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**Port of Port Townsend
2nd Monthly Meeting Agenda
Wednesday, January 23, 2019, 5:30 p.m.
Port Commission Building
333 Benedict Street
Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Regular Meeting Minutes – January 9, 2019.....1-5
 - B. Approval of Warrants
- V. Recognition of Customer Service Rep Julie Hayes.....6
- VI. Second Reading
 - A. Delegation of Authority Resolution No. 694-19 and Policy.....7-20
 - B. Meeting Procedures Resolution No. 695-19 and Policy.....21-27
- VII. First Reading
- VIII. Regular Business
 - A. USCG Supplemental Lease Agreement.....28
 - B. December 2018 Financials.....29
 - C. Northwest Maritime Center Proposal to Lease former Landfall Site.....30-33
 - D. Olympic Peninsula Salmon Derby.....34-36
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Public Workshop and Regular Business Meeting:
Wednesday, February 13, 2019: Workshop at 9:30 am, Meeting at 1:00 pm
Port Commission Building, 333 Benedict Street, Port Townsend, WA
- XII. Executive Session
- XIII. Adjournment

PORT COMMISSION SPECIAL BUSINESS MEETING-- January 9, 2019

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

Present: Commissioners – Tucker, Hanke and Putney
Interim Executive Director Pivarnik
Auditor Berg
Deputy Director Toews
Attorney Chmelik
Minutes - Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner called the meeting to order at 2:00 p.m.

II. APPROVAL OF AGENDA:

Commissioner Hanke moved to approve the Agenda as presented.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

III. PUBLIC COMMENTS (00:00:57):

Melinda Bryden, District 2, commented on the Citizen Complaint item on the agenda. She clarified her complaint was not only on the billing adjustments, but on what she believes is improper behavior by Commissioner Hanke.

Commissioner Hanke responded.

Pam Petranek reported on the WA State Strategy for a Blue Economy yesterday with Ms. Tracy. She stated a strategy was rolled out on economic development for marine trades.

Ashlyn Brown, PT Watercraft, reported on options she has been exploring for the repair of the south jetty at Point Hudson, and mentioned the many professionals she has met with on this subject.

Bertram Levy commented on decreased nightly moorage revenue at Boat Haven and Point Hudson.

IV. ELECTION OF YEAR 2019 OFFICERS (00:22:02):

Discussion ensued on commission positions for 2019.

Commissioner Hanke moved to elect for the year 2019, Commissioner Putney as President; Commissioner Hanke as Vice President and Commissioner Tucker as Secretary.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

V. CONSENT AGENDA (00:23:52):

- A. Approval of Public Workshop Minutes – December 12, 2018
Approval of Regular Business Meeting Minutes – December 12, 2018
Approval of Special Meeting Minutes – December 18, 2018
Approval of Special Meeting Minutes – January 2, 2019
- B. Approval of Warrants

Warrant #060019 through #060030 in the amount of \$57,623.43 for Payroll & Benefits
Electronic Payment in the amount of \$91,306.31 for Payroll & Benefits
Warrant #060031 through #060063 in the amount of \$62,832.02 for Accounts Payable
Electronic Debit in the amount of \$19,397.77 for WA State Dept. of Labor & Industries
4th Quarter Tax Return for October – December 2018

Warrant #059956 as a VOID

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

**VI. RECESS TO A MEETING OF THE INDUSTRIAL DEVELOPMENT CORPORATION (IDC) OF THE
PORT OF PORT TOWNSEND (00:24:00):**

At 2:24 pm, the Regular Meeting recessed and convened into the IDC Meeting.
The IDC Meeting adjourned at 2:26 pm and reconvened to the Regular Meeting.

VII. SECOND READING (Action items) (00:27:06):

A. Resolution No. 692-19, Establishing an Operating Reserve Fund:

**Commissioner Tucker moved to adopt Resolution No. 692-19, Establishing the
Operating Reserve Fund, as presented.**

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. Resolution No. 693-19, Establishing a Port-wide Capital Reserve Fund:

**Commissioner Hanke moved to adopt Resolution No. 693-19, Establishing the Port-wide
Capital Reserve Fund, as presented.**

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VIII. FIRST READING (Discussion only):

**A. Resolution No. 694-19, Delegation of Management Authority to the Executive
Director (00:28:29):**

Mr. Pivarnik stated the presented resolution and policy is a red-lined version of the
current resolution. The Executive Director's spending authority is reduced from \$50,000
to \$25,000. The other change is the order of delegation in the Executive Director's
absence: Deputy Director Eric Toews and Finance Director Abigail Berg. Resolution will be
brought back to the next meeting for a second reading.

B. Resolution No. 694-19, Meeting Procedures:

Commissioner Tucker proposed the second meeting in November be moved to a day
meeting (1:00 pm) on Tuesday, November 26, 2019 due to the holidays.

The consensus is to hold one meeting in December. Resolution will be brought back for a
second reading.

IX. REGULAR BUSINESS:

A. USCG Supplemental Lease Agreement (00:33:03):

Mr. Toews explained a new lease agreement with the Coast Guard (USCG) was signed in
2016. In 2017, the Commission authorized staff to enter into Supplemental Lease

Agreement (SLA) NO. 0001, which included three one-year options to renew, through September 2020. He explained that for USCG planning purposes, they have requested a longer-term lease, SLA 0002, through September 2023, with a 1.5% increase, rather than the 3% increase. Mr. Toews explained that in accordance with USCG policy, a 3% increase for that longer period would change the lease from an Operating Lease to a Capital Lease; USCG policy prohibits approval of Capital Leases. Commissioner Tucker expressed his opinion that he wasn't in agreement with the 1.5% increase, which was the consensus of the commission. After further discussion, it was agreed that Mr. Toews would contact the USCG and share the concerns of the Port Commission and would report back to the Commission. Commissioner Hanke voiced his opinion that the Port may consider only entering into one-year lease agreements with the USCG.

B. Citizen Complaint – Billing Adjustments (00:43:52):

Attorney Chmelik stated he and Port Auditor Ms. Berg worked together to report back to the commission regarding an allegation of improper activities by the Interim Executive Director that was received by Commissioners Tucker and Putney. Attorney Chmelik explained there were basically three allegations:

1. In October 2018, Port staff improperly credited \$1,333.60 for 2018 passenger boarding fees to Puget Sound Express, owned by Commissioner Hanke.
2. In October 2018, Port staff improperly refunded Puget Sound Express (PSE) \$996.26 for short term parking fees for May and June of 2018.
3. In 2018 staff tried to circumvent the commission's review by issuing credits.

Attorney Chmelik addressed #3 –the credit adjustments for the passenger fees occurred before the bill was paid, so a warrant was not issued. The parking fees, however, were already paid and a refund via warrant was issued.

Attorney Chmelik discussed the materials reviewed by him and Ms. Berg. He reported there appeared to be no intent to benefit the commissioner or an intent to take money from the Port on behalf of Mr. Pivarnik. He concluded it was a lack of communication. Mr. Chmelik stated this was started by American Cruise Lines. In turn, Mr. Pivarnik concluded that the increase from \$0.60 to \$1.00 per passenger for boarding fees had not been communicated properly. Under the authority of Port Res. 673-18, Mr. Pivarnik took it upon himself to make account adjustments to three companies, the largest being PSE.

Regarding the parking credit, Attorney Chmelik explained that during the City street improvement project, the City had an agreement with the Port to store their construction equipment in the "back forty" parking area. Recompense to the Port was improvements to be made by City maintenance to the Port-owned "back forty" parking area. Mr. Chmelik explained the "back forty" area has historically been used for parking by PSE customers. Since this area was not available during May and June, PSE paid the Port for exclusive weekend use of the Port-owned parking area at the former Landfall Restaurant site.

Mr. Pivarnik and Commissioner Hanke offered their apologies and discussed further. Attorney Chmelik provided recommendations on how to avoid this in the future:

1. Make sure staff and the commission are “on the same sheet of music” regarding credits.
2. Staff is to bring to the commission any issues directly involving a commissioner.
3. Review the current business arrangement with PSE to make sure it is fair to the public.

Commissioner Putney stated the Port of Port Townsend is to treat all fairly. He stated that in dealings with the public, commissioners and staff need to be extremely scrupulous. He also discussed the agreement with PSE, which began prior to Commissioner Hanke becoming a Port Commissioner and asked Mr. Chmelik questions about it, who again suggested review of the PSE agreement.

Commissioner Hanke, responding to Ms. Bryden’s complaint of improprieties and unfairness of a sitting commissioner who is also a tenant to be involved with rates, stated many port commissioners are also tenants of their port. He added that most get involved because of their experiences as a port tenant.

Commissioner Tucker agreed with the findings. He stated it could have been communicated better. He plans on discussing the issue of common areas on leases at the retreat. Commissioner Putney added common areas need to be included in the lease policy.

Ms. Berg clarified communication with the commission is essential, especially in unusual situations. She added that when the commission has already approved rates, any changes to those rates need to come back to the commission for approval.

C. 2019 Committee Assignments (1:16:01):

Committee assignments were made for the year 2019.

D. Revision to Staff Organizational Chart (1:36:12):

Mr. Pivarnik explained a new position titled “Environmental Specialist” has been added to the Org Chart. This position will report to Yard Manager Terry Khile. Ms. Berg reported the position isn’t as scientific as the environmental position the Port had previously. She added it is more a “boots on the ground” specialist, educating tenants.

Commissioner Hanke moved to approve the Organizational Chart as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

E. Conversion to Cash Reporting (1:39:26):

Ms. Berg explained this was discussed at the previous meeting and provided a briefing. She stated historically the Port reported on a GAAP (accrual) basis, which is more complex and time consuming. Ms. Berg spoke with the State Auditor’s Office who informed her that 60% of Washington ports report on a Cash basis. In addition, this change should not affect the Port’s bond rating.

Commissioner Tucker moved to direct staff to convert to Cash reporting.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

F November 2018 Financials (1:43:54):

Ms. Berg reported the Port is doing well in revenues and is ahead of budget. Operating expenses are below budget but ahead of the prior year.

Commissioner Tucker stated he would like to discuss the subject of Utilities at the upcoming commission retreat. Mr. Toews announced the Port is in the permitting process with the City for the Water Meter Project.

X. STAFF COMMENTS (01:45:00):

Ms. Nelson reminded the Boat Haven main restrooms will be closed January 14-February 8 for maintenance upgrades. Four port-a-potties will be located next to the restroom building. Mr. Pivarnik added that Boat Haven tenants would be provided with the code to the Point Hudson restrooms. Ms. Nelson informed of the Port's participation at the Seattle Boat Show January 25 through February 2. Last, she acknowledged the passing of former County Commissioner Phil Johnson and extended sympathies to his family.

Mr. Pivarnik announced he would attend WA Public Ports Association "Port Day" on January 29 in Olympia. He asked if any commissioners planned on attending, he would set up meetings with Reps Tharinger, Chapman and Senator Van de Wege. This would be discussed further at the commission retreat.

XI. COMMISSIONER COMMENTS (01:50:47):

Commissioner Tucker reported he met with Mr. Levy and Mr. Hayes to discuss possible options to recover boat ramp fees and limit water usage at the washdown.

He reported that he and Mr. Pivarnik have been attending meetings on relocation of the Rhody Festival carnival site.

Commissioner Putney reported he just returned today from a Broadband conference in Tacoma.

XII. NEXT REGULAR BUSINESS MEETING:

Wednesday, January 23, 2019 at 5:30 pm

Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION (if held):

None

XIV. ADJOURNMENT:

The meeting adjourned at 3:59 pm there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, Secretary

William W. Putney III, President

Peter W. Hanke, Vice President

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 23, 2019
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	Recognition of Customer Service Rep, Julie Hayes
STAFF LEAD	TJ Quandt
REQUESTED	<input type="checkbox"/> Motion <input type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	None

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 23, 2019
AGENDA ITEM	<input type="checkbox"/> First Reading <input checked="" type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	VI. A) Delegation of Authority, Resolution No. 694-19 and Policy
STAFF LEAD	Jim Pivarnik, Interim Executive Director
REQUESTED	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion
ATTACHMENTS	A. Resolution No. 694-19 and Policy Attachment

RESOLUTION NO. 694-19

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION DELEGATING AUTHORITY TO PORT MANAGEMENT

WHEREAS: section 53.12.270 of the Revised Code of Washington provides authority to the Port Commission for delegation of powers to Port Management, and;

WHEREAS: the Port Commission has developed a delegation of authority policy requiring annual re-adoption, and;

WHEREAS: the Port Commission has reviewed and discussed the policy in prior public session;

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Port Townsend, as follows:

Approve for the calendar year of 2019 the master policy directive of the Port Commission of the Port of Port Townsend dated January 23, 2019, which is attached hereto and incorporated herein as Attachment "A", for the purpose of establishing the administrative authority for the Port District Executive Director.

ADOPTED this 23rd day of January 2019, 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:

Stephen R. Tucker, Secretary

William W. Putney III, President

Peter W. Hanke, Vice President

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND
SPECIFIC POLICY DIRECTIVES OF
ADMINISTRATIVE AUTHORITY TO THE
PORT DISTRICT EXECUTIVE DIRECTOR

January 23, 2019

The Commission of the Port of Port Townsend adopts the following policy for the purpose of establishing the Administrative Authority of the Executive Director (ED) who is responsible for normal Port operations. The phrase “normal Port operations” as used herein, means regular day-to-day business transactions involving personnel, materials and funds. The Commission shall retain an ED to implement the objectives of the Port, which shall be established by the Commission. The ED derives authority from the Commission acting as the governing body. The ED shall regularly inform and consult with the Commission regarding significant information and business transactions by a method mutually agreeable to the Commission and the ED. Commission directives or initiatives shall be made through the ED and shall be made only by the Commission acting as a body. The ED shall serve as the primary spokesperson for management.

Subject to the limitations identified in this Delegation of Authority Resolution, the ED shall be responsible for:

1. Operation, maintenance, administration, and use of the Port’s boat yard, airport, marina and properties, and facilities;
2. Implementation of construction work and alterations, repairs and improvements to real estate and physical facilities controlled and operated by the Port;
3. Administration of day-to-day normal Port operations which may include personnel administration, task and project assignments, hiring, firing, discipline, and training;
4. Execution of contracts and other documents related to normal Port operations that are related to or pursuant to a project or matter authorized by the Commission, or otherwise authorized in this Administrative Authority Policy;
5. Applications to relevant jurisdictions for development permits, land and shoreline use entitlements, and land

and shoreline use text amendments of any kind associated with Port facilities or projects, provided that all applications for area-wide land or shoreline use designation changes shall require prior Commission approval;

6. Application for and acceptance of grants or other funds from federal, state, or local governments, subject to the approval of Commission if required per Section XIV herein;
7. Delivery of services essential to the Port's mission: financial and accounting related matters; legal matters; and all other administrative matters.

Certain elements of this policy require annual approval per RCW. Therefore, this Administrative Authority Policy shall be reviewed and readopted annually.

I. UTILIZATION OF PORT CREWS

The Port District ED shall retain professional staff, which shall operate and manage according to directives from the ED. The ED is authorized to administer day-to-day operations which include personnel administration (task & project assignments, hiring, firing, setting salary & benefits, training, grievance procedures, employee enrichment & improvement, Union negotiations, etc.) within positions created and approved by the Commission.

A. Performance of Work by Port Crews

Prior Commission approval shall not be required where individual capital or maintenance projects are to be carried out by Port crews or day labor (when deemed appropriate) and do not exceed Twenty-five Thousand Dollars (\$25,000.00) exclusive of applicable taxes. The ED may inform the Commission at the next scheduled meeting of all actions under this section.

II. RULES AND / OR PROCEDURES

The ED is authorized to adopt administrative rules and regulations necessary for the efficient operation of the Port so long as such rules and regulations are reported to the Commission and are consistent with Commission policy. All amendments to the rules and regulations established therein may hereafter be made by the ED, so long as such amendments do not exceed the authority of the ED, as granted elsewhere herein,

and are reported to the Commission in a timely manner.

The ED may delegate to appropriate Port staff such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the ED's authority. In the event the Executive Director is unavailable, due to absence, temporary leave, and/or due to conflict of interest and/or appearance of fairness reasons, the authority of the ED shall be delegated as follows: (a) operations matters to the Port's Deputy Director, (b) internal administrative matters (Finance and Human Resources) to the Director of Finance and (c) all other matters delegated first to the Deputy Director, second to the Director of Finance. In the event of questions, dispute or disagreement with the delegation, the staff named hereinabove shall consult with the Port's Attorney for a final determination. To implement delegations or authority to Port staff, the ED shall promulgate policy and procedure manuals, monetary delegations authority and employee position descriptions, affirmative action plans and office manuals which shall include such delegations as appropriate. The responsibility for all administration and day-to-day operations of the Port rests with the ED.

III. SALE OF PERSONAL PROPERTY

The Port District ED, with prior Commission approval, is authorized pursuant to RCW 53.08.090 to sell and convey surplus personal property of the Port pursuant to the requirements of RCW 53.08.090.092 (as amended or succeeded). The ED is authorized to sell and convey surplus personal property of the Port of Port Townsend subject to the following conditions:

- A. That the value of such personal property does not exceed the dollar limits authorized under RCW 53.08.090-092 (as amended or succeeded).
- B. Prior to any such sale or conveyance, the ED shall itemize and list the property to be sold and make written certification to the Commission that the listed property is no longer needed for district purposes.
- C. Any large block of such property having a value in excess of the limits authorized under RCW 53.08.090 (as amended or succeeded) shall not be broken down into components of a lesser value

and sold unless done so by public competitive bid.

- D. That offers for purchase are solicited from at least three (3) parties when no bids are received from the public competitive bidding process; unless waived by the Commission on a case-by-case basis.
- E. No real property or facility which is part of the comprehensive plan of improvement or modification thereof shall be disposed of until the comprehensive plan has been modified pursuant to RCW 53.20.010 and such real property or facility is found to be surplus to Port needs.

IV. CONTRACTS FOR PERFORMANCE OF WORK

- A. Contract Awards for Construction and Maintenance:
 - 1. The Port District ED may, without prior Commission approval, execute on its behalf contracts where the total estimated contract price does not exceed Twenty-five Thousand Dollars (\$25,000.00) exclusive of applicable taxes, and so long as all statutory procedures are followed, including bid and performance surety requirements. All contracts awarded under this section will be reported to the Commission at the next scheduled meeting. Public discussions with the Commission regarding all projects will take place with the adoption of the annual capital budget unless an emergency exists.
 - 2. The Port District ED may, execute on behalf of the Port contracts for large projects that have been properly approved including costs at a public Port meeting, and all statutory procedures must be followed. Upon proper approval from the Commission, the Port District ED may publish a notice calling for bids, award of contract or rejections of all bids will be done by vote of the Commission at a public meeting.
 - 3. When any emergency shall require the immediate execution of a contract for work the Port District ED, pursuant to the procedures of RCW 39.04.020 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Port District ED shall, at the first opportunity contact a Commissioner, and at the first Port Commission meeting following the finding of the existence of an emergency, request the

Port Commission ratification of the finding of emergency and any contracts awarded and or executed pursuant to that finding.

B. Change Orders:

Where a contract for the performance of work has been awarded and under which the work is in progress, and individual changes in plans or specifications are necessitated in order to properly accomplish the work, the ED is authorized, without prior Commission approval, to execute on its behalf individual change orders to the contract if all of the following conditions are met:

1. The estimated cost of the aggregate changes in plans or specifications, exclusive of applicable taxes, will not exceed Twenty-Five Thousand Dollars (\$25,000.00).
2. For contracts of \$1 million dollars or more, the change order shall not exceed Twenty-five Thousand Dollars (\$25,000.00).
3. The contract provides for the issuance of change orders.
4. The individual change order has been approved and certified by the project architect or engineer as being necessary to the proper accomplishment of the work called for in the basic contract.
5. The ED shall inform the Commission at the next scheduled meeting of all actions undertaken under this section.

C. Professional Services / Consulting Services:

The ED shall be responsible for the initiation of appropriate procedures to obtain professional or consultant services where deemed necessary in carrying out normal Port operations. When necessary, Port Legal Counsel shall be consulted with respect to statutory procedures in connection with these services. The ED may arrange for these services, without prior Commission approval, when the cost of the proposed service for any single project will not exceed Twenty-five Thousand Dollars (\$25,000). If the fee for such services is estimated to exceed Twenty-five Thousand Dollars (\$25,000), prior Commission approval shall be required. The ED shall inform the Commission at the next scheduled meeting of all actions undertaken under this section.

D. Architectural, Engineering & Technical Services:

The ED is authorized to contract with qualified architectural, engineering and technical testing & inspection firms licensed in the State of Washington to provide such services as required for maintenance, preliminary engineering work or small projects of the Port. Arrangements for obtaining such services shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. If the fee on any single project or closely related work is estimated to exceed Twenty-five Thousand Dollars (\$25,000), Commission approval shall be required. The ED shall inform the Commission at the next scheduled meeting of actions undertaken under this section.

E. Declarations of Emergency:

1. An emergency is defined as an unforeseen circumstances beyond the control of the Port that either present a real, immediate threat to the proper performance of essential functions; or may result in a material loss or damage to property, bodily injury, or loss of life if immediate action is not taken (see RCWs 39.04.020, 39.04.280 and 53.19.010(04). Emergencies allow for the waiver of state procurement requirements.
2. The Executive Director is authorized to make a finding of the existence of an emergency, to authorize spending of Port resources and funds, to waive competitive bidding requirements and to execute any contracts necessary to respond to the emergency in accordance with RCW 39.04.020, 39.04.280, 53.19.010 and 53.19.010.
 - a. As soon as possible following a declaration of emergency, and in no case more than 24 hours following such declaration, the Executive Director shall individually inform each Commissioner of the action taken. The Executive Director shall also notify the Commission of having made such emergency declaration at its next regularly scheduled meeting.
 - b. If a public works or purchased goods or services contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency shall be filed with the Commission and made public on the Port's website no later than two weeks following the award of the contract.

- c. If a personal services contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency shall be filed with the Commission and made public on the Port's website within seven working days following the commencement of a work or execution of the contract, whichever occurs first. Documented justification for emergency contracts shall be provided to the Commission when the contract is filed.
- d. As used herein, "filed with the Commission" means any of the following:
 - i. Delivery to the Executive Assistant to the Commission for distribution to each Commissioner; or
 - (ii) Noting the matter for Consent or Action on the Meeting Agenda for the next scheduled meeting of the Commission.

F. Reports:

Notwithstanding the authorities granted in the preceding sections A –E, the ED shall keep the Commission advised of all contracts, reports and activities.

V. ACQUISITION OF UTILITIES, MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES.

The ED shall have the responsibility for following all statutory requirements and procedures in connection with all acquisition of utilities, materials, equipment, supplies and services. Utilities, materials, equipment, supplies and services may be acquired on the open market, or by competitive bidding when necessary for the normal maintenance and operations of the Port, and no prior Port Commission approval shall be required but shall, where appropriate, be approved as part of normal monthly expenses and shall be within authorized budgets. The Port District ED may acquire utilities, materials, equipment, supplies and services subject to the following conditions:

- A. The purchase price does not exceed Twenty-Five Thousand (\$25,000.00) Dollars or has been pre-approved by Commission, or if specifically identified while developing the annual budget and does not exceed the budgeted amount.
- B. In the event of competitive bidding all statutory regulations must be followed.

- C. The Ed is authorized to establish a system to control purchase of materials, supplies and services. Such system should take into consideration the nature of the purchases, and that the invoices have been properly processed and approved in accordance with Port Policies and Procedures.

VI. REAL & PERSONAL PROPERTY RENTALS OR LEASES

All real & personal property belonging to the Port, when available for rent or lease, shall, except as otherwise provided herein below, be leased only under an appropriate written lease instrument, approved by the Commission, and accompanied by a lease bond or other form of security in accordance with RCW 53.08.085. The term lease as used herein may refer to rental agreements, operating agreements or use agreements. However, the Executive Director, or two management level Directors authorized in writing by the ED, may execute short-term leases (i.e., terms of one (1) year or less) subject to the following conditions:

- A. The appropriate lease surety must be in place consistent with statutory requirements and the Port's standard form lease, with the exception of State and Federal leases that require use of the tenant's lease form, as long as the content of the lease form does not materially change the intent expressed in the Port's standard lease form.
- B. The arrangements for the short-term occupancy shall be evidenced by the Port's standard form lease (except that any clearly inapplicable provision or provisions inconsistent with the policy set forth herein may be deleted from the standard form).
- C. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with applicable land and shoreline use regulations and any standards of use adopted by the Commission for the same or similar Port property or properties.
- D. The lease may not be renewed or otherwise extended beyond one (1) year without prior Commission approval.

VII. LITIGATION

The ED, in coordination with Port Counsel (appointed by the Commission), shall be responsible for the procedures necessary for management and supervision of litigation in which the Port has an interest, directly or indirectly. For purposes of this section, "litigation" shall mean the assertion of any position, right or responsibility by or against the Port that has been filed in any court of general jurisdiction, be it State or Federal, or any quasi-judicial or administrative forum. The ED shall inform the Commission at the next regular meeting of all actions undertaken under this section.

VIII. ADJUSTMENT TO ACCOUNTS RECEIVABLE OR UNCOLLECTIBLE ACCOUNTS

The Port District ED is authorized to establish procedures to:

- 1) Make adjustments to accounts receivable for valid business reasons which do not constitute a gift of public funds, or
- 2) Remove from the general ledger uncollectible accounts with prior approval from the Commission.

Prior to classifying any account receivable as a "doubtful account", the ED shall be satisfied that every reasonable effort has been made by the staff to resolve or accomplish the collection of the account. For those accounts that fail to make payment, the ED shall authorize Port Legal Counsel to bring action in courts of law, or appropriate steps for possible collection. The Ports accounting records shall reflect that any account more than one hundred twenty (120) days past due is a "doubtful account". The ED shall review the doubtful accounts periodically (at least annually); recommend to the Commission which accounts should be deemed as "uncollectible" and removed from the Port's General Ledger. The Port may take collection action more quickly than set forth in the doubtful accounts collection procedure, or may exercise other remedies if available. The classification of an account as "doubtful" or "uncollectible" shall not waive any rights or release any claim against the Account Debtor. The ED shall inform the Commission at the next regular meeting of all actions undertaken under this section.

IX. PROPERTY ACQUISITION AND SALE OF REAL PROPERTY

When the Commission authorizes the acquisition of real property by purchase or condemnation, the ED shall take all necessary steps including, but not limited to obtaining appraisals / market analyses, to secure title of

such property for the Port. The acquisition price shall be established based on appraisals, market analyses and negotiations and shall be approved by the Commission prior to any finalization of the purchase, ED shall sign all necessary documents.

When the Commission authorizes the sale of real property, the ED shall take all necessary steps to complete the transaction including, but not limited to obtaining appraisals, accepting deposits and opening escrow accounts for the Port. The sale price shall be established based upon factors including, without limitation, negotiations, appraisals/market analyses, special benefits to the Port and community, employment generated by the project, and shall be approved by the Commission prior to any finalization of the sale, ED shall sign all necessary documents.

X. INSURANCE PROGRAMS

The ED shall be authorized to work with an insurance broker, pre-approved by the Commission, to negotiate and obtain appropriate policies of insurance to cover Port property, liability, Commissioner and employee coverage, vehicle and other areas appropriately included within a comprehensive insurance program. The ED is authorized to approve from time to time changes or modifications within the insurance policies, these changes shall be promptly reported to the Commission at the next scheduled meeting so as to keep Commission informed of basic changes in the overall insurance program of the Port.

XI. EMPLOYEE TRAVEL, EDUCATION & CONFERENCE ATTENDANCE

The ED is authorized to approve travel and attendance of conferences or education opportunities by employees, without prior Commission approval. The limits of such authorization shall be for travel within the continental United States and the total costs shall not exceed \$1,000.00. Estimated costs in excess of \$1,000.00 shall require Commission approval prior to travel. Travel costs must be within the current budget. The ED will review all requests for travel to conferences or education to assure that it is applicable to the Port or Port operations.

XII. BANKING SERVICES AND INVESTMENT OF TEMPORARILY IDLE PORT FUNDS

The ED is authorized to negotiate for banking services and enter into agreements for such services; provided, however, unless approved in advance by the Commission, such agreements shall be terminable by the Port, without penalty. Procedures shall be established for the deposit / disbursal of Port funds recognizing the requirements sited in RCW 53.36.010 and that such procedures shall provide for an adequate system of internal control. Such banking service agreements shall be reported to the Commission at the next regular meeting.

For purposes of this section, "Temporarily Idle Funds" shall mean those funds which are not required for immediate expenditure. The Port District ED is authorized to develop procedures to direct the Port Treasurer, in accordance with applicable law relating to the investment of public funds, in the investments of temporarily idle Port funds. These directives include, but shall not be limited to, investments in public fund approved vehicles of investment, sale of such investments, and necessary inter-fund transfers. A summary of all financial activities shall be provided at Port Commission meetings.

XIII. TRADE DEVELOPMENT PROGRAMS

The ED is authorized, consistent with budget and statutory limitations, to develop and carry out programs of trade development (which may include tourism and tourism promotion), advertising, and promotion of the Port, including its properties, facilities and services. Such programs shall be reviewed by the Commission from time to time.

XIV. GRANTS AND APPROPRIATIONS

A. Grants:

1. The Executive Director is authorized to apply for grant funds for the Port.
2. The Executive Director is authorized to accept grants where the grant award obligates the Port to provide a cash match of no more than Twenty-five Thousand Dollars (\$25,000.00).
3. In cases where the grant award obligates or has the potential to obligate the Port to provide

a cash match greater than Twenty-five Thousand Dollars (\$25,000.00), Commission authorization is required prior to grant acceptance.

4. The Executive Director is authorized to accept and manage any grant funding that is secured for projects that have previously been authorized by the Commission.

B. All appropriation requests (regardless of value) will come before the Commission for approval prior to submission.

XV. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT

It is the basic policy of the Port to provide equal opportunity to the users of all Port services and facilities, all contracting entities, Port employees and applicants for employment, and to assure that there be absolutely no discrimination against any person on the grounds of race, creed, color, national origin, sex, sexual orientation, marital status, age or the presence of any sensory, mental or physical handicap. This policy is to be implemented by the Executive Director.

XVI. ADMINISTERIAL CHECKS AND WARRANTS

The Executive Director is authorized to approve checks and warrants issued in the nature of administerial expenses for the efficient and proper management of port district operations as delegated in this resolution or reasonably implied from the same. The Executive Director is not authorized to approve checks and warrants in the nature of claims or non-administerial obligations. The Executive Director shall cause the checks and warrants issued under this section to come before the commission for review and approval as to the nature and amount of administerial checks and warrants issued at the next regular meeting following issuance. The Port shall provide for bonding required for faithful discharge of the Executive Director's duties.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 23, 2019
AGENDA ITEM	<input type="checkbox"/> First Reading <input checked="" type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
AGENDA TITLE	VI. B) Meeting Procedures Resolution No. 695-19 and Meeting Policy
STAFF LEAD	Jim Pivarnik, Interim Executive Director
REQUESTED	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion
ATTACHMENTS	A. Resolution No. 695-19 and Policy Attachment

RESOLUTION NO. 695-19
A Resolution of the Commission of the Port of Port Townsend

READOPTING COMMISSION MEETING PROCEDURES

WHEREAS, The Port of Port Townsend did establish and approve, in public session, "Commission Meeting Procedures" by Resolution No. 42-87 dated November 18, 1987, and;

WHEREAS, The Port of Port Townsend did rescind Resolution No.42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No 344-01 on March 14, 2001, by Resolution No. 363-02 on February 27, 2002, by Resolution No. 367-02 on March 27, 2002, by Resolution No. 390-03 on January 22, 2003, Resolution No. 392-03 on April 9, 2003, by Resolution No. 471-06 on July 26, 2006, by Resolution No. 487-07 on April 25, 2007, by Resolution No. 532-10 on January 27, 2010, by Resolution No. 553-11 on January 12, 2011, by Resolution No. 558-11 on March 23, 2011, by Resolution No. 561-11 on June 8, 2011, by Resolution No. 594-13 on May 8, 2013, Resolution No. 604-14 on January 22, 2014, by Resolution 624-15 on January 14, 2015, Resolution No. 639-16 on January 27, 2016, by Resolution No. 654-17 on January 11, 2017, Resolution No. 674-18 on January 24, 2018, and by Resolution No. 675-18 on February 28, 2018; and

WHEREAS, the Port Commission wishes to modify the meeting procedures as noted in Appendix A, established on February 28, 2018 via Resolution No. 675-18.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend, that Resolution No. 675-18 shall be rescinded, and the Commission Meeting Procedures, as shown in the attached "Appendix A", shall be adopted in their place.

ADOPTED this 23rd day of January 2019, 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:

Stephen R. Tucker, Secretary

William W. Putney III, President

Peter W. Hanke, Vice President

APPROVED AS TO FORM:

Port Attorney

APPENDIX A

The Policy and Procedures on pages 1-4 have been adopted by Resolution 694-19, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, 487-07, 532-10, 553-11, 558-11, 561-11, 594-13, 604-14, 624-15, 639-16, 654-17, 674-18, and 675-18. Any changes or deletions will require an amendment to the Resolution.

COMMISSION MEETINGS

TIME AND LOCATION OF MEETINGS

1. Effective January 24, 2019, with the exception of the December schedule outlined in paragraph 2 immediately below, regular business meetings of the Port of Port Townsend will occur twice a month - on the second Wednesday of each month at 1:00 p.m. and on the fourth Wednesday of each month at 5:30 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, Washington. Public Workshops will occur on the second Wednesday of each month at 9:30 a.m. Meeting and workshop schedules and locations are subject to change with a minimum 24-hour notice to the local newspaper and the Port's website.
2. To accommodate the December holiday schedule, only one regular business meeting will be held in December on the second Wednesday of the month, December 11, 2019 at 1:00 p.m.

RULES OF TRANSACTION OF BUSINESS

1. Order of Business shall be as follows:
 - I Call to Order
 - II Approval of Agenda
 - III Public Comments Related to/not related to the agenda (limited to total of thirty (30) minutes; three (3) minutes per person)
 - IV Consent Agenda
 - V Second Reading (Action Items)
 - VI First Reading (Discussion Only)
 - VII Regular Business
 - VIII Staff Comments
 - IX Commissioner Comments
 - X Next Meeting
 - XI Executive Session, (If called)
 - XII Adjournment
2. All matters which, in the judgment of the Commission, are of a legislative character and shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and the original copy shall be signed by the President and Vice President and attested by the

Secretary in open session. Resolutions shall be filed by the Executive Assistant and shall be recorded in a book or books kept for such purpose, which shall be public records.

3. Organization of Workshops:

- a. Shall have an agenda at the beginning of the workshop.
- b. Will have minutes recording topics discussed either in written and/or audio format.
- c. Will be used for discussion only, with no binding decisions made by the Commissioners.
- d. Rules governing written and spoken input from members of the public for business meetings will not apply to workshops.

4. Organization of Regular Business Meetings:

- a. Shall have an agenda approved at the beginning of the meeting.
- b. Will begin with the Pledge of Allegiance.
- c. Will have minutes recording topics discussed and actions taken either in written and/or audio format.
- d. Will make any information to be presented before the Commission for consideration to the public in advance of the meeting. This information will be part of the agenda and meeting packet posted on the Port's website pursuant to RCW 42.30.077.
- e. Will allow presentations by each member of the public indicating a desire to address the Commission, of no more than three (3) minutes, (maximum of thirty minutes per meeting) for Public Comment period on any appropriate topic. Each speaker must state their name and the subject of their comment before beginning. Written comments are encouraged.
- f. When, in the opinion of the Commission's presiding officer, significant information has been presented to the Commission which was not made available to the public in advance, the presiding officer may allow additional public comment at a time and limited in a fashion the presiding officer will make clear.
- g. No public comment will be entertained once a motion for action has been called and the Commission's deliberation has begun.
- h. Public comments and presentations shall adhere to common norms of civility and may be cut off by the presiding officer if in his or her judgment these norms of civility are violated. Disruptions of Port Commission meetings are prohibited. Disruptions include, but are not limited to the following:

- i. Failure of a speaker to comply with the allotted time established for the individual speaker's comment;
- ii. Addressing the audience, rather than the commission, by a member of the public who has been recognized by the presiding officer for public comment;
- iii. Outbursts (e.g., clapping, shouting, cheering) from members of the public who have not been recognized by the presiding officer for public comment;
- iv. Holding or placing a banner or sign in the Commission Room in a way that endangers others or obstructs the free flow of meeting attendees or the view of others attending the meeting; or
- v. Behavior that intentionally disrupts or otherwise impedes the orderly conduct of Commission business.

5. Conduct of Regular Business Meetings:

- a. The Port Commission, as a governing body, is charged with making decisions that advances the mission of the Port and which are based on sound information and analysis, respect for views of the public, and each Commissioner's best disinterested judgment.
- b. With only 3 elected Commissioners, the Commission can operate with a high degree of informality and need not be bound to all the provisions spelled out in standard codes of parliamentary procedure. However, some formal procedures need to be followed to respect the rights of all 3 Commissioners to participate equally and fully in all Commission business.
- c. Some fundamental principles for conducting Commission meetings include (taken from The Standard Code of Parliamentary Procedure, by Alice Sturgis):
 - i. All Commissioners have equal rights, privileges, and obligations.
 - ii. The majority vote decides.
 - iii. The rights of the minority must be protected.
 - iv. Full and free discussion of every proposition presented for decision is an established right of the members.
 - v. Every member has the right to know the meaning of the question before the Commission and what its effect will be.
 - vi. All meetings must be characterized by fairness and by good faith.
- d. Routine and ordinary business may be approved and/or rejected by the Commission by placing it on either the Consent Agenda, or as an item of "Regular Business". Examples of items typically placed on the consent agenda are approval of warrants and meeting minutes.

Examples of items considered as "Regular Business" include lease agreements, contracts, and grant agreements.

Matters of routine and ordinary business may be voted on at the same meeting at which they are introduced. Any one Commissioner may delay the vote on a specific item and request additional information before completing its consideration.

- e. To facilitate sufficient time for reflective consideration of proposals by Commissioners and members of the public and staff, all proposals for policies* which impact members of the public shall be voted on no sooner than the immediate next regular business meeting following introduction of the proposal in the form of a motion moved by a Commissioner. The introduction of a proposal is the “first reading” and the vote is the “second reading”. This requirement may be waived by a unanimous vote of the Commission.
 - i. A policy proposal, once moved as a motion, may be discussed at subsequent Commission meetings without a vote required and may be amended at subsequent meetings.
 - ii. At any subsequent Commission meeting, and Commissioner may move “To vote immediately” on the policy proposal. This motion is not debatable and requires a two-thirds affirmative vote.
 - iii. The chair may call for a vote on the policy proposal at any subsequent Commission meeting and may proceed with a vote in the absence of any objections by other Commissioners.

*Examples of policy actions include adoption of the budget, adoption of strategic and/or comprehensive plans.

- f. All motions require a second. In the absence of a second, the motion is declared dead.
 - g. Minor amendments to a motion may be accepted as a “friendly amendment” by the maker of the original motion without a vote on the amendment.
 - h. The presiding officer of the Commission meeting shall have the right to participate fully in the discussion and shall cast a vote on all motions.
 - i. The standard priorities and requirements for main, subsidiary, and privileged motions shall be used.
- 6. The draft agenda may be available by Friday of the week previous.
 - 7. The Executive Director or his designee would be responsible for keeping track of each issue.
 - 8. All public comments and questions should be directed to the Commissioners. If the Commissioners so desire, they may refer the question to the Executive Director, Port Attorney, and/or other Port Staff in attendance.

SMOKING

Smoking is prohibited during the Commission meetings.

MINUTES

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to **RCW 42.32.030**

VOUCHER APPROVAL

It shall be the policy of the Port of Port Townsend Commissioners to approve vouchers for payment and authorize the issuance of warrants by signing a list which will indicate the voucher number, to whom paid, amount and purpose of the payment. Voucher approval is incorporated under "Consent Agenda".

COMMISSIONER'S COMPENSATION

Each Commissioner shall be reimbursed or compensated for actual attendance at general meetings and for performance of other services in behalf of the Commission up to the maximum rate allowed in accordance with **RCW 53.12.260**.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 23, 2019
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VIII. A) United States Coast Guard Supplemental Lease Agreement
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. To be presented

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 23, 2019
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VIII. B) December 2018 Financials
STAFF LEAD	Abigail Berg, Director of Finance & Administration
REQUESTED	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	A. (December 2018 Financials will be available at meeting)

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 23, 2019
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VIII. C) Northwest Maritime Center Option to Lease Proposal
STAFF LEAD	Jim Pivarnik, Interim Executive Director
REQUESTED	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	A. Info Memo B. NWMC 1/4/2019 Request to Lease Landfall Property

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 1/23/2019
TO: Commission
FROM: Jim Pivarnik, Executive Director
SUBJECT: Maritime Center 'Option to Lease' Proposal

BACKGROUND

The Maritime Center has approached staff to ask if it would be possible to get an option to lease the former Landfall site for future development. As you are aware, they are presently looking for funding for expansion of their campus and this site's proximity to the center is very attractive.

DISCUSSION

The Landfall site has been vacant for almost 8 years now. The site was always selected for development of a mixed-use facility and many restaurant / office proposals have been floated for development there. The site is presently being used as free parking but in 2019 we are proposing to have pay parking during the summer months. Staff will be tracking the income generation on that site this year. Parking is a great short-term solution for further revenue enhancement but probably not sustainable for the long term. The issue is city zoning. City code does not allow for purpose-built parking in the shoreline. While free parking in and around Point Hudson is allowed, a pay parking lot will probably attract the attention to noncompliance.

RECOMMENDATION

For discussion and direction.

ATTACHMENTS

Maritime Center Letter



Request for option to lease option of Landfall property

January 4, 2019

Summary: The Northwest Maritime Center (NWMC) would like to secure a five year option to lease the vacant property on the southeastern portion of lot 989704501, commonly referred to as the “Landfall Lot”. The land measures roughly 100x100 feet, setbacks excluded.

Rationale: The Maritime Center is in a period of programmatic and institutional growth, and while we as yet do not have any specific plans, we would like to secure a five year option to lease said property that would allow us to enter into a period of planning and due diligence related to constructing a new building on all or a portion of that site. The purpose of such a building would be to expand the public facing educational and programmatic offerings of the NWMC and partner businesses/organizations and solidify Port Townsend as the center of maritime education and public engagement in the Northwest. This should mean more educational driven tourism as well as a natural marketing function for our marine trades businesses, marinas, etc.

The NWMC existing campus was built with programmatic growth in mind. Ten years since the construction we have already outpaced those growth assumptions, and are increasingly attracting new partner organizations who would like to co-locate as a part of our campus. An additional building would provide more space, and allow for a full campus assessment of space utilization- it's possible that existing functions and programs will be relocated within a three building campus. Expanding the campus would be a revenue improvement to the Port of Port Townsend, and allow for the natural growth of our community's regional maritime presence.

Compliance and considerations: Use of such a building would be in concert with existing zoning and shoreline requirements, and our assumption is that the design and construction would similarly be in concert with historic overlays. We also anticipate having extensive dialogue with adjacent tenants and the greater public as the design is developed. Clearly the increased utilization of property that is currently fallow will require involvement and consideration of adjacent uses.

As a part of the design process and as a prerequisite to final design, use considerations for the whole of the maritime heritage corridor will need be considered- specifically, and initially how any development plans would accommodate the needs of the adjacent Port tenants: Puget Sound Express and the Schooner Martha Foundation. It is assumed that any lease and development plan that emerge from this process will be satisfactory to the needs of those entities.

Lease negotiations: Part of the due diligence undertaken during the period the property is under option will be the negotiation of a ground lease for the portion of the property related to the as yet designed structure. While the details of the term will take time to finalize, it is our assumption that rates and term of the lease will be in accordance with the Port's lease policy.

Interim use: As our intention is to secure only the option of the property at this point in time (rather than executing a full lease) our assumption is that the Port will continue utilizing the property for Port directed activities (Parking, events, etc) and in no way does the NWMC wish to encumber the property in a manner that precludes that use. We also have no interest in playing a role in that activating or managing that interim use.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 23, 2019
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VIII. D) Olympic Peninsula Salmon Derby
STAFF LEAD	Jim Pivarnik, Interim Executive Director
REQUESTED	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Info Memo B. Letter from Gardiner Salmon Derby Association, dated January 14, 2019

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: 1/23/2019
TO: Commission
FROM: Jim Pivarnik
SUBJECT: 2019 Olympic Peninsula Salmon Derby

ISSUE

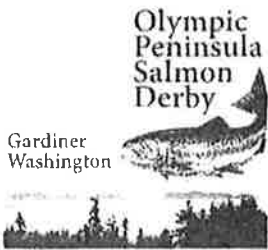
The Derby Association has delivered a letter requesting ramp fees be waived for the 2019 Derby. Ramp fees have been waived in the past.

RECOMMENDATION

Discussion and direction.

ATTACHMENTS

1/14/19 letter from Gardiner Salmon Derby Association.



GARDINER SALMON DERBY ASSOCIATION
A Washington State Nonprofit Corporation
P.O. Box 357
SEQUIM, WA 98382

Olympic Peninsula Salmon Derby – on Presidents Day Weekend
www.GardinerSalmonDerby.org

1-14-19

TJ QUANDT Business Manager

RECEIVED

JAN 14 2019

Port Of Port Townsend:

Port of Port Townsend
Administration Office

The annual Olympic Peninsula Salmon Derby s being held March 8,9&10, 2019. In the past you have graciously waived your boat launch fee for derby participants. We are again asking for this waiver.

The Gardiner Salmon Derby Association, who sponsors this event, is a 501c non profit Washington Corporation. Profits from the derby are donated back to local communities via scholarships, CERT funding and local community causes. This past year we awarded 6 \$1000 scholarships, granted \$3800 to local CERT teams and contributed \$3000 towards the construction of a helipad at the Diamond Point airport. In addition we financially support local groups as their needs arise.

We thank you for your past contribution and hope for your support in making our derby a continuing success.

Sincerely,

Tom Pysher

Director, Gardiner Salmon Derby Association

GARDINER SALMON DERBY ASSOCIATION

A 501(c)(3) Nonprofit Corporation

P.O. Box 357, SEQUIM, WA 98382
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