



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

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**Port of Port Townsend
Port Commission Special Meeting Agenda
Monday, December 23, 2013 – 1:00 PM
Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Meeting Minutes – December 11, 2013..... 1-3
- IV. Public Comments (not related to agenda)
- V. Old Business
 - A. Resolution No. 603-13 – 2013 Comprehensive Scheme of Harbor Improvements Update..... 4-6
- VI. New Business
 - A. Approval of Warrants
- VII. Staff Comments
- VIII. Public Comments
- IX. Commissioner Comments
- X. **Regular Meeting and Public Workshop: Wednesday, January 8, 2014. Meeting at 1:00 PM; Public Workshop at 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA**
- XI. Executive Session (if called):
- XII. Adjournment

PORT COMMISSION MEETING & PUBLIC HEARING – December 11, 2013

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

Present: Commissioners – Erickson, Tucker, Thompson
Executive Director – Crockett
Deputy Director - Pivarnik
Auditor – Khile
Planning Analyst - Toews
Attorney - Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Commissioner Erickson added to New Business, Item D – Pacific Marine Expo Contest Drawing for Haul-out.

Commissioner Erickson moved to approve the Agenda as amended.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

III. PUBLIC HEARING ON 2013 COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENT UPDATES:

Commissioner Erickson opened the Public Hearing at 1:01 PM and introduced Planning Analyst, Eric Toews.

Mr. Toews explained the Draft 2013 Comprehensive Scheme is an update to the 2003 Comp Scheme. Comments were accepted up until 4:30 PM on December 10, 2013, with the only comment received being from the City of Port Townsend. A brief discussion ensued on the City's comments. Mr. Toews discussed the changes in the 2013 scheme and action will be taken on the 2013 Comp Scheme by way of resolution at the December 23, 2013 Special Commission Meeting.

Comments from the public:

Bertram Levy pointed out that the Port Hadlock ramp did not look to be updated in the Comps Scheme.

Mr. Toews responded that the photo might not be current; however, the narrative has been updated.

Hearing no further comments from the public, Commissioner closed the Hearing at 1:17 PM.

Commissioner Tucker added his comments on some changes he would like to the Comp Scheme, including verbiage stating the marina and yard should be kept open to the public, with no "cages" or locks placed. He would also like to see added to the "Community Partnerships" section of the Scheme to include "Fishing Groups".

Mr. Crockett stated the Port Hadlock section will be updated and other areas cleaned up and the resolution will be presented at the December 23, 2013 meeting.

IV. CONSENT AGENDA (25:47):

A. Approval of Meeting Minutes – November 26, 2013

B. Operations Reports – November 2013

Commissioner Thompson moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Mr. Crockett stated Yard Manager Lockhart reported this would be the best December on record for 300-ton haulouts.

V. PUBLIC COMMENTS (Not related to agenda) (26:58):

Bertram Levy stated his opinion, not in agreement, to the increase in environmental fees to moorage and airport tenants. He requests an evening meeting in the near future with the new commission to discuss environmental fees.

Commissioner Tucker suggested holding off on the \$5 environmental fee increase to moorage tenants and discuss this further with the new commission.

Commissioners Erickson and Thompson agreed to hold off on the increase and to re-examine the environmental fee and cost structure.

Ms. Khile reported the year 2013, through October, shows a net operating loss of \$32K for environmental costs.

Commissioner Tucker moved to defer the environmental cost increase to moorage tenants.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

VI. OLD BUSINESS:

None

VII. NEW BUSINESS:

A. Team Jefferson/EDC Contract and Scope of Services (36:56):

Mr. Crockett explained the contract and building lease with Team Jefferson (TJ) expire the end of 2013.

Peter Quinn, Team Jefferson Director, explained Team Jefferson was re-designated by the County as the local EDC for a term June 2013 – June 2015. He provided an update on Team Jefferson's successes and how they have met the Port's requirement of meeting the "five points", as outlined in a handout from Mr. Quinn. He added they continue to receive support from the County and State, and recently received a \$25K grant.

Also from the audience, EDC volunteer Marty Gay informed that Team Jefferson depends on volunteers who have contributed many years to the EDC. He stated he supports the Port partnership.

Commissioner Erickson said he has seen good results from TJ and believes they are a stronger organization this year.

Commissioner Erickson moved to approve the Team Jefferson Contract and Scope of Services.

Commissioner Tucker asked questions regarding the entrance to the new industrial park at the airport and talked about the need to figure out what type of industry to grow there, such as agriculture, light manufacturing, etc., which will determine industrial park configuration.

Mr. Crockett added the Commission, staff and the EDC need to sit down and learn what the community wants and can support at the park.

Commissioner Thompson added the infrastructure would be dependent on the type of industry that will locate there.

Commissioner Erickson re-stated his motion on the table to approve the Team Jefferson Contract and Scope of Services.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

B. Team Jefferson/EDC – 2410 Washington Street Building Lease (54:31):

Mr. Toews explained this is a one-year lease through December 31 of 2014, to run concurrently with the professional service agreement, which is good through June of 2015.

Commissioner Erickson moved to approve the Team Jefferson/EDC Washington Street Building Lease as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

C. Approval of Warrants (57:08):

Commissioner Tucker read the warrants, as presented:

Warrant #052130 through #052152 in the amount of \$114,839.93 for Payroll and Benefits

Warrant #052207 through #052265 in the amount of \$63,810.62 for Accounts Payable

Commissioner Tucker moved to approve the warrants as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

D. Pacific Marine Expo Contest Drawing for Haul-out (58:21):

Commissioner Tucker drew from the entries, **Charles C. Hawks of Port Townsend**, who has a boat 44' in length and a 13' beam. The yard office will notify him of his win.

VIII. STAFF COMMENTS (59:12):

Attorney Lake explained she provided staff a draft social media policy to review. She also discussed a new clause to consider adding to Port contracts.

Mr. Crockett stated he would attend the CEO breakfast meeting tomorrow morning, hosted by the PUD.

IX. PUBLIC COMMENTS (1:01:36):

Michael Bosold asked what he could do to be considered for contractual work with the Port's social media project.

Lon Zimmerman asked if the Port is going to link the Port Townsend Moorage Tenants Union website with the Port's site.

X. COMMISSIONER COMMENTS (1:03:19):

Commissioner Tucker discussed the recent meeting with staff on changes to the Port's website and working towards making it more accessible to the public. He backs this. He also added that he recently attended a PRTPO meeting and heard from different people, the importance of a barging facility in our area.

Commissioner Thompson asked Mr. Crockett to mention the connection he is attempting to make with the DOE and local entities at tomorrow's CEO breakfast.

Commissioner Erickson asked Commissioner Tucker for his thought son the PDD and RC&D meetings.

X. NEXT MEETING (SPECIAL MEETING): Next regular meeting will be held **MONDAY, DECEMBER 23, 2013 at 1:00 PM** in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

XI. EXECUTIVE SESSION:

None

XII. ADJOURNMENT:

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

ATTEST:

David H. Thompson, Secretary

Leif W. Erickson, President

Stephen R. Tucker, Vice President

PORT OF PORT TOWNSEND

MEETING OF: February 13, 2013

AGENDA ITEM: V. Old Business

A. Resolution No. 603-13 Adopting the Comprehensive Scheme of Harbor Improvements Update 2013

BACKGROUND:

Under Chapter 53.20 RCW, ports are required to adopt prepare and update a comprehensive scheme of proposed capital improvements, ensuring transparency in the expenditure of public funds. The Port of Port Townsend last updated its Comprehensive Scheme in 2003. The purpose of the current update is to address changing capital priorities, and to ensure continued eligibility for funding (e.g., Recreation and Conservation Office Boating Facility Grants).

The revised Comprehensive Scheme simplifies, clarifies, and updates the narrative of the 2003 Comprehensive Scheme. It also continues the development of Port's properties in a manner substantially consistent with the "preferred alternatives" set forth in the integrated Comprehensive Scheme/Environmental Impact Statement adopted by the Port in December of 2003. Substantively, the proposal incorporates the following changes:

1. Goal & Policy Guidance of 2010 Strategic Plan Incorporated: The revised Comprehensive Scheme incorporates the strategic policy guidance set forth in the Port's 2010 Strategic Plan, including purpose, mission, values, vision, and strategic goals and policies.
2. Facility Descriptions Updated to Reflect Completed Projects: The new document includes revised "existing conditions" and facility inventory information, reflecting the successful implementation of projects called for in the 2003 Comprehensive Scheme.
3. Facilities Inventory & Associated Development Plan Updated: In several instances, the Port's portfolio of properties has changed since 2003, and is reflected in the revised document. Specifically:
 - Kah Tai Property Removed: The Port's Kah Tai property has been deeded to the City of Port Townsend, necessitating removal of all Kah Tai references from the Comprehensive Scheme;
 - Union Wharf & City Docks Added: As part of the same agreement that saw the Kah Tai property deeded to the City, the City deeded both Union Wharf and City Dock to the Port; the updated Comprehensive Scheme reflects these property acquisitions, as well as the potential for future improvements to Union Wharf to establish a Sea-Plan dock facility; and
 - Jefferson County International Airport (JCIA) Eco-Industrial Park Added: In 2002, the Port acquired a 23-acre site immediately adjacent to the JCIA; the revised Comprehensive Scheme now includes this property, and the

conceptual development plan for a rural-scale light industrial development on the property.

On December 11th, the Commission conducted a public hearing on the draft Comprehensive Scheme of Harbor Improvements Update, as required under RCW 53.20. Following the close of the hearing, the commission deliberated upon the testimony received and directed final substantive changes to the draft prior to adoption, as follows:

1. That the final bullet in Objective 1.2 on page III-1 relating to maintaining an open boat yard and marinas be deleted¹;
2. That the second bullet in Objective 2.2 on page III-2 be revised to make reference to attracting fishing clubs and tournaments²;
3. That the description of existing conditions for the Port Hadlock Ramp and Dock (pp. VI-23 to VI-25) be revised to accurately reflect changes and improvements undertaken since 2003; and
4. Consistent with City of Port Townsend comments on the SEPA threshold determination, that the proposed development plans for both the Union Wharf and City Dock facilities be revised to clearly state:
 - a. That the facilities will be managed in a manner consistent with the grant restrictions affecting both properties;
 - b. That future uses will be consistent with the City's zoning and shoreline regulations and the terms of the City-Port property transfers.

The final draft before the Commission incorporates all of these changes.

Action Requested: Adopt Resolution No. 603-13, approving the Comprehensive Scheme of Harbor Improvements Update 2013.

¹ The deleted text read: "~~To the extent consistent with maintaining public safety and limiting Port liability, maintain an open boat yard at the Boat Haven and open marinas at both the Boat Haven and Point Hudson. If access control becomes necessary, restrict access incrementally in relationship to risk.~~"

² The text was revised as follows: "Collaborate with maritime non-profits, yacht clubs, fishing clubs and downtown Port Townsend businesses to attract boating regattas, fishing tournaments and maritime educational activities on Port properties."

RESOLUTION NO. 603-13

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION ADOPTING THE COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS UPDATE 2013, FOR THE PORT OF PORT TOWNSEND

WHEREAS: under the provisions of RCW 53.20, port districts are required to adopt a comprehensive scheme of harbor improvements, and;

WHEREAS: such adoption shall occur after a public hearing, duly noticed, is held, and;

WHEREAS: such a public hearing was properly held by the Port Commission on December 11, 2013, and;

WHEREAS: the Port Commission, in general session on December 23, 2013, moved to approve the Comprehensive Scheme of Harbor Improvements Update 2013 (incorporating the changes directed in their deliberations following the receipt of testimony on December 11, 2013); and

WHEREAS: the motion passed with a unanimous vote of the Commission;

NOW, THEREFORE BE IT HEREBY RESOLVED: by the Commission of the Port of Port Townsend, that pursuant to RCW 53.20, the Comprehensive Scheme of Harbor Improvements Update 2013 is the official Comprehensive Scheme of Harbor Improvements for the Port of Port Townsend.

ADOPTED this 23rd day of December 2013, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

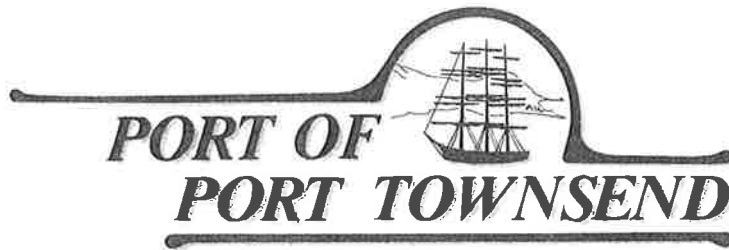
Leif W. Erickson, President

Steven R. Tucker, Vice President

David H. Thompson, Secretary

APPROVED AS TO FORM:

Carolyn Lake, Port Attorney



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WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No 052266 through No. 052281, are approved for payment in the amount of \$56572.54 on this 23th day of December, 2013.

For: **Payroll and Benefits**

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance
And Administration

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
052277	12/15/2013	BAN001	Bank Of America 12/15/2013	12/15/2013	14,912.11	0.00	14,912.11	Check Entry Number: 001
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052279	12/15/2013	POR001	Auditor's Revolving Fund 12/15/2013	12/15/2013	26,440.91	0.00	26,440.91	Check Entry Number: 001
052280	12/15/2013	SPE010	James Speer 12/15/2013	12/15/2013	250.00	0.00	250.00	Check Entry Number: 001
052281	12/15/2013	WA0302	State of Washington 12/15/2013	12/15/2013	1,200.00	0.00	1,200.00	Check Entry Number: 001
Report Total:					43,603.02	0.00	43,603.02	



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We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the labor performed and the services provided, as described herein, and that the claims are just and unpaid obligations of the Port of Port Townsend, and that these claims, in Warrant No 052282 through No. 052314 , are approved for payment in the amount of \$57,242.89 on this 23th day of December , 2013.

For: **Accounts Payable**

Commissioner Leif W. Erickson

Commissioner Stephen R. Tucker

Commissioner David H. Thompson

Amy Khile, Director of Finance
And Administration

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
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			12/01/2013	12/1/2013	208.87	0.00	208.87
							Check Entry Number: 001
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			12/08/2013	12/8/2013	617.47	0.00	617.47
							Check Entry Number: 001
052286	12/23/2013	CIT001	City Of Port Townsend				
			11/30/2013	11/30/2013	49.72	0.00	49.72
							Check Entry Number: 001
052287	12/23/2013	DMD005	DM Disposal Co., Inc.				
			3417749	12/1/2013	49.14	0.00	49.14
			3426673	12/1/2013	1,692.43	0.00	1,692.43
			3426687	12/1/2013	2,973.77	0.00	2,973.77
			3426733	12/1/2013	220.73	0.00	220.73
				Check 052287 Total:	4,936.07	0.00	4,936.07
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052288	12/23/2013	HAM030	Jeff Hammer				
			12062013	12/6/2013	31.57	0.00	31.57
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052289	12/23/2013	HAN001	Hanson Electric				
			1131332	12/16/2013	136.25	0.00	136.25
			1131391	12/5/2013	155.33	0.00	155.33
			1131392	12/16/2013	136.25	0.00	136.25
			113153	12/16/2013	289.62	0.00	289.62
				Check 052289 Total:	717.45	0.00	717.45
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052290	12/23/2013	HAY050	Julie Hayes				
			12132013	12/13/2013	87.20	0.00	87.20
							Check Entry Number: 001
052291	12/23/2013	HIL010	M. W. Hillman Consulting				
			12012013	12/1/2013	297.50	0.00	297.50
							Check Entry Number: 001
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			0049632	12/9/2013	2,001.22	0.00	2,001.22
							Check Entry Number: 001
052293	12/23/2013	JEF045	Jefferson County Chamber				
			1751	12/8/2013	125.00	0.00	125.00
							Check Entry Number: 001
052294	12/23/2013	JUL001	Julian Arthur Cranes				
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052295	12/23/2013	MUR002	Murrey's Disposal Co. Inc.				
			3446647	12/1/2013	83.97	0.00	83.97
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052296	12/23/2013	OLY001	Olympic Equipment Rentals Inc				
			32505	12/6/2013	163.77	0.00	163.77
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			09P049-3	12/6/2013	32,547.11	0.00	32,547.11
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			2011164	12/15/2013	225.00	0.00	225.00
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052299	12/23/2013	PAC050	Pacific Mobile Structures, Inc				
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052300	12/23/2013	PET003	Pettit Oil Co.				
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			0460258	12/4/2013	2,178.49	0.00	2,178.49
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							Check Entry Number: 001
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			12042013	12/4/2013	14.18	0.00	14.18
							Check Entry Number: 001
052306	12/23/2013	QUI001	Quill Corporation				
			7580343	11/22/2013	50.00	0.00	50.00
			7768735	12/6/2013	120.21	0.00	120.21
			7893802	12/11/2013	30.78	0.00	30.78
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052307	12/23/2013	QUI010	Quimper Mercantile				
			43727	12/7/2013	85.68	0.00	85.68
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			11232013	11/23/2013	1,411.13	0.00	1,411.13
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052309	12/23/2013	SPE001	SOS Printing				
			48132	12/9/2013	25.64	0.00	25.64
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			0929461267	12/11/2013	166.68	0.00	166.68
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052311	12/23/2013	TER005	Terry's Lock & Safe				
			101413233	10/14/2013	28.61	0.00	28.61
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Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Check 052311 Total:					307.65	0.00	307.65
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052313	12/23/2013	WES030	Wesmar Company, Inc 199583	12/11/2013	162.20	0.00	162.20
052314	12/23/2013	WIM001	Wimactel, Inc 655894	12/1/2013	59.95	0.00	59.95
Report Total:					57,242.89	0.00	57,242.89

Check Entry Number: 001
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