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**Port of Port Townsend  
2<sup>nd</sup> Monthly Meeting Agenda  
Wednesday, March 25, 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. Consent Agenda
  - A. Approval of Meeting Minutes – March 11, 2015.....1-2
  - Approval of Public Workshop Minutes – March 11, 2015.....3-4
  - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (action items)
  - A. Engineer Applications.....5
- VI. First Reading (discussion only)
  - A. Baird Boat Co. – Additional Ground Lease.....6-8
  - B. EV (Electronic Vehicle) Tourism Discussion.....9
  - C. North Olympic Development Council (NODC).....10
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Workshop: Wednesday, April 8, 2015. Meeting at 1:00 PM, Workshop at 9:30AM, in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XII. Executive Session – (if called)
- XIII. Adjournment

**PORT COMMISSION MEETING– March 11, 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  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Auditor – Khile  
Attorney – Lake  
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Added to the agenda, VI-First Reading, Item C – **Commercial Permits.**

**Commissioner Hanke moved to approve the Agenda as amended.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – February 25, 2015

B. Operations Reports – February 2015

C. Approval of Warrants

Warrant #054204 through #054224 in the amount of \$107,387.47 for Payroll & Benefits

Warrant #054225 through #054289 in the amount of \$70,999.21 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$4,272.09 for WA State Dept. of

Revenue Combined Excise Tax Return for January 2015

Electronic Debit to Union Bank and Kitsap Bank in the amount of \$44,219.48 for Payroll

Taxes (UB), Aflac (KB), Deferred Comp (KB) and PERS (KB)

**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):

V. SECOND READING (Action Items):

A. Team Jefferson / EDC Contract & Scope of Services (1:36):

Mr. Crockett touched on Peter Quinn's briefing of Team Jefferson at the morning workshop. He referred the commission to the contract and scope of services in the packet, presented to them for a second reading. Among issues discussed was the obligation of Team Jefferson to present quarterly briefings at Commission workshops, both verbal and written.

Commissioner Tucker told Mr. Quinn that it would be helpful for him to include specifics as detailed out in Item VI of the Scope of Services in his quarterly briefings.

**Commissioner Tucker moved to approve the Team Jefferson / EDC Contract & Scope of Services.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

VI. FIRST READING (Discussion Only):

A. Operations Report (6:43):

Mr. Crockett discussed the history of including the operations reports in the commission packets. He asked the commission if the reports are useful to them, if there are any changes they would like to see to them, or any changes to the format. Mr. Crockett added they take staff time to create and would like direction from the commission. After some discussion, the decision was to eliminate the colored graphs on the hoists.

Commissioner Tucker asked that moorage staff keep a list of non-paying users of the boat ramp. He would then like the number of non-paying users to be reported monthly in the Boat Haven Operations Report.

B. December 2014 Financials (11:14):

Ms. Khile briefed the commission on the December 2014 Financials. She explained that 2014 revenues came in at 101% of projected revenues. She discussed revenues by department. Ms. Khile added that operating expenses came in 10% over budget, and went into further detail on expenses.

Ms. Khile informed that she is working on the final 2014 Financials to send off to the State.

C. Commercial Permits (29:57):

At Commissioner Tucker's request, this item was added to the agenda. He reported that he visits the boat ramp frequently during commercial openings and finds that many ramp users do not pay the ramp fee.

Mr. Crockett stated that he sent an email to the grant manager at the Recreation and Conservation Office (RCO) explaining how commercial use of the ramp has increased significantly. He explained in the email how during openings many fish buyers block the ramp with their vans and parking spaces are packed with boat trailers. Mr. Crockett's question to the RCO is since the Port used RCO funds in constructing the boat ramp, would the Port be allowed to collect a separate ramp fee for commercial usage. Mr. Crockett added that RCO responded to his email telling him this matter would be discussed further with RCO executives. He said the issue with RCO seems to be more the commercial use of the ramp rather than charging a ramp fee. Mr. Crockett informed that in 2000 the Port Commission approved a resolution adopting service rates for commercial users of the ramp. He received from Harbormaster Ruby a form that commercial users should fill out. Mr. Crockett explained to the commission they may want to reinforce commercial ramp usage rules (current rules found on pages 81-82 in the Rules & Regulations.) Much discussion ensued on ramp usage. Mr. Crockett said it would be best to wait to hear back from RCO before making any decisions.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (49:02):

Mr. Crockett informed that he and Ms. Nelson participated, as in years past, in the City sponsored "Contractor's Workshop" at Fort Worden this morning. He stated he would attend tomorrow's CEO Breakfast, and on Monday the 16th, he would attend the County Commission meeting where Dept. of Natural Resources will provide a briefing on the timber tax.

IX. PUBLIC COMMENTS:

X. COMMISSIONER COMMENTS (51:13):

Commissioner Clinefelter informed that he met with County Commissioner Kler on the need for assistance in providing public restroom/shower facilities. He explained she was receptive to the need and she asked him for data which staff is working on gathering. Commissioner Clinefelter also discussed the recent Port Townsend Marine Trades Association meeting. He said they continue to ask about the formation of the Port Strategic Advisory Committee.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, March 25, 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, at 1:56 PM to discuss real estate, pursuant to RCW 42.30.110 (c), duration of twenty minutes with no decisions. The session continued, and at 2:16 PM, Ms. Nelson went outside to inform any members of the public of the extension of the session. The session was extended another three minutes. At 2:19 PM, Ms. Nelson checked outside, finding no one waiting, the session was extended another three minutes. At 2:22 PM, the session was extended an additional five minutes.

XII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:24 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 – March 11, 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  
Executive Director Crockett  
Deputy Director – Pivarnik  
Finance Director/Auditor – Khile  
Planning Analyst - Toews  
Attorney - Lake  
Minutes Nelson  
Guest Speakers: Cynthia Weed, K&L Gates  
Scott Bauer, A. Dashen & Associates

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 11:28 AM.

ATTEST:

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

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

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

**Port of Port Townsend Public Workshop  
Wednesday, March 11, 2015, 9:30 AM  
Commission Building  
333 Benedict Street  
Port Townsend, WA**

**AGENDA**

- **Industrial Development Corporation and Industrial Development District Powers and Authority**  
  
Cynthia Weed of K&L Gates will present a briefing on the Port's power and authority as an Industrial Development Corporation and Industrial Development District
- **Bond Refinancing**  
  
Scott Bauer of A. Dashen & Associates will update the Commission on refinancing our Point Hudson bond. The Commission received a briefing last year and staff feels it is time to move forward with the refinancing.
- **EDC Team Jefferson Update**  
  
Peter Quinn, Director of Team Jefferson, will provide the Commission with an update of activities and plans. The 2015 contract with Team Jefferson is on the regular meeting agenda at 1 PM.

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 OF PORT TOWNSEND**

**MEETING OF: March 25, 2015**

**AGENDA ITEM: V. Second Reading  
A. Engineer Applications**

**BACKGROUND:**

The application period for engineering services to help develop a capital facility's plan closed on March 13, 2015. We received two applications. Both applicants appear to be well qualified. Staff is in the process of setting up interview times.

Staff will update the Commission on the process.

**Executive Director's Recommendation:**

For information only.

**PORT OF PORT TOWNSEND**

**MEETING OF:**                   **March 25, 2015**

**AGENDA ITEM:**               **VI. First Reading**  
                                          **A. Baird Boat Co. – Additional Ground Lease**

**BACKGROUND:**

To be presented.

**Executive Director's Recommendation:**

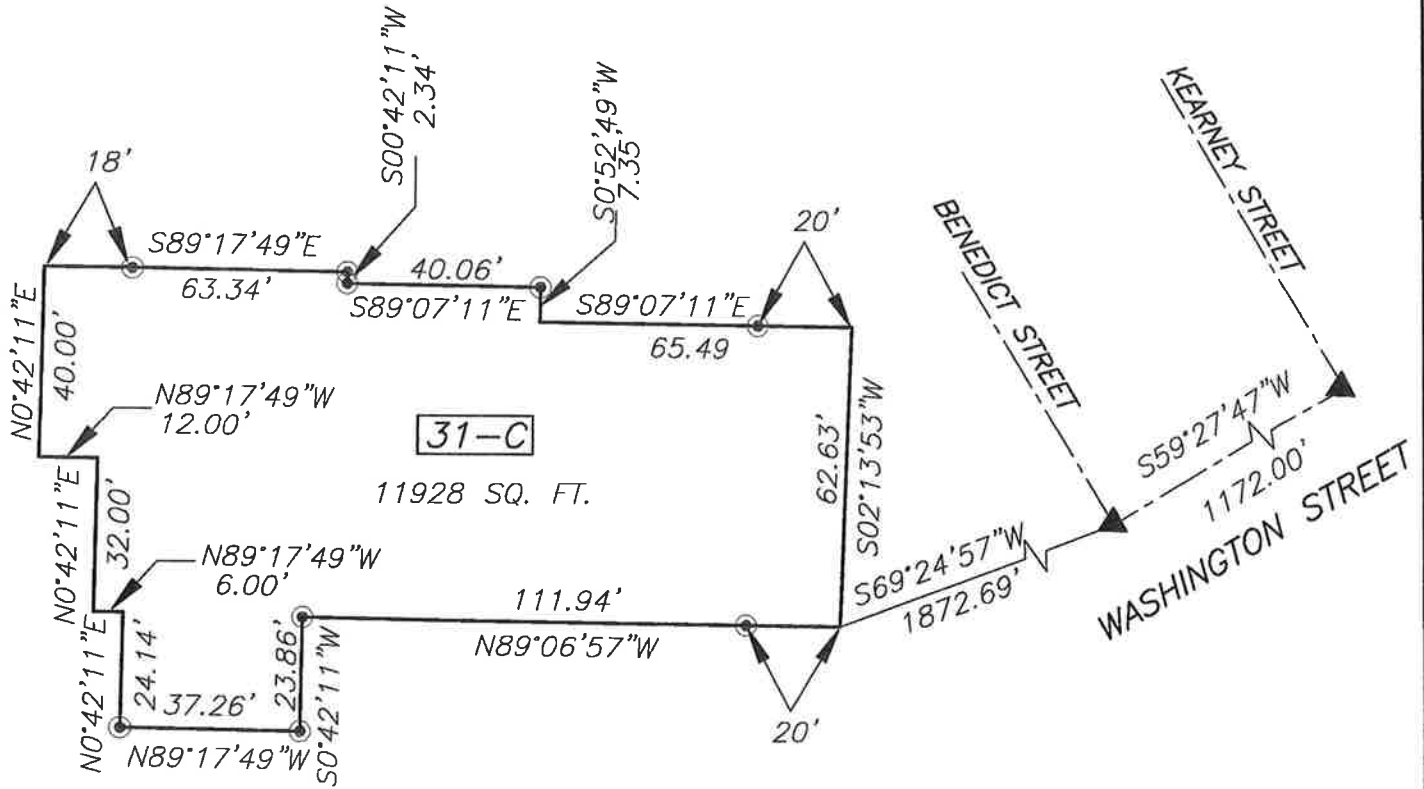
For discussion and direction as appropriate.

SKETCH TO ACCOMPANY  
LEGAL DESCRIPTION FOR:

# PORT OF PORT TOWNSEND

## INDUSTRIAL LEASE # 31-C (BAIRD)

IN SECTION 10, TOWNSHIP 30 NORTH, RANGE 1 WEST, W.M.  
JEFFERSON COUNTY, WASHINGTON



**LEGEND:**

- RE-BAR WITH PLASTIC CAP MARKED "CLARK 12223"
- ▲ DENOTES CENTERLINE WELL MONUMENT.

3/10/15	AMENDED	SBC
10/22/97	FIRST ISSUED	
DATE	REVISIONS	BY:
FLAT CHECK:	SBC	
DRAWN BY:	SBC	
SER#: D13011\port_pt\lease\31C-102297		



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FAX 683-5310  
clo@olympus.net



**PARCEL DESCRIPTION FOR LEASE #31-C (AMENDED)  
FOR PORT OF PORT TOWNSEND**

March 10, 2015

THAT PORTION OF BLOCK 18, PER THE SUPPLEMENTARY PLAT OF THE EISENBEIS ADDITION TO THE CITY OF PORT TOWNSEND, AS RECORDED IN VOLUME 2 OF PLATS, PAGE 29, RECORDS OF JEFFERSON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT A CONCRETE MONUMENT MARKING THE CENTERLINE INTERSECTION OF WASHINGTON AND KEARNEY STREETS AS SHOWN ON THE MAP OF L. B. HASTINGS SECOND ADDITION TO PORT TOWNSEND, RECORDED IN VOLUME 1 OF PLATS, PAGE 29, RECORDS OF JEFFERSON COUNTY, WASHINGTON;

THENCE SOUTH 59° 27' 47" WEST, A DISTANCE OF 1,172.00 FEET TO A CONCRETE MONUMENT MARKING THE CENTERLINE INTERSECTION OF WASHINGTON AND BENEDICT STREETS, PER SAID PLAT OF L. B. HASTINGS SECOND ADDITION;

THENCE SOUTH 69° 24' 57" WEST, A DISTANCE OF 1,872.69 FEET TO THE TRUE POINT OF BEGINNING;

THENCE NORTH 89° 06' 57" WEST, A DISTANCE OF 111.94 FEET;

THENCE SOUTH 00° 42' 11" WEST, A DISTANCE OF 23.86 FEET;

THENCE NORTH 89° 17' 49" WEST, A DISTANCE OF 37.26 FEET;

THENCE NORTH 00° 42' 11" EAST, A DISTANCE OF 24.14 FEET;

THENCE NORTH 89° 17' 49" WEST, A DISTANCE OF 6.00 FEET;

THENCE NORTH 00° 42' 11" EAST, A DISTANCE OF 32.00 FEET;

THENCE NORTH 89° 17' 49" WEST, A DISTANCE OF 12.00 FEET;

THENCE NORTH 00° 42' 11" EAST, A DISTANCE OF 40.00 FEET;

THENCE SOUTH 89° 17' 49" EAST, A DISTANCE OF 63.34 FEET;

THENCE SOUTH 00° 42' 11" WEST, A DISTANCE OF 2.34 FEET;

THENCE SOUTH 89° 07' 11" EAST, A DISTANCE OF 40.06 FEET;

THENCE SOUTH 00° 52' 49" WEST, A DISTANCE OF 7.35 FEET;

THENCE SOUTH 89° 07' 11" EAST, A DISTANCE OF 65.49 FEET;

THENCE SOUTH 02° 13' 53" WEST, A DISTANCE OF 62.63 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 11,928 SQUARE FEET, MORE OR LESS.

**PORT OF PORT TOWNSEND**

**MEETING OF:** March 25, 2015

**AGENDA ITEM:** VI. First Reading  
B. EV (Electronic Vehicle) Tourism Discussion

**BACKGROUND:**

To be presented.

**Executive Director's Recommendation:**

For discussion.

## PORT OF PORT TOWNSEND

**MEETING OF:** March 25, 2015

**AGENDA ITEM:** VI. First Reading  
C. North Olympic Development Council (NODC)

### **BACKGROUND:**

The former Peninsula Development District (PDD) and the North Olympic Peninsula Resource Conservation & Development (NOPRC&D) have combined and re-formed as the NODC. On March 17, 2015, members of the two former organizations met for a strategic planning session. The effort is to establish a new mission statement and goals for the NODC. This is a two-county (Jefferson and Clallam) effort.

The Executive Director attended the session and will update the Commission on the status of the NODC.

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

For information only.