3” grant application process. Staff has researched the Tiger 3 Grant and has found it to be a lengthy process, involving quite a few staff hours.

Mr. Toews discussed whether this grant is a good fit for this project.

Commissioner Thompson added that the Mill has not yet applied for any permits.

Staff and Commission discussed the logistics, cost, feasibility and timeliness in applying for this Grant.

Mr. Crockett believes this is not ready for prime time. He would like to see this project on the PDD and PRTPO lists for upcoming meetings. Staff recommends not to move forward on the Tiger 3 Grant process but to engage with Mill staff to explore opportunities with the PDD & PRTPO.

B. Economic Development Council (EDC) List (22:53):

Mr. Crockett explained the latest draft of the building lease to the EDC has been looked over by the Port attorney. A draft change to paragraph 3 regarding the Leasehold Tax was presented. This change spells out the actual Leasehold Tax rate amount of 12.84%. Mr. Crockett recommends approving the lease with the revised paragraph 3.

Commissioner Thompson moved to approve the EDC lease with the addendum to Paragraph 3 as described.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

C. Adoption of Delegation of Authority Policy – Resolution No. 563-11 (28:44):

Mr. Crockett reminded that an annual re-adoption of this policy is required.

Commissioner Collins made a change in the wording on page 2 of the policy, and an edit to page 8, section XI. Mr. Crockett made a correction to the Resolution, deleting a paragraph and adding the words “to be re-adopted annually”.

Commissioner Collins made a “friendly motion” to readopt the Delegation of Authority Policy with the discussed word changes.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

VI. NEW BUSINESS:

A. WPPA Building Purchase (34:08):

Mr. Crockett explained that the WPPA is ready to “seal the deal” on the purchase of the office building they currently are tenants of. WPPA is using reserves for the down payment and is asking for approval from ports to each pay a pro-rated fee to replenish their reserve account. (The reserves come from Port dues.) The cost to the Port of Port Townsend would be \$4800. As a designated Port Trustee, Mr. Crockett will attend a WPPA meeting on August 19 to vote yes or no on the purchase of the building.

Commissioner Collins moved to authorize the Executive Director to approve the purchase of the WPPA building at the August 19, 2011 meeting.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

C. Boat Ramp Engineering Estimate (40:15):

Mr. Pivarnik stated that he met with three engineering firms on the boat ramp expansion. Coast & Harbor Engineering out of Edmonds was chosen as the preferred engineering firm based on qualifications. Their fee estimates came in at \$31,900, which exceeds staff’s estimate of \$25K. Coast & Harbor is working to bring the fee closer to \$25K. Mr. Pivarnik believes we budgeted \$28K for this.

Commissioner Collins discussed asking for public input prior to the completion of the drawings.

Commissioner Thompson moved to direct staff to develop a contract with Coast & Harbor Engineering, not to exceed \$28,000.

Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

B. Approval of Warrants (50:05):

Commissioner Thompson read the warrants, as presented:

Electronic Debit to Union Bank in the amount of \$7,934.08 for Washington State
Combined Excise Tax Return – June 2011

Warrant #047011 through #047039 in the amount of \$42,031.99 for Payroll

Warrant #047040 through #047043 in the amount of \$16,601.00 for Payroll Benefits

Warrant #47044 in the amount of \$57,679.81 for Accounts Payable

Warrant #047045 through #047096 in the amount of \$130,534.66 for Accounts
Payable

Commissioner Thompson moved to approve the warrants as presented.

Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

VII. STAFF COMMENTS (51:20):

Mr. Pivarnik informed the Commission that he gave a tour of the Port last week to Johan Hellman, Assistant Director of WPPA, and Peter Schrappen, Northwest Marine Trades Association Director of Government Affairs. They are considering Port Townsend for the 2012 NMTA Marina & Boatyard Conference.

Mr. Crockett announced he and staff toured the Port building occupied by Skookum recently. He was surprised to learn 35 paid employees are staffed there, including the accounting staff, human resources, and the janitorial division. They did learn of the large meeting room that could be available to the Port for Commission meetings, once Customs occupies their leased space

Mr. Crockett also informed that he and Commissioners Collins and Erickson will be attending tomorrow’s Peninsula Development Association meeting in Blyn.

VIII. PUBLIC COMMENTS:

None.

IX. COMMISSIONER COMMENTS (57:23):

Commissioner Erickson agreed with staff that he would like to see the engineer’s drawings of the boat ramp prior to asking for public input.

Mr. Pivarnik commented that staff would like to meet with the Jamestown S’Klallam tribe to promote a partnership somehow with the Port on the boat ramp project since tribal members are big users of the ramps.

Commissioner Thompson recommends adding to the meeting with the tribe, not only tribal support for the boat ramp, but also for needed repairs to the commercial dock for the loading and unloading of fish.

X. NEXT MEETING: Next regular meeting will be held Wednesday, August 10, 2011 at 1:00 PM, with a Public Workshop proceeding at 9:30 AM in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION:

The regular meeting recessed into Executive Session at 7:31 PM to discuss two potential litigation matters, with one possible decision, per RCW 42.30.110(i) and two personnel matters per RCW 42.30.110(g), with no decisions, expected duration of 40 minutes.

XI: ADJOURNMENT: The regular meeting reconvened and adjourned at 8:10 PM, with no decisions coming from the Executive Session and there being no further business to come before the Commission.

ATTEST:

David H. Thompson, President

John N. Collins, Secretary

Leif W. Erickson, Vice President