

## PORT COMMISSION MEETING– April 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, Clinefelter and Hanke  
Executive Director – Crockett  
Auditor – Berg  
Planning Analyst – Toews  
Attorney – Lake  
Minutes – Nelson

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

### II. APPROVAL OF AGENDA:

Mr. Crockett pointed out that in the Executive Session there are three separate items for discussion only, no action, and total duration of one hour.

**Commissioner Tucker moved to approve the Agenda as presented.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:22):

- A. Approval of Special Public Workshop Minutes – April 11, 2016  
Approval of Special Meeting Minutes – April 11, 2016  
Approval of Special Meeting Minutes – April 21, 2016
- B. Resolution No. 645-16 – Modifying the Amount of the Auditor’s Revolving Fund
- C. Approval of Warrants

Warrant #056046 through #056055 in the amount of \$14,869.07 for Payroll & Benefits  
Electronic Payment in the amount of \$57,993.22 for Payroll & Benefits

Warrant #056056 through #056092 in the amount of \$212,197.91 for Accounts Payable  
Electronic Debit in the amount of \$8,100.31 for WA State Dept. of Revenue Combined  
Excise Tax Return for March 2016

**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):

None

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

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

#### A. Fine Yacht Interiors Lease (1:44):

Mr. Toews explained Gwendolyn Tracy’s prior lease was one of the old Sperry leases. He explained the term for the new lease is three years with three three-year options and two additional storage units are included in her lease. He informed that a Hazardous Substance Agreement is not included in the lease, as it does not pertain to her business. Mr. Toews also discussed Ms. Tracy sublets to two tenants.

Commissioner Tucker asked if her tenant work with hazardous substances and if they do, that agreement should be a part of her lease. Mr. Toews will check on this and bring any changes/additions to the next meeting.

#### B. Port Townsend Brewing Company Lease (8:28):

Mr. Toews reported this lease is also a standard Port lease, and a Hazardous Substance Agreement does not pertain. He discussed the four distinct areas written into the lease.

Commissioner Tucker stated when tenants use parking spaces for sitting areas they are taking those spaces away from cars. He believes tenants should pay for these spaces if they are using them in this matter.

Commissioner Hanke asked a question on tenant’s insurance requirements for liability coverage and why every business, no matter their size or risk, is required to carry the same amount.

Mr. Crockett added that \$1M in coverage is pretty much standard in the Port industry. He added that last year, Ports were discussing the possibility of increasing the liability amount to \$2M.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

A. Organizational Chart (20:07):

Mr. Crockett stated that with Mr. Pivarnik's departure and his own upcoming retirement, he recommends approving the revised Org Chart. He reminded the commission approves the Org Chart and he approves the job descriptions and salaries. He pointed out the two big changes: One, the Deputy Director position is gone; and two, Mr. Toews part-time position, effective May 1, 2016, would become full-time and his new title would be Director of Planning, Properties and Environmental. He explained the yard, moorage and maintenance departments would now report to the Executive Director (ED) and Mr. Cairns would now report to Mr. Toews. Mr. Crockett added that the new ED could reorganize as she/he would like.

**Commissioner Tucker moved to approve to take Immediate Action on this item.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**Commissioner Hanke moved to adopt the revised Organizational Chart.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

VIII. OTHER BUSINESS:

A. Boat Yard Permit Update (23:18):

Mr. Crockett explained he attended the Department of Ecology's Public Hearing on the Draft Permit last Wednesday. He discussed the hearing and briefed the commission on verbal comments he provided on the Draft. Mr. Crockett reported Friday is the due date for written comments and he will memorialize his in a letter to DOE, along with words of support for the Northwest Marine Trades Association and WA Public Ports Association.

B. Point Hudson Breakwater (28:49):

Mr. Crockett discussed Coast & Harbor's Scope of Work for the "band aid fix" as directed by the commission. He stated the cost of deliverables in the Scope would be \$11,800. He explained the change could cause additional permitting, and, Mr. Toews will check with RCO to see if a change in the project would jeopardize the \$1.1M in RCO grant money awarded to the Port. Mr. Toews will bring that information back to the next commission meeting. Options for repairs to the breakwater were discussed.

Commissioner Clinefelter stated he feels strongly about checking into the repair option, unless it does jeopardize the RCO grant money.

All commissioners were comfortable with the Executive Director signing the Scope of Work.

VIII. STAFF COMMENTS (38:51):

Ms. Berg explained the reason for Resolution No 645-16. She said accounting is adding cash drawers for each customer service agent, which would hold each agent responsible for their own drawer, therefore needing to increase the Auditor's Revolving Fund. She stated the cash handling policy has been updated and the new seasonal workers would be trained. Commissioner Clinefelter then asked about workplace violence training.

Mr. Toews provided an update on the Boat Yard Feasibility Study. He explained staff is interviewing four firms Friday and next Monday, and hopes to have a firm selected prior to the next commission meeting.

Mr. Crockett reported he would miss Thursday's NODC meeting, as he is meeting with one of the Executive Director candidates.

IX. PUBLIC COMMENTS (44:02):

Carol Tabler commented on Boat Yard Permit compliance, options for DIYs (Do It Yourselfers) who work on their own boats, and suggested full encapsulation of boat projects.

X. COMMISSIONER COMMENTS (48:36):

Commissioner Clinefelter asked what was being done about the difficulties at the heavy haulout wash down and the problem of water flowing into the gravel.

Mr. Crockett explained staff is working on a team approach now, rather than having only one person do the monitoring of wash downs. Mr. Toews added staff is looking for collective input and they plan on meeting weekly or so.

Commissioner Clinefelter asked what temporary measures were in place now to alleviate this.

Mr. Toews answered a windscreen has been set up with a rope around the wash down pad, helping to direct the flow into the sump and not into the gravel.

XI. NEXT MEETINGS/PUBLIC WORKSHOP:

Below is a list of upcoming Special Commission Meetings, pursuant to RCW 42.30.110 (g)-Evaluating Qualifications of Applicants for Public Employment:

Thursday, April 28, 2016, 8:30 AM – 12:30 PM, Executive Session only

Friday, April 29, 2016, 8:30 AM – 12:30 PM, Executive Session only

Monday, May 2, 2016, 9:30 AM, Special Meeting

Monday, May 9, 2016, 9:30 AM Public Workshop and 1:00 PM Special Meeting

All the above meetings will be held in the Port Commission Building, 333 Benedict St, Port Townsend.

Mr. Crockett added tentatively, a Public Forum on the Executive Director finalists is scheduled for Friday, May 6, 2016 from 9:00 AM – Noon. This would include a panel of interviewers and 2 to 3 candidates. (More to come early next week.) He stated we hope to have a selection by the May 9, 2016 commission meeting.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 6:28 PM, duration one hour with no action.

A. Litigation, pursuant to RCW 42.30.110 (i)

B. Real Estate, pursuant to RCW 42.30.110 (c)

C. Evaluate the qualifications of applicants for public employment, pursuant to RCW 42.30.110 (g).

At 7:28 PM, Ms. Nelson notified any public waiting outside the session was extended another ten minutes.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 7:39 PM there being no further business to come before the Commission.

ATTEST:

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Brad A. Clinefelter, Secretary

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Peter W. Hanke, President

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Stephen R. Tucker, Vice President