

PORT COMMISSION MEETING– January 27, 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
Attorney - Lake
Minutes – Nelson

Present on Conference Call: Commissioner Hanke

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:

(Audience member Vigo Anderson, of Port Townsend, was granted permission to speak prior to reading of the Consent Agenda.)

Vigo Anderson commented on the warrant to Hillman Consulting, believing it should be pulled as it is over his contracted amount.

Auditor Berg explained she became aware of this and immediately put a new process in place to help alleviate this type of occurrence.

Attorney Lake explained the overage amount falls under the Director's Delegation of Authority.

- A. Approval of Meeting Minutes – January 13, 2016
Approval of Workshop Minutes – January 13, 2016
Approval of Public Hearing/Special Meeting Minutes – January 19, 2016

B. Approval of Warrants

Warrant #055660 through #055670 in the amount of \$13,984.66 for Payroll & Benefits

Electronic Payment in the amount of \$55,952.74 for Payroll & Benefits

Warrant #055671 through #055713 in the amount of \$173,756.70 for Accounts Payable

Electronic Debit in the amount of \$3,663.14 for WA State Dept. of Revenue Combined

Excise Tax Return for December 2015

Commissioner Tucker moved to approve the Consent Agenda as presented, amending the warrants by removing the warrant to Hillman Consulting and re-issuing a check for the balance of the contract and resolving the residual payable later.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (4:54):

Carol Tabler expressed her concerns on stormwater issues. She also commented on an article in the recent Leader newspaper.

Bertram Levy thanked Mr. Pivarnik for addressing the parking issue in the area of 'D' dock. He also asked why certain projects were missing from the 2016 Draft Capital Budget.

Melinda Bryden discussed rates and said she believes taxpayers should not have to pay to subsidize the marina. She again asked Commissioners Hanke and Clinefelter to reconsider and bring 2016 moorage rates to market value.

V. SECOND READING (Action Items):

A. Resolution No. 638-16 – Delegation of Authority (13:37):

Mr. Crockett reminded staff has no recommended changes to the policy.

Commissioner Tucker moved to adopt Resolution No. 638-16 as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Resolution No. 639-16 – Commission Meeting Procedures (14:27):

Mr. Crockett discussed the change to the agenda format, with the addition of Item VIII – “Other Business”.

Ms. Nelson brought attention to date changes (May and November 2016) for two of the Regular Commission Meetings due to conflicts.

Commissioner Tucker moved to adopt Resolution No. 639-16 as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

C. Resolution No. 640-16 – Promotional Hosting Procedures (17:04):

Mr. Crockett stated this policy is more common with larger ports, and there is not much opportunity for promotional hosting with smaller ports. He explained this authorizes the director to spend up to \$1000 on hosting, but anything beyond that would need commission approval.

Commissioner Tucker moved to adopt Resolution No. 640-16 as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VI. FIRST READING (Discussion Only):

A. Kayak Rack Storage Rates (18:30):

Mr. Crockett reminded that Mr. Phil Pilgrim presented his case at the previous commission meeting. Mr. Crockett reported on kayak rack rates at other marinas, which were comparable to the Port of PT’s rates. Mr. Pivarnik provided history on the planning, engineering, and installation costs for the kayak racks on the Point Hudson docks.

Commissioner Hanke stated he appreciates Ms. Bryden’s comments on moorage rates. He added that he thinks Mr. Pilgrim has a reasonable argument about the kayak rate increase. Mr. Hanke suggested the commission might consider lowering the 2016 rate to \$25, including Leasehold Tax, and revisiting the rate next year.

Commissioner Clinefelter said he concurs with Commissioner Hanke. He has heard from others who are not happy with the kayak increase and he would not like to lose customers.

Commissioner Tucker discussed the 55% rate increase to boat ramp users. He does not believe the 2016 kayak rack rates should be lowered. He added, “if we’ve told the tax payers that we would charge market rates than we should do just that”. Commissioner Tucker suggested adding another row for kayak storage, to give people more flexibility on leasing rack space.

B. Gatheringplace Proposal (25:57):

Mr. Pivarnik introduced Linda Ferris of the Gatheringplace (GP) for her presentation. Ms. Ferris introduced some staff and program participants in the audience. She explained that for the past six or seven years they have been making their dog biscuits at a space in the Skookum Building but Skookum needs that space back for their laundry operations. She explained the GP is privately funded and is dependent on their volunteers. She described the proposed site location for the “baking building” at the backside of the duplex. Their plans are to use this facility to continue baking dog biscuits and to hold their music and cooking classes there. Their plans also include offering art classes to the public and renting out the commercial kitchen when available.

After further discussion, all commissioners were in concurrence with the baking building proposal.

Mr. Pivarnik said he would present a draft lease at the next commission meeting. The architect also asked for a letter of intent from the Port.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (42:37):

Auditor Berg responded to Mr. Levy’s comment on the boat ramp not being included in the Draft 2016 Capital Budget, explaining that the ramp is not a new project. She said she would have estimates on final costs in a few weeks.

Mr. Crockett added some of the concrete slabs for the ramp project were delivered this week. He stated that Ms. Berg would present a cost spreadsheet when the project is completed.

Mr. Pivarnik explained Change Order #1, in the amount of \$5600, for the boat ramp project. He said he made an error on the length of new dock when placing the materials order.

Mr. Crockett announced the NODC meeting scheduled for tomorrow was canceled.

He reported he would attend a meeting in Olympia next week with WA Public Ports and DNR to continue discussions on two possible demo sites for DNR derelict vessels, one being the Port of PT.

Mr. Crockett discussed the Seattle Boat Show starting up Friday, and said he would be working the booth next Wednesday, and Thursday he would be back at the show attending the WA Boating Alliance meeting.

Mr. Crockett reminded all of the Special Meeting, Executive Session only, (personnel) scheduled for Friday, Feb. 5 at 9:00 AM.

IX. PUBLIC COMMENTS (48:00):

Vigo Anderson commented on the idea of adding additional kayak rack storage at Point Hudson. He also commented on the Hillman Consulting contract, and that more detailed reports should be included with his invoices.

Commissioner Clinefelter added that he concurs with Mr. Anderson and believes there should be a project management plan in place.

Brooks Towns commented that he believes kayaks and boats are not a good mix in the Point Hudson marina, and asked if there were options to relocate the kayak racks.

Commissioner Hanke concurred with Mr. Towns on the idea of rack relocation. Mr. Crockett stated it would be a major cost to relocate the kayak racks.

Randy Rosens, volunteer at Gathering Place, thanked the commissioners for their overwhelming positive response on the Gatheringplace proposal, and stated the GP is a valuable asset to the community.

Phil Pilgrim thanked the commission for their reconsideration on the 2016 kayak rate increase. He suggested procedures signage installed in the Point Hudson marina might help alleviate possible kayak/boat traffic issues.

X. COMMISSIONER COMMENTS (57:21):

Commissioner Clinefelter suggested an update on stormwater reports at a future meeting to address Ms. Tabler's concerns.

Commissioner Hanke commented on kayak and boat traffic in the Point Hudson marina.

Commissioner Clinefelter also suggested installing signage at Point Hudson stating "No Divers Allowed in the Marina/Channel".

XI. NEXT SPECIAL MEETING and PUBLIC WORKSHOP/REGULAR MEETING:
SPECIAL MEETING – Executive Session only is scheduled for Friday, February 5, 2016 at 9:00 AM.

PUBLIC WORKSHOP scheduled for Wednesday, February 10, 2016 at 9:30 AM.
REGULAR MEETING scheduled for 1:00 PM, same day, in the Port Commission Building, 333 Benedict St., Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 6:29 PM there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President