

PORT COMMISSION REGULAR BUSINESS MEETING – September 25, 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
Finance Director & Port Auditor Berg
Recorder – Erickson
Attorney Chmelik (via Zoom online audio/visual)

Excused: Deputy Director Toews

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Putney called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (00:23):

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

III. PUBLIC COMMENTS (00:53):

Pam Petranik commented on the timeline for the executive director search, and asked for 3 considerations: 1) ensure that the elected commissioner has an equal role in the process; 2) include the public in this process, and 3) work with key stakeholders to rebuild public trust with participation and shared responsibility.

Bertrum Levy thanked Executive Director Pivarnik in getting the loud radio turned off in one of the businesses near D-dock, which has improved morale in that area.

Pam (last name not known) commented on a planned 3% rate increase for moorage, and asked that the commission look at the big picture of the world economy.

Kit Kittredge asked about timing of dredging at Quilcene. Executive Director Pivarnik confirmed that we will begin permitting phase after the first of the year, and hope to start dredging in July of 2020. Kit also confirmed with the commission that a discussion re the IDD tax levy would be held off until the end of October.

Regarding Quilcene, Executive Director Pivarnik mentioned that the Port is planning to have an open house there in early October. Kit asked about a Commission meeting being scheduled in Quilcene – perhaps twice a year. Commission mentioned that they could plan to meet twice in Quilcene, and twice in District 3 as well.

Charley Kanieski asked that the commission allow the newly elected commissioner to vote on the Executive Director position hire. There was a discussion regarding timing of the search and who might be involved when it comes time to vote.

IV. CONSENT AGENDA (00:14:24):

A. Approval of Special Business Meeting Minutes – September 10, 2019

B. Approval of Resolution 707-19 to adopt a Cafeteria Plan under the IRS §125 code, The Port's Cafeteria Plan provides employees the option to pay for supplemental insurance on a pre-tax basis.

Commission and staff briefly discussed the definition of a Cafeteria Plan.

C. Approval of Warrants

Warrant #061048 through #061057 in the amount of \$14,670.79 for Payroll & Benefits and Electronic Payment in the amount of \$67,440.01 for Payroll & Benefits

Warrant #061058 through #061106 in the amount of \$70,618.47 for Accounts Payable Electronic Debit in the amount of \$14,956.13.00 for WA State Dept. of Revenue, Combined Excise Tax Return for August, 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. August Year-to-date Financials (00:16:42):

Ms. Berg provided a background on the year-to-date financial report and stated that overall the Port continues to be doing well.

B. Executive Director Search Update (00:20:35):

Executive Director Pivarnik presented a timeline for the Executive Director search and explained that he began with the date the Port would like to have a new director in place and then set the schedule accordingly. The interviews would begin the second week of November, in order to hopefully get someone here by late winter, early spring, so that there could be an overlap with him. He described an interview process that involves the community, Port employees and commission that was very helpful for both interviewees and stakeholders.

Discussion ensued regarding when the vote on the new director occurs, whoever is commissioner at that time would hold a deciding vote. Furthermore, either the commissioner-elect or the former commissioner would be consultant on the vote.

The commission congratulated Executive Director Pivarnik on the job he did in getting a new WPPA director selected for hire.

Commissioner Tucker was asked to briefly give advice on what he's learned about hiring a new executive director, and he commented that it was important to get feedback, but at the same time not to drag discussions out too long.

Executive Director Pivarnik directed the commission's attention to a draft job announcement, and asked for general feedback by Friday. Aside from edits sent in earlier via email, the Commission approved of the job announcement.

C. Bid Opening Results for Boat Haven Breakwater Repair Project (apparent low bidder) (00:34:24):

Executive Director Pivarnik explained that the engineer's estimate on the breakwater repair was \$300,000 and apparent low bidder American Construction came in at \$245,000. American did the last repair two years ago on the breakwater, so they have a good understanding of the project and location.

Commissioner Putney asked about what insurance coverage claim might be obtained and timing of the project completion. Ms. Berg explained that we're still working with insurance on what may be covered, and Executive Director Pivarnik stated that he hopes to have the project completed this winter.

VIII. STAFF COMMENTS (00:36:55):

Executive Director Pivarnik shared a memo from the Department of Fish and Wildlife about a study to evaluate chemical pollution along Puget Sound's shorelines. And asked if there were any objections to a mussel cage being installed on our beach in late October/early November. Commissioner Tucker thought it would be interesting to see what they're monitoring and for what purpose. Executive Director Pivarnik said that he'd forward the email with detailed attachment to the commission.

Executive Director Pivarnik also commented that the Disaster Assistance Response Team (DART) emergency response training that happened over the weekend was a huge success: 25 pilots from Jefferson County and other counties all over the region flew 24 aircraft on 30 sorties and delivered 5,000 pounds of food for the local food bank. He reported that Laura Guth, JeffCo Aviation Coordinator, was pleased with the success of the mission and wanted to thank the Port Commission for its support of this mission.

IX. COMMISSIONER COMMENTS (00:41:57):

Commissioner Hanke commented that he was there for the DART mission. It started out with bad weather and it was difficult to get started, but got better as the day went on.

Commissioner Putney commented that he was at the DART emergency training in the afternoon, and was pleased with how they improved their practices throughout the day.

He also mentioned that he had a conversation with the Marine Science Center executive director, Jenine Boire.

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: None

XII. ADJOURNMENT:

The meeting adjourned at 6:14 p.m. there being no further business to come before the Commission.

ATTEST:


Stephen R. Tucker, Secretary



William W. Putney III, President

absent

Peter W. Hanke, Vice President