

PORT COMMISSION REGULAR BUSINESS MEETING – February 13, 2019

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

Present: Commissioners –Putney, Hanke & Tucker
Interim Executive Director Pivarnik
Auditor Berg
Deputy Director Toews
Minutes – Nelson
Attorney Chmelik (via Skype audio/visual)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Commissioner Hanke proposed to move First Reading, Item A - Restroom Policy to Regular Business, Item D and to change the title to "Restroom Access".

Commissioner Putney proposed to add to Regular Business, Item E – Boat Ramp Fee Solution.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. PUBLIC COMMENTS (00:01:34):

Carl Berger, Port tenant, commented on Restroom Access.

Chris Sanok, PTMTA, thanked the Commission and staff for participating in the Yard photo shoot earlier in the day.

IV. CONSENT AGENDA (00:04:09):

A. Approval of Regular Business Meeting Minutes – January 23, 2019

Approval of Special Meeting Minutes – February 4, 2019

B. Approval of Warrants

Warrant #060134 through #060147 in the amount of \$67,514.32 for Payroll & Benefits

Electronic Payment in the amount of \$110,384.97 for Payroll & Benefits

Warrant #060148 through #060212 in the amount of \$146,202.45 for Accounts Payable

Commissioner Hanke moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

V. SECOND READING (Action Items):

A. Capital Budget (00:04:21):

Ms. Berg explained that she reviewed changes to the budget in the earlier workshop, which are highlighted in yellow on the copy included in the packet and are incorporated in the ("clean") copy of the Capital Budget. She asked the commission if they would like further discussion or had any questions.

Commissioner Hanke moved to adopt the 2019 Capital Budget as presented.

Commissioner Tucker seconded the motion.

Commissioner Tucker noted the budget can be amended depending on circumstances.

Commissioner Hanke asked if the airport project would be discussed. Mr. Pivarnik stated that staff has discussed the possibility of deferring the project to next year. Staff would need approval from the Commission to approach the FAA to ask for a deferral to 2020, due to the amount of capital projects on the Port's 2019 calendar. He added if a deferral is denied, the Commission could instead consider applying for airport runway grant funding in the next cycle. He added staff does not know a way to afford a quarter million dollar project this year. Mr. Pivarnik stated he believes the Port is in a good position to ask for 100% funding this year, but he added, it's a long shot.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

A. Restroom Policy (moved to Regular Business, Item D "Restroom Access")

VII. REGULAR BUSINESS:

A. Marine Surveys & Assessments Lease (00:09:31):

Mr. Toews informed that Amy Leitman has requested a five-year lease of the Cupola House. He added she currently leases space in the building that also houses the Shanghai; her company has outgrown this space.

A lengthy discussion on lease terms was discussed with advice from Attorney Chmelik.

Commissioner Hanke moved to approve the lease with Marine Surveys & Assessments, as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. December 2018 Preliminary Financials (00:26:50):

Ms. Berg reported the five-year trend for 2018 has been the best yet in the last five years. She discussed revenue and expense highlights. Commissioner Tucker commented on boat ramp decreased revenue.

Discussion ensued on garbage/dumpster issues, accessibility and expenses. Mr. Pivarnik suggested developing a garbage policy.

Commissioner Tucker also commented on the decreased workyard revenue.

Ms. Berg stated the bottom line is that cash increased by \$60K for 2018. She reminded that beginning in January, the Port is going to a cash basis, so there will be no more accrual reporting.

C. Staff Organizational Chart Revision (00:51:17):

Mr. Pivarnik explained that the staffing situation in Quilcene needs to be determined now, as the busy season is getting closer. Staff met with the Union on this new position and they are on board. He explained it would be a 25-hour per week position during the slow season and 40-hours a week in the busy season, with full benefits. This position would be responsible for check-ins, cash handling, restroom upkeep, lawn care, among other responsibilities.

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

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

D. Restroom Access (00:58:03):

Commissioner Putney informed that the issue of access to the Boat Haven main restrooms/shower facility was discussed at the workshop earlier in the day.

Commissioner Hanke moved to restrict (Boat Haven main) restroom access to only tenants in the Yard and Marina with Port-issued key fobs.

Commissioner Putney asked if the restrooms should be restricted to tenant use only 24/7. Commissioner Hanke agreed and stated it could be reviewed later.

Commissioner Tucker would like a meeting to be held soon with the County, City and OlyCAP where the Port can inform of the restroom shut down. He suggested signage outside of the restroom that would list public restrooms available within the City.

Commissioner Tucker suggested the EDC organize this meeting.

Mr. Pivarnik recommended, instead, to attend City Council and County Commission meetings to inform of the restroom closure to the public.

(Commissioner Hanke restated his motion):

Commissioner Hanke moved to restrict Boat Haven (main) restroom access to (Boat Haven) tenants and yard tenants, implementing a key fob system for 24/7 access and to create a policy around the key fob system.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

E. Boat Ramp Fee Solution (01:08:08):

Commissioner Putney explained the issue is people using the boat ramp without paying. Commissioner Tucker asked Attorney Chmelik if Port staff would be allowed to chain the two rear boat trailer wheels for customers who bypass paying the ramp fee.

Mr. Chmelik believes the Port would be on solid ground if they passed Rules and Regulations (R&R) that would allow vehicle impounding, with signs clearly posted. Or, he suggested asking the City to adopt the Port R&Rs into the City Ordinance. Mr.

Chmelik discussed different options the Port could inquire about with City Police, including Port staff writing City tickets. Discussion ensued on the safety of Port staff when confronting people who have had their trailers/vehicles chained/ticketed. Fencing/gating was brought up as another alternative. Mr. Toews commented that there are steps to take that are low cost rather than spend more money on infrastructure. He stated booting, chaining, ticketing is hard on staff and is confrontational. He agreed it is a good idea to discuss with the City. An in-depth discussion on ideas ensued.

Commissioner Hanke suggested staff get cost estimates on a gate system.

Commissioner Tucker suggested staff talk with the tribes, as he believes the abusers of using the ramp without paying are tribal fishers.

Mr. Pivarnik stated he and Mr. Toews would meet with the City Police Chief to discuss options. Staff will also get estimates on a gate system using key fobs.

VIII. STAFF COMMENTS (01:38:37):

Ms. Nelson presented the raffle tickets received at the Seattle Boat Show for the two-night stays at the Point Hudson and Boat Haven Marinas. Commissioner Putney drew the following names: Boat Haven winner: Barbara Busby of Gig Harbor and the Point Hudson winner: Cameron Strong of Seattle.

Ms. Nelson reported on the records storage clean-up, where many staff have been involved in the process.

Ms. Berg provided an update on the FSM (marina software) status.

Mr. Toews reported the issue of the airport AIP and runway grant came up in the morning workshop and staff expressed their concerns about the unanticipated expenses that arose resulting from the December storm and Boat Haven main breakwater repairs that are now needed. He stated the likely Port match for the grant is now out of reach. Staff has been communicating with the FAA about issuing the grant in 2019 and executing construction in 2020, but so far, to no avail. He recommends formal Commission direction explaining to the FAA of the cost of the unexpected breakwater repairs and that the Port does not have the resources for the grant match.

Mr. Pivarnik announced that staff would bring a formal ask for direction on the FAA grant to the Commission at the next meeting. He reported an application for alternative bidding/construction of the Point Hudson Jetty is being submitted this week to the Department of Enterprise Services.

Mr. Pivarnik gave kudos to maintenance staff Shawn Wiles for plowing the snow off the airport runway this past weekend.

Last, Mr. Pivarnik reported he received an inquiry from the Film Festival. They would like to use the Marina Room to show free movies during the festival and request to use it at no cost. He stated it would only be about \$450 in income and asked for Commission comment. He added the Film Festival would fill out the Port's Non-Profit application. The Commissioners agreed to donate the Marina Room to the Festival, as it would be good for the community and the economy.

IX. COMMISSIONER COMMENTS (1:55:54):

Commissioner Putney reported he and Mr. Pivarnik had a great legislative day in Olympia at the WA Public Ports Association "Port Day" in Olympia recently.

Commissioner Putney announced the Port booth at the NW Aviation Conference, Puyallup Fairgrounds, February 23-24.

X. NEXT REGULAR BUSINESS MEETING:

Next regular meeting will be held Wednesday, February 27, 2019 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XI. EXECUTIVE SESSION:

(Attorney Holly Stafford of Chmelik Sitkin & Davis present for Exec Session.)

The regular session recessed into Executive Session at 2:57 pm (session began at 3:00 pm, once room was cleared of the public) to discuss Potential Litigation, pursuant to RCW 42.30.110 (1) (ii), duration of twenty minutes with no action.

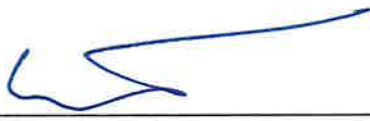
At 3:21 pm, Ms. Nelson announced the meeting was extended ten minutes.

XII. ADJOURNMENT:

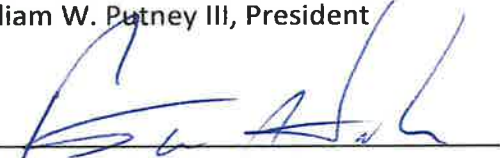
The meeting reconvened and adjourned at 3:31 pm, there being no further business to come before the Commission.

ATTEST:


Stephen R. Tucker, Secretary



William W. Putney III, President



Peter W. Hanke, Vice President