

## PORT COMMISSION MEETING– October 8, 2014

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

Present: Commissioners – Tucker and Clinefelter  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Auditor – Khile  
Attorney - Goodstein  
Minutes – Nelson  
Excused: Commissioner Hanke

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

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

### II. APPROVAL OF AGENDA:

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA:

A. Approval of Meeting Minutes – September 24, 2014

B. Operations Reports – September 2014

C. Approval of Warrants and a Warrant VOID

Warrant #053528 through #053550 in the amount of \$133,533.46 for Payroll & Benefits

Warrant #053551 through #053611 in the amount of \$230,731.50 for Accounts Payable

Warrant #053151 declared a VOID

**Commissioner Clinefelter 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):

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

#### A. AWOS Update (0:54):

Mr. Pivarnik provided an update on the AWOS installation project at the airport. Site work is ready for tower installation. The tower has been shipped and delivery expected any day. Bill Putney expects to receive the FCC license in about six weeks.

The AWOS may be up and running around December 1, 2014. Mr. Pivarnik added the project could possibly fall between \$4-5K under budget.

He then praised the Port's maintenance staff for maintaining the airport in good shape for the recent FAA inspection. During the FAA inspection, Mary Vargas informed that repaving of the runway would need to be scheduled for 2018 or 2019. This will be about a two-month project and the Port will need to provide a \$200K match towards the project.

Commissioner Tucker asked if fees could be charged to pilots for take offs and landings. (Landing fees can only be charged to commercial carriers, for example air charters and mail carriers.)

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

#### A. Quilcene Wastewater Management (8:57):

Mr. Crockett explained the Quilcene Wastewater was a current issue during 2011. He stated that Linda Herzog asked this be an item discussed by the Port at the EDC's "5 Things We Can Do Summit" on October 29, 2014.

Mr. Crockett informed the commissioners that Linda Herzog, as a representative from the "Quilcene Conversations" group applied for Jefferson County Public Infrastructure Funds (PIF) towards a water system in Quilcene for improved fire flow and for a wastewater system. The group needed a government sponsor for the PIF application, which the Port wrote a letter of support for the projects. He explained the PIF board is comprised of representatives from the County, the PUD, the Port and the City. Quilcene was awarded \$100K towards a feasibility study for the wastewater/community septic project. This money still sits in the County's PIF account, untouched. In 2012, Mr. Crockett wrote a letter to Philip Morley explaining this project is under the County's jurisdiction as the General Purpose Government, and the Port was only a political supporter.

Ms. Herzog would prepare the RFQ for engineering services, and she would like the Port to be the pass-through agency for funding (this would also include overseeing of the RFQ and making sure the feasibility study happens). The question to the Commission, is do they want to participate in this capacity or not?

Mr. Crockett questions whether the Port has enough staff time to devote to this project. He will contact Mr. Morley to see if the County will be involved or not.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (21:15):

Mr. Crockett stated he would be chairing the WA Boating Alliance meeting tomorrow in Tacoma. Derelict vessels and the No Discharge Zone will be among items discussed. Discussion ensued on the NO Discharge issue.

Mr. Crockett added he would be participating in a phone conference on Friday with the RCO regarding scoring results of the RCO Boating Facilities Grant.

IX. PUBLIC COMMENTS:

X. COMMISSIONER COMMENTS 26:18):

Commissioner Clinefelter expressed his concerns about the cleanliness and availability of the public restrooms/showers. He talked about the liveboards and guest tenants whose fees include the right to use the showers, but he said they are busy all day long, mostly with transients, homeless and non-Port patrons.

Mr. Crockett responded that maintenance just received results on the mold issue in the restrooms. He explained the restrooms would need to be closed for a period over the winter for restoration by either maintenance staff or a contractor. Discussion included possibly building separate, locked shower facilities for Port patron use only and have separate toilet facilities available to the public. Mr. Crockett added that staff would need to look into other lock options, such as a key card system. Commissioner Clinefelter added that the restrooms definitely need a ventilation system.

Commissioner Tucker reported he attended a meeting recently at the Maritime Center on ocean acidification, which was MRC sponsored. He felt proud to be a Port sponsor of the MRC's eelgrass program.

Mr. Crockett asked the commissioners for their take-a-ways from the WPPA Environmental conference.

Commissioner Tucker stated he enjoyed the conference, but found some of the information to be outdated. He especially enjoyed the short reports given by different ports.

Commissioner Clinefelter said he also looks forward to the next environmental conference with updated information. He discussed the storm drains by the heavy haulout being at a lower elevation than the rest and staff needs to look at flooding issues.

Mr. Pivarnik reported on one last item. He informed that an industrial hygienist from L&I met with Al Cairns, Larry Aase and Doug Lockhart on Tuesday. Some of the issues discussed were a hearing protection program and confined space entry procedures.

XI. NEXT MEETING: Next meeting will be a Special Meeting, due to a change in the start time. The meeting will take place on Wednesday, October 22, 2014 at 9:00 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 1:39 PM there being no further business to come before the Commission.

ATTEST:

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Stephen R. Tucker, President

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Peter W. Hanke, Secretary

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Brad A. Clinefelter, Vice President