

PORT COMMISSION MEETING– March 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
Attorney – Lake
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Added to the agenda, VI-First Reading, Item C – **Commercial Permits.**

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 – February 25, 2015

B. Operations Reports – February 2015

C. Approval of Warrants

Warrant #054204 through #054224 in the amount of \$107,387.47 for Payroll & Benefits

Warrant #054225 through #054289 in the amount of \$70,999.21 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$4,272.09 for WA State Dept. of

Revenue Combined Excise Tax Return for January 2015

Electronic Debit to Union Bank and Kitsap Bank in the amount of \$44,219.48 for Payroll

Taxes (UB), Aflac (KB), Deferred Comp (KB) and PERS (KB)

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. Team Jefferson / EDC Contract & Scope of Services (1:36):

Mr. Crockett touched on Peter Quinn's briefing of Team Jefferson at the morning workshop. He referred the commission to the contract and scope of services in the packet, presented to them for a second reading. Among issues discussed was the obligation of Team Jefferson to present quarterly briefings at Commission workshops, both verbal and written.

Commissioner Tucker told Mr. Quinn that it would be helpful for him to include specifics as detailed out in Item VI of the Scope of Services in his quarterly briefings.

Commissioner Tucker moved to approve the Team Jefferson / EDC Contract & Scope of Services.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

A. Operations Report (6:43):

Mr. Crockett discussed the history of including the operations reports in the commission packets. He asked the commission if the reports are useful to them, if there are any changes they would like to see to them, or any changes to the format. Mr. Crockett added they take staff time to create and would like direction from the commission. After some discussion, the decision was to eliminate the colored graphs on the hoists.

Commissioner Tucker asked that moorage staff keep a list of non-paying users of the boat ramp. He would then like the number of non-paying users to be reported monthly in the Boat Haven Operations Report.

B. December 2014 Financials (11:14):

Ms. Khile briefed the commission on the December 2014 Financials. She explained that 2014 revenues came in at 101% of projected revenues. She discussed revenues by department. Ms. Khile added that operating expenses came in 10% over budget, and went into further detail on expenses.

Ms. Khile informed that she is working on the final 2014 Financials to send off to the State.

C. Commercial Permits (29:57):

At Commissioner Tucker's request, this item was added to the agenda. He reported that he visits the boat ramp frequently during commercial openings and finds that many ramp users do not pay the ramp fee.

Mr. Crockett stated that he sent an email to the grant manager at the Recreation and Conservation Office (RCO) explaining how commercial use of the ramp has increased significantly. He explained in the email how during openings many fish buyers block the ramp with their vans and parking spaces are packed with boat trailers. Mr. Crockett's question to the RCO is since the Port used RCO funds in constructing the boat ramp, would the Port be allowed to collect a separate ramp fee for commercial usage. Mr. Crockett added that RCO responded to his email telling him this matter would be discussed further with RCO executives. He said the issue with RCO seems to be more the commercial use of the ramp rather than charging a ramp fee. Mr. Crockett informed that in 2000 the Port Commission approved a resolution adopting service rates for commercial users of the ramp. He received from Harbormaster Ruby a form that commercial users should fill out. Mr. Crockett explained to the commission they may want to reinforce commercial ramp usage rules (current rules found on pages 81-82 in the Rules & Regulations.) Much discussion ensued on ramp usage. Mr. Crockett said it would be best to wait to hear back from RCO before making any decisions.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (49:02):

Mr. Crockett informed that he and Ms. Nelson participated, as in years past, in the City sponsored "Contractor's Workshop" at Fort Worden this morning.

He stated he would attend tomorrow's CEO Breakfast, and on Monday the 16th, he would attend the County Commission meeting where Dept. of Natural Resources will provide a briefing on the timber tax.

IX. PUBLIC COMMENTS:

X. COMMISSIONER COMMENTS (51:13):

Commissioner Clinefelter informed that he met with County Commissioner Kler on the need for assistance in providing public restroom/shower facilities. He explained she was receptive to the need and she asked him for data which staff is working on gathering.

Commissioner Clinefelter also discussed the recent Port Townsend Marine Trades Association meeting. He said they continue to ask about the formation of the Port Strategic Advisory Committee.

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

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session, at 1:56 PM to discuss real estate, pursuant to RCW 42.30.110 (c), duration of twenty minutes with no decisions. The session continued, and at 2:16 PM, Ms. Nelson went outside to inform any members of the public of the extension of the session. The session was extended another three minutes. At 2:19 PM, Ms. Nelson checked outside, finding no one waiting, the session was extended another three minutes. At 2:22 PM, the session was extended an additional five minutes.

XII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:24 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