

PORT COMMISSION REGULAR BUSINESS MEETING – June 12, 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
Deputy Director Toews
Minutes – Nelson
Attorney Chmelik

Excused: Executive Director Pivarnik, Auditor Berg

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

RECOGNITION OF PORT EMPLOYEES:

Yard Manager Terry Khile gave thanks and recognized Kristian Ferrero, Customer Service Rep II (and former yard employee) for his five years of service.

Maintenance Manager Chris Sparks thanked Maintenance Tech II Charlie Shaw and recognized his five years of service.

Commissioner Hanke, coming from the voice of a Port lease tenant, praised both employees for the good work.

III. PUBLIC COMMENTS (00:02:43):

Pam Petranek provided comments on the Industrial Development District levy and public process.

Kitt Kittredge asked about the status of previously discussed Citizens Advisory Committees and provided comment on public trust.

IV. CONSENT AGENDA (00:08:35):

A. Approval of Regular Meeting Minutes – May 22, 2019

Approval of Special Meeting Minutes – May 28, 2019

B. Approval of Warrants

Warrant #060594 through #060607 in the amount of \$70,149.68 for Payroll & Benefits

Electronic Payment in the amount of \$109,841.65 for Payroll & Benefits

Warrant #060608 through #060670 in the amount of \$91,603.96 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. Lease Policy (00:08:49):

Mr. Toews briefed on the policy, presented at prior meetings.

Discussion ensued, including forming an advisory committee to help establish a parking policy; fair market value; capital maintenance & replacement and operations costs; market analyses and market rate; and, holdover status.

Commissioner Tucker moved to adopt the Leasing Policy (titled “Organizational Management & Business Practices”) as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS:

A. Best Coast Canvas Lease (00:20:47):

Mr. Toews referred to the staff report, lease and key terms sheet for the Best Coast Canvas proposed lease, which he reported, has been in the works for some months. He added that Ms. Kefgen is not likely to use the total space (approx. 3000 square feet) and has a couple of potential subtenants who would like to lease storage space from her, one

of which is the Northwest Maritime Center. Mr. Toews explained the deposit figures and discussion followed. Commissioner Tucker asked why the lease did not include Common Area Maintenance and Parking fees. Discussion followed.

Commissioner Hanke moved to approve the Best Coast Canvas lease as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. FAA Grant Funding Authorizing Resolution No. 703-19 (00:34:20):

Mr. Toews reminded on May 15, the Port received notice that Jefferson County International Airport was one of three chosen in the US to receive 100% FAA funding for the runway project. The presented resolution authorizes the Executive Director to execute necessary agreements with the FAA to seek the funding.

Commissioner Hanke moved to adopt Resolution No. 703-19 as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (00:35:40):

Ms. Nelson reported she had her first "tutorial" with Attorney Chmelik on leasing (for her new role as Lease & Contracts Administrator).

IX. COMMISSIONER COMMENTS (00:35:55):

Commissioner Hanke stated he recently was in Sitka and said the marina had dumpsters located at the top of each ramp and the City had dumpsters located throughout Sitka. He discussed the closing of the JCIA environmental center and the need to have dumpsters available. He believes the pilot tenants would be willing to look at rate increases to cover the cost of a locked dumpster at the airport. Commissioner Putney said that rather than reopening all the leases, impose a garbage fee. Commissioner Tucker asked if a FOB system could work on the airport enviro center. Mr. Toews added that as stated in the leases, garbage is the responsibility of the tenants. Commissioner Putney would like to continue this discussion at an upcoming workshop.

Commissioner Tucker reported he and Troy McKelvey used the Port boat to set eel grass buoys recently. He also discussed a recent meeting he attended at Fort Worden on plans to redevelop the Marine Science Center, boat ramp and uplands. Commissioner Tucker stated there is a need for parking and discussed his idea of the possibility of considering Port-owned uplands to help alleviate the parking needs.

Commissioner Putney stated the May 28 special meeting was held to surplus the vessel, "Jellyfish". He reported he continues working with the Jefferson County Broadband Steering Committee. Commissioner Putney stated he has been on the "talking circuit" for the IDD. He reported he continues to hear that the Port has no plans for spending the "\$15M". He spoke about the list of plans (Capital Repair & Replacement Plan) for spending that is located on the Port's website. He stated, yes, the Port does have plans for spending this money.

Commissioner Putney allowed further public comments:

Ron Hayes discussed the Capital Repair & Replacement Plan (CRRP) and the Strategic Plan.

Troy McKelvey discussed the dire need to repair to the Point Hudson Jetty.

After hearing from many that the IDD money would probably be used only for Port Townsend projects, Commissioner Putney read from the CRRP, the list of proposed projects located outside of Port Townsend in Districts 2 and 3.

Commissioner Hanke stated he was surprised at how much resistance to the IDD there has been, as Districts 2 & 3 projects would benefit.

Mr. Toews stated the top priority is the Port's core infrastructure and jobs.

Kitt Kittredge discussed Quilcene's needs and the discussion continued, along with more discussion on a Strategic Advisory Committee, the CRRP, citizen involvement, and a parking committee.

Commissioner Putney ended the discussions.

X. NEXT PUBLIC WORKSHOP/REGULAR BUSINESS MEETING:

Wednesday, June 26, 2019. Workshop at 3:00 pm and meeting at 5:30 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

XI. EXECUTIVE SESSION:


XII. ADJOURNMENT:

The meeting reconvened and adjourned at 2:20 p.m. there being no further business to come before the Commission.

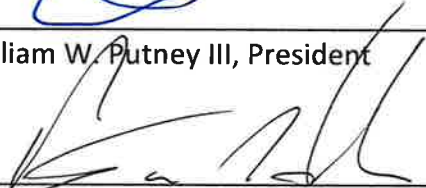
ATTEST:



Stephen R. Tucker, Secretary



William W. Putney III, President



Peter W. Hanke, Vice President