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**Port of Port Townsend
1st Monthly Business Meeting
Wednesday, March 13, 2019, 5:30 pm.
Quilcene Community Center
294952 US Hwy 101
Quilcene, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments (related to/not related to the agenda)
- IV. Consent Agenda
 - A. Approval of Regular Business Meeting Minutes – February 27, 2019.....1-5
 - B. Approval of Warrants
- V. Second Reading
 - A. Parking Resolution 697-19.....6-9
- VI. First Reading
- VII. Regular Business
 - A. Quilcene Presentation & Opportunity for Public Input.....10
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Regular Business Meeting:
Wednesday, March 27, 2019 at 5:30 pm
Port Commission Building, 333 Benedict Street, Port Townsend, WA
- XI. Executive Session
- XII. Adjournment

PORT COMMISSION REGULAR BUSINESS MEETING – February 27, 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 5:30 p.m.

II. APPROVAL OF AGENDA:

Commissioner Hanke moved to approve the Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. PUBLIC COMMENTS (00:00:46):

Randy Sprague discussed his proposal for a grass strip at JCIA for power parachutes, separate from the main runway.

Bertram Levy commented on the Capital Budget and projects, including C/D docks, the Point Hudson Jetty, restrooms, and the need for better communication with stakeholders on proposed projects.

IV. CONSENT AGENDA (00:08:51):

A. Approval of Public Workshop Minutes – February 13, 2019

Approval of Regular Business Meeting Minutes – February 13, 2019

B. Approval of Warrants

Warrant #060213 through #060221 in the amount of \$14,912.84 for Payroll & Benefits

Electronic Payment in the amount of \$60,743.14 for Payroll & Benefits

Warrant #060222 through #060268 in the amount of \$74,795.41 for Accounts Payable

Electronic Debit in the amount of \$4601.35 for WA State Dept. of Revenue Combined

Excise Tax Return for January 2019

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. Restroom Management (00:09:06)

Director Pivarnik reminded that at the February 13 Commission Meeting the Commission directed staff to close the (Boat Haven main) restrooms to non-Port patrons, 24-hours a

day and to research hardware for controlled access. He reported staff is currently working on the hardware, which has been ordered, and hopes to have it in place within three weeks. He stated the cost is under \$10K and includes Fobs and smart phone access. Mr. Pivarnik asked the Commission, who will have access to the restroom?

Commissioner Tucker stressed that day ramp users be allowed access to the restrooms. He spoke about his past work towards the boat ramp expansion, which encourages boaters to come here. He believes not allowing restroom access would discourage boat ramp users. Commissioner Tucker would like a system that allows bank cards to be used to purchase passes, and smart phone options to allow restroom access to include day ramp users.

Mr. Pivarnik responded to Commissioner Putney's question as to what is included in the \$10K cost. He stated the package (with Guardian) would include locks, fobs and computer interface. For a kiosk like the type Commissioner Tucker referred to it would cost an additional \$14K. He discussed the cons of this type of a system. He stated staff is still trying to figure out how this could be interfaced. Mr. Pivarnik reported there is the additional cost of \$2-3,000 to install the system.

Commissioner Hanke commented that pilots have no restrooms at JCIA, only a port-a-potty. He stated he is not against spending \$15K-20K down the road and thinks it would be a good move. He suggested locating a port-a-potty near the ramp in the meantime, until something is figured out to incorporate parking and restroom access.

Mr. Pivarnik asked if he is hearing that the Commission wishes to cancel the order for the hardware. Discussion ensued. Commissioner Putney agrees with Commissioner Tucker. He explained if Guardian can't figure this out, a search could continue to see what other options are available, and he volunteered to help with that search.

Mr. Pivarnik confirmed he would keep the restrooms locked under the current code system until a system is figured out. He recommended postponing the policy until a system has been decided on.

B. Parking Resolution (00:29:57):

Mr. Pivarnik explained the Port cannot charge a fine for non-payers but can charge a fee. He explained the proposed resolution would impose a fee three-times the base parking fee and allow staff to issue parking tickets. He explained the Port is not authorized to take non-payers to court but can send to collections for non-payment.

Commissioner Putney asked if staff had met with Port Townsend Police to discuss a Port/City policy. Mr. Pivarnik stated allowing the City police to issue tickets and collect the fees defeats the purpose. Commissioner Hanke likes the idea of using a collections agency. Commissioner Putney believes the fee should instead be ten-times the base parking fee, so that collections would take it more seriously.

Mr. Toews explained the objective is keep it simple and to "promote and encourage a culture of compliance", to have a system in place that prods the customer to comply. He stated they do not want to deputize Port staff and put them in a situation of issuing tickets and do not want to pass revenues to the City, therefore the proposal presented. He stated the proposal is a first read and can be modified, including increasing the fee. Further discussion ensued on the fee and collections process. Commissioner Putney suggested an escalating fee for repeat offenders. He also does not want Port staff issuing

tickets. Commissioner Hanke thinks we could try this proposal. The Commissioners agreed on the idea of the escalating fee.

VII. REGULAR BUSINESS:

A. JCIA Phase III Project Timing (00:39:57):

Mr. Toews informed that this subject came up at the last Commission meeting during staff comments. He stated staff has brought this up with the Commission before. Staff would like to seek FAA approval to obligate grant funds to the Port in 2019 and delay construction and begin incurring expenses in the spring of 2020. Staff has spoken with the Seattle ADO about this. The FAA does not want the Port to lose out on the funds allocated for the project. They have remained non-committal on the timing of the project. The concern for staff is the match requirement and other competing capital priorities. Staff would like a clear statement from the Commission to take to the FAA stating we need to find a way to not incur substantial expenses and a Port match in 2019 by moving it to 2020. He discussed the uncertainty of the "match". He reminded of the app submitted for 100% monies, which if granted, would nullify the match and the project could proceed in 2019. He discussed the 5% WSDOT grant money, which is an unknown. Mr. Toews estimated the dollar range for Port match runs between \$0 and \$438K. He explained that the substantial damage to the Boat Haven breakwater during the December 20 windstorm caused required repairs for this year, estimated at \$300K, which impacts the Port's financial ability for an FAA match. Mr. Toews stated that staff recommends the Commission pass a motion, with language as presented.

Commissioner Putney stated he sees a reasonable set of recommendations presented.

Commissioner Tucker moved to direct staff to communicate the following to the Seattle ADO and FAA on behalf of the Commission:

- 1. The Port Commission believes that rehabilitation of the JCIA Runway is an important capital priority that should be completed as soon as possible;**
- 2. However, the need to undertake emergency capital repairs to other critical Port infrastructure precludes the Port from proceeding to construction of the JCIA project in 2019 unless 100% FAA funding for the project is secured;**
- 3. On-site construction activities that would incur substantial Port costs may not occur in 2019; and**
- 4. The Phase 3 AIP Grant, if timely issued by the FAA in 2019, must be structured to defer on-site construction activities to the spring/summer of 2020 when the Port is anticipated to be in a more favorable financial position to incur the costs of such construction.**

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (00:51:46):

Ms. Nelson stated staff continues working on the records organization project.

Ms. Berg stated she continues working on cash reporting, changing over from accrual reporting. She informed of the three staff positions recently advertised. She stated the Environmental Specialist position has been filled. The other two positions would be

confirmed as filled next week. Mr. Pivarnik answered the question from the Commission that Port Security Officer Terry Taylor accepted the Environmental position. The Port would begin looking for another security officer soon.

Mr. Toews stated he submitted the application to the DES Capital Projects Advisory Review Board for certification of the Point Hudson Jetty project for an alternative bid procedure. He added staff would travel to Olympia the fourth week of March to give a presentation seeking approval of GCCM project authorization – a means other than design/bid/build. He discussed this further.

Mr. Toews than discussed the PIF board meeting he and Mr. Pivarnik attended, with Commissioner Tucker present on the board. He reported that all project proposals were successful and the board recommended approval of \$150K in funding for soft costs of the Point Hudson Jetty project.

Mr. Pivarnik reported bids were opened this afternoon for the Water Meter/ Back Flow project. Eight bids were received, three were non-responsive. He stated the lowest bid was 20% higher than the engineer's estimate. Staff and the engineer are evaluating the bids and project and are looking for ways to pare down the project.

Commissioner Tucker asked Mr. Pivarnik when signs would be posted on the restroom explaining where other nearby shower facilities could be found.

IX. COMMISSIONER COMMENTS:

Commissioner Hanke would like to enter a process to consider Randy Sprague's airport proposal. He discussed grass cutting, safety aspects.

Commissioner Tucker stated he attended the PIF Board meeting. He briefed on some of the projects that were funded.

Commissioner Putney would like the airport grass strip proposal to be on a workshop agenda. He stated a seaplane base was opened at Port Angeles. He stated the seaplane folks have been contacting him about a Kenmore float located in Port Hadlock that they would like to install at City Dock. He also thanked the Jefferson County Pilot's Association for volunteering and working with him in the JCIA booth at the NW Aviation show in Puyallup. He reported one of the main issues was how to get to town from the airport. Commissioner Putney is discussing this with EDC Director Brian Kuh and Mayor Deb Stinson.

Commissioner Putney reminded staff that the quarterly project report that was talked about previously should be placed on the agenda for the first meeting in April.

Commissioner Tucker reported he attended the marine trades advisory group meeting where they discussed a letter of appreciation and support be written to the Coast Guard. He stated the trades also supports the USDA grants for feasibility studies.

X. NEXT PUBLIC WORKSHOP/BUSINESS MEETING:

Wednesday, March 13, 2019. Workshop at 9:30 am, meeting at 1:00 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

XI. EXECUTIVE SESSION:

XII. ADJOURNMENT:

The meeting adjourned at 6:37 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

INFORMATIONAL MEMO

DATE: 3/13/2019
TO: Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Parking Resolution No. 697-19

BACKGROUND

Resolution No. 697-19, which was considered by the Commission during First Reading at the regular meeting of February 27, 2019, has been modified based on the Commission's direction, and is presented for Second Reading and adoption.

RECOMMENDATION

Adopt Resolution No. 697-19.

ATTACHMENTS

Resolution No. 697-19.

RESOLUTION NO. 697-19

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE IMPOSITION OF ADDITIONAL FEES UPON PORT PATRONS USING PARKING FACILITIES WHO HAVE FAILED TO MAKE INITIAL PAYMENT

This is a resolution confirming the authority of the Executive Director of the Port of Port Townsend to collect fees for vehicles (and associated boat trailers) using the Boat Haven Boat Ramp Parking Facility and the Point Hudson Paid Parking Facility, and further authorizing the Executive Director to issue tickets and impose additional fees upon patrons parking their vehicles (and associated trailers) without initial payment.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Port of Port Townsend operates parking facilities in Port Townsend at its Boat Haven Boat Ramp and Point Hudson facilities.
2. The Port has designated paid parking areas at both its Boat Haven and Point Hudson facilities to manage parking availability to patrons.
3. The Port Commission is authorized to establish rates and fees, by resolution, for use of Port owned and operated parking facilities.
4. The current Port tariff has established a fee for parking and boat ramp use at Boat Haven, and a fee for parking only at Point Hudson, but does not establish additional fees for facility users who have initially parked without payment.
5. The Port Commission desires to establish such additional fees for patrons who have initially parked without payment, and further wishes to authorize the Executive Director and his/her designee(s) to issue tickets assessing ~~an additional fee, equivalent to three (3) times the base fee to patrons parking their vehicles (and associated boat trailers) who have failed to initially pay for such facility use.~~ additional fees, as follows:
 - a. A fee equivalent to three (3) times the base fee to patrons that park their vehicles (and associated boat trailers) without first making payment for such facility use (i.e., first failure to pay); and
 - b. A fee equivalent to ten (10) times the base fee to patrons that park their vehicles (and associated boat trailers) without first making payment for such facility use on multiple occasions (i.e., two (2) or more failures to pay).
6. Charging such additional fees to patrons that have initially parked without payment is a means of fairly regulating the use of the Boat Haven Boat Ramp and the

Point Hudson Paid Parking facilities, and is likely to enhance compliance with the base parking fee payment requirements established in the Port's tariff of charges.

7. The public has been provided with an appropriate opportunity to comment on this proposal.

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

The Executive Director of the Port of Port Townsend and his/her designee(s) is hereby authorized and directed to issue tickets and impose additional fees upon vehicles (and associated trailers) as set forth in Finding #5, above ~~equivalent to three (3) times the base fee established by the Port's tariff for facility patrons that have parked without initial payment.~~

ADOPTED this 13th day of March 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 AGENDA COVER SHEET

MEETING DATE	March 13, 2019
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. A. Quilcene Presentation and Opportunity for Public Input
STAFF LEAD	Jim Pivarnik, Interim Executive Director
REQUESTED	<input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	None