

## PORT COMMISSION REGULAR BUSINESS MEETING – August 28, 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  
Executive Director Pivarnik  
Finance Director & Port Auditor Berg  
Minutes – Nelson  
Attorney Chmelik (via Skype & phone audio/visual)

Excused: Deputy Director Toews

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Putney called the meeting to order at 5:31 p.m.

### II. APPROVAL OF AGENDA:

Mr. Pivarnik proposed the addition of a new agenda item under Regular Business, Item D: Executive Director Search.

**Commissioner Tucker moved to approve the Agenda as amended.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

### III. PUBLIC COMMENTS:

Kit Kittredge asked questions about the IDD and how the Port plans on spreading the information to the public.

Gwendolyn Tracy requested the one newsletter that provides info on the IDD be printed before the end of October, prior to mailing of ballots.

### IV. CONSENT AGENDA (00:12:15):

- A. Approval of Public Workshop Minutes – August 14, 2019
- B. Approval of Regular Business Meeting Minutes – August 14, 2019
- C. Resolution No. 706-19 – Authorization for Sale of Abandoned Vessels
- D. Approval of Warrants

Warrant #060946 through #060954 in the amount of \$15,609.79 for Payroll & Benefits Electronic Payment in the amount of \$69,946.89 for Payroll & Benefits

Warrant #060955 through #060985 in the amount of \$59,923.68 for Accounts Payable Electronic Debit in the amount of \$14,126.08 for WA State Dept. of Revenue Combined Excise Tax Return for July 2019

**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):

### VI. FIRST READING (Discussion Only):

### VII. REGULAR BUSINESS:

#### A. Fishery Point, LLC Lease (00:12:28):

Ms. Nelson provided a background on the Fishery Point Lease and stated that staff recommends approval of the lease as presented.

**Commissioner Hanke moved to approve the lease with Fishery Point, LLC, as presented/**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

#### B. July 2019 Year-to-Date Financial Report (00:15:40):

Ms. Berg presented the financials for July 2019. She reported revenues are doing well, operation expenses are below budget, and the cash flow is looking good. She stated \$.5M has been spent on projects year-to-date.

Kit Kittredge asked if Penn Cove was paying for ramp fees in Quilcene. Commissioners Tucker and Putney agreed they should be paying for commercial usage of the Quilcene ramp.

C. Change in Commission Meeting Date (00:21:06):

After discussing possibilities, due to schedule conflicts, the Commission agreed to cancel the September 11 Public Workshop and to reschedule the September 11 Regular Business Meeting to Tuesday, September 10, 2019, at 1:00 p.m., making this a Special Meeting due to the date change.

D. Executive Director Search Firm (00:24:06):

Mr. Pivarnik informed an RFP was sent out to ten top search firms in the Seattle area, and only one response was received (Dennis Karras), but the firm is an experienced and respected firm within the Port industry. Mr. Pivarnik asked if the Commission desires to publish the ad in the Daily Journal of Commerce to see if there could be a larger response. Mr. Pivarnik explained the goal is to get a new Director on board in February of 2020. He answered a question from a Commissioner that the search firm would charge 23% of the first year Director salary. Mr. Pivarnik explained there are six Ports within Washington searching for a new director. Mr. Chmelik provided some advice to the Commission, and to start with, they need to determine what they are looking for in a new director. Mr. Pivarnik stated he is looking for a leader and a "uniter" and that person doesn't necessarily need Port experience.

Kit Kittredge commented that it would be a good idea to have a Citizen's Advisory Committee be a part of the process.

**Commissioner Hanke moved to authorize staff to move forward with the Dennis Karras search firm.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

VIII. STAFF COMMENTS (00:36:00):

Ms. Nelson expressed her satisfaction with her new position as Lease & Contracts Administrator.

Ms. Berg reported Commissioner Hanke requested information on what the Port could do in case of a Cyber Security attack. She stated she met with the Port's contracted IT staff who provided detailed information, which Ms. Berg briefed on.

Mr. Pivarnik stated he will be out of the office on Tuesday, September 3.

IX. COMMISSIONER COMMENTS:

None

X. NEXT PUBLIC WORKSHOP/REGULAR BUSINESS MEETING:

September 11 Public Workshop canceled.


Next Special Business Meeting: Tuesday, September 10, 2019, at 1:00 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

XI. EXECUTIVE SESSION:

XII. ADJOURNMENT:

The meeting adjourned at 6:12 p.m. there being no further business to come before the Commission.

ATTEST:

  
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Stephen R. Tucker, Secretary

  
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William W. Putney III, President  
  
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Peter W. Hanke, Vice President