

## PORT COMMISSION MEETING– February 11, 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 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. CONSENT AGENDA:

A. Approval of Meeting Minutes – January 28, 2015

B. Operations Reports – January 2015

C. Approval of Warrants

Warrant #054080 through #054099 in the amount of \$117,064.40 for Payroll & Benefits

Warrant #054100 through #054155 in the amount of \$110,315.35 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$19,038.55 for January 16-31, 2015

Payroll Taxes

Warrant #054056 as a VOID

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

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

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

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

#### A. Contract with Windridge Solutions (1:41):

Mr. Crockett explained the contract with Keven Elliff (Windridge Solutions) is for a one-year term and is not to exceed \$20K. The primary focus of his scope of work is communications, including newsletters, press releases, articles and notice inserts in billings.

Commissioner Tucker discussed his vision for calendars, such as more in-depth information accessible to the public.

**Commissioner Hanke moved to approve the contract with Windridge Solutions, as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

#### B. Boat Haven Restrooms (11:51):

Commissioner Tucker invited comments from the public.

George Yount restated his past comments that this is a public port and the Port's mission statement supports the concept of public facilities.

Tom Krug commented on keeping the restrooms open to all.

Mr. Crockett reported the Port has received a few good emails in support of keeping the facilities open to all. He discussed the presented drawing of the restroom remodel and the expense. He reported staff recommends keeping the restrooms as is, by continuing to keeping them clean and functioning.

Commissioner Clinefelter explained the discussion of securing the bathrooms arose from customer complaints of harassment by certain individuals and information received from Port security. Further discussion ensued, including cards vs. coded locks; grant possibilities; and how to improve security during the evening hours.

Mr. Crockett stated the public restrooms and showers is really an issue for the County and City and he would bring it up with them at tomorrow's CEO breakfast meeting. He then suggested to the commission that they carry on this discussion with other elected officials.

After hearing comments from the public, the commission and staff, the consensus of the commission is to keep the restrooms as they are now; open and available to the public.

C. Engineering Services – Capital Facilities Planning (25:28):

Mr. Crockett explained this was discussed at several past meetings and he referred to the engineering support analysis document presented to the commission by Mr. Toews. Mr. Crockett reported that staff's recommendation from the document is Option #3 - to employ a part-time engineer on staff. He explained this would be a less expensive option and would allow more access to the engineer.

Mr. Toews provided a review on the rationale and purpose of an on-staff engineer. He talked about how capital spending in the past was based on immediate needs. This engineering report will enable the commission and staff to have an informed conversation on needs and funding, and will provide information on rate structures.

Mr. Crockett added the report would help determine on whether it makes sense to keep certain structures in the Port's ownership.

Commissioner Clinefelter asked about the twelve to eighteen month term for this project. He and Commissioner Hanke were thinking more along the lines of a six-month time-frame. Mr. Toews provided more detail. Further discussion ensued on the expectations of a structural engineering report and options of employing/contracting with an engineer.

**Commissioner Hanke moved to go with "Option 3" as presented, hiring an on-staff part-time temporary engineer.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (43:00):

Ms. Nelson invited all to attend a retirement celebration for Yard Manager Doug Lockhart Friday, February 27, 2015 at 4:45 PM at the Pour House.

Mr. Toews discussed the Climate Action Committee meeting he will be attending on February 25. The North Olympic Peninsula draft plan will be up for discussion. He explained this plan should assist the Port in making more informed, compatible decisions related to climate adaptation.

Mr. Pivarnik reported staff is working on bid documents for the boat ramp project and hopes to have those out by the first part of March. Plans are to begin construction after the Wooden Boat Festival and have the project completed by the first of November. He also discussed the Port's participation in the February "Gallery Walk". He reported approximately 350 people showed for the Alaskan fishing photography show. He added two other artists have inquired about displaying their marine-related art.

Mr. Crockett reported he would be meeting this Friday with Coast & Harbor in Edmonds to get updates on the boat ramp and the breakwater projects. (Commissioner Hanke volunteered to attend this meeting.) He also discussed a conference call he had with WA Public Ports Association on the Marine Tourism bill, which was introduced in the House and is now in the Senate. He added that the Department of Revenue is having problems with some of the wording.

Mr. Crockett asked Commissioner Hanke if he could attend Quilcene's "All Community Meeting" the end of February. Details are in Linda Herzog's email.

Lastly, Mr. Crockett discussed the agenda for the upcoming retreat. Each commissioner should discuss what he or she want to see accomplished in the next three to five years.

Mr. Toews added that if the commission has any changes/additions to the agenda to let staff know so this information can be relayed to facilitator Goldsmith.

Mr. Crockett finished by expressing the probable need for two to four more retreat sessions. He informed that the retreat will be held Monday, February 23, 2015 from 9 AM to 3 PM at the Port Ludlow Inn, One Heron Road.

X. COMMISSIONER COMMENTS (read out of order) (51:31):

Commissioner Clinefelter reported on the recent Port Townsend Marine Trades Association (PTMTA) meeting he attended. He introduced John Zimmer of Palouse Boatworks (who was in the audience) as the new president of the PTMTA. He added that there is some new and positive energy on their board. Commissioner Clinefelter said the Association asked about reestablishing the Strategic Advisory Committee.

Commissioner Hanke reported that the airport is looking good (referring to the AWOS project).

Commissioner Tucker discussed the recent Marine Resource Committee meeting where the Port's Environmental Officer, Al Cairns, gave a talk on the Port's bio char and stormwater projects, along with participation from the mill. He complimented Mr. Cairns and said there was a very large public turnout for this meeting.

IX. PUBLIC COMMENTS (54:24):

Bertram Levy discussed the restroom and explained that yard patrons are a large user group of the facilities, and suggested recording expenses to the Yard account, besides to the Boat Haven account. He recommended supplying GoJo cleaner in the restrooms.

Vigo Anderson expressed his comments on a February 4, 2015 article in the Leader regarding the Port's audit.

XI. NEXT MEETING: Next regular meeting to be held Wednesday, February 25, 2015 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 1:57 PM there being no further business to come before the Commission.

(Seattle Boat Show raffle entries were drawn following adjournment, winners listed below)

2 night's moorage at Boat Haven – J. Norman of Brookings, OR

2 night's moorage at Point Hudson – T. Awspach of Lakewood, WA

Round-trip haulout – D. Boyce of Bainbridge Island

ATTEST:

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Stephen R. Tucker, President

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Peter W. Hanke, Secretary

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Brad A. Clinefelter, Vice President