

PORT COMMISSION MEETING– April 23, 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 - Harris
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA:

Commissioner Clinefelter asked why the Project/Business Management Plan was not on the agenda. Commissioner Tucker responded that it would be discussed during First Reading, Item B-New Concepts and Ideas. Commissioner Hanke added that discussion on a business plan should begin in a workshop, since this is a new idea for the Commission. Commissioner Tucker explained the business plan is up for discussion under Item B, for suggestion to include on a future workshop agenda.

Mr. Pivarnik informed that Carrie Andrews and Barb Trailer of the Northwest Maritime Center would present a briefing during Public Comments on this year's Wooden Boat Festival and the Center's relationship with the Port.

Commissioner Hanke moved to approve the Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:39):

A. Approval of Public Workshop Minutes – April 9, 2014

Approval of Meeting Minutes – April 9, 2014

B. Resolution No. 608-14 – Authorizing Warrant Cancellation

Resolution No. 609-14 – Authorizing Sale of Abandoned Vessels

Resolution No. 611-14 – Authorizing WSDOT Airport Aid Grant for AWOS

Resolution No. 612-14 – Authorizing Boating Infrastructure Grant for Point Hudson
Jetty Renovation Project

Resolution No. 613-14 – Modifying Amount of Auditor's Revolving Fund

C. Approval of Warrants

Warrant #052771 through #052786 in the amount of \$62,078.15 for Payroll and Benefits

Warrant #052787 through #052821 in the amount of \$165,113.03 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$4,842.60 for Washington State

Combined Excise Tax Return for March 2014

Commissioner Tucker 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) (2:52):

Wooden Boat Festival co-director Carrie Andrews discussed the festival's relationship with the Port over the past 38 years. She reminded all that the festival is their biggest fundraiser. She wanted the Commission to be aware, now that City Dock and Union Wharf are no longer owned by the City; these docks are not included in part of the sponsorship.

Co-director Barb Trailer explained the importance of including the docks as part of the package as the tall ships require this dock space for public viewing and charters. She reported the ships charge big bucks to participate and they cannot see charging them fees now for use of the dock space. She explained that money would cut into their educational program funding.

The festival directors would like the Commission to consider including Union Wharf and City Dock as part of the Port's sponsorship.

Bill Putney thanked the Commission for agreeing to attend the May 3, 2014 "State of the Airport" meeting, with Executive Director Crockett as the speaker.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. Union Wharf and City Dock (11:20):

Mr. Crockett explained that concerns were recently raised on both of these structures. He reminded that the title transfer of these docks did not occur until June of 2013. He informed that the removable floats were refurbished by BUMS and would be put back in the water in mid-May. He stated Port maintenance staff redid the electrical and replaced some lights on Union Wharf, and added new cleats. He reported that Union Wharf is not required to have a fire suppression system, but if it is the desire of this Commission to have one installed, this would be a capital improvement project. Commissioner Hanke asked if the docks had ever been surveyed. Mr. Pivarnik answered that Tike Hillman and diver Mike Roth have both performed inspections of the docks and pilings. Mr. Crockett added that he obtained the original engineered plans from the RCO in Olympia. Discussion then occurred on the budget for the maintenance of these docks.

Commissioner Tucker stated he looks forward to the facilities review so staff and the commission can consider and prioritize projects.

B. How New Concepts/Ideas are to be Brought Before the Commission (18:28):

Commissioner Clinefelter discussed the 30-question matrix and the draft prioritization matrix, as “tools in the toolbox” as a component of the strategic plan. He stated his reasons for developing a business plan, as another important tool. He believes with the AWOS installation, the boat ramp, and the Point Hudson Jetty projects, the use of a business plan would prevent occurrences such as the “Point Hudson problem”. He believes change orders and other unforeseen circumstances would be avoided with a business plan. He sees the plan as a means of tracking and prioritizing and being able to foresee the future of a project. He wants the plan to include costs, sign-off deadlines, etc. and would like a plan developed and adopted by the commission.

Commissioner Tucker stated change orders come about due to unanticipated reasons, such as City requirements, etc. He asked Commissioner Clinefelter to bring in an example of a business plan, so staff and the commission can understand exactly what he has in mind.

Mr. Crockett explained that sometimes change orders are for improvements to the project, giving a few past examples.

Commissioner Hanke asked Commissioner Clinefelter to name some Port projects that he sees are not working right. He explained that he has seen a number of Port projects completed and added the “Point Hudson problem” was a problem with the contractor. Commissioner Hanke does not want to add another layer to policy, if not needed.

Mr. Crockett added that the boat ramp project could possibly be the first project on the business plan.

Commissioner Hanke had more questions on the benefits of adopting a plan, and asked how it would help with project flow. After hearing more requests for a plan example, Commissioner Clinefelter said he would come up with a document showing his idea of a business plan.

During this discussion, audience members, C.J. Burluson and Bertram Levy, commented.

C. Washington Tourism Ports Task Force (34:14):

Mr. Crockett discussed the background on how the Washington Tourism Alliance (WTA) was formed and how the Port of Port Townsend has been a member since the beginning of its formation. He discussed Substitute HB2229, which provides a mechanism for entities in the tourism business to fund themselves. The bill targets five tourism sectors: lodging, food, attractions/entertainment, retail and transportation. These sectors have agreed to come up with \$7.5M to provide to the WTA for our state’s tourism marketing. This bill allows the Department of Revenue and other agencies to be the pass-through for the tourism money. At the WPPA Spring Meeting, there will be a Ports Task Force dinner/discussion on whether ports want to be involved, which staff and two of our commissioners will attend.

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

A. Greenhouse Gas Emissions Resolution No. 610-14 (39:07):

Commissioner Tucker explained this is a resolution required for inclusion in the WSDOT grant application for the AWOS.

Mr. Crockett explained how the Port already participates in the Climate Action Committee with the City and County, in which both these entities have already passed their climate resolutions. He stated all WSDOT grants require this type of resolution as part of the checklist.

Commissioner Tucker moved to allow a vote on this resolution.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

Commissioner Hanke moved to adopt Resolution No. 610-14 as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (41:45):

Mr. Crockett informed that the maintenance staff added the Biochar to the sand filter along Sims Way. He added that he would be out tomorrow afternoon, attending the PDD and RC&D meeting in Sequim. Mr. Crockett stated that Commissioner Hanke expressed his wish to hold a commission meeting in Quilcene, possibly in June. Staff will check the availability of the Timberhouse Restaurant for a June workshop and meeting.

IX. PUBLIC COMMENTS (43:17):

Bertram Levy expressed his comments on the Port Administration Building and talked about a “rumor” going around the Port about Point Hudson.

Lon Zimmerman commented on full dumpsters in the Boat Haven and illegal dumping.

C.J. Burleson, Bertram Levy, and Joe von Volkli commented on garbage and dumpster issues, ensuing further discussion on problems and ideas.

Mr. von Volkli also handed out a letter to the commissioners, complementing the Port yard staff on their hard and dedicated work they perform.

Vigo Anderson commented on an email he wrote to staff and the commission on fire safety. He also spoke his opinion of the business plan.

C.J. Burleson added his opinion on the usefulness of a business plan, speaking from his experiences.

X. COMMISSIONER COMMENTS (1:08:27):

Commissioner Hanke discussed the recent Fort Worden Advisory Committee meeting he attended, which included discussion of the PDA take-over May 1. Also discussed at the meeting was an issue with erosion of the bank near the Port-owned stairs and the subject of a possible future partnership of the Fort Worden boat ramp, initiated by Commissioner Hanke. He also discussed a recent PRTPO meeting he recently attended.

Commissioner Clinefelter discussed the Biochar project on Sims Way and the planning needed for the upcoming sand filter project in the yard, including project cost, lost revenue and boat displacement.

Commissioner Tucker talked about the recent Jefferson Energy Lunch meeting he attended. Included in that meeting, was a discussion on how to permit public infrastructure projects “in this day and age”, plus a discussion on a Canadian wind and underwater power project, which is benefiting our Peninsula.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held MONDAY, May 12, 2014 at 1:00 PM, with a Public Workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

None

XIII. ADJOURNMENT:

The meeting adjourned at 6:48 PM there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President