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**Port of Port Townsend  
2<sup>nd</sup> Monthly Meeting Agenda  
Wednesday, September 25, 2019, 5:30 p.m.  
Port Commission Building  
333 Benedict Street  
Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
  - A. Approval of Special Business Meeting Minutes – September 10, 2019..... 1-4
  - B. Resolution 707-19 to adopt a Cafeteria Plan under the IRS §125 code. .... 5  
The Port's Cafeteria Plan provides employees the option to pay for supplemental insurance on a pre-tax basis.
  - C. Approval of Warrants
- V. Second Reading
- VI. First Reading
- VII. Regular Business
  - A. August Year-to-date Financials ..... 6-9
  - B. Executive Director Search Update ..... 10-17
  - C. Bid Opening Results for Boat Haven Breakwater Repair Project (apparent low bidder) .. 18-19
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Public Workshop / Regular Business Meeting:  
Wednesday, October 9, 2019. Workshop at 9:30 am, Meeting at 1:00 pm  
Port Commission Building, 333 Benedict Street, Port Townsend, WA
- XI. Executive Session
- XII. Adjournment

## 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 23<sup>rd</sup> 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:

\_\_\_\_\_  
William W. Putney III, President

\_\_\_\_\_  
Stephen R. Tucker, Secretary

\_\_\_\_\_  
Peter W. Hanke, Vice President

**RESOLUTION NO. 707-19**

**A Resolution of the Commission of the Port of Port Townsend**

**RESOLUTION FOR THE ADOPTION OF THE CAFETERIA PLAN**

On September 25, 2019, the Port of Port Townsend Commission met to discuss the implementation of the Flexible Benefits Plan to be effective retroactively to September 1, 2019. Let it be known that the following resolutions were duly adopted by the Port Commission and that such resolutions have not been modified or rescinded as of the date hereof:

**RESOLVED:** that the form of Cafeteria Plan, as authorized under Section 125 of the Internal Revenue Code of 1986, presented to this meeting is hereby adopted and approved and that the proper officers of the Port are hereby authorized and directed to execute and deliver to the Plan Administrator one (1) or more copies of the Plan; and

**RESOLVED:** that the Plan Year shall be for a period beginning on 9/1/2019 and ending on 8/31/2020; and

**RESOLVED:** that the Port shall contribute to the Plan amounts sufficient to meet its obligation under the Cafeteria Plan, as applicable, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied; and

**RESOLVED:** that the proper officers of the Port shall act as soon as possible to notify employees of the adoption of the Cafeteria Plan by delivering to each Employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend that the undersigned certifies that attached hereto as Exhibits A and B respectively, are true copies of the Plan Document, and Summary Plan Description for the Port's Flexible Benefits Plan approved and adopted in the foregoing resolutions.

**ADOPTED this 25<sup>th</sup> day of September 2019 by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

\_\_\_\_\_  
Stephen R. Tucker, Secretary

\_\_\_\_\_  
William W. Putney III, President

\_\_\_\_\_  
Peter W. Hanke, Vice President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Port Attorney

# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	September 25, 2019
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VII. A) August 2019 Year-to-date Financial Report
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance and Administration
<b>REQUESTED</b>	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. To be presented

**Port of Port Townsend**  
**Summary of Operating & Non-Operating Revenues & Expenses**  
**2019 Activity with Comparison to Prior Year and Budget**

	YTD Aug 2018	YTD Aug 2019	Variance to prior year - 2018 v 2019	notes	YTD Budget 2019	Variance to Budget YTD
<b>REVENUES</b>						
Boat Haven Moorage	1,258,532	1,288,127	29,594		1,287,732	395
Yard Operations	1,125,613	1,253,702	128,089		1,180,400	73,302
Boat Haven Properties	433,113	479,531	46,418		427,500	52,031
Pt. Hudson Marina, RV & Prop	985,783	1,022,971	37,188	a	1,028,094	(5,123)
Quilcene	109,709	118,014	8,305		111,199	6,815
Ramps	37,246	44,379	7,133		40,302	4,077
JCIA	89,570	100,553	10,984		92,985	7,569
<b>Total Operating Revenues</b>	<b>4,039,567</b>	<b>4,307,277</b>	<b>267,711</b>		<b>4,168,212</b>	<b>139,066</b>
<b>OPERATING EXPENSES</b>						
Salaries & Wages	1,439,081	1,348,489	(90,591)		1,422,351	(73,862)
Payroll Taxes	144,855	148,848	3,993		155,490	(6,642)
Employee Benefits	492,899	446,042	(46,857)		449,729	(3,687)
Uniform Expense	1,622	4,959	3,337		5,646	(687)
Contract Services	173,432	174,585	1,153		187,736	(13,151)
Consulting Services	50,050	48,439	(1,611)		86,000	(37,561)
Legal & Auditing	118,572	107,808	(10,764)	b	66,664	41,144
Facilities & Operations	440,632	320,327	(120,306)	c	311,497	8,830
Utilities	356,377	384,905	28,528	d	386,673	(1,768)
Marketing	34,799	36,562	1,763	e	29,282	7,280
Economic Development	15,000	-	(15,000)		15,000	(15,000)
Travel & Training	20,410	24,515	4,105	f	21,813	2,702
Cost of Goods - Fuel	7,461	10,113	2,653	g	7,461	2,652
Community Relations	-	35	35		-	35
<b>Total Operating Expenses</b>	<b>3,295,189</b>	<b>3,055,626</b>	<b>(239,563)</b>		<b>3,145,342</b>	<b>(89,716)</b>
<b>Income from Operations w/o Depr</b>	<b>744,377</b>	<b>1,251,651</b>	<b>507,274</b>		<b>1,022,870</b>	<b>228,782</b>
<b>Non-Operating Revenue</b>						
Capital Contributions/Grants	113,039	335,481	222,442	h	1,076,028	(740,547)
Interest	30,530	37,417	6,887	i	24,200	13,217
Property & other taxes	706,894	667,978	(38,916)		624,632	43,346
Misc Non-Operating Revenue	36,559	250,461	213,902	j	22,730	227,731
<b>Total Non-Operating Revenues</b>	<b>887,022</b>	<b>1,291,337</b>	<b>404,315</b>		<b>1,747,590</b>	<b>(456,253)</b>
<b>Non-Operating Expenses</b>						
Bond Interest	206,924	150,294	(56,631)		143,544	6,750
Bond Mgmt, Issuance & Misc Exp	400	400	-		845	(445)
Election Expense	-	-	-		-	-
<b>Total Non-Operating Expenses</b>	<b>207,324</b>	<b>150,694</b>	<b>(56,631)</b>		<b>144,389</b>	<b>6,305</b>
<b>Net Non-Operating Income (Expense)</b>	<b>679,697</b>	<b>1,140,643</b>	<b>460,946</b>		<b>1,603,201</b>	<b>(462,558)</b>
<b>Net Income (Loss)</b>	<b>1,424,075</b>	<b>2,392,295</b>	<b>968,220</b>		<b>2,626,071</b>	<b>(233,776)</b>



**Notes:**

- (a) YTD Point Hudson revenues are more than the prior year, but still slightly below budget. The RV Park was significantly below budget due to the February cold weather (~8,000) which continues to effect the YTD budget results.
- (b) Whereas this is below 2018, it is higher than budget due to invoices for legal services related to Seattle Maritime Academy litigation regarding the John Cobb derelict vessel. A settlement payment was received in July that offset the YTD SMA legal fees (~\$47,000).
- (c) The primary reason for the variance to prior year is due to the Cash Basis reporting of payment for the Port's General Liability and Property insurance as it is no longer allocated monthly, but recognized when paid (~September annually). Budget is on target.
- (d) The primary reason for the year to year comparative increase is due to invoice payment timing using Cash Basis reporting rather than accrual. However, this line item is closely aligned to budget YTD.
- (e) Significant increase in Marketing costs, specifically marketing port facilities and services, with emphasis on the Marine Trades (increase of \$6,181). Other costs are related to Promotional efforts, such as \$2,900 newspaper contribution to the Working Waterfront section of the Leader last winter.
- (f) Variance to prior year, 2019 is higher due to Hazwoper training for staff (\$4,181).
- (g) Increase from year to year comparison and YTD budget to actual is changing from accrual based (reporting the cost of fuel SOLD), versus cash based (reporting the cost of fuel PURCHASED).
- (h) YTD July Capital Contributions/Grants are less than YTD budget because it was anticipated the Port would be in construction phase of the JCIA Runway Rehab project at this point when the budget was adopted last year.
- (i) Interest income is higher than budgeted because more cash has been retained since the JCIA Runway Rehab construction hasn't commenced.
- (j) Increases to Miscellaneous Non-Operating Revenue for the \$100,000 paid for the purchase of a surplus building by New Day Fisheries; these monies have been placed in the Port Wide Capital Reserve. In addition, there was an increase of approximately \$132,000 for the portion of the SMA legal settlement (\$212,000) that wasn't used to pay down the outstanding accounts receivable for the Cobb vessel.

**Port of Port Townsend  
YTD Cashflow report**

		<u>YTD August 2019</u>
<b>Net Income w/out Depreciation</b>	notes	2,392,295
<b>Net Change in Accruals from Balance Sheet*</b>		<u>156,971</u>
<b>Less: Capital Expenses:</b>		
JCIA Runway Replacement project		(296,506)
PTBH Water Meters project		(23,187)
BH Breakwater Repair 2019		(3,395)
PH Moorage Office Exterior Paint 2019		(6,726)
WorkYard Resurfacing 2019		(2,850)
PH South Jetty 2019-2020		(1,367)
PH 375 Hudson St. - Air Quality Imprvmts 2019		(9,085)
Improvements		(81,063)
Equipment replacement	a	<u>(91,096)</u>
<b>Total Capital Expenses</b>		<u>(515,275)</u>
<b>Less: Principal Payments on Debt:</b>		
Point Hudson - 2015 LTGO Refunding Bond		-
PTBH Marina - 2010 LTGO Bond		(450,000)
<b>Total Principal Payments</b>		<u>(450,000)</u>
<b>Increase (Decrease) in Cash Y-T-D</b>		<b>1,583,991</b>
<b>Beginning Cash at 1/1/2019</b>		<b>1,632,311</b>
<b>Ending Cash at 7/31/2019</b>		<u><u>3,216,302</u></u>

\*These are current assets and current liabilities.

**Notes:**

(a) Purchase of the following equipment & vehicles:

Vactor truck from City of Port Townsend (\$10,432)

Maintenance trucks (\$24,161 & \$2,500)

full payment of BH Restroom Fob Locking system (\$16,192)

(2) replacement tires for 300 ton Travelift (\$23,762)

BH Ramp Pay Station Kiosk & install (\$14,050)

# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	September 25, 2019
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VII. B) Executive Director Search Update
<b>STAFF LEAD</b>	Jim Pivarnik, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Information Memo B. Draft Executive Search Timeline C. Draft Job Announcement

# PORT OF PORT TOWNSEND INFORMATIONAL MEMO

**DATE:** 9/25/2019  
**TO:** Port Commission  
**FROM:** Jim Pivarnik, Executive Director  
**SUBJECT:** Executive Director Search Update

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## **BACKGROUND:**

With the Commission's approval of the contract for an executive search firm, staff and Commissioner Hanke have been working with Karras Consulting to put together a proposed timeline and recruitment brochure. Each of these documents are the first drafts, but in order to meet our schedule, edits should be forwarded in the next week. Attached please find the two documents for your review and input:

1. The timeline allows for the consultant to begin the process soon, so that we have potential candidates for interviews the second week in November. This will allow us to receive input from Commissioner Tucker and the new successful Commission candidate.
2. The brochure is a work in progress. Even though staff has made edits to the verbiage, I'm not happy with the design and photography.

## **RECOMMENDATION:**

For recommendations, review and direction.



## Executive Director Recruitment Timeline and Work-Plan

Timeframe	Activity
<b>Mid-Late September</b>	<ul style="list-style-type: none"> <li>✓ Initial discussion with Port of Port Townsend               <ul style="list-style-type: none"> <li>○ Discuss core-competencies of the position</li> <li>○ Discuss proposed recruitment timeline and work plan</li> </ul> </li> <li>✓ Review job description and other Port documents</li> <li>✓ Design job announcement and develop advertising and outreach strategy</li> <li>✓ Submit draft job announcement; timeline and work plan</li> </ul>
<b>September 27<sup>th</sup> – November 5<sup>th</sup></b>	<ul style="list-style-type: none"> <li>✓ Commence national recruitment</li> <li>✓ Place job advertisements</li> <li>✓ Touch base with stakeholders</li> <li>✓ Target potential candidates</li> <li>✓ Assess candidate pool (ongoing)</li> <li>✓ Candidate communication (ongoing)</li> <li>✓ Monitor diversity (ongoing)</li> <li>✓ Karras Consulting screening interviews (in-person and videoconference)</li> <li>✓ Karras Consulting provides weekly update on recruitment (ongoing)</li> </ul>
<b>Week of November 11<sup>th</sup></b>	<ul style="list-style-type: none"> <li>✓ Meet with Port Commission               <ul style="list-style-type: none"> <li>○ Review recruitment and candidate recommendations</li> <li>○ Candidate discussion and selection of semi-finalists</li> </ul> </li> </ul>
<b>Week of November 11<sup>th</sup></b>	<ul style="list-style-type: none"> <li>✓ Schedule candidates for interviews</li> <li>✓ Develop suggested employment related interview questions</li> </ul>
<b>Week of November 18<sup>th</sup></b>	<ul style="list-style-type: none"> <li>✓ Commission interviews with semi-finalists and selects finalists</li> </ul>
<b>Late November</b>	<ul style="list-style-type: none"> <li>✓ Karras conducts background, criminal, and reference checks for top candidate(s)</li> </ul>
<b>Week of December 9<sup>th</sup></b>	<ul style="list-style-type: none"> <li>✓ Finalist interviews with Commission</li> <li>✓ Public forum</li> <li>✓ Finalists meet with staff</li> <li>✓ Selection of new Executive Director</li> <li>✓ Karras Consulting assists in the negotiation of employment package</li> </ul>



## Port of Port Townsend **EXECUTIVE DIRECTOR** *Job Announcement*

### **About the Port of Port Townsend**

The Port of Port Townsend is a publicly owned and operated, special purpose district. The Port's facilities and activities provide a substantial base of economic activity and employment within Port Townsend and the rest of Jefferson County. The Port is located on the northeast corner of Washington's Olympic Peninsula, one of the nation's top maritime destinations.

The Mission of the Port of Port Townsend is to serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, to provide community access to Port facilities and services, and to protect and maintain our community resources and maritime heritage.

Throughout Jefferson County the Port owns, operates and maintains about 550 acres of property supporting a diverse ranges of uses – from marinas, boat & shipyards, commercial manufacturing, shoreline public access areas and an international airport.

Featuring a heavy haul-out facility, the Port Townsend Boat Yard has a regional reputation for quality and economy and is a destination of choice for vessel maintenance, refits and new construction of all types. It supports over 450 people working in approximately 100 marine trades businesses. The full-service Port Townsend Boat Haven Marina provides permanent and transient moorage year-round. It is home to 475 commercial and recreational vessels and each year provides more than 6,000 overnight guest moorage accommodations by visiting vessels.

Point Hudson Marina and RV Park is adjacent



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to the Northwest Maritime Center and hosts the annual Wooden Boat Festival. The 4-acre marina has 44 slips and 700 feet of linear docks dedicated to transient guest moorage. The site is also home to a recreational RV park with 48 spots as well as several marine trades businesses. Jefferson County International Airport is the county's only general aviation airport, located four miles southwest of Port Townsend. The Port has more than doubled the initial landholding to 316 acres and constructed a single 3,000-foot paved runway.

On the west shore of Quilcene Bay, the Port owns about 50 acres of waterfront and uplands. The major tenant is a large shellfish hatchery and processing facility. A mix of transient, permanent and commercial moorage is provided at Herb Beck Marina. Numerous other boat ramps are also maintained throughout the County.



For more information about services provided by the Port of Port Townsend go to <https://portofpt.com/ed>



## About the Position

The Executive Director is responsible for leadership, implementation and management of the Port's operations. Under the direction and guidance of the Commission, the Executive Director oversees the implementation of goals, objectives, business plans, budgets and programs for all business units and departments. In addition, the Executive Director develops and maintains positive relationships with tenants, customers, tribes, businesses, labor unions and community groups. The Executive Director oversees a \$6 million operating budget and 31 full time employees.

The Executive Director reports to a three-member Commission that establishes the strategy, policies and objectives of the Port.



## The Ideal Candidate

For this important role the Port of Port Townsend seeks a seasoned leader who is deeply committed to the success of the Port and is a strategic big-picture thinker. The ideal candidate will be an accomplished professional who exhibits a high level of transparency, diplomacy, professionalism and integrity.

The Executive Director must be a creative, innovative and team player who can comfortably facilitate discussion of Port projects and issues in the community. The Executive Director should bring an entrepreneurial spirit and be committed to supporting the best interests of the region. This is a visible public position with significant fiscal oversight. Honesty and integrity are critical.

The ideal candidate must be politically savvy, comfortable seeking and receiving input from the community and adept at working with the media. Collaborative planning and marketing are keys to the continued success and expansion of the Port's operations. The new Executive Director must be skilled at evaluating realities, generating leads, balancing potential benefits with risks and costs,

identifying and pursuing opportunities that are in alignment with the Port's mission.

The new Executive Director must understand financial management and be able to balance the financial goals of the Port with the diverse needs of the community.

The ideal candidate will develop and maintain a highly productive team and foster a work environment that promotes and enhances cooperation, empowerment and respect.

The Executive Director must be committed to promoting environmentally sustainable policies and practices and to restore and protect the existing natural environment with a proactive program of prevention, remediation and education.



## Desirable Qualifications

A bachelor's degree and ten years or more of progressively responsible management experience directing operational activities, public policy, engineering, research or marketing, economic development, finance and/or other activities relevant to municipal or Port operations. An advanced degree is a plus. Experience working with a board, council or commission is desirable.

**KARRAS**  
CONSULTING

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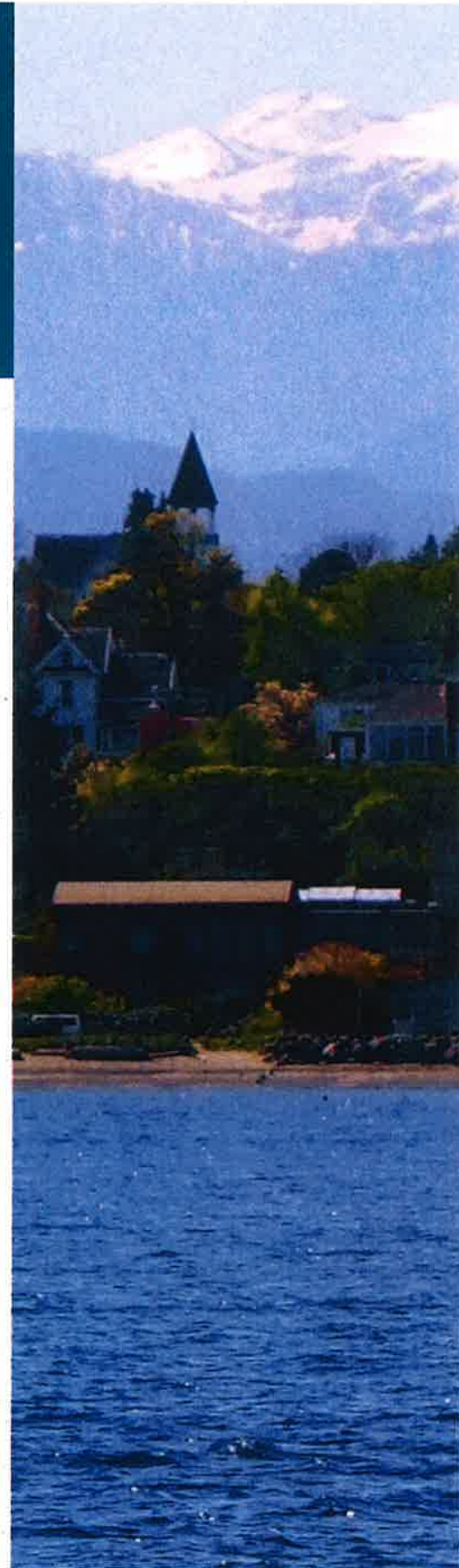
## APPLICATION PROCESS

Persons interested in this position must submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however, the screening process will move quickly. Please submit your application materials at [www.karrasconsulting.net](http://www.karrasconsulting.net) as soon as possible but no later than November 5th, 2019.

Total compensation is competitive and will be dependent on experience and abilities. The Port offers an excellent benefits package. This includes medical, vision and dental, with no out of pocket employee premiums and full coverage for employee, spouse and dependent children. In addition, the Port offers vacation leave, paid holidays, sick leave, long-term disability insurance, life insurance, and participation in the Washington State Retirement System.

The Port of Port Townsend is an equal opportunity employer, values workplace diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

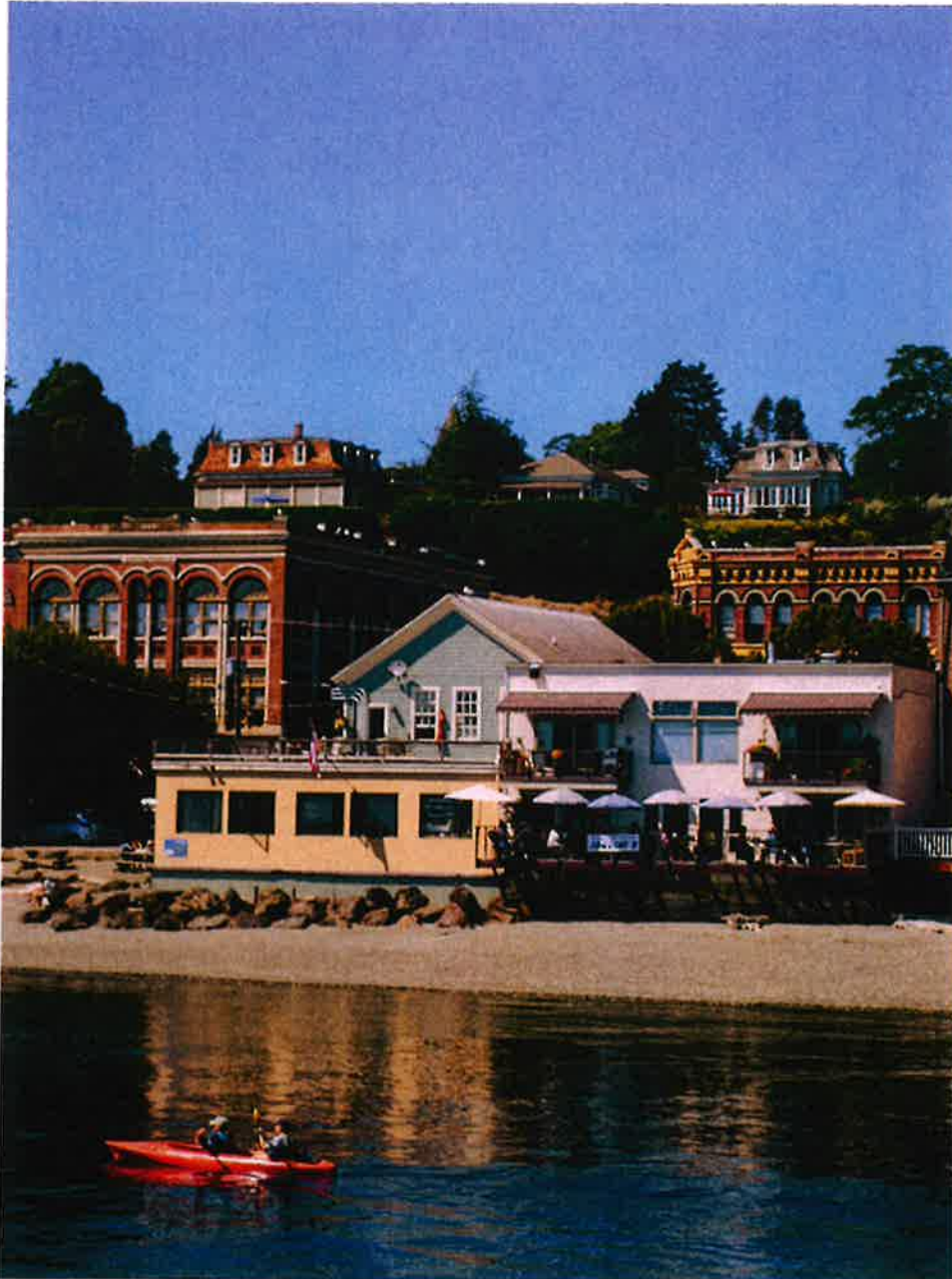


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## About the Community

With its maritime heritage, artist spirit, and a touch of urban chic, Port Townsend is a dynamic destination that caters to a wide range of interests. Located on the eastern edge of the Olympic National Park, Port Townsend and Jefferson County provide a rare combination of marine access and mountain pursuits. Port Townsend is a national historic Victorian Seaport. The area's rich maritime tradition is celebrated throughout the year, but particularly each September at the famous Wooden Boat Festival, which draws tens of thousands of visitors to the area is now in its 43rd year.



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# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	September 25, 2019
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VII. C) Bid Opening Results for Boat Haven Breakwater Repair Project (apparent low bidder)
<b>STAFF LEAD</b>	Jim Pivarnik, Executive Director
<b>REQUESTED</b>	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Bid Opening Results for Boat Haven Breakwater Repair Project

**2019 Breakwater Repair Project at Boat Haven Marina  
 BID RESULTS (received and opened at 2:00 PM on September 18, 2019):**

<b>Contractor:</b>	<b>American Construction Company, Inc.</b>	<b>Pacific Pile &amp; Marine</b>	<b>Quigg Brothers, Inc.</b>
<b>Mobilization Bid Amount:</b>	\$ 75,000.00	\$ 109,000.00	\$ 76,300.00
<b>Lump Sum Bid Amt. for Work Described on Project Drawings:</b>	\$ 170,000.00	\$ 208,900.00	\$ 285,580.00
<b>Total:</b>	<b>\$ 245,000.00</b>	<b>\$ 317,900.00</b>	<b>\$ 361,880.00</b>

*apparent low bidder: American Construction Company, Inc.*