

PORT COMMISSION SPECIAL BUSINESS MEETING – Thursday, January 2, 2020

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

Present: Commissioners Hanke, Putney & (newly elected) Petranek
Executive Director Pivarnik
Deputy Director Toews
Finance Director & Port Auditor Berg
Port Recorder Erickson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Putney called the meeting to order at 9:30 a.m.

II. Swearing in new Commissioner, Pam Petranek (01:33):

Commissioner Putney commented that she is the first woman commissioner in the history of the Port of Port Townsend. Port Recorder Erickson swore in Commissioner Petranek.

III. APPROVAL OF AGENDA (04:36):

Commissioner Petranek moved to approve the Agenda as presented.
Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.

III. PUBLIC COMMENTS (04:53):

Bill Curtsinger commented on the Executive Director selection process, asking that the Port proceed slowly with a careful, calculated ED search.

Gwendolyn Tracy stated that she was speechless.

IV. CONSENT AGENDA (05:52):

- A. Approval of Special Business Meeting Minutes – November 26, 2019
- B. Approval of Warrants
Warrant #061459 through #061467 in the amount of \$13,939.85 for Payroll & Benefits and Electronic Payment in the amount of \$59,868.78 for Payroll & Benefits.
Warrant #061468 through #061518 in the amount of \$196,313.34 for Accounts Payable.
Electronic Debit in the amount of \$5,463.50 for Combined Excise Tax Return.

Commissioner Hanke moved to approve the Consent Agenda.
Commissioner Petranek seconded the motion.
Motion carried by unanimous vote.

V. SECOND READING – None

VI. FIRST READING – None

VII. REGULAR BUSINESS (06:19)

A. Co-op Property Acquisition & Lease Amendments (06:20)

Executive Director Pivarnik reminded the Commission that they had approved this transaction in concept at the December 11, 2019, meeting. He stated that the Port had worked with the Port Attorney to put the documents together, and that all required documents are in hand to effect the transaction, except for the preliminary title report (although it has been ordered, it has not yet been delivered by the title company). ED Pivarnik asked if the commission had any questions, and stated that Staff would like their approval of this transaction.

Commissioner Petranek moved to approve this transaction.

Commissioner Hanke commented that this was a constructive and productive thing that the Port is doing for Boat Haven; stating that it really promotes our mission for marine trades, and it is a win-win for everyone involved; he was happy to see it move forward after so many years of work.

Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.

B. Election of Commission Officers (08:44)

After a short discussion, commissioners decided that for 2020 the Commissioners elected the following:

- Commissioner Hanke - President
- Commissioner Putney - Vice President
- Commissioner Petranek - Secretary

Commissioner Putney moved to accept this slate.
Commissioner Petranek seconded the motion.
Motion carried by unanimous vote.

Commissioner Hanke thanked commissioner Putney for his year of service as President.

C. 2020 Committee Assignments (11:15)

After a short discussion, commissioners decided on the attached list of committees and representatives for 2020.

IX. STAFF COMMENTS (31:15):

Recorder Erickson commented that the packet for the regular business meeting on January 8th was coming out tomorrow, which is a quick turnaround and asked for commission to pay particular attention to the list of meetings for 2020.

Finance Director Berg and Deputy Director Toews thanked Steve Tucker for his service, welcomed newly elected Commissioner Petranek, and wished everyone a happy new year.

Executive Director Pivarnik thanked the people involved with the Co-op deal again, welcomed Commissioner Petranek, thanked former Commissioner Tucker, and mentioned that he would be out 1/3 – 1/6, back on Tuesday 1/7/20.

X. COMMISSIONER COMMENTS (32:40):

Commissioner Petranek asked the other commissioners for their ideas in rolling out the strategic plan update and thinking about how to brush it up, likening it to a maintenance boat project, not a complete renovation.

Commissioner Putney commented that this would be a good subject for a workshop, and ED Pivarnik stated that the next phase of the Comp. Scheme was the subject of our next workshop, which would be a great segue into how to incorporate strategic plan actions.

Commissioner Putney wished everyone a happy new year, welcomed Commissioner Petranek and congratulated Commissioner Hanke on becoming president.

There was a short discussion regarding process for getting input for meeting agenda items and it was suggested that:

- all commissioners use a whiteboard in the Port Offices for collecting agenda items.
- as President, Commissioner Hanke would meet with the ED and staff at least a week before the next meeting to finalize the agenda.
- stakeholders' ideas for meeting or workshop agenda items can be sent to commission anytime; although there cannot always be immediate action on all ideas, it would get the ball rolling for future agendas.

All commissioners, as well as Exec. Assistant Erickson, are available at any time to hear concerns and ideas.

Commissioner Hanke commented that the Co-op deal was many years in the making, and congratulated everyone involved. He stated he was looking forward to a new year with the IDD Levy passed, and a search for a new Executive Director going on.

X. NEXT PUBLIC WORKSHOP / REGULAR BUSINESS MEETING (37:42):


Wednesday, January 8, 2020: Workshop at 9:30 am, Meeting at 1:00 pm
Port Commission Building, 333 Benedict Street, Port Townsend, WA


XII. ADJOURNMENT (39:58):

The meeting adjourned at 10:10 a.m., there being no further business to come before the Commission.

ATTEST:


Pam Petranek, Secretary


Peter W. Hanke, President


William W. Putney III, Vice President