

PORT COMMISSION MEETING– September 23, 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 – Berg
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 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 – September 9, 2015
Approval of Public Workshop Minutes – September 9, 2015
- B. Approval of Warrants
Warrant #055100 through #055113 in the amount of \$60,984.69 for Payroll & Benefits
Electronic Payment in the amount of \$24,994.39 for Payroll & Benefits
Warrant #055114 through #055155 in the amount of \$51,955.82 for Accounts Payable
Electronic Debit in the amount of \$10,578.85 for WA State Dept. of Revenue Combined
Excise Tax Return for August 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) (1:44):

Bill Putney had a question on when the Advisory Committee will meet next.

George Yount commented on an email he sent today to the commissioners and senior staff regarding the reserve fund.

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. Presentation of Draft 2016 Operating Budget (5:03):

Ms. Berg handed out the draft budget and the 2016 Operating Budget Assumption Summary, which she drafted. Discussions included the change of separating out maintenance payroll costs in each department from regular department payroll; whether the budget includes input from managers; that the Port is not covering its costs in haulout fees; the employee salary survey implementation; rate increases and subsequent revenue projections; potential rate increases and their effect on related expenses; Point Hudson revenue inclusion on revenue rate increase projection sheet; the allocation of environmental costs to primary department users and the airport inclusion in environmental cost allocation; overall cost cutting ideas. Also discussed were utility costs and illegal dumping with possible solutions and cost saving ideas.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. Stormwater Vault Work (48:58):

Mr. Pivarnik reviewed the stormwater work performed by Phoenix Environmental about four weeks ago and how the job could not be completed. He reported the quote received from Phoenix Environmental to complete the job was \$35K with a three-day completion. Mr. Pivarnik asked for bids from the original four bidders plus two others. He said Phoenix Environmental has an opening September 28, 2015 and if that did not work for the Port, it may be another month until they could come back. Commissioner Clinefelter asked the total cost to date. Original price was \$23,800, plus a \$10K change order, the total cost to present is \$38,300. Commissioner Clinefelter said he learned there were thirty-one catch basins and two vaults left to clean out. He added the additional work now pushes the cost to over \$72K. Mr. Pivarnik stated the amounts of water and sludge removal was underestimated. Commissioner Tucker asked for clarification on who underestimated those amounts. Mr. Pivarnik answered Reid Middleton and Landau.

Commissioner Tucker moved to approve immediate action on the stormwater vault work.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Hanke moved to approve a contract with Phoenix Environmental for the stormwater vault-cleaning project, as described.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (56:02):

Ms. Berg reported that all but one of the new credit card machines have been installed in the offices; still waiting for one more machine for the yard office. She added it has been a successful transition. (Machines required for new credit cards, now required to contain chips.)

Ms. Nelson discussed the October WA Public Ports Association (WPPA) Small Ports Conference and the November WPPA Annual Meeting in Seattle.

Mr. Crockett informed he would attend the NODC meeting in Sequim tomorrow and the JPREP meeting in Chimacum on Friday.

IX. PUBLIC COMMENTS (59:12):

Vigo Anderson spoke about the budget and a letter in The Leader from a Port employee.

Ron Hayes presented ideas on a budget summary.

George Yount discussed profit and loss and the strategic plan. He also asked for clarification on whether the boat ramp project was still moving forward. Commissioner Tucker replied that the commission at the previous meeting had unanimously approved a contract.

X. COMMISSIONER COMMENTS (1:14:25):

Commissioner Clinefelter asked whether the Port has a contract with anyone for soil remediation on an emergency basis. Mr. Pivarnik replied yes, and the contract with Pacific Environmental. Commissioner Clinefelter then asked about a derelict boat in the yard.

Commissioner Tucker asked the status of DNR and the destruction of boats.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held Wednesday, October 14, 2015 at 1:00 PM, public workshop at 9:30 AM, in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

With no further business to come before the commission, the meeting adjourned at 6:48 PM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President