

## PORT COMMISSION MEETING– August 13, 2014

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

Present: Commissioners – Tucker, Clinefelter and Hanke  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Auditor – Khile  
Attorney - Lake  
Minutes – Nelson

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 1:00 PM.

### II. APPROVAL OF AGENDA:

Mr. Crockett announced the Executive Session duration of fifteen minutes, with no action.

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:01):

A. Approval of Meeting Minutes – July 23, 2014  
Approval of Special Meeting Minutes – August 6, 2014

B. Operations Reports – July 2014

C. Approval of Warrants

Warrant #053239 through #053263 in the amount of \$138,874.33 for Payroll & Benefits

Warrant #053264 through #053346 in the amount of \$206,742.18 for Accounts Payable

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

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS (Not related to agenda) (1:11):

Marshall Woodman commented on enforcement of rules.

### V. SECOND READING (Action Items):

#### A. Parking Policy (3:13):

Mr. Crockett handed out Amendment #3-1.05.070 to the Port's 1/15/2014 version of Rules, Regulations & Procedures. He explained this allows parking on Port property for up to a consecutive seventy-two hour period. For Port patrons who need to park for longer periods, a permit may be obtained from the Boat Haven or Point Hudson moorage offices that will allow parking up to thirty days.

Attorney Lake added clarification to Item D.

#### B. Bob & Mary Cunningham Lease (8:33):

Mr. Pivarnik reminded the Commission of Mr. Cunningham's presentation at the last meeting on his business and the space he intends to lease from the Port.

Commissioner Tucker discussed his concerns in regards to rent concessions in lieu of capital improvements. He asked to include in the lease a Tenant Improvement Agreement for the Cunninghams, so that improvements are in writing.

Attorney Lake added clarifications to paragraph 8 and paragraph 10 of the lease.

**Commissioner Tucker moved to approve the lease with Bob & Mary Cunningham, with changes as discussed.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

### VI. FIRST READING (Discussion Only):

#### A. Point Hudson Duplex Painting Contract (14:59):

Mr. Crockett discussed the Policy vs. Operations item on this morning's workshop agenda. He explained this painting job was planned last year and exists in the maintenance budget for this year.

**Commissioner Hanke moved to approve the Point Hudson Duplex Painting contract with Alpha & Omega General Contracting, LLC.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

B. June 2014 Financials (17:24):

Ms. Khile reviewed the June financials with the Commission. She also pointed out the notes inserted on variance reasoning. Discussions ensued.

Commissioner Clinefelter discussed his concerns with boat auctions and the boats that do not sell at auction that become property of the Port. He put forward an idea to try to make the boats sell easier by charging \$1 for those boats, and asking for a derelict deposit if they remain on Port property.

Discussion ensued amongst staff and the commission on how to clarify the maintenance budget. Mr. Crockett explained that Mr. Toews and Mr. Aase are currently working on that. Discussion continued with staff, commission and the audience member on financial details.

C. Lease Scow Bay Boats (44:31):

Mr. Pivarnik introduced Mark Stout of Scow Bay Boats, who is interested in purchasing Arren Day's building (Day Boat Works). Mr. Stout would like to leave it where it is and lease space from the Port. The present location does not hamper Port operations, as confirmed by Mr. Cairns and Mr. Lockhart. He explained that Mr. Stout is asking for a two-year lease with a two-year option. Mr. Stout then provided a briefing on his background, his intentions, and the possibility of bringing on a partner in the future.

Mr. Pivarnik clarified that Mr. Day is keeping his satellite shelter in place, which will require a lease amendment for the satellite land space only. Arren Day's amended lease and the Scow Bay Boat lease will be presented at the next meeting for approval, finalizing the two leases at the same time.

VII. POTENTIAL IMMEDIATE ACTION ITEMS (with unanimous Commission approval):

VIII. STAFF COMMENTS (53:11):

Attorney Lake informed that Attorney Tim Harris is taking another job and she will be hiring replacement(s).

Mr. Crockett stated he would be attending the PRTPO TAC meeting Friday in port Hadlock. He added that Port maintenance staff has been doing quite a bit of maintenance work in Quilcene and he is planning to inspect the work tomorrow.

IX. PUBLIC COMMENTS:

None

X. COMMISSIONER COMMENTS:

Commissioner Hanke reported he met recently with Coast Seafood staff where he learned the Hood Canal Salmon Enhancement Group is currently digging a hole in Quilcene for a salt marsh for salmon. The sediment will have an effect on Coast Seafoods operations.

Commissioner Clinefelter asked for an update on repairs to the Point Hudson Jetty-are they in process? He explained his concerns on the need to replace lacing. Mr. Crockett responded there are no plans for temporary repairs and staff is cordoning off the last 200' of the outer section of the jetty walkway, especially prior to the Wooden Boat Festival, where there will be a lot of foot traffic. Staff will receive clarification on the lacing from Coast and Harbor Engineers.

Commissioner Tucker explained he recently attended the WPPA Commissioner's Conference in Skamania, where he always learns from other commissioners.

Mr. Crockett added that Port of Seattle Commissioner Bill Bryant, who also serves on the board of the Puget Sound Partnership, is coming to the Port of Port Townsend for a tour to learn more about derelict vessels and stormwater issues. The tour will take place at 10:30 AM on August 27, 2014. The Commissioners expressed interest in joining the tour.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, August 27, 2014 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

A. Personnel (pursuant to RCW 42.30.110 (g):

The regular session recessed into Executive Session, at 2:02 PM for a Personnel matter, fifteen minutes, with no action.

XIII. RECONVENING/ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:17 PM, there being no further action to come before the Commission.

ATTEST:

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Peter W. Hanke, Secretary

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Stephen R. Tucker, President

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Brad A. Clinefelter, Vice President