

PORT COMMISSION REGULAR BUSINESS MEETING – May 22, 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 Tucker moved to approve the Agenda as presented.
Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.**

III. PUBLIC COMMENTS (00:00:45):

Ron Hayes asked a question related to the new cash basis reporting.

Bertram Levy discussed the stormwater rate increase and commented on water meter and backflow preventer costs.

Chris Bakken, Sea Marine, read a letter he sent to the Commission regarding his desire to lease the “back forty” area at Point Hudson.

Pam Petranek representing Port Townsend Marine Trades Association (PTMTA), read a resolution passed by the PTMTA in March in support of Sea Marine’s request to lease the “back forty”.

Pete Langley, also with the PTMTA, spoke in support of Sea Marine’s request.

Commissioner Tucker commented on the need for a DOE stormwater permit.

Discussion ensued on Sea Marine’s request.

IV. CONSENT AGENDA (00:15:28):

A. Approval of Public Workshop Minutes – May 8, 2019

Approval of Regular Meeting Minutes – May 8, 2019

B. Approval of Warrants

Warrant #060546 through #060555 in the amount of \$15,719.74 for Payroll & Benefits

Electronic Payment in the amount of \$64,893.92 for Payroll & Benefits

Warrant #060556 through #060593 in the amount of \$76,962.56 for Accounts Payable

Electronic Debit in the amount of \$235.80 for WA State Dept. of Revenue Business

License Renewal for 2019

Electronic Debit in the amount of \$10,062.33 for WA State Dept. of Revenue Combined

Excise Tax Return for April 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):

A. Resolution No 700-19 – Climate Mitigation & Adaptation (00:15:43):

Mr. Toews reminded Resolution No. 700-19 was presented for a First Reading at the May 8th meeting. Staff recommends adoption.

Commissioner Tucker moved to adopt Resolution No. 700-19 as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. Stormwater Rate Increase (00:17:16):

Ms. Berg reviewed the information she presented at the May 8th Commission Meeting on the proposed Boat Haven stormwater rate increase, effective June 1st, costing tenants between \$3.32 and \$16.47 extra per month, depending on square footage of their tenancy. This increase is due to a stormwater rate increase the City imposed, in which the Port charges the same as City rates.

**Commissioner Tucker moved to adopt the stormwater rate increase as presented.
Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

A. Leasing Policy (00:20:27)

Mr. Toews explained that staff believes the recommendations from the Leasing Policy Advisory Committee (LPAC) improved the policy, as presented. Staff recommends two revisions, including reinstating language to the common area maintenance (CAM) fees within Port-owned multi-tenant buildings; and, including a new provision requiring that rents increase to 125% if in "holdover" status.

Commissioner Tucker would like a parking policy created, with Commissioner Hanke in agreement. Commissioner Tucker also would like to see a citizen's advisory committee formed to assist in creating the policy. Commissioner Putney stated this could be scheduled for discussion at a near future workshop.

Commissioner Putney pointed out in Item 7 – "cost approach", spaces not included in leases such as the Point Hudson Jetty, the Larry Scott Trail, the rain gardens, etc. should be recognized, but no change is necessary to the lease policy document.

Mr. Chmelik discussed real and purposeful property.

VII. REGULAR BUSINESS:

A. Airport Garbage (00:34:09):

Mr. Pivarnik explained he received an email from local pilot and airport tenant Eric Taylor stating the garbage was not picked up at the airport and the dumpster was overflowing. Mr. Pivarnik stated the issue is that the garbage company either won't pick up if overflowing or they will charge extra. He stated Port maintenance staff installed a combination lock on the environmental center but someone continues to dump their construction material. He explained the dumpster was meant for visiting pilots and has been abused. He explained garbage is the responsibility of each airport tenant, as stated in the lease agreements.

The commissioners agreed to lock up the environmental center to all and if the pilots would like to arrange for a dumpster, they can do this of their own accord.

B. April 2019 Financials (00:40:10):

Ms. Berg explained the blue highlighted line items noted in the quarterly year-to-date comparisons and the budget, both affected by the new cash basis reporting. These line items were adjusted on the budget for timing of expenses (not total amounts). She stated revenues are doing very well and expenses are below budget.

VIII. STAFF COMMENTS (00:44:15):

Ms. Berg informed the Port has advertised for the Executive Assistant position. She stated tablets are being readied, hopefully, for next month's meter reads.

Mr. Toews reported that on May 15, he received word from the FAA Seattle ADO that the Port was granted 100% funding for the airport runway rehab project. He explained funding came in at \$4.8M, which includes construction, engineering and construction management. He stated Jefferson County International Airport was one of three airports in WA state and one in one hundred twenty-seven nation-wide to receive full funding. Discussion ensued on the Port's request to relocate the runways during the project, based on concerns from Commissioner Hanke.

Mr. Pivarnik stated being awarded 100% FAA funding is big news! He suggested the engineer and Seattle ADO should hear Commissioner Hanke's concerns on the runway relocation request.

He announced that Executive Assistant Sue Nelson has been hired to take on the newly created position of Lease & Contracts Administrator.

Mr. Pivarnik stated he has been tasked by the City to be on the interview committee for the City Manager position.

Last, Mr. Pivarnik stated he would be absent at the June 12 meeting and workshop.

IX. COMMISSIONER COMMENTS (00:57:00):

Commissioner Hanke stated the recent (WPPA) Spring Meeting was very informative.

Commissioner Tucker reported Ron Hayes recently discussed with him the need to update the Comprehensive Scheme of Harbor Improvements. Commissioner Tucker stated the last update was 2013. He believes it is time to update the Comp Scheme, as well as the five-year Capital Plan, which both would help to provide guidance on the possible use of IDD money. He suggested a community advisory committee be formed for both plans.

Commissioner Putney stated he has been meeting with the EDC and the Chamber on setting up a shuttle service between the airport and town, proposing Friday afternoons through Sunday.

He provided an update on his continued Broadband work.

He announced he attended the Spring Meeting and attended a talk by Attorney Chmelik on Port Powers.

X. NEXT PUBLIC WORKSHOP/REGULAR BUSINESS MEETING:

Wednesday, June 12, 2019. Workshop at 9:30 a.m. and the meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XI. EXECUTIVE SESSION:


None

XII. ADJOURNMENT:

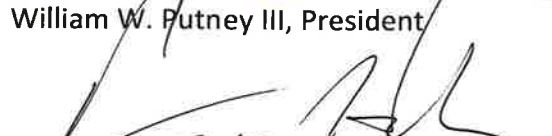
The meeting adjourned at 6:31 p.m. there being no further business to come before the Commission.

ATTEST:


Stephen R. Tucker, Secretary



William W. Putney III, President



Peter W. Hanke, Vice President