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**Port of Port Townsend  
2<sup>nd</sup> Monthly Meeting Agenda – Special Meeting  
Wednesday, October 22, 2014, 9:00 AM  
Port Commission Building  
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
  - A. Approval of Public Workshop Minutes – October 8, 2014.....1-2
  - Approval of Meeting Minutes – October 8, 2014.....3-4
  - B. Resolution No. 618-14 – Modifying the Purpose and Amount of the Auditor’s Revolving Fund.....5-6
  - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
  - A. 2015 Budget.....7
- VI. First Reading (discussion only)
  - A. Boat Haven Restroom and Shower Facility.....8
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Public Workshop: Wednesday, November 12, 2014. Meeting at 1:00 PM, Public Workshop at 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA**
- XII. Executive Session (if called):
- XIII. Adjournment

**PORT COMMISSION PUBLIC WORKSHOP – October 8, 2014**

The Port of Port Townsend Commission met for the Public Workshop session in the Commission Building, 333 Benedict Street, Port Townsend, WA.

Present: Commissioners Tucker, Clinefelter and Hanke  
Executive Director Crockett  
Deputy Director – Pivarnik  
Finance Director/Auditor - Khile  
Attorney - Goodstein  
Minutes Nelson

I. CALL TO ORDER:

The Workshop was called to order at 9:30 AM.

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

(Public Comment :) Gary Rossow spoke about past plans that were included in the Port's Strategic Plan for a small boat lift. He reminded that a lift was budgeted for in 2013 and would like to see it included in the 2015 budget.

III. ADJOURNMENT:

The Workshop adjourned at 11:09 AM.

ATTEST:

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Stephen R. Tucker, President

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Peter W. Hanke, Secretary

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Brad A. Clinefelter, Vice President

Port of Port Townsend Public Workshop  
Wednesday, October 8, 2014, 9:30 AM  
Commission Building  
333 Benedict Street  
Port Townsend, WA

**AGENDA**

➤ **2015 Budget**

Continued discussions of the 2015 budget.

Note: This is a Public Port Commission Workshop. Workshops are for information sharing only and no decisions will be made during the session. Public input may be taken at the Commissions' discretion.

**PORT COMMISSION MEETING-- October 8, 2014**

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 – Khile  
Attorney - Goodstein  
Minutes – Nelson  
Excused: 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 – September 24, 2014  
B. Operations Reports – September 2014  
C. Approval of Warrants and a Warrant VOID  
Warrant #053528 through #053550 in the amount of \$133,533.46 for Payroll & Benefits  
Warrant #053551 through #053611 in the amount of \$230,731.50 for Accounts Payable  
Warrant #053151 declared a VOID  
**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):**

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

**A. AWOS Update (0:54):**  
Mr. Pivarnik provided an update on the AWOS installation project at the airport. Site work is ready for tower installation. The tower has been shipped and delivery expected any day. Bill Putney expects to receive the FCC license in about six weeks. The AWOS may be up and running around December 1, 2014. Mr. Pivarnik added the project could possibly fall between \$4-5K under budget. He then praised the Port’s maintenance staff for maintaining the airport in good shape for the recent FAA inspection. During the FAA inspection, Mary Vargas informed that repaving of the runway would need to be scheduled for 2018 or 2019. This will be about a two-month project and the Port will need to provide a \$200K match towards the project. Commissioner Tucker asked if fees could be charged to pilots for take offs and landings. (Landing fees can only be charged to commercial carriers, for example air charters and mail carriers.)

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

**A. Quilcene Wastewater Management (8:57):**  
Mr. Crockett explained the Quilcene Wastewater was a current issue during 2011. He stated that Linda Herzog asked this be an item discussed by the Port at the EDC’s “5 Things We Can Do Summit” on October 29, 2014. Mr. Crockett informed the commissioners that Linda Herzog, as a representative from the “Quilcene Conversations” group applied for Jefferson County Public Infrastructure Funds (PIF) towards a water system in Quilcene for improved fire flow and for a wastewater system. The group needed a government sponsor for the PIF application, which the Port wrote a letter of support for the projects. He explained the PIF board is comprised of representatives from the County, the PUD, the Port and the City. Quilcene was awarded \$100K towards a feasibility study for the wastewater/community septic project. This money still sits in the County’s PIF account, untouched. In 2012, Mr. Crockett wrote a letter to Philip Morley explaining this project is under the County’s jurisdiction as the General Purpose Government, and the Port was only a political supporter.

Ms. Herzog would prepare the RFQ for engineering services, and she would like the Port to be the pass-through agency for funding (this would also include overseeing of the RFQ and making sure the feasibility study happens). The question to the Commission, is do they want to participate in this capacity or not?

Mr. Crockett questions whether the Port has enough staff time to devote to this project. He will contact Mr. Morley to see if the County will be involved or not.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (21:15):

Mr. Crockett stated he would be chairing the WA Boating Alliance meeting tomorrow in Tacoma. Derelict vessels and the No Discharge Zone will be among items discussed.

Discussion ensued on the NO Discharge issue.

Mr. Crockett added he would be participating in a phone conference on Friday with the RCO regarding scoring results of the RCO Boating Facilities Grant.

IX. PUBLIC COMMENTS:

X. COMMISSIONER COMMENTS 26:18):

Commissioner Clinefelter expressed his concerns about the cleanliness and availability of the public restrooms/showers. He talked about the liveboards and guest tenants whose fees include the right to use the showers, but he said they are busy all day long, mostly with transients, homeless and non-Port patrons.

Mr. Crockett responded that maintenance just received results on the mold issue in the restrooms. He explained the restrooms would need to be closed for a period over the winter for restoration by either maintenance staff or a contractor. Discussion included possibly building separate, locked shower facilities for Port patron use only and have separate toilet facilities available to the public. Mr. Crockett added that staff would need to look into other lock options, such as a key card system. Commissioner Clinefelter added that the restrooms definitely need a ventilation system.

Commissioner Tucker reported he attended a meeting recently at the Maritime Center on ocean acidification, which was MRC sponsored. He felt proud to be a Port sponsor of the MRC's eelgrass program.

Mr. Crockett asked the commissioners for their take-a-ways from the WPPA Environmental conference.

Commissioner Tucker stated he enjoyed the conference, but found some of the information to be outdated. He especially enjoyed the short reports given by different ports.

Commissioner Clinefelter said he also looks forward to the next environmental conference with updated information. He discussed the storm drains by the heavy haulout being at a lower elevation than the rest and staff needs to look at flooding issues.

Mr. Pivarnik reported on one last item. He informed that an industrial hygienist from L&I met with Al Cairns, Larry Aase and Doug Lockhart on Tuesday. Some of the issues discussed were a hearing protection program and confined space entry procedures.

XI. NEXT MEETING: Next meeting will be a Special Meeting, due to a change in the start time. The meeting will take place on Wednesday, October 22, 2014 at 9:00 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 1:39 PM there being no further business to come before the Commission.

ATTEST:

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Stephen R. Tucker, President

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Peter W. Hanke, Secretary

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Brad A. Clinefelter, Vice President

**RESOLUTION NO. 618-14**

**A Resolution of the Commission of the Port of Port Townsend**

**RESOLUTION AMENDING RESOLUTION No. 613-14, TO MODIFY THE PURPOSE AND AMOUNT OF THE AUDITOR'S REVOLVING FUND.**

**WHEREAS:** The Port of Port Townsend has established previously, by Resolution No. 92, an Auditor's Revolving Fund, to pay vouchers for small expenditures that cannot feasibly be postponed until the next regular meeting of the Port of Port Townsend Commission; and

**WHEREAS:** the fund was also used to establish the daily working cash needed for the cash register change funds throughout the Port; and

**WHEREAS:** the original Resolution No. 92 was amended on April 23, 2014 by Resolution No. 613-14, to increase the authorized amount, to fund the payroll direct deposit ACH; and

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend that Resolution No. 613-14 shall be amended to increase the amount used for processing payroll direct deposit, the amount of the Auditor's Revolving Fund shall be increased from \$38,800.00 to \$48,800.00, as detailed in the listing marked Exhibit A and attached to this resolution.

**ADOPTED this 23rd day of October 2014 by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

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Peter W. Hanke, Secretary

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Stephen R. Tucker, President

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Brad A. Clinefelter, Vice-President

**APPROVED AS TO FORM:**

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Carolyn A. Lake, Goodstein Law Group  
Port Attorney

DETAIL OF AUDITOR'S REVOLVING FUND

Auditor's Revolving Fund Checking Account	\$47,275.00
Boat Haven Cash Drawer	275.00
Boat Haven Cash Drawer #2	225.00
Work Yard Cash Drawer	275.00
Point Hudson Cash Drawer	275.00
Point Hudson Cash Drawer #2	225.00
Quilcene Cash Drawer	225.00
Administrative Office Postage Fund	25.00
Balance in Fund 4/23/14	<u>\$48,800.00</u>

## PORT OF PORT TOWNSEND

**MEETING OF:** October 22, 2014

**AGENDA ITEM:** V. Second Reading  
A. 2015 Budget

### **BACKGROUND:**

The Commissioners will have been provided information on moorage and yard rates and fees based on previous Commission guidance. We will need to discuss these and the rest of the draft budget with the intent to have a draft budget which can be put on our web site for the public to view.

### **Executive Director's Recommendation:**

For discussion and direction as appropriate.



## PORT OF PORT TOWNSEND

**MEETING OF:** October 22, 2014

**AGENDA ITEM:** VI. First Reading  
A. Boat Haven Restroom and Shower Facility

### **BACKGROUND:**

Staff has received a couple of complaints about the Boat Haven restroom and shower facility recently. Funds for capital maintenance/renovation are in the 2015 budget proposal. Staff will review the conditions with the commissioners and the current plans for renovation. Staff needs guidance as to how much further these renovations should go beyond making the facility clean and serviceable.

### **Executive Director's Recommendation:**

For discussion and direction as appropriate.