

PORT COMMISSION MEETING– September 24, 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
Deputy Director - Pivarnik
Auditor – Khile
Attorney - Goodstein
Minutes – Nelson
Absent: Executive Director - Crockett

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 5:30 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 Public Workshop Minutes – September 10, 2014

Approval of Meeting Minutes – September 10, 2014

B. Approval of Warrants

Warrant #053483 through #053498 in the amount of \$70,488.66 for Payroll & Benefits

Warrant #053499 through #053527 in the amount of \$70,427.95 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$9,515.87 for Washington State

Department of Revenue Combined Excise Tax Return for August 2014

Ms. Nelson made a correction to page 2 of the meeting minutes: (Larry Crockett would be absent from the September 24 meeting.)

Commissioner Tucker moved to approve the Consent Agenda, with the change to minutes, as amended.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

Kiwanis member, Bernie Arthur briefly discussed the fund raising effort for the Mariners Memorial.

V. SECOND READING (Action Items):

A. “Five Things We Can Do” Summit (3:00):

Mr. Pivarnik explained that Commissioner Tucker and Mr. Crockett attended the first session in January. The summit is comprised of local government entities, the Chamber, Main Street and EDC. Representatives of each entity came up with “five things” that could move the county forward, such as infrastructure projects, economic development, education, etc. Commissioner Tucker is not available to attend the next session, October 29 and Mr. Pivarnik asked if any commissioner would like to take his place.

Commissioner Tucker added that the agencies are looking for mutual support on projects and ideas. This next summit will include looking again at the ideas, making any changes, additional new ideas and synergies, and checking to see if any of those ideas came to fruition.

B. Commission Meeting Date/Time Changes (7:12):

Mr. Pivarnik said due to the holidays, the second meetings in November and December should be rescheduled. In addition, the October 22, 2014 meeting start time of 5:30 PM needs changing as staff and commission will be leaving that afternoon for a WPPA conference in Leavenworth.

Recommended changes:

October 22, 2014, 5:30 PM meeting change to a 9:00 AM start time.

November 26, 2014 meeting moved to Tuesday, November 25, 2014 at 1:00 PM.

December 24, 2014 meeting moved to Monday, December 22, 2014 at 1:00 PM

The commissioners agreed to recommendations as listed above.

C. Draft Budget (8:52):

Mr. Pivarnik explained this is the first draft of the budget based on input from department heads.

Ms. Khile added this is a working draft and staff is looking for input from the Commission.

Discussion ensued on operations vs. non-operations expenses; rates; bank fees; capital expenses vs. regular maintenance expenses; environmental fees, tarp fees; consolidation of the fee structure, and many more budget details.

Comments were heard from audience members Bill Putney and CJ Burleson.

Commissioner Clinefelter agreed with Mr. Burleson that supporting documents should be included now in the draft budget, rather than waiting until the final budget is presented.

Commissioner Clinefelter also began a lengthy discussion on yard staffing, including under-staffing in the office and the physically demanding work each yard staffer goes through daily.

He then stated he would like to include a maintenance schedule in the operating and capital budget

Commissioner Tucker proposed that different scenarios be included in the draft budget, such as adding an additional employee to the yard staff.

Commissioner Hanke asked the question if yard staffing were increased, would it bring in more revenue to the yard.

D. August Financials (49:01):

Ms. Khile presented financials and pointed out gross operating revenues are up over 2013; up in all departments except for Quilcene and the boat ramps. She explained operating expenses are slightly higher than last year and discussed net income details.

VI. FIRST READING (Discussion Only):

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

VIII. STAFF COMMENTS (54:12):

Attorney Goodstein pointed out this would have been the start of the CAICOS trial if it had not been settled earlier.

Mr. Pivarnik informed that tomorrow he and Mr. Toews would be presenting their final presentation for boat ramp funding to the RCO in Olympia. We should learn of the rankings in mid-October.

IX. PUBLIC COMMENTS (55:08):

Joe von Volkli informed the Port Townsend Marine Trades Association (PTMTA) is drafting a letter to members urging those who are independent contractors to register with the yard office, so they can get a good idea of how many are out there. This will help when the PTMTA meets with the EDC/Team Jefferson in researching insurance pools and insurance options.

Bill Putney asked the time of day the FAA was coming on Friday to inspect the airport.

CJ Burleson discussed raising yard and tenant rates, and utilization of the yard.

Mr. von Volkli discussed his own experience when working as a yard staffer for the Port and talked about the continuous heavy lifting and that impact on a staffer's physical self.

X. COMMISSIONER COMMENTS (1:04:09):

Commissioner Clinefelter asked when the Commission would be presented with a draft budget supported with verbiage, as well as the operating/capital maintenance recommendations put together by Mr. Aase and Mr. Toews. Ms. Khile answered she would have another draft to present at the next commission meeting.

Commissioner Tucker reminded that with the new website, the Port's goal is to communicate more with the public. He informed the other commissioners that once a month Mr. Elliff would be working with him on a write-up from the commission and will be seeking thoughts and ideas from each commissioner.

Mr. Pivarnik called for an Executive Session on real estate, pursuant to RCW 42.30.110 (b) duration of five minutes with no decision.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting Wednesday, October 8, 2014 at 1:00 PM, with the workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

A. Real Estate (pursuant to RCW 42.30.110 (b)):

The regular session recessed into Executive Session, at 6:38 PM for real estate, duration of five minutes, with no action.

XIII. RECONVENING/ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 6:46 PM, there being no further action to come before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President