

## PORT COMMISSION MEETING– June 23, 2015

The Port of Port Townsend Commission met in special session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter and Hanke  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Finance Director – Berg  
Attorney – Lake, O’Malley  
Minutes – Nelson

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 5:30 PM.

### II. APPROVAL OF AGENDA:

Commissioner Tucker proposed moving from VI-First Reading: Item A-Resolution 626-15 - Appointing Investment Officer; and, Item C-Resolution 628-15 - BIG Authorization to Section VII-Potential Immediate Action, Item A and B.

**Commissioner Hanke moved to approve the Agenda as amended.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:54):

A. Approval of Meeting Minutes – June 10, 2015

Approval of Public Workshop Minutes – June 10, 2015

B. Approval of Warrants

Warrant #054705 through #054717 in the amount of \$51,424.74 for Payroll & Benefits

Electronic Payment in the amount of \$19,449.45 for Payroll & Benefits

Warrant #054718 through #054761 in the amount of \$49,547.67 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$10,121.32 for Washington State Dept.

of Revenue Combined Excise Tax Return for May 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):

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

A. Townsend Bay Marine Lease Termination Agreement (2:15):

Mr. Crockett reminded this is the second reading. A short discussion ensued on details.

**Commissioner Tucker moved to approve the Townsend Bay Marine Lease Termination Agreement.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous approval.**

Mr. Crockett added the agreement would be signed effective upon closing of the sale.

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

B. Resolution No. 627-15 – Appointing Auditing Officer (4:14):

Mr. Crockett explained this is the only position besides the Executive Director that the commission appoints. He recommended to the commission appointing new Finance Director, Abigail Berg. He then added this resolution would be on the next meeting agenda.

D. Boat Ramp Bid Results (5:00):

Mr. Crockett reported only two bids were received and were opened last Friday. Bidders were Orion Marine Construction out of Tacoma, bidding \$670,875 and Quigg Brothers from Aberdeen bidding \$670,350. He said both bids would be rejected since both are over the engineer’s estimate. He explained there was confusion on the specs; the timing of the project; and, how going deeper in the water changed the price. Staff explained MC Squared will re-spec the project and it will go out for another formal bid process. Discussion ensued amongst the commission and staff on how to bring the project cost down and details of the contractor selection process.

In response to Commissioner Clinefelter’s opinion that more factors need to be taken into consideration in the selection process due to the size of the project, Attorney Lake added that it is allowable to add more criteria in the bid documents; however, a process is required.

VII. POTENTIAL IMMEDIATE ACTION ITEMS) (17:36):

**Commissioner Tucker moved to place under Section VII-Potential Immediate Action: Item A, Resolution No. 626-15-Appointing an Investment Officer, and Item B, Resolution No. 628-15-BIG Authorization.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

A. Resolution No. 626-15 – Appointing Investment Officer:

**Commissioner Tucker moved to adopt Resolution No. 626-15, appointing Abigail Berg as Investment Officer as presented.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

B. Resolution No. 628-15 – Authorizing BIG (Boating Infrastructure Grant):

Mr. Crockett informed that RCO changed the application rules since the previous years application submittal, and in the Port's favor. He reminded that \$1.1M was awarded last year for the Point Hudson breakwater (which will not be distributed until the legislative session has ended) and we have the opportunity for a second go-around. He explained the amount staff is applying for is \$900K. He explained this resolution is a requirement in the grant application package, which is due July 10, 2015.

**Commissioner Hanke moved to adopt Resolution No. 628-15, authorizing the BIG application as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

VIII. STAFF COMMENTS (20:26):

Attorney Lake introduced newly hired attorney to the Goodstein Law Group, Mr. Pat O'Malley.

Ms. Nelson informed that the July 8, 2015 commission meeting/workshop packets will not be available until Monday, July 6, due to Port offices being closed on Friday, July 3 for the Independence Day holiday.

Ms. Berg announced, it is great to be here. (Commissioner Tucker introduced Ms. Berg, as the Port's newly hired Finance Director, previously in the meeting.)

Mr. Crockett reported the second meeting on BMP issues with marine trades' workers will take place on Tuesday, June 30, 2015 at 9 AM in the Commission Building. Next, he announced he and Commissioner Tucker would attend tomorrow evening's City Town Hall meeting, as he is a member of the City's comp scheme committee and Commissioner Tucker is involved with the County's Comp Scheme committee. Last, Mr. Crockett informed the Commission would hold a Public Workshop on July 8, 2015 at 9:30 AM. On that agenda will be the beginning of workshops discussing the 2016 budget, and the continued discussion on fees to charge to commercial users of the boat ramps. He explained talks on the Strategic Plan would be held at another workshop sometime later in July when David Goldsmith is available.

IX. PUBLIC COMMENTS (26:35):

Ron Hayes expressed his concerns with the ramp bid, but said he is confident a way would be found to bring the cost down.

X. COMMISSIONER COMMENTS (27:50):

Commissioner Hanke stated he looks forward to the discussion on commercial ramp fees. He asked if there is commercial use happening at the Gardiner boat ramp and if that is allowed.

(Mr. Pivarnik said speaking of ramps, Charlie and John, Port maintenance staff, significantly repaired the Mats Mats boat ramp and it is now in good shape.)

Commissioner Tucker reported on the recent Energy Lunch meeting he attended and how the discussion was on electric boats. He said he was very excited when he learned Port tenant, Bob Cunningham was building an electric wood fishing boat here in our yard, for a Croatian.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held Wednesday, July 8, 2015 at 1:00 PM, with a 9:30 AM public workshop, both in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

None

XIII. ADJOURNMENT:

The meeting adjourned at 6:02 PM there being no further business to come before the Commission.

ATTEST:

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Peter W. Hanke, Secretary

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Stephen R. Tucker, President

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Brad A. Clinefelter, Vice President