

**PORT COMMISSION REGULAR BUSINESS MEETING – October 9, 2019**

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

Present: Commissioners Putney & Tucker  
Executive Director Pivarnik  
Finance Director & Port Auditor Berg  
Recorder Erickson  
Attorney Chmelik (via phone)  
Deputy Director Toews  
Excused: Commissioner Hanke

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Putney called the meeting to order at 1:01 p.m.

II. APPROVAL OF AGENDA (00:44):

It was requested that Item VII. A. be pulled from the Regular Business portion of the Agenda, the Artful Sailor Lease, as the tenant is not ready to proceed at this time.

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

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

III. PUBLIC COMMENTS (01:09):

None

IV. CONSENT AGENDA (00:01:29):

A. Approval of Public Workshop Minutes – September 25, 2019

B. Approval of Regular Business Meeting Minutes – September 25, 2019

C. Approval of Warrants

Warrant #061107 through #061121 in the amount of \$71,421.09 for Payroll & Benefits and Electronic Payment in the amount of \$105,110.59 for Payroll & Benefits

Warrant #061122 through #061184 in the amount of \$221,142.41 for Accounts Payable

**Commissioner Tucker moved to approve the Consent Agenda as presented.**

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

V. SECOND READING (Action Items) (00:01:40):

A. Review of draft 2020 budget and cash flow projections.

Executive Director Pivarnik observed that the workshop earlier in the day was very productive, where the budget was reviewed line by line; and a few changes and corrections were noted. He stated that he believes staff is on track to get the budget complete and ready for the commissioners' review at the next meeting.

Commissioners concurred that ads should be placed in the paper for a public hearing re the budget at the next business meeting.

VI. FIRST READING (Discussion Only):

VII. REGULAR BUSINESS (00:02:32):

A. The Artful Sailor Lease

B. Contract Award for JCIA 9/27 Runway Reconstruction and Taxiway Connector - Scarsella Bros., Inc. (00:02:33)

Deputy Director Toews stated the Port received 5 bids for this project, with low bid received from Scarsella Brothers, Inc. Port staff and the Airport Engineer, Reid Middleton, have done due diligence and are satisfied that the low bidder is responsive, responsible, and is fully capable of carrying out the work to be done. The

question before the commission is whether to authorize the Executive Director of the Port to proceed with awarding the contract to Scarsella Brothers, Inc.

Deputy Director Toews reviewed the dates of the project.

Commissioner Putney asked about some obstructions to the flight path that needed to be addressed.

Deputy Director Toews stated that two obstructions (trees) were required to be removed prior to progressing with the project.

**Commissioner Tucker moved to authorize the Executive Director to proceed.**

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

C. Construction Administration Contract for JClA Runway Reconstruction Project – Reid Middleton (00:06:33)

Deputy Director Toews stated that this is a corollary to the construction contract, for construction administration. We have a 100% grant for the runway, and a 90% grant for the taxiway connector, with a 5% match each from the Port and WSDoT Aviation.

Commissioner Putney asked if the contractor on site could be local, so as to be most responsive to the needs of those doing the work. The Port has suggested local people for this on-site administrative oversight.

**Commissioner Putney moved to authorize the Executive Director to execute this contract.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

D. Contract Award for Hospital Building Ventilation Project – AirFlow Heating Co. (00:12:08):

Deputy Director Toews reminded the commission that this project is a required project under the lease agreement with the WDFW tenants executed earlier this year for the majority of the Hospital Building. When the boiler needed replacing, we asked that the base bid be for ventilation and an alternate bid #1 for heating and cooling be added. We received two bids; only one bid was responsive – AirFlow Heating Co. However, the alternate bid for heating and cooling is beyond our budget. We are therefore asking for authorization to award the contract for ventilation to AirFlow Heating Co.

Executive Director Pivarnik commented that once the floor covering is done as scheduled in the Port capital budget next year, our obligation for the lease will be met.

Deputy Director Toews added that we will also be replacing the boiler, as included in the Port budget, to heat the whole building.

**Commissioner Tucker moved to authorize the Executive Director to award a contract for the base bid expressly excluding alternate bid #1.**

**Commissioner Putney seconded the motion.**

**Motion carried by unanimous vote.**

E. Contract Award for Boat Haven Breakwater Repair – American Construction, Inc. (00:16:13)

Deputy Director Toews asked the commission to give authorization to the Executive Director to award the contract to American Construction. They are the lowest responsible and responsive bidder and have been vetted.

The Port did hear from the US Army Corp of Engineers that the National Marine Fishery Services is requiring formal consultation; they want us to prepare a biological assessment. We hope to get a permit in time, but if authorized now, the Executive

Director will ask for extension of the contract, if necessary. We plan to have the assessment done within a month.

**Commissioner Putney moved to authorize the Executive Director to execute the contract with American Construction, contingent on a positive outcome with the regulatory bodies involved.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

VIII. STAFF COMMENTS (00:20:38):

Ms. Berg stated that she would continue making those refinements on the budget that were discussed, and get it into the full package and ready for the public hearing on October 23, 2019.

Attorney Chmelik commented that Ms. Berg was finally able to sell one of our derelict boats, the "Jellyfish".

Executive Director Pivarnik shared the Port Capital Project Progress Reports – the quarterly updates on capital projects we're working on (Point Hudson South Jetty Reconstruction/Rehabilitation; JCIA Runway Reconstruction, 2017-2020; Workyard Resurfacing, 2019; 375 Hudson Street Air Quality Improvements, 2019; Water Meters/Back Flow Preventers, 2019).

Deputy Director Toews thanked the maintenance crew for coming up with creative solutions and ways to accomplish projects and fulfill our obligations and regulatory requirements at a fraction of the cost.

IX. COMMISSIONER COMMENTS (00:26:40):

Commissioner Putney commented that he has spent some time in Quilcene; he attended the Linger Longer Advisory Committee on September 30<sup>th</sup>, and got some action requests from them; affirmation that Coast Seafoods is working on curtains to mitigate some light pollution in the neighborhood; October 8 he attended a meeting in Quilcene and talked about the IDD and other things.

X. NEXT SPECIAL BUSINESS MEETING:


Wednesday, October 23, 2019. Meeting at 10:00, but because there is a Budget Hearing as well, perhaps we will have the meeting at 9:00 AM, with the Budget Hearing at 10:00 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA

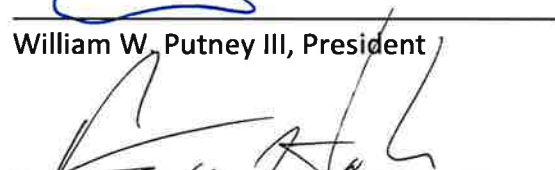
XI. ADJOURNMENT:

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

  
Peter W. Hanke, Vice President