



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend  
1<sup>st</sup> Monthly Regular Meeting Agenda  
Wednesday, October 8, 2014, 1:00 PM  
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 Meeting Minutes – September 24, 2014.....1-3
  - B. Operations Reports – September 2014.....4-7
  - C. Approval of Warrants and Warrant VOID
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
  - A. AWOS Update.....8
- VI. First Reading (discussion only)
  - A. Quilcene Wastewater Management.....9
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting: October 22, 2014 at 9:00 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA**
- XII. Executive Session (if called)
- XIII. Adjournment

**PORT COMMISSION MEETING-- September 24, 2014**

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  
Deputy Director - Pivarnik  
Auditor – Khile  
Attorney - Goodstein  
Minutes – Nelson  
Absent: Executive Director - Crockett

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:

- A. Approval of Public Workshop Minutes – September 10, 2014  
Approval of Meeting Minutes – September 10, 2014
- B. Approval of Warrants

Warrant #053483 through #053498 in the amount of \$70,488.66 for Payroll & Benefits  
Warrant #053499 through #053527 in the amount of \$70,427.95 for Accounts Payable  
Electronic Debit to Union Bank in the amount of \$9,515.87 for Washington State  
Department of Revenue Combined Excise Tax Return for August 2014  
Ms. Nelson made a correction to page 2 of the meeting minutes: (Larry Crockett would be absent from the September 24 meeting.)

**Commissioner Tucker moved to approve the Consent Agenda, with the change to minutes, as amended.  
Commissioner Hanke seconded the motion.  
Motion carried by unanimous vote.**

IV. PUBLIC COMMENTS (Not related to agenda):

Kiwanis member, Bernie Arthur briefly discussed the fund raising effort for the Mariners Memorial.

V. SECOND READING (Action Items):

A. “Five Things We Can Do” Summit (3:00):

Mr. Pivarnik explained that Commissioner Tucker and Mr. Crockett attended the first session in January. The summit is comprised of local government entities, the Chamber, Main Street and EDC. Representatives of each entity came up with “five things” that could move the county forward, such as infrastructure projects, economic development, education, etc. Commissioner Tucker is not available to attend the next session, October 29 and Mr. Pivarnik asked if any commissioner would like to take his place.

Commissioner Tucker added that the agencies are looking for mutual support on projects and ideas. This next summit will include looking again at the ideas, making any changes, additional new ideas and synergies, and checking to see if any of those ideas came to fruition.

B. Commission Meeting Date/Time Changes (7:12):

Mr. Pivarnik said due to the holidays, the second meetings in November and December should be rescheduled. In addition, the October 22, 2014 meeting start time of 5:30 PM needs changing as staff and commission will be leaving that afternoon for a WPPA conference in Leavenworth.

Recommended changes:

- October 22, 2014, 5:30 PM meeting change to a 9:00 AM start time.
- November 26, 2014 meeting moved to Tuesday, November 25, 2014 at 1:00 PM.
- December 24, 2014 meeting moved to Monday, December 22, 2014 at 1:00 PM

The commissioners agreed to recommendations as listed above.

C. Draft Budget (8:52):

Mr. Pivarnik explained this is the first draft of the budget based on input from department heads.

Ms. Khile added this is a working draft and staff is looking for input from the Commission.

Discussion ensued on operations vs. non-operations expenses; rates; bank fees; capital expenses vs. regular maintenance expenses; environmental fees, tarp fees; consolidation of the fee structure, and many more budget details.

Comments were heard from audience members Bill Putney and CJ Burleson.

Commissioner Clinefelter agreed with Mr. Burleson that supporting documents should be included now in the draft budget, rather than waiting until the final budget is presented.

Commissioner Clinefelter also began a lengthy discussion on yard staffing, including under-staffing in the office and the physically demanding work each yard staffer goes through daily.

He then stated he would like to include a maintenance schedule in the operating and capital budget

Commissioner Tucker proposed that different scenarios be included in the draft budget, such as adding an additional employee to the yard staff.

Commissioner Hanke asked the question if yard staffing were increased, would it bring in more revenue to the yard.

D. August Financials (49:01):

Ms. Khile presented financials and pointed out gross operating revenues are up over 2013; up in all departments except for Quilcene and the boat ramps. She explained operating expenses are slightly higher than last year and discussed net income details.

VI. FIRST READING (Discussion Only):

VII. POTENTIAL IMMEDIATE ACTION ITEMS (with unanimous Commission approval):

VIII. STAFF COMMENTS (54:12):

Attorney Goodstein pointed out this would have been the start of the CAICOS trial if it had not been settled earlier.

Mr. Pivarnik informed that tomorrow he and Mr. Toews would be presenting their final presentation for boat ramp funding to the RCO in Olympia. We should learn of the rankings in mid-October.

IX. PUBLIC COMMENTS (55:08):

Joe von Volkli informed the Port Townsend Marine Trades Association (PTMTA) is drafting a letter to members urging those who are independent contractors to register with the yard office, so they can get a good idea of how many are out there. This will help when the PTMTA meets with the EDC/Team Jefferson in researching insurance pools and insurance options.

Bill Putney asked the time of day the FAA was coming on Friday to inspect the airport.

CJ Burleson discussed raising yard and tenant rates, and utilization of the yard.

Mr. von Volkli discussed his own experience when working as a yard staffer for the Port and talked about the continuous heavy lifting and that impact on a staffer's physical self.

X. COMMISSIONER COMMENTS (1:04:09):

Commissioner Clinefelter asked when the Commission would be presented with a draft budget supported with verbiage, as well as the operating/capital maintenance recommendations put together by Mr. Aase and Mr. Toews. Ms. Khile answered she would have another draft to present at the next commission meeting.

Commissioner Tucker reminded that with the new website, the Port's goal is to communicate more with the public. He informed the other commissioners that once a month Mr. Elliff would be working with him on a write-up from the commission and will be seeking thoughts and ideas from each commissioner.

Mr. Pivarnik called for an Executive Session on real estate, pursuant to RCW 42.30.110 (b) duration of five minutes with no decision.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting Wednesday, October 8, 2014 at 1:00 PM, with the workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

A. Real Estate (pursuant to RCW 42.30.110 (b)):

The regular session recessed into Executive Session, at 6:38 PM for real estate, duration of five minutes, with no action.

XIII. RECONVENING/ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 6:46 PM, there being no further action to come before the Commission.

ATTEST:

\_\_\_\_\_  
Stephen R. Tucker, President

\_\_\_\_\_  
Peter W. Hanke, Secretary

\_\_\_\_\_  
Brad A. Clinefelter, Vice President

# BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: SEPT

DATE: 10/2/2014

MONTHLY PERMS: 373

MONTHLY GUESTS: 19

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' _____ 35	_____ 32	3	91%
27' _____ 11	_____ 10	1	91%
30' _____ 105	_____ 103	3	98%
35' _____ 24	_____ 24	0	100%
40' _____ 44	_____ 43	1	98%
45' _____ 41	_____ 40	1	98%
50' _____ 32	_____ 31	1	97%
OVER 52' _____ 7	_____ 7	0	100%
TOTAL: _____ 299	_____ 294	10	AVG: 97%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
COMMERCIAL _____ 365	_____ 365	_____ 100%
RECREATIONAL _____ 1986	_____ 1836	_____ 92%
LIMITED ACC. _____ 1455	_____ 1440	_____ 99%
TOTAL: _____ 3806	_____ 3660	146 AVG: 98%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	805	1064	4321
CREDIT SYSTEM:	43	48	274
TEMP TIE UP:	31	40	207
FREE NIGHTS:	0	0	1
PTYC:	23	52	184
RAMP/DAILY:	123	124	947
RAMP/ANNUAL:	13	25	452

WAIT LISTS	
25' PLEA:	<u>9</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>45</u>
35' PLEA:	<u>32</u>
40' PLEA:	<u>43</u>
45' PLEA:	<u>20</u>
50' PLEA:	<u>16</u>
OVER 52':	<u>9</u>
OVERWID	<u>0</u>
30' COMM.	<u>0</u>
40' COMM.	<u>0</u>
50' COMM:	<u>0</u>

TOTAL OCCUPANCY %: 97%

# Port of Port Townsend

## POINT HUDSON MARINA & RV PARK

### MONTHLY OCCUPANCY REPORT

2014

### & 5 YEAR COMPARISON

<b>MARINA NIGHTLY GUEST NIGHTS</b>											
	2010		2011		2012		2013		2014		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	63	63	32	32	28	28	58	58	53	53	JAN
FEB	101	164	77	109	96	124	80	138	57	110	FEB
MAR	106	270	178	287	73	197	95	233	77	187	MAR
APRIL	199	469	180	467	240	437	159	392	209	396	APRIL
MAY	616	1085	618	1085	541	978	605	997	585	981	MAY
JUNE	601	1686	582	1667	749	1727	606	1603	520	1501	JUNE
JULY	1170	2856	1079	2746	1035	2762	1089	2692	993	2494	JULY
AUG	1255	4111	1131	3877	1178	3940	1188	3880	996	3490	AUG
SEPT	1008	5119	838	4715	831	4771	899	4779	778	4268	SEPT
OCT	130	5249	154	4869	175	4946	214	4993			OCT
NOV	57	5306	58	4927	86	5032	138	5131			NOV
DEC	34	5340	54	4981	65	5097	64	5195			DEC

<b>RV NIGHTLY GUEST NIGHTS</b>											
	2010		2011		2012		2013		2014		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	175	175	173	173	176	176	180	180	285	285	JAN
FEB	286	461	214	387	221	397	261	441	150	435	FEB
MAR	338	799	239	626	229	626	359	800	249	684	MAR
APRIL	403	1202	341	967	445	1071	209	1009	546	1230	APRIL
MAY	628	1830	717	1684	638	1709	637	1646	706	1936	MAY
JUNE	654	2484	713	2397	645	2354	910	2556	1015	2951	JUNE
JULY	1256	3740	1215	3612	1247	3601	1275	3831	1169	4120	JULY
AUG	1228	4968	1257	4869	1300	4901	1293	5124	1228	5348	AUG
SEPT	1051	6019	1062	5931	1076	5977	1079	6203	1120	6468	SEPT
OCT	501	6520	501	6432	580	6557	694	6897			OCT
NOV	241	6761	258	6690	290	6847	352	7249			NOV
DEC	157	6918	176	6866	246	7093	165	7414			DEC

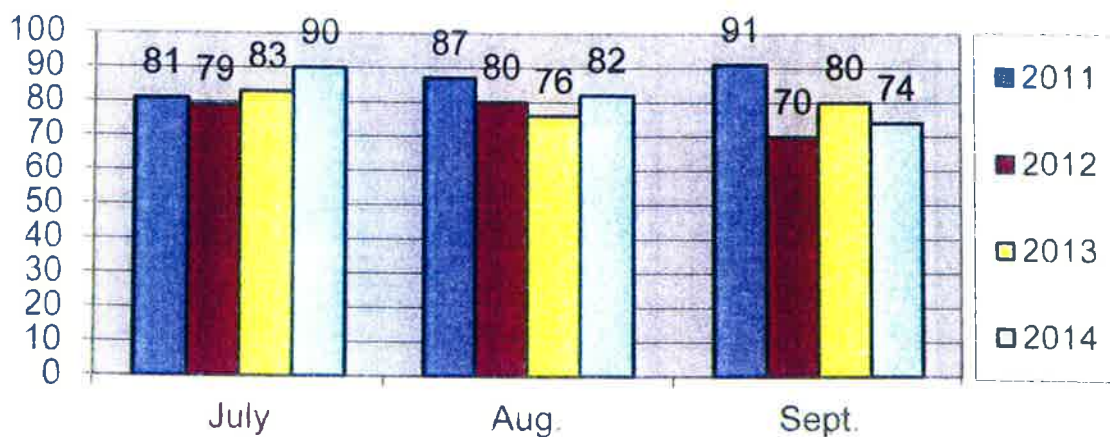
<b>PERMANENT &amp; SEASONAL TENANT SUMMARY</b>			
	AVAIL/GOAL	OCCUPIED	%
LTD ACCESS MOORAGE	40 SLIPS	35	88%
COMMERCIAL MOORAGE	850 FEET	846	100%
SEASONAL MOORAGE	32 SLIPS	3	9%
SEASONAL RV'S	10 SITES	1	10%
UNDESIRABLE	5 SLIPS		0%

STORAGE OPERATIONS REPORT									DATE:	10/2/2014
September-14										
	SEPT	SEPT	SEPT	SEPT	2011 YEAR	2012 YEAR	2013 YEAR	2014 YEAR		
	2011	2012	2013	2014	TO DATE	TO DATE	TO DATE	TO DATE	REMARKS	
<b>HAUL-OUT</b>										
BOAT YARD - OUT	91	70	80	74	608	611	616	635		
BOAT YARD - IN	82	60	75	68	613	615	590	642		
67% RE-BLOCK	6	3	6	7	70	27	48	49		
40% INSPECTION	8	4	3	6	35	25	29	30		
OTHER	0	2	0	1	24	20	17	32		
<b>SUB TOTAL</b>	<b>187</b>	<b>140</b>	<b>164</b>	<b>156</b>	<b>1350</b>	<b>1298</b>	<b>1300</b>	<b>1398</b>		
<b>SHIP - OUT</b>										
SHIP - OUT	16	12	15	12	91	109	124	105		
SHIP - IN	10	12	8	8	90	109	110	111		
SHIP - RE-BLOCK	1	0	1	2	8	10	2	9		
SHIP-INSPECTION	2	1	1	0	5	1	5	4		
SHIP - OTHER	1	0	0	0	3	2	5	0		
<b>SUB TOTAL</b>	<b>30</b>	<b>25</b>	<b>25</b>	<b>22</b>	<b>197</b>	<b>231</b>	<b>244</b>	<b>229</b>		
<b>TOTAL</b>	<b>217</b>	<b>165</b>	<b>189</b>	<b>178</b>	<b>1547</b>	<b>1529</b>	<b>1544</b>	<b>1627</b>		
<b>STORAGE</b>					<b>OFF PORT PROPERTY</b>					
PTBH - START	77	66	78	68	FREYJA - 2					
PTBH - END	83	68	76	71	GOLD STAR - 11					
PTBH-O.P.P.	21	20	21	23	HAVEN - 1					
SHIP-START	5	8	9	13	PT CO-OP - 7					
SHIP-END	11	8	14	16	DAY BOATS - 1					
SHIP-O.P.P.	3	1	2	2	TBM - SM 2 SHIP - 2					
PERM/FREE	0	0	0	0	STEPHENS - 1					
FREE DAYS	83	80	93	95						
PTBH lineal feet	3392	2841	3021	2968						
SHIP lineal feet	772	562	1083	1154						
Longterm Storage	21	19	20	20						
LONGTERM linear	790	704	769	785						
<b>JCIA OPERATIONS REPORT</b>										
HANGERS	10	13	13	13						
TIE DN - PAVED	3	2	2	2						
TIE DN - GRASS	1	1	0	0						
TIE DN - NIGHTLY	11	11	5	13						
W/L - HANGERS	1	0	0	0						

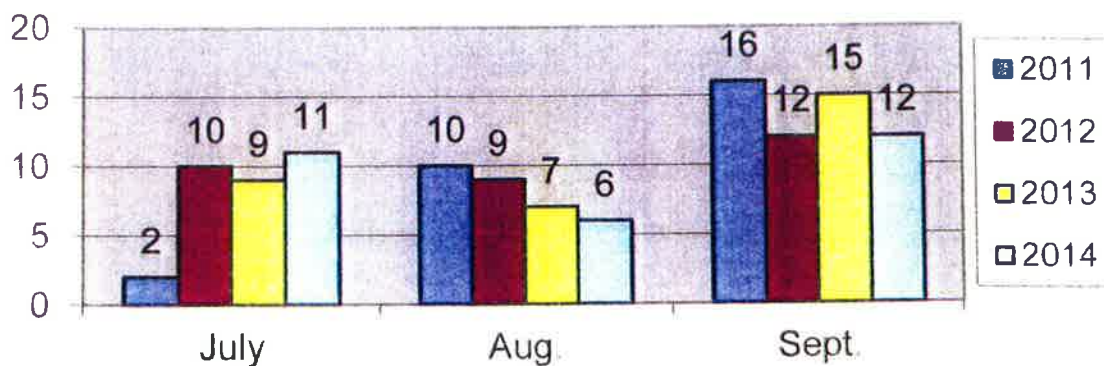
PERMS  
PAID R/T

BOATS

### Round Trip Haul Outs 70/75 T



### Round Trip Hoists 300 Ton





## PORT OF PORT TOWNSEND

**MEETING OF:** October 8, 2014

**AGENDA ITEM:** V. Second Reading  
A. AWOS Update

### **BACKGROUND:**

Last week the contractor, Christensen Construction, began work on our AWOS installation at Jefferson County Airport. Working with the PUD, the contractor provided trenching and conduit runs for both the primary power and fiber optic cables. It was important for this groundwork to be completed before the annual water table rise at the airport. Even with this dry year, we ran into ground water at 42-inch depth. In addition to the trenching, foundation forms for the towers were installed and are ready for tower installation.

The actual tower base and other installation supplies were shipped from Sacramento, CA on the 3<sup>rd</sup> of October and due to arrive this week.

We are presently on schedule and under budget; looking to have installation complete by mid-November and full commissioning by early spring.

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

For discussion.

## PORT OF PORT TOWNSEND

**MEETING OF:** October 8, 2014

**AGENDA ITEM:** VI. First Reading  
A. Quilcene Wastewater Management

### **BACKGROUND:**

In 2011 the Port supported the submission of an application to the Public Infrastructure Fund, requesting funds for a feasibility study on a community wastewater system for Quilcene. To date, no action has taken place other than the approval of the funds for the study.

At the upcoming meeting with the EDC, City, County, Chamber of Commerce, and Port to discuss the five most important things we all should be working on, the Quilcene Wastewater project will be discussed.

We should discuss what we see as our involvement. At the time of writing this agenda item, staff is gathering more information and will present it at the meeting.

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

For discussion and direction as appropriate.