

## PORT COMMISSION MEETING– May 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  
Planning Analyst - Toews  
Attorney –McCarthy  
Minutes – Nelson

Excused: Auditor - Khile

### 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 (0:44):

- A. Approval of Meeting Minutes – April 22, 2015  
Approval of Workshop Minutes – April 22, 2015
- B. Operations Reports – March 2015
- C. Approval of Warrants

Warrant #054472 through #054490 in the amount of \$98,903.73 for Payroll & Benefits  
Electronic Payment in the amount of \$40,515.53 for Payroll & Benefits  
Warrant #054491 through #054577 in the amount of \$185,799.89 for Accounts Payable  
Electronic Payment in the amount of \$6,927.81 for Washington State Department of  
Revenue Combined Excise Tax Return for March 2015

**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) (1:03):

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

##### A. Port Townsend Shipwrights Lease (1:09):

Mr. Crockett reported staff has had many meetings with Co-op members on the new lease. He added they have been a very professional group to work with.

Mr. Toews highlighted the changes made to the previously presented draft lease including the risk of loss of structures; potential for casualty; and, setting provisions that would permit early termination of the lease.

**Commissioner Tucker moved to authorize the Executive Director to execute the lease with the Port Townsend Shipwrights Co-op, as presented.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

Mr. Toews added the date of the lease is dependent on the closing of the Townsend Bay sale to the Co-op.

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

##### A. Jefferson County International Airport – Engineer RFQ (6:45):

Mr. Crockett reported that only one firm submitted their packet in response to the RFQ and that was Reid Middleton, who has been on contract with the Port the past five years. He explained the FAA requires that the engineering contract is updated every five years. Staff will draft a contract, which will be presented by the end of the year, as there are no active projects at this time. Discussion occurred on the future paving project and FAA requirements.

##### B. Commission Building – Use Policy (12:05):

Mr. Crockett informed there have been many requests by different groups to use the Commission Building and staff would like direction from the commission on how they would like the building used. After discussion, the commissioners agreed the building may be used only by groups where a Port commissioner or staff member is a participant.

C. March 2015 Financials (18:55):

Mr. Crockett explained Ms. Khile was excused from this meeting. He added the Port is ahead in revenues and asked if there were any questions.

The commissioners asked questions and for clarification on guest moorage and boatyard numbers, and yard revenues.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (22:54):

Mr. Toews provided an update on Capital Planning and the Capital Facilities Plan based on inspections performed by the Port's engineer, Harold Andersen. He explained in a few months a more refined facilities plan will be presented to the commission that will include initial cost estimates and staffs attempts to utilize the Strategic Plan and matrix.

Mr. Pivarnik reported he just received the engineer's drawings for the boat ramp and the project should be out to bid this week, with bids due sometime towards the end of June.

Mr. Crockett stated he recently had a conference call on bond ratings with Moody's and should have those results in Tuesday or Wednesday.

He discussed the airport briefing he gave at the airport May 2.

Last, he announced he and Mr. Pivarnik are giving briefings at this week's WPPA Spring Meeting in Spokane.

Mr. Toews added he is in the process of submitting a follow-on grant application to the Boating Infrastructure Grant. The Port was encouraged to re-apply during the 2015 grant cycle, to request funding for the gap between the original requested grant amount and the amount awarded to the Port from the 2014 process.

IX. PUBLIC COMMENTS (35:32):

Bill Putney thanked Larry Crockett and Pete Hanke for their presentation at the airport.

George Yount discussed the Hood Canal Coordinating Council meeting he recently attended where the focus was climate change and adaptation. He expressed his concerns on the effects of sea level risings and storm surges on the Port. He also commented on the PT Moorage Tenants Union postings and the Auditor's Report.

X. COMMISSIONER COMMENTS (43:07):

Commissioner Clinefelter asked for an update on BMP enforcement actions. He then asked who the person was representing the Port of PT who was collecting fees at the Quilcene Yacht Club boat ramp during this past weekend's halibut opening.

Commissioner Tucker discussed the MRC meeting he attended last week. He informed that he and other volunteers set out "No Anchor" buoys. He also discussed the MRC's involvement in establishing natural Olympic oyster beds in Quilcene Bay that will help to reduce algae blooms.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, May 27, 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 1:51 PM to discuss real estate, pursuant to RCW 42.30.110 (c), duration of fifteen minutes with no decisions.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:09 PM there being no further business to come before the Commission.

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