

## PORT COMMISSION MEETING– January 28, 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  
Planning Analyst - Toews  
Attorney –McCarthy  
Minutes – Nelson

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

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

### II. APPROVAL OF AGENDA:

New additions to the agenda include VI. First Reading, Item B - Sea Run Consulting Contract and Item C – Org Chart. The Executive Session was removed from the agenda.

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA:

A. Approval of Meeting Minutes – January 14, 2015  
Approval of Workshop Minutes – January 14, 2015

B. Approval of Warrants

Warrant #054028 through #054041 in the amount of \$66,160.22 for Payroll & Benefits  
Warrant #054042 through #054079 in the amount of \$193,095.16 for Accounts Payable  
Electronic Debit to Union Bank in the amount of \$2672.94 for Washington State  
Dept. of Revenue Combined Excise Tax for December 2014

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

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

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

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

#### A. Committee List Follow-up (1:56):

Mr. Crockett explained that the Commission needs to designate representatives and alternates to the following two committees: the Jefferson County Joint Management Steering Committee (JGMSC) and the PRTPO Executive Board. He then explained to the commissioners the committee makeup and the goal of the JGMSC.

The commission delegated Commissioner Tucker as the rep and Commissioner Clinefelter as the alternate for the JGMSC.

The commission delegated Commissioner Hanke as the rep and Commissioner Clinefelter as the alternate for the PRTPO Executive Board.

Further discussion ensued on the JGMSC.

#### B. Delegation of Authority – Resolution No. 623-15 (11:30):

Mr. Crockett reminded that this resolution requires annual re-adoption. The only change, which was presented at the last commission meeting, is the increased spending limit of the Executive Director from \$15K to \$25K.

Commissioner Clinefelter reiterated the importance of cost cutting and the need for more dialog on expenditures. Commissioner Hanke said this would be a subject for the upcoming retreat.

**Commissioner Tucker moved to adopt Resolution No. 623-15 as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

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

#### A. Professional Services Contract with Keven Elliff (13:32):

Mr. Pivarnik reported Keven Elliff's contract is up for renewal for website and communications work.

Commissioner Hanke stated he would like to push for a quarterly newsletter as well as press releases/write-ups in The Leader.

Mr. Pivarnik added this type of work is included in the presented contract's scope of work. He noted this contract is not to exceed \$20K.

Mr. Crockett recommended a monthly write-up in the Leader, and that Leader Editor, Scott Wilson's desire is to get the City, County and PUD to participate in regular write-ups as well.

Mr. Pivarnik would like to discuss the newsletter further at the retreat and decide who the intended audience should be - all Jefferson County residents or Port patrons only.

Also discussed were newsletter-publishing options – printed by a local print shop, photocopies in with billings and/or website production.

Audience member, Bill Putney (of local radio station KPTZ) suggested regular radio interviews. Ms. Nelson added that Environmental Officer Al Cairns will be interviewed on the Level 3 Response Friday at 2 PM on KPTZ.

**B. Sea-Run Consulting Contract (25:29):**

Mr. Pivarnik explained this contract is for permitting services for the Point Hudson Breakwater project. He stated \$40K was budgeted this year for permitting services, and this contract comes in below that at \$24,500. He explained Sea-Run permitted the Point Hudson docks during the marina renovation and performed the biological assessment, which she will just need to update.

Commissioner Clinefelter asked about the possibility of relocating the riprap, per the comments of the divers who were concerned about sea life habitat. Mr. Pivarnik said he believes DNR would approve this.

Mr. Pivarnik requested the contract be moved to Item VII - Immediate Action, in order to move forward on permitting for the breakwater project.

**Commissioner Hanke moved to place the Sea-Run Consulting Contract under VII - Immediate Action, Item A.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**VII. POTENTIAL IMMEDIATE ACTION:**

**A. Sea-Run Consulting Contract:**

**Commissioner Tucker moved to approve the Sea-Run Consulting Contract as presented.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

**VI. FIRST READING (continued):**

**C. Org Chart (31:56):**

Mr. Pivarnik discussed the need for more staff support to help Shannon in the Yard Office. He added that in Terry Khile's new position as Yard Manager, he would be assisting her in the office with management and administrative help, along with environmental duties. He explained that Mr. Khile would not be hauling boats. He added that one yard staffer is currently on long-term disability, which leaves the yard short-staffed. Mr. Pivarnik said staff's recommendation is to add one more Hoist I operator position to the Org Chart. Further discussion ensued on the need for another staff member.

Audience member, John Zimmer commented that many times boats have been delayed getting in or out of the water due to short staffing. He sees the need for more yard crew. He complimented Doug Lockhart on keeping his staff busy even during the slow months.

**Commissioner Hanke moved to place the Org Chart under VII – Immediate Action. Item B.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**VII. POTENTIAL IMMEDIATE ACTION (continued):**

**B. Org Chart:**

**Commissioner Tucker moved to add an additional Hoist Operator I to the Org Chart as presented.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

**VIII. STAFF COMMENTS (47:03):**

**Ms. Khile** announced she is in the process of switching the Port's depository bank from Union Bank to Kitsap Bank, due to the closure of Union Bank. She added that Kitsap Bank offered the best rates.

Mr. Toews announced the retreat is scheduled for Monday, February 23, 2015 at the Port Ludlow Inn. Facilitator David Goldsmith proposed a series of three retreats over possibly the next six months. Mr. Toews discussed the priorities and goals of the retreat. Commissioner Hanke suggested Mr. Goldsmith communicate with staff and the commission prior to the retreat. He would like to see a written outline of the retreat to review.

On another subject, Mr. Toews informed that he met with engineer, Harold Andersen, to identify potential alternatives in obtaining engineering support to assist in preparing numbers for a capital facilities plan. They came up with four options: 1 – Hire no engineering support and lean heavily on maintenance; 2 – Advertise a formal RFP for a scoped engineering project; 3 – Solicit an RFQ for on-call engineering support; and, 4 – Hire a part-time or full-time temporary engineer on staff. Mr. Toews said he would prepare and present a memo with staffs' recommendation at the next commission meeting, being fully aware of cost implications.

Mr. Pivarnik explained the mini excavator project happening along Sims Way. He said staff is preparing for the installation of the sand filter "aluminum coffins". He said the first should be complete by the end of the week and then installation would begin on the second. Mr. Pivarnik added that Seton Construction would also begin installing the new vault in ten or so days.

Mr. Crockett informed that the Port is providing space for a photo display for the Art Walk on February 7. The exhibit will feature photos of the Alaska fishing industry. Mr. Crockett added the exhibit is co-sponsored by Sunrise Coffee and the Chamber of Commerce, who will be providing food. The Port Townsend Brewing Co. will donate beer and Mr. Pivarnik and he will donate the wine.

Mr. Crockett also announced the Olympic Peninsula Salmon Derby will take place February 20-22 and said the Port will comp ramp fees as have been done in the past. The moorage offices would operate on extended hours during the derby.

X. COMMISSIONER COMMENTS (read out of order) (59:48):

Commissioner Hanke announced that Mr. Putney inquired if the Port would chip-seal the loop off the road at the airport, which the County told him runs under the Port's responsibility. He then inquired if the Port was going to landscape around the AWOS pad, which the Spruce Goose overlooks.

Commissioner Hanke mentioned he has been in contact with an ABC Bureau Chief who is doing a story on municipalities and what role they are playing in environmental mitigation. He said the Port's bio char project would be a perfect part to that story. Commissioner Tucker said it would be wonderful if the bureau chief could attend Tuesday's MRC meeting, where Al Cairns and Francesco Tortorici are doing a presentation on the bio char.

Commissioner Clinefelter asked if any staff had reached out to the EDC to implement a study that would demonstrate the impacts of the breakwater to the downtown community and how it contributes to the local economy.

Commissioner Tucker reported he was at the boat ramp last weekend during the tribal crab opening. He said he saw many who did not pay for ramp usage and suggested when staff records license numbers for non-payment, they can send bills to these people. He added there was a lot of economic action happening around the boat ramps. He also would like to see a garbage can put in place for boat ramp users.

Commissioner Tucker discussed the attention from the community that the bio char and totes were getting.

He also talked about the oil spill workshop he attended today at the County.

IX. PUBLIC COMMENTS (read out of order) (1:10:20):

Bill Putney spoke about the placement of the power panel for the AWOS. He said it was located where it is because of the proximity to the septic system control panel.

Vigo Anderson commented on the commissions' decision to approve the Org Chart without a second reading and the changed responsibilities in the Yard Manager's job duties.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held Wednesday, February 11, 2015 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:

None

XIII. ADJOURNMENT:

The meeting adjourned at 6:43 PM there being no further business 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