

## PORT COMMISSION MEETING– January 13, 2016

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  
Minutes – Nelson

Present on Conference Call: Commissioner Hanke

### 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:

A. Approval of Meeting Minutes – December 22, 2015

B. Operations Reports – December 2015

C. Approval of Warrants

Warrant #055572 through #055589 in the amount of \$102,471.19 for Payroll & Benefits

Electronic Payment in the amount of \$45,619.26 for Payroll & Benefits

Warrant #055590 through #055659 in the amount of \$203,619.43 for Accounts Payable

Electronic Debit in the amount of \$13,159.25 for WA State Dept. of Labor & Industries

4<sup>th</sup> Quarter Tax Return for Oct-Dec 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) (1:27):

Phil Pilgrim commented on 2016 rate increases for kayak storage.

Melinda Bryden commented on kayak and boat ramp rate increases and asked when the commission would raise all rates to fair market value.

Mr. Crockett surveyed Port of Kingston and reported their kayak rates are \$25/month plus leasehold tax (LHT), which is similar to our rate of \$28, which includes LHT. He also explained the additional costs of adding the kayak racks at Point Hudson.

Commissioner Clinefelter requested staff pursue a more in-depth survey of kayak rates.

### V. RECESS TO A METING OF THE INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF PORT TOWNSEND:

I. The regular meeting recessed into the annual Industrial Development Corporation meeting at 1:08 PM.

II. Election of Officers:

**Commissioner Tucker moved to keep the same slate of officers as in 2015: Commissioner Tucker – President; Commissioner Clinefelter – Vice President; and, Commissioner Hanke – Secretary.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

III. Approval of Minutes – April 22, 2015:

**Commissioner Clinefelter moved to approve the minutes.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

IV: New Business:

Ms. Berg handed out the financial report for the IDC. She reported that to date, there is \$5,009 in total between a CD and a Money Market account.

Mr. Crockett reviewed the history of the IDC.

The IDC meeting adjourned and regular meeting reconvened at 1:12 PM.

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

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

A. Delegation of Authority Policy (12:53):

Mr. Crockett explained the Port attorney recommends annual re-adoption of this policy. Staff recommends no changes to the policy. He added this would be presented at the next commission meeting for a second reading.

B. Commission Meeting Procedures (14:02):

Mr. Crockett stated staff would present any meeting date(s) that need changing due to conferences/holidays in the updated policy. He added that the meeting format needs another section such as “Other Business”. Mr. Crockett reported an updated policy and resolution would be presented for a second reading at the next commission meeting.

C. Promotional Hosting Expenditures – Resolution No. 640-16 (16:38):

Ms. Berg explained a minor change from the previous resolution in Resolution No. 640-16. She added this would be presented during second reading at the next meeting.

D. Draft 2016 Capital Budget (21:04):

Ms. Berg explained the draft, stating most of the listed projects have already been discussed with the commission. They include the Sail Loft fire escape and fire suppression; stormwater lift station; maintenance vehicles; a yard vehicle and the Point Hudson Breakwater.

Mr. Crockett discussed the possibility of the breakwater project starting this fall, based on permits, bonding, etc.

Commissioner Hanke commented on the capital budget and asked if a pie chart could be added that showed how much of the total Capital Repair & Replacement Plan (CRRP) work to be done would be accomplished with this budget. .

Mr. Crockett added that odds are, a fire suppression system will not be required at the Sail Loft, as staff is working with one of the tenants to downsize a portion of his workspace footprint, which would bring it under the required size for a system.

VIII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. 2016 Olympic Peninsula Salmon Derby:

Mr. Crockett said in the past, annual ramp fees were waived for this annual event. He added the derby takes place Feb. 19-21.

Commissioner Tucker discussed the large economic impact this brings to our City during the middle of winter. He added that Port Angeles and Sequim waive ramp fees for the derby and he would like to continue.

**Commissioner Tucker moved to approve the Salmon Derby for Immediate Action.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**Commissioner Tucker moved to waive the ramp fee for the 2016 Olympic Peninsula Salmon Derby.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

B. Strategic Offsite Retreat:

Mr. Crockett reported Mr. Goldsmith and Mr. Toews have come up with some dates for the (3<sup>rd</sup>) retreat, those being Feb. 19, 22 or 23, 2016. He asked staff to check availability at Port Ludlow for those dates.

C. 2016 WPPA Trustee Appointments (33:01):

(These positions were decided at the morning workshop.)

**Commissioner Tucker moved to appoint Commissioner Hanke as the WPPA Trustee for 2016 and Commissioner Tucker as the alternate.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

D. Port Townsend Sails Lease (34:26):

Mr. Pivarnik explained the lease presented to the commissioners is an extension of Ms. Hasse’s lease. It provides for a five-year lease with a five-year option at \$1785/month for 3,300 square feet of space.

**Commissioner Tucker moved to approve the lease with Port Townsend Sails as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

IX. STAFF COMMENTS (35:33):

Ms. Berg clarified Mr. Pilgrim’s comment on a previous conversation she had with him regarding 2016 kayak rates.

She then discussed the status of abandoned vessels on Port property. She stated at the December 2015 auction, there were seventeen vessels on the roster, with total deposit balances of over \$75K; none sold. She explained the next step is to destroy the vessels, which would cost the Port between \$5K and \$30K per vessel. She said she inquired with DNR to see if there were any grants available for removal of boats from Port property but they only have grants for in-water derelict vessels. Ms. Berg added these boats take up 636 linear feet of yard space.

Impound and auction procedures were discussed.

Commissioner Clinefelter asked if derelict fees are charged. Mr. Crockett answered this should be added to the list of Port policies. Different ideas and suggestions were discussed on solving the derelict vessel issue.

Ms. Nelson announced the Port would have a booth at the 2016 Seattle Boat Show (Jan 29 – Feb 6, 2016).

Mr. Pivarnik reported the ramp contractor would be back at work next week, with panel delivery also scheduled for next week.

Mr. Crockett informed he would attend the WA Boating Alliance meeting in Tumwater tomorrow. He added he would be on a conference call with Gerry O’Keefe of WPPA; subject - DNR site for demolishing derelict vessels. And, last but not least, Mr. Crockett announced his retirement date of May 31, 2016 with a letter of resignation to the commission.

X. PUBLIC COMMENTS (48:53):

Phil Pilgrim discussed the addition of the new ramp and his concern with availability of parking spaces to moorage tenants.

Commissioner Tucker addressed what the Port has done to avoid a parking issue.

Bertram Levy discussed his concerns with limited parking to ‘D’ Dock moorage tenants due to the new marine trades business now located in the Port, which employs thirty people.

George Yount thanked Mr. Crockett for his years of service. He then discussed a new organization he has formed called, “Friends of the Port”.

Melinda Bryden thanked Mr. Crockett for his service to the Port.

XI. COMMISSIONER COMMENTS (1:03:49):

Commissioner Clinefelter asked if there were any change orders to the boat ramp project. Mr. Pivarnik replied there were none.

Commissioner Clinefelter asked about a recent slip and fall on icy docks.

Commissioner Tucker said it has been an honor and a privilege to work with Larry Crockett over the years.

Commissioner Hanke commented on the draft Capital Budget. He discussed Mr. Crockett’s departure and stated he hears good will and good comments throughout the WA Public Ports organization.

XII. NEXT MEETING: Next regular meeting will be held Wednesday, January 27, 2016 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 2:08 PM there being no further business to come before the Commission.

ATTEST:

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Peter W. Hanke, President

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Brad A. Clinefelter, Secretary

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Stephen R. Tucker, Vice President