

PORT COMMISSION REGULAR BUSINESS MEETING – April 10, 2019

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

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Putney called the meeting to order at 1:01 p.m.

II. APPROVAL OF AGENDA:

**Commissioner Tucker moved to approve the Agenda as presented.
Commissioner Putney seconded the motion.
Motion carried by unanimous vote.**

III. PUBLIC COMMENTS:

Bertram Levy provided his comments on the IDD.

Shawn Rankins commented on the negative effects to marina tenants of the new paid parking lot at Point Hudson.

Carl Berger commented on adding another staffing position.

Matt Mortensen agreed with Mr. Rankins comments-parking problem a hardship on marina tenants.

Peter Leach asked whether the former Landfall site parking lot was owned by the Port or City.

Ricki Ellen Brook voiced the opinions of Mr. Rankins and Mr. Mortensen.

IV. CONSENT AGENDA:

Commissioner Tucker asked questions about the write-off register. Discussion ensued. Commissioner Putney asked if it could be compiled more frequently, possibly semi-annually, as he noticed some debts occurred back in 2017.

A. Approval of Regular Business Meeting Minutes – March 27, 2019

B. Approval of Write-off Register

C. Approval of Warrants

Warrant #060378 through #060391 in the amount of \$65,585.81 for Payroll & Benefits

Electronic Payment in the amount of \$92,922.59 for Payroll & Benefits

Warrant #060392 through #060435 in the amount of \$110,490.89 for Accounts Payable

Electronic Debit in the amount of \$19,717.90 for WA State Dept. of Labor & Industries

1st Quarter Tax Return for January-March 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):

VII. REGULAR BUSINESS:

A. PUD Transformer Easement (00:04:28):

Mr. Pivarnik stated the Port has worked with PUD on several issues. PUD is working to underground all downtown utilities and has requested an easement with the Port to locate two transformers. This area is located off Washington Street at the back corner of the dive shop location. In exchange, PUD has committed to re-start the 3-phase project in the shipyard, which they started five or so years ago, at no cost, after the transformer project is completed.

Commissioner Tucker moved to approve the easement for PUD for the location of two transformers, in exchange for the 3-phase power in the shipyard, as described.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. Christie Living Trust/PT Aero Museum Lease Assumption, Hangar M (00:08:15):

Mr. Pivarnik explained the PT Aero Museum purchased the box hangar from Knox Christie back in 2017 and a lease assumption was never created. The presented assumption codifies PT Aero Museum's responsibility of the hangar lease and includes full market rate on the new lease.

Commissioner Hanke informed that the Concrete Aero Museum donated artifacts to the PT Aero Museum and those are currently being stored in Hangar M.

Commissioner Tucker moved to approve the Christie/PT Aero Museum Lease Assumption, as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

C. WSDOT Airport Aid Grant Authorizing Resolution No. 699-19 (00:10:15):

Mr. Toews reported we are moving towards completion of Phase II for final engineering and the bid for the airport runway project. Staff anticipates 100% design completion and the project out to bid the end of May, with contract selection in June, and field work to begin in 2020. He stated WSDOT Aviation recommended applying for grant match money (5%, or \$219K, for Phase III of the project) for this cycle. Projects need to be completed by June 30, 2020, which may be a concern due to weather dependency. Therefore, WSDOT Aviation recommends applying again in 2020 if the project has not been completed by that date.

Commissioner Tucker asked the status of the 100% FAA grant. Mr. Toews stated he has heard no definitive word from the FAA to date.

Commissioner Tucker moved to adopt Resolution No. 699-19 as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

D. Organizational Chart Update (00:17:24):

Mr. Pivarnik explained just after he came on board, Mr. Englin departed, and the communications position was eliminated. Mr. Pivarnik wanted to evaluate staff needs before making any staff changes. Although he concurs with Mr. Berger's comment on not over-staffing, he stated the Port is seriously under-staffed and a help in the leasing department is critical. Mr. Pivarnik stated this new position is not executive level but is an administrative position to manage leases so that leases such as the Aero Museum assumption do not fall through the cracks. Mr. Pivarnik explained the salaries for the Environmental position and this position equal about what Mr. Englin's salary was. Commissioner Putney stated he had recommended this position be implemented to the previous Executive Director. He sees this move as a positive, where the employee would spend more time with tenants to learn their issues, track leases, etc. Commissioner Tucker concurred.

Commissioner Tucker moved to adopt the revised Organizational Chart, as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (00:20:30):

Ms. Berg provided the Commission with a draft template for the Quarterly Update Progress report, as requested by the Commission. Ms. Berg will make a few minor changes to the form as requested by Commissioners Putney and Tucker.

Mr. Toews stated the rehab of the Point Hudson Jetty is among the highest priorities. Using the qualified-based selection process from the MRSC Small Works Roster, Mott MacDonald was again selected to prepare engineering and design work. He stated permits are to be completed around the time of the Wooden Boat Festival, with construction to begin late summer/early fall.

Attorney Chmelik explained the "task order" agreement for the jetty contract, to which Mr. Toews had referenced.

Mr. Pivarnik informed he would attend the monthly CEO breakfast meeting tomorrow and tomorrow evening the Boat School Curriculum Advisory Committee meeting.

IX. COMMISSIONER COMMENTS (00:32:59):

Commissioner Hanke addressed the comments heard earlier on Point Hudson parking issues. He invited the public to come and discuss with, or email, the Commission or administrative staff when they have an issue about an item they see on the meeting agenda.

Commissioner Tucker informed he heard the Rhody Fest has hit a hitch again on a carnival location.

Commissioner Putney stated he joined a new organization last week – the Jefferson County Broadband Action Team and discussed further.

X. NEXT REGULAR BUSINESS MEETING:

Next regular meeting will be held Wednesday, April 24, 2019 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XI. EXECUTIVE SESSION:

(Commissioner Hanke was unable to attend the Executive Session by phone, so was not present.)

A. Litigation, pursuant to RCW 42.30.110 (1) (i) (i):

The regular session recessed into Executive Session at 1:57 p.m. to discuss litigation, duration of thirty minutes with potential action. At 2:27 p.m., Commissioner Putney notified the public waiting outside the Executive Session was extended ten minutes.

XII. RECONVENE & ADJOURNMENT:

The meeting reconvened at 2:37 p.m.

Commissioner Tucker moved to settle the case and authorize the Executive Director to execute the necessary documents to settle the Seattle Maritime Academy litigation.


Commissioner Putney seconded the motion.

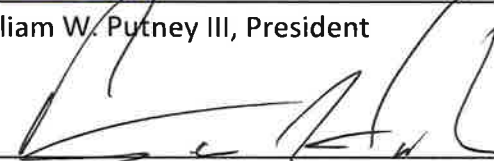
Motion carried by unanimous vote.

There being no further business to come before the Commission the meeting adjourned at 2:39 p.m.

ATTEST:


Stephen R. Tucker, Secretary


William W. Putney III, President


Peter W. Hanke, Vice President