

PORT COMMISSION MEETING– January 14, 2015

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 - McCarthy
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Commissioner Hanke moved to approve the Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. ELECTION OF OFFICERS:

Commissioner Hanke moved to approve nominations of officers the same as the previous year: Tucker-President, Clinefelter-Vice President and Hanke-Secretary.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. CONSENT AGENDA (1:15):

A. Approval of Meeting Minutes – December 22, 2014

Approval of Public Workshop Minutes – December 22, 2014

B. Operations Reports – December 2014

C. Approval of Warrants

Warrant #053948 through #053968 in the amount of \$138,205.44 for Payroll & Benefits

Warrant #053969 through #054027 in the amount of \$170,777.32 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$16,749.67 for Washington State

Dept. of Labor & Industries 4th Quarter Tax Return for October-December 2014

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

V. PUBLIC COMMENTS (Not related to agenda) (1:34):

John Zimmer, PT Marine Trades Association (PTMTA) representative, commented on a November 19, 2014 budget-related email sent from the PTMTA to the Commissioners and Director, and stated the PTMTA is looking for a reply.

Pete Langley, PT Foundry owner, commented on yard rate increases and their impact on the economy. He also commented on long-term storage and derelict vessels in the yard.

VI. RECESS TO A MEETING OF THE INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF PORT TOWNSEND:

The regular meeting recessed into the annual Industrial Development Corporation meeting at 1:05 PM and reconvened into the regular meeting at 1:18 PM.

VII. SECOND READING (Action Items):

A. Point Hudson Breakwater (18:33):

Mr. Crockett reminded 2016 is the target date for the work window and the Port still waits for word on the Boating Infrastructure Grant. He is requesting from the commission permission to move forward in the permitting process.

Commissioner Tucker moved to direct staff to move forward in the permitting process for the Boat Haven Breakwater rehab project.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. Lease with Todd Flye (20:41):

Mr. Pivarnik stated that Mr. Flye would be purchasing the shelter instead of the Port, as discussed at the previous meeting. He has agreed to \$0.25/sq ft, and to a five-year term with a five-year option as written in the lease. He will leave the shelter where it is now, and will obtain his own power.

Commissioner Hanke moved to approve the lease with Todd Flye, as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

C. Stormwater V1 Sandfilter Contract

Mr. Crockett explained this is a part of the Level 3 Response. Seton Construction was the lowest responsible and responsive bidder (\$57,760.55 + WSST). The original cost estimate of the project was \$125K.

Mr. Pivarnik gave kudos to Maintenance Manager Larry Aase and Environmental Compliance Officer Al Cairns for their hard work and bringing job costs down.

Commissioner Tucker moved to approve the contract with Seton Construction, as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

D. Commission Meeting Dates, Location and Procedures – Resolution No. 624-15 (23:20):

Mr. Crockett explained that the amended meeting procedures, as presented, incorporate a change to some of the meeting dates, due to conferences and holidays, in order to limit the number of rescheduled meetings throughout the year.

Commissioner Clinefelter commented on the deletion of the second Public Comment period. He stated he is adamantly against this. A more in-depth discussion occurred on the importance of hearing public comments and their placement on the agenda. In conclusion, all commissioners agreed to keep the second Public Comments item on the agenda, as in previous agendas. Attorney McCarthy agreed it is a good decision to stick with the previous meeting format.

Public comments voiced on the subject included Bertram Levy, John Zimmer and George Yount.

Commissioner Hanke moved to adopt Resolution No. 624-15, with attached amended procedures, amending once more to include the second set of Public Comments, as in the current format.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

E. Engineering Services Discussion (38:05):

Mr. Crockett reminded that discussion took place in prior meetings on bringing an engineer aboard to perform a structural report on Port facilities. This would allow for better decision making on capital projects and the futures of Port properties. Commissioner Clinefelter commented on the engineering cost estimate of \$50K and explained a full, in-depth structural report on each facility is not what he is looking for. He explained his experience working with engineers who performed overall structural reports and that the cost might not need to be this high. Mr. Crockett stated more details are needed on what to ask of the engineer. Commissioner Clinefelter requested to sit in on the meetings with engineers. Mr. Crockett said this can be discussed further at the next scheduled workshop. Further discussion ensued on whether to bring on an engineer as a temporary employee or to write up a contract.

VIII. FIRST READING (Discussion only):

A. Executive Director's Delegation of Authority – Resolution No. 623-15 (43:46):

Mr. Crockett reminded this requires annual re-adoption. The appendix to this resolution changes the Director's spending limit from \$15K to \$25K. Maintenance Manager Aase proposed this change to keep projects moving along and to avoid slowdowns. Mr. Crockett added he would report his spending authorizations to the commission at the meeting following. Commissioner Clinefelter emphasized the importance of keeping tight control of costs.

B. Executive Director's Report on 2014 Changes to the Ports Rules, Regulations and Procedures (45:36):

Mr. Crockett explained he is authorized to make changes to the R&Rs, per his Delegation of Authority, and to present to the commission those changes. He directed attention to the changes included in the packet.

Commissioner Clinefelter asked for clarification on the policy for floating homes. Mr. Crockett answered that when the City was working on the Shoreline Management Plan (SMP), Dept. of Natural Resources was cracking down on floating homes. In the adopted SMP, the City does not allow floating homes as permanent residences. However, floating homes can be constructed and finished in the marina.

C. Committee Assignments (47:57):

Mr. Crockett advised the commission to decide on which committees, if any, they would like to serve on for the year 2015.

Commissioner Tucker suggested he would like to hear at commission meetings, reports from each commissioner on the committee meetings they attend, to keep everyone informed. Commissioner Clinefelter would like the committees divided up evenly. He also requested a change in detail to the committee spreadsheet.

D. WPPA Trustees (55:22):

Mr. Crockett stated this is included on the committee list, but the WPPA Trustee and Alternate require a special vote. The meetings of the Trustees take place at the annual spring and winter WPPA meetings on the Friday mornings following the conference. Trustee for 2014 was Larry Crockett with Commissioner Tucker the Alternate. Commissioner Hanke volunteered as the Trustee and Commissioner Tucker volunteered to keep his position as Alternate for 2015.

Commissioner Clinefelter moved to appoint Pete Hanke as WPPA Trustee and Steve Tucker as Alternate Trustee for 2015.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IX. STAFF COMMENTS (57:59):

Commissioner Tucker asked Bill Putney who is overseeing the AWOS project to provide an update.

Mr. Putney informed that all of the equipment has arrived and is being stored in his hangar. The concrete pad by the Spruce Goose is ready to be poured. Port staff is working on the power system as part of the project. Fiber optics still have not been laid by the PUD. He reported the conduit is in and the trenching rehab is complete. He expects the FAA to inspect and approve sometime in February.

Commissioner Clinefelter expressed his concerns with storing the equipment.

Commissioner Hanke asked if a cyclone fence is going to be installed around the AWOS.

Mr. Pivarnik said not at this time.

Attorney McCarthy called for an Executive Session, as a “follow-on” to discuss Executive Sessions.

Ms. Khile stated staff is moving forward on refinancing of the 2005 LTGO and 2005 Revenue Refunding Bonds. Numbers are being worked up, but it’s looking like there will be a \$408K savings in a ten-year period.

Mr. Pivarnik announced that Yard Manager Doug Lockhart is retiring after over thirty years of employment at the Port. He explained there were three applicants for the Yard Manager position, and because of his twenty years of experience working in the yard, Terry Khile was selected for this position. Mr. Khile will transfer to the yard around February 1 and Mr. Lockhart will stay on through the end of February, to provide a smooth transition. Discussion ensued on whether the Port would hire another Assistant Harbormaster to take Mr. Khile’s place and the hiring of another customer service rep and yard hoist operator.

Mr. Crockett reminded the Seattle Boat Show is starting up next week and he will be working a shift. He also informed he is on the City’s interview panel for the City Planner applicants and will be conducting interviews with the team all day tomorrow.

X. PUBLIC COMMENTS (1:10:49):

Bill Putney suggested Commissioner Hanke be an alternate on the WPPA Aviation Committee. He also asked about chip sealing certain areas leading to the tarmac.

Pete Langley praised Doug Lockhart for being an excellent yard manager over the years.

George Yount thanked the commission for this morning’s workshop and commented on the upcoming retreat.

XI. COMMISSIONER COMMENTS (1:16:33):

Commissioner Tucker thanked Commissioner Hanke for flying in from Hawaii on the red eye, just to attend today’s meeting. He also commented that he would like to see Port Townsend become a diving destination after learning more about our diving community and the excellent diving available off of Point Hudson.

X. NEXT MEETING:

Next regular meeting will be held Wednesday, January 28, 2015 at 5:30 PM in the Port Commission Building, 333 Benedict Street, Port Townsend.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 2:23 PM to discuss rules on executive sessions and a “follow-on” to a previous executive session, pursuant to RCW 42.30.110, duration of ten minutes with no decisions. At 2:27 PM, Commissioner Hanke asked to be excused in order to make his flight out of SeaTac. At 2:33 PM, Ms. Nelson

checked to see if any public was waiting for the reconvening of the regular meeting. Finding no one, the session continued and was extended another ten minutes.

XII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:39 PM there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President