

PORT COMMISSION MEETING– August 26, 2015

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

Present: Commissioners – Tucker and Clinefelter
Executive Director – Crockett
Deputy Director - Pivarnik
Auditor – Berg
Attorney – 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:

Proposed additions to the agenda include VI – First Reading, Item D – Boat Ramp Bid Opening and Item E – October 28, 2015 Meeting Date and/or Time Change.

Commissioner Clinefelter moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – August 12, 2015

Approval of Public Workshop Minutes – August 12, 2015

B. Approval of Warrants

Warrant #054982 through #054994 in the amount of \$60,532.49 for Payroll & Benefits and Airport Liability Insurance

Electronic Payment in the amount of \$18,361.01 for Payroll & Benefits

Warrant #054995 through #055034 in the amount of \$166,611.63 for Accounts Payable

Electronic Payment in the amount of \$11,592.91 for WA State Department of Revenue

Combined Excise Tax Return for July 2015

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) (1:12):

Linda Herzog discussed the Quilcene Waste Water System project, the letter of support from the Port Commissioners to the County Commissioners, and a meeting she had with Jim Parker at PUD. She said she has still seen no action from County Administrator Morley. Mr. Crockett reported Mr. Morley called him and asked for an update on the Quilcene project and that he would like to have a meeting with the Port, PUD and Ms. Herzog. Discussions indicated frustration with the County.

V. SECOND READING (Action Items):

A. 2016 Budget and Capital Facilities Plan (7:33):

Mr. Crockett said there are a number of items on the budget to share. He reported that he, Mr. Pivarnik and Mr. Aase met with Port Engineer, Harold Andersen recently on the Capital Facilities planning. Mr. Andersen has most of the numbers in for Boat Haven and Point Hudson only, with a rough estimate of \$20M in maintenance/repair costs. Mr. Crockett added the airport, Quilcene and the boat ramps have yet to be completed. He said once the plan is complete, the cost to include all properties and facilities is estimated at \$40M. He reminded that at the February 11, 2015 commission meeting it was discussed that all data should be available in October but would take an additional few months beyond that for the finalized plan.

Ms. Berg presented a “Profit Center Analysis of Port’s Activities”, based on the 2014 Annual Report and Debt Service Schedule. She explained this document details the debt service, including the principal portion, information on the actual cash transactions for the year, revenues, payments, debt service payments, and depreciation.

Mr. Pivarnik explained he recently worked numbers related to the salary survey with Ms. Berg. He reported that next year the Union contract salary increases will total \$44K, but if the salary survey is followed 100%, it would cost an additional \$205K per year, plus the \$44K - the Port would be looking at an increase of a quarter million dollars in salaries. If the commission chooses to split the salary increases over a period of three years, as was done in the past, it would cost the Port an additional \$112,271 per year.

Mr. Crockett announced the budget would be discussed further at the September 9, 2015 Public Workshop.

VI. FIRST READING (Discussion Only):

A. Banking Institution Reductions (23:04):

Ms. Berg stated this basically is an FYI to the commission. She explained that due to the changes in credit card requirements, effective October 1, 2015, the Port needs the new credit card readers to read the new micro-chipped cards. The Port may use a financial institution of their choosing. Ms. Berg reported that currently the Port banks with the County and four different banks. The County serves as the Port Treasurer and Ms. Berg will consolidate the four banks to two – Kitsap Bank and US Bank. (US Bank is the only bank in Quilcene for Quilcene transactions, thus the need for two banks.)

B. Fort Worden Bluff Stabilization (24:37):

Mr. Crockett reported on a call he received from WA State Parks on a bluff stabilization project at Fort Worden. They will be installing sheet pilings along the face of the bluff. Parks will also be replacing all or a significant portion of the stairs on the Port's property. They also request access from the Port's beach for this project. Mr. Crockett stated the project could start in six months and would take one year for completion.

C. Personnel Survey (26:37):

Mr. Crockett discussed a survey he handed to commissioners, originally developed by Mr. Toews. Staff's idea is to hire Ross Ardrey to help finalize the survey, and then conduct the anonymous individual surveys within a two-week period. Cost estimate for this is \$6K.

D. Boat Ramp Bid Opening (29:50):

Mr. Pivarnik reported that two bids were received today by 1:00 PM and were opened immediately after. Quigg Brothers Construction of Aberdeen bid \$531,000 and Neptune Marine out of Anacortes bid \$412,750. He added the project estimate was \$450K with the grant amount to the Port at \$340K. Staff will perform due diligence on Neptune, the apparent low bidder.

Mr. Crockett added that the floats are not included in the price. The cost, including delivery is \$30K, this being the lowest price received so far.

E. October 28, 2015 Meeting Date and/or Time Change (34:10):

Mr. Crockett announced the Northwest Marine Trades Association annual Boatyard & Marina Conference conflicts with the October 28 Commission Meeting, as it begins early that evening. Options are to keep the same date and change the start time, or move the meeting to another date. This will come back for a decision at the September 9 meeting.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

None.

VIII. STAFF COMMENTS (35:22):

Ms. Berg informed she is busy working on the budget and with revenues and is also in the process of separating maintenance and environmental fees.

Mr. Pivarnik spoke about the "amazing" tribute to Ted Pike earlier today and the large turnout.

He then provided an update on the stormwater cleaning project. He said Phoenix Environmental (P.E.) did a great job, delivering the cleaned stormwater to the City sewer system. Mr. Pivarnik explained the job was budgeted for three days but P.E. stopped work after five, as the amount of stormwater in the vaults was underestimated. Original estimate was 62K gallons and by the end of the fifth day, 107K of water had been pumped. 50 cubic yards of sediment had been removed. P.E. estimates there is another 25% more water and sediment to be removed. The Port has through the month of October to complete this task. Mr. Pivarnik said he would check to see if the Port is required to obtain three bids from companies on the Small Works Roster, or if staff can rehire Phoenix Environmental to complete the job.

Commissioner Clinefelter expressed his concerns that a rain event would delay the job. Mr. Pivarnik replied that Maintenance Manager Aase has a good plan in case of inclement weather.

Mr. Crockett informed he would attend the North Olympic Development Council meeting in Sequim tomorrow.

IX. PUBLIC COMMENTS:

None.

X. COMMISSIONER COMMENTS (42:58):

Commissioner Tucker discussed the recent Jefferson Energy Lunch Meeting where they hosted a speaker from Germany who spoke about renewable energy.

Commissioner Clinefelter asked if any commissioners or Port staff would be attending the September WPPA Environmental Meeting. He suggested Environmental Office Cairns attend if he is available.

XI. NEXT MEETING & WORKSHOP: Next regular meeting will be held Wednesday, September 9, 2015 at 1:00 PM, with the Public Workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

None.

XIII. ADJOURNMENT:

The meeting adjourned at 6:16 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