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**Port of Port Townsend
2nd Monthly Meeting Agenda &
First Public Hearing on 2016 Operating Budget
Wednesday, October 28, 2015, 5:30 PM
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Hearing on 2016 Operating Budget, 2016 Rates and 2016 Property Tax Levy
- IV. Consent Agenda
 - A. Approval of Meeting Minutes – October 14, 2015.....1-3
 - Approval of Public Workshop Minutes – October 14, 2015.....4-5
 - B. Resolution No. 630-14 – Authorizing the Sale of Abandoned Vessels.....6
 - C. Approval of Warrants
- V. Public Comments (not related to Agenda)
- VI. Second Reading (action items)
 - A. 2016 Budget.....7
- VII. First Reading (discussion only)
- VIII. Potential Immediate Action Items (unanimous Commission approval required)
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Meeting/Budget Public Hearing/Public Workshop: Monday, November 9, 2015 – Meeting and Public Hearing at 1:00 PM, Public Workshop at 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XIII. Executive Session – (if called)
- XIV. Adjournment

PORT COMMISSION MEETING-- October 14, 2015

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 – Berg
Planning Analyst – Toews
Attorney – O'Malley
Minutes – Nelson

Excused: Executive Director - Crockett

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the meeting to order at 1:00 PM.

II. APPROVAL OF AGENDA:

Proposed addition to agenda includes Executive Session on personnel matters, pursuant to RCW 42.30.110, duration fifteen minutes, no action.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:06):

A. Approval of Meeting Minutes – September 23, 2015

B. Operations Reports – September 2015

C. Approval of Warrants

Warrant #055156 through #055173 in the amount of \$99,955.48 for Payroll & Benefits

Electronic Payment in the amount of \$46,409.50 for Payroll & Benefits

Warrant #055174 through #055243 in the amount of \$78,827.43 for Accounts Payable

Warrant #055244 through #055246 in the amount of \$6,750.00 for Accounts Payable

Electronic Debit to Kitsap Bank in the amount of \$15,047.54 for WA State Dept. of

Labor & Industries for 2nd Quarter Tax Return for July-September 2015

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):

A. Boat Ramp (1:23):

Mr. Pivarnik explained the attached proposal/contract from Topper Industries is for the new boat ramp floats. (Topper was the low bidder.) He stated he received what he thought were all the permits, until he received an email from the “agency of accessibility”. That email explained the docks needed to be ADA compliant. The size of the open squares in the gratings of the current float plans was too large; they need to be no more than ½” in size. Mr. Pivarnik said this increased the cost of the floats by \$2100, changing the proposal to \$34,970. He added total project cost is \$488,832, which is still less than the \$500K budgeted.

Commissioner Tucker moved to approve the contract with Topper Industries as described, in the revised amount of \$34,970.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

B. 2016 Budget (6:05):

Ms. Berg explained the 2016 (2nd) Draft Budget Assumptions are fine-tuned based on discussions from the previous workshop. She then called for questions.

Commissioner Clinefelter asked how the employee rate increases would be implemented. He stated this is the reason for the Executive Session he called and wants this on record.

Audience member, Ron Hayes commented on the salary survey rate increases. He suggested a way to save on costs in 2016 would be to postpone the three-phased salary increases to begin in 2017.

Audience member, Bill Putney asked for clarification on Mr. Hayes’ idea. Mr. Putney added he does not see Port staff as overpaid.

Audience member and Port Townsend Marine Trades president, John Zimmer stated if salaries are not increased in 2016, it could result in a loss of service if some employees who were relying on that rate increase.

Commissioner Tucker suggested waiting to see the effects on the budget once the new numbers for rate increases are figured, before making decisions on the salary increase schedule.

VI. FIRST READING (Discussion Only):

A. Armory Building Fire Protection System Bid Results (12:17):

Mr. Pivarnik reported that the fire department did an inspection of the Sail Loft building recently and determined the uses in the building are incompatible with each other. To remedy this, the building needs a sprinkler system. He explained within the past two years, the Port has invested \$150K on the building (new roof, paint, electrical system). Three bids were received for this project, ranging in price from \$81K - \$162K. These estimates do not include alarms, controls, and valves, at an additional cost of around \$10K. A new emergency escape is required, which Port maintenance staff would build at a cost of around \$40K. The budget allocates, for this project, \$150K for capital repairs. Permitting for the escape stairs are in process with the City. This has been determined a high priority in the capital facilities program. Mr. Pivarnik explained the downstairs woodshop is the reason for the required sprinkler system – a wood shop over 2500 square feet needs the system.

VII. POTENTIAL IMMEDIATE ACTION ITEMS (18:12):

Commissioner Hanke moved to approve Item A – Boatyard Stormwater Project Acceptance and Item B – Quilcene Wastewater Study to be considered for immediate action.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

A. Acceptance of the Boatyard Stormwater Retrofit Project:

Ms. Berg explained formal commission approval is required in order to release the retainage back to Seton Construction. The new sand filter project was completed several months ago and all the required State agencies have approved the project completion.

Commissioner Hanke moved to approve the Acceptance of the Boatyard Stormwater Retrofit Project.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

B. Quilcene Wastewater Feasibility Study (20:07):

Mr. Pivarnik explained, as discussed in previous commission workshops, the history of the Jefferson County Public Infrastructure Funds (PIF) that were awarded back in 2012 for the Quilcene Wastewater Study. Resulting from a recent meeting attended by Commissioner Hanke and Mr. Crockett with the County, it was determined the Port could sponsor the study, which Mr. Crockett agreed to doing. Mr. Pivarnik will be the lead for the Port, estimating about twenty hours of his time, which will be reimbursed by the County. Linda Herzog discussed wastewater management in a rural village center. She explained there are ninety-two commercially zoned properties in their rural village and only one quarter of those have access to a wastewater system. This study will allow an engineering service to do an analysis, which would include the cost to install and requirements to hook up for a typical business. She added that she is grateful that one out of five agencies that serve Quilcene stepped up to be the sponsor.

County Commissioner David Sullivan handed out a Jefferson Co. Public Infrastructure Fund Letter of Interest to “reassure that the money is still there”. He spoke of the County’s support and their belief that the Port would work with the PUD as the feasibility study sponsor.

Commissioner Hanke thanked the County for the meeting.

Commissioner Hanke moved to approve the Port’s lead role in the Quilcene Wastewater Feasibility Study.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (30:30):

Mr. Toews reported commission presentation of the draft Capital Facilities Plan would occur in early November, in which he expects input and revisions. This is the Port-wide facility assessment completed by Port Engineer, Harold Andersen. Mr. Toews explained

the plan's focus is repair and maintaining serviceability and the Port's assets. Projects over \$25K are included in the plan and extending the useful life of properties ten years plus.

Mr. Pivarnik announced the scheduled date for mobilization of the boat ramp project is November 3, 2015 with hopes of project completion by Christmas, weather dependent. He reported signage explaining the ramp closure would be installed next week. Mr. Pivarnik said maintenance staff is working on a program to maintain the Port Hadlock ramp during the construction of the Boat Haven boat ramp.

IX. PUBLIC COMMENTS:

None

X. COMMISSIONER COMMENTS (34:20):

Commissioner Hanke expressed his appreciation of the "great budget workshop" held this morning. He added it is a good forum to have the budget issues addressed (amongst the public, the commission and staff). Commissioner Hanke asked if the Salmon Club might be able to assist in some way during the ramp closure. Commissioner Tucker explained the ramp there is actually City-owned and the parking area belongs to the Club.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, October 28, 2015 at 5:30 PM in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

The regular session recessed into Executive Session (Commissioners, and Deputy Director Pivarnik at Commissioner Hanke's request), at 1:36 PM to discuss a personnel matter, pursuant to RCW 42.30.110, duration of fifteen minutes with no action.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:10 PM there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

PORT COMMISSION PUBLIC WORKSHOP – October 14, 2015

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
Deputy Director – Pivarnik
Finance Director – Berg
Planning Analyst - Toews
Minutes Nelson

Excused: Executive Director - Crockett

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

III. ADJOURNMENT:

The Workshop adjourned at 10:44 AM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

**Port of Port Townsend Public Workshop
Wednesday, October 14, 2015, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

2016 Budget:

- Presentation of revised draft of the 2016 Operating Budget and continued discussions on the 2016 Budget process.

RESOLUTION NO. 630-14

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE SALE OF ABANDONED VESSELS

WHEREAS: The Port of Port Townsend has in its possession Vessel(s) described as follows:

<u>VESSEL</u>	<u>OWNER</u>	<u>ACCOUNT #</u>
25 ft. Sail Vessel CASY ANN MAY	Adin Ohman	13915
50 ft. Fishing Vessel ERIC J	Donald Wang	29324

WHEREAS: proper notices have been sent to the person believed to be the true owner, or to anyone who might claim an ownership interest in the boat and no person or persons or entity has responded claiming ownership and/or willingness to pay the charges owing for storage, and ninety (90) days have elapsed since the sending of such notices,

NOW, THEREFORE BE IT RESOLVED:

1. That the above designated vessel is declared to be abandoned; and
2. The Port Director is directed to sell the said boats at public sale to the highest and best bidder for cash pursuant to the procedures set forth in RCW 53.08.320 (5); and
3. That the date of public auction to be set and proper notifications made.
4. Auction to be held at the Port of Port Townsend Work Yard located at 2790 Washington Street, Port Townsend, Washington.

ADOPTED this 28th day of October 2015 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:

Peter W. Hanke, Secretary

Stephen R. Tucker, President

Brad A. Clinefelter, Vice President

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

MEETING OF: October 28, 2015

AGENDA ITEM: VI. Second Reading
A. 2016 Operating Budget

BACKGROUND:

Continued discussions on the 2016 budget. Review of the second draft of the 2016 Operating budget.

Executive Director's Recommendation:

For discussion and direction.