

PORT COMMISSION MEETING & PUBLIC HEARING – February 24, 2016

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
Planning Analyst – Toews
Attorney – O’Malley
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Proposed additions to the agenda: Potential Immediate Action, Item B – New Engine for 300-ton Travelift.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. PUBLIC HEARING:

SURPLUS OF “WESTERLY NEW DAY FISHERIES BUILDINGS”, LOCATED AT 2427 WASHINGTON STREET, PORT TOWNSEND, WA

Commissioner Hanke read the rules of the hearing. Mr. Crockett explained when the main building was surplus (January 19, 2016); the two small “sheds” had not been included for surplus in that public hearing.

Mr. Toews described the two small structures and their location in relation to the main building. He explained the surplus is for the buildings only – the land will remain Port property. Next steps will be the execution of a Quick Claim Deed and a new long-term land lease for New Day Fisheries.

Commissioner Hanke opened the Hearing for public comment. Hearing no testimony, Commissioner Hanke closed the Public Hearing at 5:37 PM.

IV. CONSENT AGENDA (7:53):

- A. Approval of Special Meeting Minutes – February 5, 2016
- Approval of Public Workshop Minutes – February 10, 2016
- Approval of Meeting Minutes – February 10, 2016
- Approval of Special Meeting Minutes – February 17, 2016

- B. Resolution No. 642-16 – Surplus of “Westerly New Day Fisheries Buildings”

- C. Approval of Warrants

Warrant #055792 through #055802 in the amount of \$14,310.56 for Payroll & Benefits

Electronic Payment in the amount of \$60,138.39 for Payroll & Benefits

Warrant #055803 through #055849 in the amount of \$191,281.09 for Accounts Payable

Electronic Debit in the amount of \$3,324.95 for WA State Dept. of Revenue Combined

Excise Tax Return for January 2016

Commissioner Clinefelter moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (8:40):

Mark Landry, owner of Patrol Boat No. 1 spoke about his difficulties.

Jim Fritz, “local political activist” spoke in support of Mr. Landry.

Carol Tabler discussed her views about Mr. Landry’s situation.

Les Schnick spoke in support of Mr. Landry and his boat project.

Gordon Neilson also spoke in support of Mr. Landry’s project and noted that many marine trades have had their hand in the restoration of the boat.

Pete Langley commented in support of Mr. Landry’s project.

V. SECOND READING (Action Items):

- A. Job Qualification Packet for Executive Director Position (29:50):

Mr. Crockett handed out the job packet to the commissioners, with changes incorporated, based on direction from the commissioners at the previous meeting. He read over the changes to the different documents.

Commissioner Hanke moved to approve the Job Qualification Packet for prospective candidates as presented.

**Commissioner Tucker seconded the motion.
Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. Professional Services Contract – Quilcene Wastewater Feasibility Study (38:51):

Commissioner Tucker moved to authorize Immediate Action for the Professional Services Contract – Quilcene Wastewater Feasibility Study.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

Mr. Crockett reminded all of the Feasibility Study for the community wastewater project located in Quilcene and that the Port is managing the study with County funding.

Mr. Toews reported that Tetra Tech was chosen as the most qualified of the firms who submitted proposals. He explained the scope of services took some time to write with mutual input from both the Port and Tetra Tech. Mr. Toews stated the study will assess community support and their willingness to pay for the system, and will assess the technical feasibility of the project.

Discussion ensued amongst staff and the commission.

Commissioner Tucker moved to approve the professional services contract as presented with Tetra Tech.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. New Engine for 300-ton Travelift (46:02):

Mr. Pivarnik reported the Travelift needs a new engine. Staff received a quote from Marine Travelift of \$25K, plus the cost of installation (work performed by maintenance staff mechanic Shawn Wiles) at \$5K. Mr. Pivarnik asked for commission approval to purchase a new engine, not to exceed \$30K. He added Mr. Wiles would rebuild the old engine to have on-hand as a spare engine. Mr. Pivarnik said Mr. Wiles could get the engine installed in a weekend's time with the Travelift up and running by that Monday. He added this is an emergency.

Commissioner Hanke moved to authorize staff to purchase a new engine for the 300-ton Travelift, not to exceed \$30K.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (49:04):

Mr. Crockett reported he would attend the NODC meeting tomorrow at Fort Worden.

IX. PUBLIC COMMENTS:

X. COMMISSIONER COMMENTS (49:58):

Commissioner Clinefelter asked what kind of process would occur for reviewing of the Executive Director scoring matrix. After discussions, it was decided that the matrix would be the subject of the March 9, 2016 Commission Workshop. Mr. Crockett suggested the commission aim for approval of the final matrix at the March 23, 2016 meeting.

Commissioner Tucker discussed the recent Jefferson Energy Lunch meeting he attended.

XI. NEXT PUBLIC WORKSHOP/MEETING: Wednesday, March 9, 2016: Public Workshop at 9:30 AM, Regular Meeting at 1:00 PM, in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting reconvened and adjourned at 6:27 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