

PORT COMMISSION SPECIAL BUSINESS MEETING – Wednesday, January 8, 2020

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

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

Port Attorney Chmelik (attending via Zoom online video)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. CITY MANAGER, JOHN MAURO

Executive Director Pivarnik introduced Mr. Mauro, who began his work as city manager 2 months ago. Mr. Mauro said he came in the spirit of partnership, and spoke about all that the City and Port have done and continue to do together. Five big strategic areas for the City are: quality of life of our community, affordable housing, working with others to solve problems, infrastructure assets, and economic development. Commissioners generally agreed that there were many issues that warranted working together for mutual benefit. Mr. Mauro mentioned that he plans to have coffee with constituents

III. APPROVAL OF AGENDA (09:24):

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

IV. PUBLIC COMMENTS (09:48):

Pam thanked the Executive Director for the quick response and resolution to moorage charges.

Patti Hoyecki a moorage tenant, gave a handout and remarked on the surprise of new moorage changes of rates to C / D docks, thanked the Executive Director for his quick response, and asked about future plans for rates. Executive Director Pivarnik explained that any increases in rates are the decision of the Commission, and promised that there would be adequate notice and discussion before moving to any new charges.

Ms. Hoyecki suggested that the commission not automatically use 3% annual increase each year for moorage rates, gave a few statistics about inflation, and mentioned she felt there was an overlapping relationship with moorage rates and the expected funds of the voter-approved tax levy. Port Auditor Berg explained that the projection that included annual 3% increases was estimated based on an 8-year historical average for planning purposes only. Direction from the commission on the budget, including rates, is reviewed and approved each year, and future rates are not implemented automatically based on those projections. Commissioner Hanke mentioned that the schedule for the budget is laid out annually in late summer, and suggested that folks watch the website for this schedule to see when the deliberations will be, so that they can attend and be a part of the deliberations. Commissioner Putney stated that the number we use is based on consumer price index for this region, not the national average, to help roughly estimate the cost of operating the Port.

V. CONSENT AGENDA (19:32):

- A. Approval of Special Business Meeting Minutes – January 2, 2020
 - B. Approval of Warrants
 - Warrant #061519 through #061532 in the amount of \$40,993.19 for Payroll & Benefits and Electronic Payment in the amount of \$127,310.25 for Payroll & Benefits.
 - Warrant #061533 through #061566 in the amount of \$23,689.16 for Accounts Payable.
- Commissioner Putney moved to approve the Consent Agenda.
Commissioner Petranek seconded the motion.
Motion carried by unanimous vote.**

VI. Recess to a Meeting of the Industrial Development Corporation of the Port of Port Townsend (19:59)

Reconvened Port Commission Regular Business Meeting at 1:45 PM

VII. SECOND READING – None

VIII. FIRST READING (25:45):

- A. Resolution 713-20 Delegation of Management Authority to the Executive Director
After a short discussion regarding its contents (no changes since 2019), Commissioner Putney asked about the need for a second reading on this resolution.
Commissioner Hanke moved that through unanimous consent vote to move this through without a second reading.
Commissioner Petranek seconded the motion.
Motion carried by unanimous vote.
- B. Resolution 714-20 Commission Meeting Procedures (29:27)
Commissioner Putney noted that item 1 on page 21 should be changed to include the Pledge of Allegiance. A discussion about the dates of the documents attached to the resolution ensued. Commissioner Hanke asked the Port Attorney if such a resolution was required. Port Attorney Chmelik noted that it was not an annual requirement, except for the time and dates of the meetings; he added that it was not bad idea to review these procedures each year.
Commissioner Hanke suggested that on point 4 on page 22 of the packet, "organization of regular business meetings" to switch a. and b. and word a. "a Call to Order will begin with a Pledge of Allegiance". It was generally agreed that this would be accepted and approved at the next meeting with this change.
Commissioner Petranek brought up a change she would like to see in the way the meetings are organized to include a second public comment period. She felt that after hearing the commission discuss certain agenda items, constituents might have a different view to put forward, and a second comment period at the end of the meeting would provide them with a time to do that. She noted that on page 24 of the packet, 5. E. i. might be a place to allow a second comment period. Commissioner Putney stated that public comments later in the meeting did not give the commission a chance to change their decision on a topic, since the comment would occur after a decision was made. He felt it is best to allow comments before a decision is made, so that these comments are on something that is actionable. Commissioner Hanke mentioned that the agenda is available a few days before the meeting, which allows everyone time to study the agenda and be prepared to give comments at the beginning of the meeting. He noted that a good example is the way Ms. Hoyecki presented her ideas today. It was generally agreed to leave the one comment period at the beginning of the meeting.

IX. REGULAR BUSINESS (06:19)

- A. November Financials (44:04)
Director of Finance Berg presented the financials and stated that we're doing better this year than last year at this time. Executive Director Pivarnik presented the November Operations Report and pointed out that our haul-out record was doing better than last year.
- B. Pete's Marine Metal – New Lease Agreement (47:44)
Deputy Director Toews introduced a proposed new three-year lease agreement with two one-year options with Peter Chaffee doing business as Pete's Marine Metal, AKA Peter's Marine Services, located at 315 10th Street. He is a long-term tenant in good standing.
Commissioner Putney moved to direct staff to proceed with this lease.
Commissioner Petranek seconded the motion.
Motion carried by unanimous vote.
- C. Northwest Maritime Center (Marine Thrift Store) – New Lease (50:40)
Deputy Director Toews presented this new lease agreement with NW Maritime Center, located at 315b Haines Place as a Marine Thrift Store – 2-year lease with 3 one-year options. This is a bit different than most of our lease space because it is for retail use.
Commissioner Hanke moved to accept the lease as written.
Commissioner Petranek seconded the motion.
Motion carried by unanimous vote.
- D. Revised Organizational Chart (51:48)
Executive Director Pivarnik described how the Port has been working its way to a more lean organization with some staff changes. One example is the opportunity, with our Harbormaster leaving, for the Port to rethink operations. Port staff don't need a lot of management oversight because we have a lot of staff who are very capable. With the idea that operations be done in the field with less management, Port is proposing a promotion of Terry Khile who has been manager of yard operations to manager of operations overall, putting him in charge of both the moorage and the yard. This reduces our staff by one full FTE, and Executive Director Pivarnik recommends this change to the Org Chart.

There was a short discussion and about the names of the people on the org chart, and a few clarifications about reporting lines.

Commissioner Petranek moved to approve this organizational chart.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

X. STAFF COMMENTS (58:00):

Executive Director Pivarnik expressed excitement about the Executive Session and moving ahead in the process of getting a new executive director.

Reporter Erickson asked the commission when discussing the Commission Meeting Procedures at the next meeting that they think about having commission meetings in other places, like Quilcene and Chimacum, since this was discussed earlier. A discussion ensued about how meetings in these locals work better as workshops and need a long lead time when scheduling, to give residents fair notice so they can plan to attend.

XI. COMMISSIONER COMMENTS (1:00:03):

Commissioner Petranek stated that on Monday evening she and the Executive Director had attended a citizen’s advisory group meeting, where many positive ideas about the Port’s future were shared. She attended the MRC meeting Tuesday where 20 scientists from the community with expertise in different areas are willing to lend a hand in all kinds of situations. She also noted that there will be two memorials for two different shipwrights: NW Maritime Center this Saturday for Jim Blacklock PTMTA founder; and another for Erik Durfey, PTMTA member in March.

Executive Director Pivarnik gave an update on the Executive Director search, with details of the schedule of candidate interviews on January 14 and 15, involving invited stakeholders, staff, and the public.

Commissioner Hanke gave a few more details about the search, stating that there was time built into the schedule for deliberation, and he encouraged folks to give their feedback on candidates to the commission. He made it clear that although there may be a preferred candidate chosen by the executive session on January 15, the commission is moving slowly and deliberately and would probably wait until the meeting on January 22 before a final decision was made.

XII. NEXT PUBLIC WORKSHOP / REGULAR BUSINESS MEETING:

Wednesday, January 22, 2020: Meeting at 5:30 p.m.
Port Commission Building, 333 Benedict Street, Port Townsend, WA

XIII. Executive Session

Evaluating the Qualifications of Applicants for Public Employment RCW 42.30.110 (1)(G)

XIV. Reconvened without decisions from Executive Session

XV. ADJOURNMENT:

The meeting adjourned at 2:09 p.m., there being no further business to come before the Commission.

ATTEST:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

William W. Putney III, Vice President