

## PORT COMMISSION MEETING– September 25, 2013

The Port of Port Townsend Commission met in regular session at the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

Present: Commissioners – Erickson, Tucker, Thompson  
Executive Director – Crockett  
Auditor - Khile  
Attorney - Harris  
Minutes – Nelson  
Excused: Deputy Director Pivarnik

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

Commissioner Erickson called the meeting to order at 10:00 AM.

### II. APPROVAL OF AGENDA:

Attorney Harris added to Old Business, Item B – Dave Berry (CAICOS) Lawsuit Settlement Agreement.

**Commissioner Erickson moved to approve the Agenda as amended.**

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:08):

A. Approval of Meeting Minutes – September 11, 2013

Approval of Public Workshop Minutes – September 11, 2013

**Commissioner Thompson moved to approve the Consent Agenda as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

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

Ron Hayes, Port Strategic Advisory Committee (PSAC) member, asked if the Commissioner's response to the PSAC report would be available to the committee prior to the October 9, 2013 workshop.

Mr. Crockett responded that Mr. Toews has drafted the response on behalf of the Commission. The draft will be presented to the Commission at the October 9 workshop. The Commissioners will formalize the response and then send it off to PSAC members.

### V. OLD BUSINESS:

#### A. 2014 Budget (6:32):

Mr. Crockett discussed the last Commission workshop and meeting held in Quilcene, where the budget was discussed extensively. Ms. Khile presented a draft budget showing no rate or tax increase. She explained this budget would come with a net loss of \$83K +.

Commissioner Tucker would like to see a separate column showing CPI increases.

Commissioner Erickson said he is looking for suggestions on how to economize to reduce the \$83K net loss with this particular budget. He added possibly curtailing or trimming certain programs to bring balance.

Mr. Crockett pointed out that the FAA grant money received for the runway project is reflected in the depreciation costs. He explained if that money did not have to be listed; it would show the Port running in the black. He then reminded that State law requires the Port to charge market rates to avoid any gifting of the State. Mr. Crockett explained he has finished his visits to all Port properties and will soon present his White Paper recommending projects, repairs, stormwater issues, etc. He discussed the Point Hudson jetty issues and the proposed Boat Haven boat ramp expansion. He discussed available monies in 2014 for boat ramp grants. He estimates with a 25% match from Port funding, cost to the Port would run approximately \$100-150K.

Commissioner Erickson asked if the County's dump increases were included in the budget. He also confirmed that Mr. Crockett would include environmental needs in the document.

#### B. Dave Berry (CAICOS) Lawsuit Settlement Agreement (25:56):

Attorney Harris discussed the suit against the Port on the Point Hudson Marina construction project. He explained how the Port was required to withhold money for various legal and performance reasons. An agreement was reached with the Department of Revenue, the bonding company, and CAICOS, favorable to the Port. Attorney Harris requests the Commission authorize the Executive Director to release these funds.

**Commissioner Erickson moved to grant the Executive Director the authority to sign the settlement agreement.**

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

VI. NEW BUSINESS:

A. Approval of Warrants (28:15):

Commissioner Tucker read the warrants, as presented:

Warrant #051744 through #051761 in the amount of \$62,398.11 for Payroll and Benefits  
Warrant #051762 through #051809 in the amount of \$274,999.99 for Accounts Payable  
Electronic Debit to Union Bank in the amount of \$9,243.73 for Washington State

Combined Excise Tax for August 2013

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

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

VII. STAFF COMMENTS (29:29):

Ms. Khile excused herself in order to meet with the network people on the new administration building work.

Ms. Nelson informed the Commission meeting packets for the October 9, 2013 workshop and meeting will not be available until Monday, October 7, as she is on vacation.

Mr. Crockett announced he and Commissioner Tucker would be leaving after the meeting for Vancouver to attend the WPPA Environmental Conference. He also informed the Commission that the building inspection on the new administration building begins today. He added the Port Townsend Shipwrights Co-op did an excellent job on the new staircase in the building. Last, Mr. Crockett spoke of the Team Jefferson Federal Bidding workshop that he and Commissioner Erickson attended last night. The presentation was geared for marine trade businesses. After fifteen minutes, all presenters left as no one showed up.

Commissioner Erickson added all sizes of federal contracts are available and that he and Mr. Crockett would be happy to talk with anyone interested in learning more.

VIII. PUBLIC COMMENTS (32:26):

Bill Putney, local pilot, asked if there was a new expected timeline for the runway project since there have been so many delays due to weather. Mr. Crockett responded that the airport would be closed to traffic September 26, 2013 from 7:00 AM to 7:00 PM for crack sealing. Then a 24-36 hour period of dry weather is necessary for the application of the slurry coat, which they are hoping to complete the first week of October. Striping will follow.

IX. COMMISSIONER COMMENTS (34:34):

Commissioner Erickson said he is pleased with progression on the budget. He looks forward to making it an even more positive document.

X. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held Wednesday, October 9, 2013 at 1:00 PM, with a public workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 10:34 AM to discuss a legal issue duration of forty minutes with no action, pursuant to RCW 42.30.110 (i).

XII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 11:19 AM there being no further business to come before the Commission.

ATTEST:

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Leif W. Erickson, President

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David H. Thompson, Secretary

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Stephen R. Tucker, Vice President