

## PORT COMMISSION MEETING– July 9, 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  
Finance Director/Auditor – Khile  
Environmental Compliance Officer - Cairns  
Minutes – Nelson  
Attorney - Lake

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

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

### II. APPROVAL OF AGENDA:

Added to Executive Session: Item B) Litigation, pursuant to RCW 42.30.110 (i). No action will be taken, with total session duration of twenty minutes.

**Commissioner Clinefelter moved to approve the Agenda as amended.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:13):

A. Approval of Meeting Minutes – June 26, 2014

B. Operations Reports – June 2014

C. Approval of Warrants

Warrant #053104 through #053128 in the amount of \$132,996.11 for Payroll & Benefits

Warrant # 053129 through #053189 in the amount of \$172,223.66 for Accounts Payable

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

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

None

### V. SECOND READING:

#### A. Mutual Aid Agreement (1:35):

Mr. Crockett reminded this was discussed at the previous commission meeting. The agreement provides clarity and form for emergency assistance between ports, and allows for reimbursement of services provided. He recommends moving forward, with the Port Attorney drafting an agreement for signature by the Executive Director.

**Commissioner Tucker moved to approve a Mutual Aid Agreement to be drafted by the Port Attorney.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

#### B. Point Hudson Marina Breakwater Replacement Project-Phase 2 Engineering Design Contract (2:59):

Mr. Crockett recommends approval of the Coast & Harbor Engineering contract, Phase 2, of the Point Hudson Breakwater design. He explained this will enable the engineers to provide the drawings to begin the permitting process.

Commissioner Clinefelter requested that the Commissioners be provided with updates on the “Tasks” written in the contract.

**Commissioner Hanke moved to approve the Point Hudson Breakwater Replacement Project – Phase 2 Engineering Design Contract as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### VI. FIRST READING:

#### A. Shipyard Resurfacing Project (8:04):

Mr. Cairns provided a briefing to the Commission on the shipyard resurfacing project, sited at the west end of the shipyard, an approximate area of 100’ x 465’. Contractors were notified of the project and two businesses attended the July 8, 2014 mandatory pre-bid meeting. Mr. Cairns estimates the contract will not exceed \$40K. (The Port is paying disposal costs.) Bids are due Monday, July 14, 2014.

#### B. Parking Policy (15:00):

Mr. Crockett discussed an email recently from an independent contractor on a parking issue with a tenant of the Port. The particular tenant put up eight “Employee Parking Only” signs

in front of his business, eliminating parking for others. He explained few Port tenants have actual parking spaces in their leases. He added the Executive Director does have the authority to establish as many parking spaces as required for safe and effective operations of the Port. Mr. Crockett explained staff does not see this as a large problem, and sees it more as an issue between the two parties involved. However, he added, if the Commission has any solutions to bring their ideas forward.

Commissioner Clinefelter remarked that no trailer boaters have used the newly cleared out space for additional parking along the fence line.

Commissioner Tucker explained this is the first year the Port has provided this additional parking area. It was done to accommodate the crab and salmon openings. Next year, it may only open for the salmon openers since it was not needed during the crab opener.

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

VIII. STAFF COMMENTS (27:57):

Attorney Lake apologized for her late arrival and acknowledged the Mutual Aid Agreement approved by the Commission.

Mr. Pivarnik informed the request for bids for the AWOS site prep will go out this Friday.

Mr. Crockett announced he and Mr. Pivarnik met with Keven Elliff and the new Port website should be launched this Friday. With guidance from him and Mr. Pivarnik, Mr. Elliff is writing three articles for the news section of the website.

He informed he and staff will meet with Dan Taylor of the Teamsters Union on July 23 for meeting #1 on Union contract negotiations.

Lastly, he announced he is leaving today for the WPPA Director's Conference in Bellingham.

IX. PUBLIC COMMENTS:

None

X. COMMISSIONER COMMENTS (31:52):

Commissioner Clinefelter asked what it would take to develop a long-term maintenance schedule. Mr. Crockett replied it will be folded in with the 2015 budget process.

Commissioner Tucker informed that he and other volunteers from the fishing club counted boats during the crab openings and found that the overflow parking was not needed. He said they will count again on July 16, which is salmon opening.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 1:34 PM for two Real Estate matters and a Litigation issue, duration of twenty minutes with no action, pursuant to RCW 42.30.110 (b) (i).

At 1:55 PM, Ms. Nelson checked outside for waiting members of the public. Finding no one, the session continued and was extended five minutes.

XIII. RECONVENING/ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 1:57 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