

PORT COMMISSION SPECIAL BUSINESS MEETING – September 10, 2019

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

Present: Commissioners –Putney, Hanke & Tucker
Executive Director Pivarnik
Deputy Director Toews
Finance Director & Port Auditor Berg
Recorder – Erickson
Attorney Chmelik (via Zoom & phone audio/visual)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA (00:23):

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

III. PUBLIC COMMENTS (01:28):

Bertrum Levy commented on charging for electricity, guest moorage income and the cost of labor.

IV. CONSENT AGENDA (00:3:00):

- A. Approval of Regular Business Meeting Minutes – August 28, 2019
- B. Approval of Warrants
Warrant #060986 through #060999 in the amount of \$69,169.90 for Payroll & Benefits and Electronic Payment in the amount of \$106,874.76 for Payroll & Benefits
Warrant #061000 through #061047 in the amount of \$320,101.81 for Accounts Payable
Electronic Debit in the amount of \$297.00 for WA State Dept. of Revenue, Business License Renewal for 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. 2020 Tax Levy & Operating Revenues (00:3:13):

Ms. Berg provided a background on the budgeted amount for our 2020 taxes, as estimated by the county assessor. As a review only, Ms. Berg also spoke about revenue affected by the Work Yard seasonal rate discount, the new Work Yard electric charges, and the question of whether to raise other rates by 3% again this year. She presented revenue projections based on trend and cyclical data analysis, and with an approximate 3% rate increase.

On the question of should the Port implement a 3% increase on the rates, Commissioner Tucker agreed that we should plan to keep a 3% increase, which is close to CPI, in order to keep revenues level and rates fair.

There was a discussion about commercial use of the Quilcene ramp and current charges.

B. WA Dept. of Ecology Approval of Boat Haven Stormwater Treatment (00:26:05):

Executive Director Pivarnik presented a letter from the Washington Department of Ecology approving the Level Three Response Engineering Report update on the

Industrial Stormwater compliance inspection from Port Townsend Boat Haven Boatyard dated June 21, 2019. He reminded the commissioners that this was five (5) years in the making and was the result of hard work, collaboration of our staff, the trades and consultants and a partnership with the Dept. of Ecology on the use of non-traditional anti-pollutant procedures to keep our storm water clean. He congratulated staff for this approval.
Commissioner Tucker noted that by using non-traditional procedures, we avoided installing an expensive infiltration system.

C. Newsletter Featuring Port Information (00:30:20):

Executive Director Pivarnik stated that with the Industrial Development District (IDD) tax levy on the ballot, there have been many questions about what the Port is wanting to do with the funds, and asking for more information on the effects of this levy. Although we cannot advocate for this levy, we are allowed one (1) time to publish factual information, and he advocated that the Port create a 4-page insert in the Leader, with three (3) pages to be facts about the Port, and the last page a letter from the president of the Commission, Commissioner Putney.
Port Attorney Chmelik is reviewing the entire piece, paying particular attention to the letter from Commissioner Putney, which the law requires to be fair and objective.

Commissioner Hanke commented that there are two (2) ways to look at the cost of the levy to the public: one is the maximum amount that the Port could charge in any given year, which is \$.45/\$1,000, the other is the anticipated amount which is about \$.13/\$1,000, spread out over a 20-year period. He recommended leading with the anticipated amount, rather than the maximum amount, since that is more of a probable representation of what is going to happen.
Commissioner Tucker asked if we could present it in a way to show how it affects regular consumers; to equate that in terms of an average-priced house.
Attorney Chmelik estimated that for a house valued at \$350,000, a \$.13 levy would cost the home owner about \$45.50 per year.

D. Change of time of October 23, 2019, Commission Meeting and Revise Budget Schedule (00:37:52):

Executive Director Pivarnik presented the problem that arose from the schedule of the WPPA Small Ports conference in Leavenworth, WA; since we need to be in Leavenworth the evening of October 23rd he proposed keeping the same date for the meeting, but moving to earlier in the day.
Commissioner Tucker proposed a morning meeting, to give more time for travel and avoid Seattle rush-hour traffic.
Commissioner Putney suggested 10:00 AM for the meeting start time.
Executive Director Pivarnik mentioned that the Budget Schedule would also need to change to reflect the new meeting time; the budget hearing will be changed to that time.

VIII. STAFF COMMENTS (00:39:31):

Ms. Berg reported she is working on the first draft budget and also that the kiosk at the Boat Haven boat ramp is up and running. Since being installed on August 29, we have received 65 payments for daily passes.

Executive Director Pivarnik stated that there was a meeting with Michael Sullivan the previous morning talking about the Point Hudson Breakwater, and that he attended a Marine Trades meeting later that day where David Timmons talked about the breakwater and collaboration with the historic trust. Mr. Pivarnik has since had a good planning session with Michael Sullivan regarding a path forward.

IX. COMMISSIONER COMMENTS:

Commissioner Tucker commented on the same meetings Mr. Pivarnik spoke of. He mentioned that constituents talk to him about the breakwater and historic preservation, and that he has been told how advantageous a national historic registry is in obtaining grant funding. He stated that he is looking forward to working with the historic preservation folks to possibly obtain grants for work on some of our historic properties.

Commissioner Hanke observed a distinction between historic registry for vessels or buildings and the breakwater, saying that permitting for the Point Hudson breakwater will still need to go through National Marine Fisheries, who have final say, regardless of our distinction as a national historic district.

Commissioner Putney commented that he's been very busy with the film festival.

X. NEXT PUBLIC WORKSHOP/REGULAR BUSINESS MEETING:

Wednesday, September 25, 2019. Workshop at 3:00 p.m., MEETING at 5:30 p.m.
Port Commission Building, 333 Benedict Street, Port Townsend, WA

Commissioner Putney stated that there would be an executive session as per WAC 43.110.1.A.B. to discuss real estate for about 10 minutes with no decision to be made.

XI. EXECUTIVE SESSION:

XII. ADJOURNMENT:

The meeting adjourned at 1:58 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

