

PORT COMMISSION MEETING– December 9, 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
Planning Analyst - Toews
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Proposed additions to the agenda include **Executive Session, Item A – Real Estate**, Pursuant to RCW 42.30.110 (b), (c), thirty minutes, with no action; and, **First Reading, Item B – Presentation from Dan Wiggins of Craftsmen United**.
Commissioner Tucker moved to approve the Agenda as amended.
Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – November 24, 2015
B. Resolution No. 636-15 – Declaring Certain Items Surplus
C. Operations Reports – November 2015
D. Approval of Warrants
Warrant #055440 through #055457 in the amount of \$101,275.32 for Payroll & Benefits
Electronic Payment in the amount of \$44,352.06 for Payroll & Benefits
Warrant #055458 through #055520 in the amount of \$205,768.83 for Accounts Payable
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):

V. SECOND READING (Action Items):

A. Quilcene Wastewater Update (2:06):

Mr. Crockett announced that four applications were received in response to the RFQ for the Wastewater Project. The interview team consisted of Linda Herzog, Mr. Pivarnik, Mr. Toews and Mr. Crockett. They selected Tetra Tech as their number one choice. Mr. Crockett requested from the commission authorization to move forward with Tetra Tech.
Commissioner Hanke moved to approve Tetra Tech as the consultant for the Quilcene Wastewater Project, and to begin negotiations on a contract.
Commissioner Tucker seconded the motion.
Motion carried by unanimous vote.

B. Boat Ramp Update (5:35):

Mr. Pivarnik reported Neptune Marine is ahead of schedule and doing a good job on the ramp project. Mr. Crockett added the contractor will be doing some night time work the next few weeks because of low tide conditions. (Dates and times posted to the Port's website.)

Commissioner Clinefelter asked if there was a change order.

Mr. Pivarnik answered that they do not expect to have a change order. Mr. Crockett explained the fuel lines were not as deep as depicted on the drawings, but the contractor will be able to encapsulate and pour over those lines.

VI. FIRST READING (Discussion Only):

A. 2016 Miscellaneous Rates (7:51):

Mr. Crockett explained Miscellaneous Rates were discussed previously.

Mr. Pivarnik discussed the changes made to the rates, which include an increase in the Labor rate, the Kayak rate at Point Hudson and the Work Float rate. Discussion ensued on the Work Float rate increase. Commissioner Clinefelter would like to see feedback from the marine trades community.

Commissioner Tucker reminded this is a first reading.

Comments were heard from John Zimmer and Dan Wiggins.

B. Presentation from Dan Wiggins of Craftsmen United (16:58):

Mr. Wiggins discussed their proposed plans for a new building in the shipyard, 180' long, 90' wide and 50' tall. He asked if the commission would consider covering the cost for ballasting and the geotechnical report. Mr. Wiggins reported Craftsmen United and Wiggins Marine currently employ thirty people. He explained currently, they are not able to accommodate all their jobs in Port Townsend due to the size of many of their projects. He discussed their specialty (large aluminum boats), their customers, including many Federal projects, their good crew, good safety record and their experience. He would like to have a completed building by May.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. Sandoz Hangar Assignment (35:27):

Mr. Pivarnik explained Ms. Sandoz has been an airport tenant with the Port for over ten years. She has sold her hangar to another long-time airport tenant, Neil Morrison. Mr. Pivarnik requested from the commission, approval of the lease transfer to Mr. Morrison.

Commissioner Tucker moved to approve a vote on the hangar transfer.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

Commissioner Tucker moved to approve the Lease Transfer from Ms. Shirley Sandoz to Mr. Neil Morrison.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous approval.

VIII. STAFF COMMENTS (36:42):

Ms. Berg handed out the October year-to-date financials to the commission. She explained revenues are up and expenses are down from budget projections. She added things are looking good for 2015.

Mr. Crockett informed he would be attending the WA Boating Alliance meeting in Seattle tomorrow where updates will be provided from DOE and the Feds on the No Discharge Zone. He added the Port would be holding the Employee Recognition gathering Friday, December 18 at noon. (Port offices close at noon December 18.)

IX. PUBLIC COMMENTS (38:29):

John Collins commented on the proposed "exciting" Craftsmen United project.

Bertram Levy had a question on ballasting cost at proposed Craftsmen United site.

Melinda Bryden asked when the subject of raising rates to meet the financial costs for the capital improvements would be discussed amongst the commission.

X. COMMISSIONER COMMENTS (41:37):

Commissioner Hanke stated he is excited for the Quilcene project. He is pleased with the Port's participation. Mr. Crockett reminded that costs for this project are coming from the County's PIF money.

Commissioner Clinefelter asked if there were any other health and safety issues other than the Sail Loft in the Capital Facilities Repair & Replacement Plan. Mr. Toews answered that included in the Plan is a cost projection for asbestos remediation at the duplex, the Commanders Beach House and the "main building", all at Point Hudson.

XI. NEXT MEETING: Next regular meeting will be held **Tuesday, December 22, 2015 at 1:00 PM** in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 1:47 PM (actual start time 1:50 PM) to discuss real estate, pursuant to RCW 42.30.110 (b), (c), duration of thirty minutes with no action.

At 2:30 PM, Attorney O'Malley announced to anyone waiting outdoors (no one present) that the meeting would be extended.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:43 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