

PORT COMMISSION MEETING – August 10, 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
Auditor - Taylor
Attorney Lake - Goodstein Law Group
Minutes - Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

The agenda was amended to reflect the addition of New Business, **Item D-Moorage Incentive Plan.**

Commissioner Collins moved to approve the Agenda as amended.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:06):

A. Approval of Minutes – July 27, 2011

B. Resolution No. 564-11 – Authorizing Sale of Abandoned Vessels

C. Operations Reports – July 2011

Commissioner Thompson added that he believes the daily Boatyard and Shipyard counts are not a necessary tool in the Operations Report and feels this part of the report can be discontinued.

Commissioner Collins requested to change on the new Boat Haven Operations Report, the column labeled “Variance” to “Percentage Occupied”. He also suggested to change the wording “Total Occupancy” to read “Total Slip Occupancy”.

Commissioner Thompson moved to approve the Consent Agenda as presented with the changes to the Boat Haven Operations Report suggested by Commissioners Thompson and Collins.

Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Boat Haven Boat Ramp (3:48):

Mr. Crockett reported that the Port has the Engineer’s Estimate for the Boat Ramp project and he has the engineer’s contract in hand awaiting his signature. He reminded the Commission that the engineering and permitting phase would cost at least \$50K, followed by approximately a quarter of a million dollars to build the project. He added that with all the State budget cuts there is no guarantee for future boat ramp grant funding. Before signing this contract, Mr. Crockett wants to make sure that due to cuts to the Port’s budget; do the Commissioners still want to proceed with this project?

Commissioner Erickson clarified that the Port has up to three years to complete the boat ramp project, after receiving permits.

Steve Tucker spoke on the economic benefits of boat ramp usage.

Jerry Johnson of the Puget Sound Anglers asked if the Port could ask for financial support from the community rather than relying on grant support for the ramp project.

Mr. Pivarnik explained the engineer contract is at \$28K and after January 1, another \$30K for permitting.

Commissioner Collins moved to direct staff to proceed with the engineering contract for the boat ramp project.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

B. Boat Trailer Parking (22:06):

Mr. Pivarnik revisited this topic for a second reading. He reminded the subject parking areas are behind the EDC building (formerly occupied by Mahina Yachts) and the “Back 40” lot at Point Hudson. Yard Manager Doug Lockhart would also like to have the ability to store trailers in the yard based on his discretion of available space.

Commissioner Collins moved to amend the originally presented Boat Trailer Parking Plan of allowing parking behind the EDC building and in the “Back 40” at Point

Hudson by including boat trailer parking in the Yard based on the Yard Manager's discretion, at a cost of \$25.00/week or \$50.00/month.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

VI. NEW BUSINESS:

A. Upcoming Shows (24:21):

Mr. Crockett explained the 2011 Pacific Marine Expo is coming up in November. Booth space has been paid in full. He reported that the Port's participation in the 2010 3-day Pacific Marine Expo and the 2011 9-day Seattle Boat Show cost the Port around \$12,500. With a focus on budget cutting, does the Commission want to participate in the 2012 shows? Commissioner Thompson believes the Pacific Marine Expo brings money to the Port. He talked of the commercial boaters who come to the show and bring haul out business to our Port. He believes the Seattle Boat Show does not bring us much new business, and many of the Boat Show customers do not even own a boat or RV.

Commissioner Thompson recommends participating in the 2012 Pacific Marine Expo, and to skip participation in the 2012 Seattle Boat Show. The other Commissioners agreed.

B. Wooden Boat Festival Update (34:09):

Mr. Pivarnik, Larry Aase, Tami Ruby and Rhonda Beytebiere met recently with Kaci Cronkhite on plans for the 2011 Wooden Boat Festival. They are expecting another big show. The Port increased the market rate rental of the Point Hudson facility by the CPI only.

C. Approval of Warrants (39:52):

Commissioner Thompson read the warrants, as presented:

Warrant #047097 through #047128 in the amount of \$41,097.77 for Payroll

Warrant #047129 through #047137 in the amount of \$61,309.08 for Payroll Benefits

Warrant #047138 through #047202 in the amount of \$178,193.11 for Accounts Payable

Commissioner Collins moved to approve the warrants as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

D. Moorage Incentive Plan (40:36):

Mr. Crockett explained that during today's Workshop they discussed the availability of 50' slips at Boat Haven and how there is a waitlist with no takers at this time for those slips. He discussed the possibility of providing some sort of incentive plan for boaters.

Mr. Pivarnik suggested the customer prepaying for a year and receiving either one or two month's free moorage. He added that Harbormaster Ruby proposes we offer the 50' slips to boaters on the lengthy 45' waitlist, charge them only for their boat length rather than the slip length, and allow them to stay until a 45' slip becomes available.

Commissioner Thompson recommends a plan where the customer commits to a one-year slip occupancy and would then receive one month free.

Mr. Crockett recommends the Commission make a motion to allow the Executive Director to explore measures to fill unused slips. Any action taken would not exceed twelve months unless it is presented to the Commission for approval. He would like to try this with the 50' slips.

Commissioner Collins moved to empower the Executive Director, under the power of the Delegation of Authority policy, to exercise flexibility of pricing of underutilized moorage slips with an incentive plan not to exceed a twelve-month period.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

VII. STAFF COMMENTS (48:15):

Attorney Lake informed that the Ports of Olympia and Tacoma are also in support of funding for the WPPA building purchase. She also reported that the Department of Revenue is searching for ways to find monies from ports. WPPA and DOR staffs met to discuss and educate on the policy side regarding Leasehold and Sales tax issues. A second follow-up meeting is scheduled.

Mr. Taylor commented on taxes collected and not collected by the Port.

Mr. Pivarnik explained that the C/D dock project has been a great success being on budget and on time. The Port has 100 extra floats leftover that the maintenance department may be able to use and work with divers to refloat other docks in the Port.

Mr. Crockett reported he attended the WPPA Marina Committee meeting in Olympia yesterday. He talked about certain legislative issues discussed, as well as the governor asking for a 10% cut from all State agencies.

Mr. Crockett informed that the Northwest Marine Trade Association is coming up with a Boatyard certification program, similar to the Clean Marina program. He would like to see our Port as one of the first to apply. He then discussed the statewide marina and boatyard conference to be held in November in LaConner. Lastly, he informed that he and Commissioner Erickson would be attending a one-day Ferry Conference in Seattle on September 6, 2011.

Mr. Pivarnik added that the Request for Proposals for the 75-Ton Travelift Renovation project has been advertised in our local papers. At this point, five contractors have expressed interest. On Monday, August 15, there is a mandatory pre-bid meeting here and the bids are due to the Port on September 12, 2011.

VIII. PUBLIC COMMENTS (1:03:00):

Steve Tucker reported the public is very happy with the paving and striping in the Boat Haven parking lot. He also heard a comment from a party expressing their happiness with the gravel that was dumped alongside the boat ramp.

Jerry Johnson relayed thanks from the Puget Sound Anglers for the Port's support.

IX. COMMISSIONER COMMENTS (1:04:34):

Commissioner Collins explained the Joint Economic Development Strategy group met last Friday to participate in a conference call with Hovee. The next meeting of the elected group is scheduled for August 26, 2011.

Commissioner Erickson announced he attended the Peninsula Development (PDD) meeting in Blyn, along with Mr. Crockett and Commissioner Collins. He will replace Commissioner Collins at the beginning of 2012.

Commissioner Thompson encouraged staff to open avenues with the Tribes to seek their support of the boat ramp project and possibly the needed repairs to the commercial fish pier in front of New Day Fisheries.

X. NEXT MEETING: Next regular meeting will be held Wednesday, August 24, 2011 at 6:30 PM in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION:

None

XII. ADJOURNMENT: The regular meeting adjourned at 2:10 PM there being no further business to come before the Commission.

ATTEST:

John N. Collins, Secretary

David H. Thompson, President

Leif W. Erickson, Vice President