

PORT COMMISSION MEETING– December 22, 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 – Berg
Attorney – O’Malley

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. ELECTION OF OFFICERS, YEAR 2016

Commissioner Tucker nominated Commissioner Hanke as Commission President. Commissioner Tucker was nominated as Vice President and Commissioner Clinefelter as Secretary.

Commissioner Tucker moved to approve 2016 officers as described above.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. CONSENT AGENDA:

A. Approval of Meeting Minutes – December 9, 2015

Approval of Public Workshop Minutes – December 9, 2015

B. Approval of Warrants

Warrant #055521 through #055533 in the amount of \$51,676.09 for Payroll & Benefits

Electronic Payment in the amount of \$70,370.29 for Payroll & Benefits

Warrant #055534 through #055571 in the amount of \$72,193.79 for Accounts Payable

Electronic Debit in the amount of \$4,044.94 for WA State Dept. of Revenue Combined

Excise Tax Return for November 2015

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

V. PUBLIC COMMENTS (Not related to agenda):

Commissioner Tucker announced a new format for hearing public comments. He asked that each speaker comes to the front of the room, closer to the microphone.

Bertram Levy commented on annual & daily ramp pass counts, a gate for boat ramp users and discussed his previous suggestion of installing a coin-operated faucet at the wash-down area.

Erik Durfey commented Port expenses, the 2016 budget, access to the water and Port projects.

VI. SECOND READING (Action Items):

A. Boat Ramp Update:

Mr. Pivarnik announced the ramp project is ahead of schedule. He said concrete is being poured in Tacoma for the precast panels, which will be ready for installation mid-January.

Commissioner Clinefelter referenced the Army Corps Boat Ramp Permit and asked about the required removal of 300 square feet of ‘A’ dock in order to accommodate the new ramp. Mr. Pivarnik answered it was removed and this is where the sheriff’s boat had been kept. He added their boat is now in the commercial basin. Further discussion ensued on this resulting in a loss of moorage revenue. Commissioner Clinefelter also asked about the removal of the Quincy Street dock on the same Army Corps Permit. More discussion ensued on the additional costs that occurred for the boat ramp addition, prior to the actual project. Commissioner Clinefelter asked to have these costs added to the ramp cost worksheet. Commissioner Tucker added that two tribes have committed \$20K towards boat ramp construction costs. Mr. Crockett reminded the Port is responsible for increasing public access to the water.

B. Craftsmen United:

Mr. Crockett stated Port staff has met with Dan Wiggins a few times, which he has provided updates to each commissioner. He said the next step in the process is to receive authorization from the commission to draft a letter of agreement so that Mr. Wiggins can move forward with engineering and permitting work. Mr. Crockett discussed the diagram showing the building footprint, which would be located in the former lumberyard area.

Commissioner Clinefelter moved to authorize the Executive Director to draft a letter of agreement with Dan Wiggins/Craftsmen United.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

C. 2016 Miscellaneous Fees:

Mr. Crockett noted these fees were discussed at the previous commission meeting and it is now up for approval. Commissioner Clinefelter said he has heard quite a bit of concern on the work-float cost increase and changes. Mr. Crockett added that, depending on work-float space demand, staff might be able to provide some flexibility to the customer on a case-by-case basis.

Commissioner Hanke moved to adopt the 2016 Miscellaneous Fees as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VII. FIRST READING (Discussion Only):

A. Resolution Establishing Port SEPA Policies, Procedures & Implementing Rules:

Mr. Crockett explained the State has changed SEPA rules and procedures and added the Port needs to have its own SEPA policy. He explained the Capital Repair and Replacement Plan was the catalyst to updating Port SEPA policy and procedures. Further discussion ensued.

VIII. POTENTIAL IMMEDIATE ACTION ITEMS):

Commissioner Tucker moved to approve the following leases for Potential Immediate Action.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

A. Marina Café Lease:

Mr. Pivarnik noted this is a five-year commitment: a two-year lease and three one-year options.

Commissioner Tucker moved to approve the lease with the Marina Café as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Octopus Gardens Lease:

Mr. Pivarnik noted this is also a five-year commitment: a two-year lease and three one-year options. He explained Octopus Gardens was a sub-tenant of Goldstar Marine and will now occupy the former Team Jefferson/EDC building.

Commissioner Tucker moved to approve the lease with Octopus Gardens Dive Shop as presented.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

C. Puget Sound Express Lease:

Mr. Pivarnik explained this is a five-year lease with a five-year option.

Commissioner Clinefelter moved to approve the lease with Puget Sound Express.

Commissioner Tucker seconded the motion.

Motion passed by a vote of two, with Commissioner Hanke recusing himself, as owner of Puget Sound Express.

IX. STAFF COMMENTS:

Ms. Berg discussed the Port's banking transitions and that in January the Port would be down from using four banks to using only two. Kitsap Bank will train accounting staff on the cash management system (payroll and direct deposits).

Mr. Pivarnik announced he had a meeting with the permitting consultant for the Point Hudson Breakwater project. He learned that there is a high chance the Port may have permits in hand in early 2016. He added staff would know the end of January if the Port would receive them by the end of May. Mr. Pivarnik stated the commission would then

have a decision to make – to move forward with the breakwater replacement project in 2016 or wait until 2017. Mr. Crockett added that if started in 2016, demolition would not begin until after the Wooden Boat Festival. He reminded this would be a two-year project.

Mr. Crockett said he continues to work on his list of eight or nine things to do at the January meeting. He will provide the commission with that list prior to the meeting in case they have any additions to the list. He reported that he attended a farewell at the Port of Port Angeles for an outgoing Commissioner. Lastly, he announced the Port would be closed Thursday and Friday for the holidays and again, Friday, January 1 for the New Year.

X. PUBLIC COMMENTS:

Bill Putney asked when the Strategic Advisory Committee would be re-formed.

Bertram Levy commented on the financing for the Point Hudson Breakwater project.

Jennifer Takaki reminded all of free cookie/caffeine day at her café.

Erik Durfey had questions on the Capital Repair & Replacement Plan.

XI. COMMISSIONER COMMENTS:

Commissioner Hanke discussed a recent Fort Worden Advisory Committee meeting he attended. He also addressed Mr. Durfey's concerns on administrative costs and compared Port of Port Angeles executive salaries to executive salaries at the Port of Port Townsend. Commissioner Clinefelter again expressed the need to discuss the Strategic Advisory Committee reformation at a public workshop.

Commissioner Tucker discussed the recent Jefferson Energy Lunch Meeting he attended.

XII. NEXT PUBLIC WORKSHOP/MEETING: Next workshop will be held Wednesday, January 13, 2016 at 9:30 AM, followed by the regular meeting at 1:00 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION:

XIV. ADJOURNMENT:

The meeting adjourned at 1:54 PM there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President