

PORT COMMISSION REGULAR BUSINESS MEETING – November 14, 2018

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

Present: Commissioners – Tucker, Hanke and Putney
Interim Executive Director Pivarnik
Auditor Berg
Director of Planning & In-house Counsel Toews
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA:

Commissioner Hanke proposed the addition to Regular Business, Item C – CERB - Quilcene Feasibility Grant. Director Pivarnik proposed the addition to Regular Business, Item D – Yard Minimum Discount Time Period.

Commissioner Putney moved to approve the Agenda as amended.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. PUBLIC COMMENTS (00:01:38):

Bertram Levy suggested nightly (summer) moorage rates be increased to \$1.40/night, the rate Friday Harbor and Cap Sante Marinas charge.

IV. CONSENT AGENDA (00:02:53):

A. Approval of Regular Business Meeting & Public Hearing Minutes – October 24, 2018

B. Approval of Warrants

Warrant #059747 through #059760 in the amount of \$65,259.99 for Payroll & Benefits

Electronic Payment in the amount of \$143,971.54 for Payroll & Benefits

Warrant #059761 through #059834 in the amount of \$116,173.21 for Accounts Payable

C. Resolution No. 688-18, Authorizing Sale of Abandoned Vessels

D. Resolution No. 689-18, Declaring Certain Items Surplus

Commissioner Hanke moved to approve the Consent Agenda as presented.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. 2019 Rates 00:03:08):

Mr. Pivarnik stated rate sheets will be printed on front-to-back rate cards, as in the past. He explained most rates reflect a 3.3% CPI increase. In regards to Mr. Levy's comment, Mr. Pivarnik clarified Friday Harbor and Anacortes charge \$1.40 during three high season months and charge only \$0.85 the remainder of the year. Mr. Pivarnik stated the Commissioners can consider this type of rate structure, but his recommendation is to stick with the \$1.30/ft year-round rate. He discussed the new addition of winter and summer guest monthly rates.

Commissioner Tucker requested date clarification for the summer and winter rates on the rate cards. He stated that he agrees with Mr. Levy on charging high and low season rates for nightly moorage.

Mr. Pivarnik stated having summer and winter rates, rather than discounts offered throughout the year, make it more predictable to the customer. Ms. Berg added set seasonal rates are easier to administer. Commissioner Tucker requested the rate cards list a seasonal nightly moorage rate.

Commissioner Hanke asked how yard rates would be marketed at the Pacific Marine Expo.

Mr. Pivarnik explained that after speaking with Yard Manager Khile, he recommends standardizing the discount rules for both the workyard and shipyard, and require a one-

month prepayment rather than a two-month.

Further discussion ensued.

PT Marine Trades Assoc. member Pam Petranek asked for a standardized date range for the yard discounts.

The commission discussed commercial truck fees. Commissioner Hanke asked if staff had met with the tribes on this issue. Commissioner Tucker, again, recommended staff look into charging fees based on pounds of product caught, rather than by a flat fee. He suggested talking with Fish & Wildlife about this type of arrangement.

After further discussion on commercial truck fees, Commissioner Hanke would like to see commercial rates kept as they are on the rate sheet, but to reach out to the tribes and Fish & Wildlife, and consider the poundage fee later.

Ms. Berg summarized the discussion: To present the estimated revenue based on a \$0.10 per foot increase for seasonal nightly guest moorage, and to standardize the workyard and shipyard discount period of October 1 through March 31.

VII. REGULAR BUSINESS:

A. Acceptance of the 2017 Workyard Resurfacing Project (00:32:51):

Ms. Berg explained the Port has received State required releases from L&I, Employment Security and most recently, Department of Revenue for the 2017 Workyard Resurfacing project. This is required prior to the Commissioners' acceptance of project completion, and once approved by the Commission, retainage will be released to Olympic Peninsula Construction, in the amount of \$7,701.82.

Commissioner Hanke moved to accept completion of the 2017 Workyard Resurfacing project.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

B. Staff Organizational Chart (00:35:23):

Mr. Pivarnik stated that due to the resignation of Greg Englin, we no longer have a Director of Operations. Mr. Pivarnik, Ms. Berg and Mr. Toews have discussed the vacancy and the recommendation of Administrative staff is to promote Mr. Toews to the full-time position of Deputy Director. Mr. Pivarnik explained the proposed Org Chart has Maintenance Manager Chris Sparks and Security Officer Terry Taylor reporting to Mr. Toews, and Yard Manager Terry Khile and Business Manager TJ Quandt reporting to Mr. Pivarnik. He stated that this may only be a short-term fix and may not be sustainable long-term.

Commissioner Tucker expressed his concern that with limited staff it might not be possible to move forward with the IPG (Integrated Planning Grant) and this is something he feels very strongly about. Commissioner Tucker feels the IPG project would pay off down the road and staff should be looking at long-term planning.

Commissioner Putney began a discussion on hiring consultants and project managers.

Commissioner Hanke stated the IPG is not off the table yet and suggests approving staff reorganization for now, moving forward with approval of the Org Chart, as presented.

Further discussion included pros and cons of hiring a project manager for all projects; the need to have a person market Point Hudson Jetty funding; and the IPG and how it would be an environmental benefit. Commissioner Hanke requested a near-future public workshop to explore whether the IPG is the tool for stormwater compliance.

Commissioner Hanke moved to adopt the Staff Organizational Chart as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

C. CERB – Quilcene Feasibility Grant (00:48:44):

Commissioner Hanke asked what plans are for Quilcene, and discussed the required \$17K CERB match from the Port. He is hesitant about investing money in another study of a Port property (comparing it to the previous Point Hudson study). He believes the Port could take that \$17K and use it towards Quilcene planning without a CERB funded study.

Commissioner Hanke moved to direct staff not to accept the CERB grant funding for Quilcene.

**Commissioner Tucker seconded the motion.
Motion carried by unanimous vote.**

D. Yard Minimum Discount Time Period (00:50:48):

Mr. Pivarnik reminded the Pacific Marine Expo is coming up next week. He proposes that for this season; implement a required one-month prepayment for the discount in both the boatyard and the shipyard, instead of a two-month minimum prepayment. He added, next year seasonal rates will be implemented instead of the discounts.

Commissioner Tucker moved to set the date for the boatyard and shipyard discount, with one month's prepayment, from October 1, 2018 through March 31, 2019, (allowing the discount into the month of April, with one month's prepayment in March).

**Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.**

VIII. STAFF COMMENTS:

None

IX. COMMISSIONER COMMENTS (00:58:32):

Commissioner Putney discussed recent meetings he attended, including: an Affordable Housing presentation; a PT Marine Trades meeting where possible historic designation of the Point Hudson Jetty and EDC representation were discussed; and, a Local Food Expo.

Commissioner Tucker discussed the recent Bathroom Summit meeting he attended. He talked about a meeting he and Mr. Pivarnik had with a consultant on historical designation of the jetty, where there was no solution. Discussion ensued on construction options for the jetty. Commissioner Tucker informed that he and Troy McKelvey pulled eelgrass buoys using the Port boat. He explained they volunteer their services twice a year. Last, he discussed the recent Jefferson County PIF meeting he attended and informed of a PIF request from the EDC for \$50K. After discussing the EDC request, the Commission requested EDC Director Brian Kuh provide a presentation at the next Commission Public Workshop.

X. NEXT MEETING:

Wednesday, November 28, 2018 at 5:30 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

XI. EXECUTIVE SESSION:

None


XII. ADJOURNMENT:

The meeting adjourned at 2:21 pm there being no further business to come before the Commission.

ATTEST:



William W. Putney III, Secretary


Stephen R. Tucker, President
Peter W. Hanke, Vice President