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**Port of Port Townsend
1st Monthly Regular Meeting Agenda
Wednesday, June 10, 2015, 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 – May 27, 2015.....1-2
 - Approval of Special Meeting Minutes – May 26, 2015.....3
 - B. Operations Reports – May 2015.....4-6
 - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
 - A. Coast Seafoods Lease.....7
- VI. First Reading (discussion only)
 - A. Commercial Fish Buying and Loading Operations.....8
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting:** Wednesday, June 24, 2015 at 5:30 PM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.
- XII. Executive Session (if called)
- XIII. Adjournment

PORT COMMISSION MEETING– May 27, 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
Attorney – Goodstein
Minutes – Nelson

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 Meeting Minutes – May 11, 2015
Approval of Special Meeting Minutes – May 19, 2015
- B. Approval of Warrants
Warrant #054578 through #054590 in the amount of \$52,057.09 for Payroll & Benefits
Electronic Payment in the amount of \$19,907.47 for Payroll & Benefits
Warrant #054591 through #054625 in the amount of \$44,160.48 for Accounts Payable
Electronic Debit in the amount of \$7,722.01 for Washington State Department of
Revenue Combined Excise Tax Return for April 2015

**Commissioner Tucker moved to approve the Consent Agenda as presented.
Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.**

IV. PUBLIC COMMENTS (Not related to agenda):

V. SECOND READING (Action Items):

VI. FIRST READING (Discussion Only):

A. Bob Cunningham (1:15):

Mr. Pivarnik discussed Mr. Cunningham's desire to place a steel building on Port property located in the yard, which would require a new land lease. He pointed out the location on an aerial photo and explained it would have a very limited impact on yard operations. He then introduced Bob Cunningham.

Mr. Cunningham explained it is a pre-engineered steel building, 70'x120' and 60' tall. It would contain concrete flooring and reinforced to accommodate the Travelift.

Further discussion ensued on details of the site and building.

Mr. Pivarnik requested the commission's consent to move forward in negotiating a lease with Mr. Cunningham, which when finalized, would be presented to the commission for final approval.

The commissioners agreed for Mr. Pivarnik to move forward in lease negotiations with Mr. Cunningham.

B. Townsend Bay Termination Agreement (11:15):

Mr. Crockett explained that Mr. Toews reviewed the draft agreement with Townsend Bay's attorney and it would be affective upon closing of the sale (to the Shipwrights Co-op). He explained there is a \$500 fee added in for Port staff time used in closing of lease.

Mr. Pivarnik noted in the agreement, section 3-A releases Townsend Bay from everything except for hazardous substances, if any are discovered on the property in the future.

Mr. Crockett stated September 1, 2015 is the expected closing date of the sale. He added the agreement would be on the next meeting agenda for commission approval.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

VIII. STAFF COMMENTS (14:59):

Mr. Pivarnik informed staff held a successful pre-bid meeting for the boat ramp project, which included seven participants. He added bids are due June 19, 2015 at 1:00 PM, with bid opening at 1:10 PM.

Mr. Crockett explained RCO grant money won't be disbursed until this legislative session has adjourned.

Mr. Crockett discussed a “pre-pricing” teleconference on the bond sale yesterday. He stated the bonds sold today. The original estimate was \$347K over ten years but the bond sale yielded \$451K over ten years.

He then informed he would attend the Port's meeting with marine trades on BMP rules, where ideas on policy enforcement will be discussed. He added there would most likely be more than one meeting on this issue with marine trades.

Last, Mr. Crockett informed he would attend the NODC meeting in Sequim on Thursday.

IX. PUBLIC COMMENTS (20:32):

George Yount thanked staff for the information on the bond. He also gave his thanks for the opportunity to attend the commission retreat held in Port Ludlow. He added he thought it was a good retreat and expressed his thanks to moderator, David Goldsmith.

X. COMMISSIONER COMMENTS (21:23):

Commissioner Hanke expressed his thoughts on the WPPA Spring Meeting. He said the real estate session was a good one.

He also commented on Fort Worden stating that he believes the Port should enter into more discussions with the Parks on various issues.

Commissioner Clinefelter had questions on the transient moorage policy and how it is managed. He had concerns with the amount of time allowed to stay in a slip, which sometimes does not allow a boater enough time to have work completed on their boat.

Mr. Crockett suggested the guest moorage policy is reviewed at the next commission workshop.

Commissioner Clinefelter then asked the status of the former Landfall Restaurant site.

Mr. Crockett explained the current leaseholder's contract expires the end of this month and staff is currently speaking with another interested party.

Commissioner Tucker stated he enjoyed the WPPA Spring Meeting, and always learns a lot at each one of their conferences.

He then discussed the Jefferson Energy Lunch meetings and reported that PUD is now interested in collaborating on the Electric Vehicle charging station project.

XI. NEXT MEETING & WORKSHOP: Next regular meeting will be held Wednesday, June 10, 2015 at 1:00 PM, Public Workshop at 9:30 AM, in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

XIII. ADJOURNMENT:

The meeting adjourned at 6:04 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 SPECIAL MEETING- May 26, 2015

The Port of Port Townsend Commission met in special session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter
Executive Director – Crockett
Deputy Director – Pivarnik

Absent: Commissioner Hanke

I. CALL TO ORDER:

Commissioner Tucker called the meeting to order at 8:30 AM.

II. RECESS TO EXECUTIVE SESSION (2-hour session):

A. Finance Director Interviews, pursuant to RCW 42.20.110 (g)

Two candidates were interviewed for the Finance Director/Port Auditor position. No action taken.

III. RECONVENING OF SPECIAL SESSION:

Special meeting reconvened at 10:32 AM.

IV. NEXT REGULAR MEETING: Wednesday, May 27, 2015 at 5:30 PM, Commission Building, 333 Benedict Street, Port Townsend, WA.

V. ADJOURNMENT:

The meeting adjourned at 10:32 AM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: MAY 2015 DATE: 6/5/2015

MONTHLY PERMS: 358

MONTHLY GUESTS: 24

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' 35	34	1	97%
27' 11	11	0	100%
30' 105	103	2	98%
35' 24	23	1	96%
40' 44	42	2	95%
45' 41	40	1	98%
50' 32	31	1	97%
OVER 52' 7	7	0	100%
TOTAL: 299	291	8	AVG: 98%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. 1455	1440	99%
TOTAL: 3806	3656	AVG: 99%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	605	249	1445
CREDIT SYSTEM:	39	29	140
TEMP TIE UP:	3	6	15
FREE NIGHTS:	3	0	6
PTYC:	20	13	50
RAMP/DAILY:	250	32	401
RAMP/ANNUAL:	96	46	314
RAMP NOT PAID:	8	4	12

WAIT LISTS	
25' PLEA:	14
27' PLEA:	0
30' PLEA:	40
35' PLEA:	34
40' PLEA:	38
45' PLEA:	20
50' PLEA:	18
OVER 52':	8
OVERWID	0
30' COMM.	0
40' COMM.	0
50' COMM:	1

TOTAL OCCUPANCY %: 97%

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT

2015

& 5 YEAR COMPARISON

MARINA NIGHTLY GUEST NIGHTS											
	2011		2012		2013		2014		2015		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	32	32	28	28	58	58	53	53	83	83	JAN
FEB	77	109	96	124	80	138	57	110	104	187	FEB
MAR	178	287	73	197	95	233	77	187	101	288	MAR
APRIL	180	467	240	437	159	392	209	396	163	451	APRIL
MAY	618	1085	541	978	605	997	585	981	619	1070	MAY
JUNE	582	1667	749	1727	606	1603	520	1501			JUNE
JULY	1079	2746	1035	2762	1089	2692	993	2494			JULY
AUG	1131	3877	1178	3940	1188	3880	996	3490			AUG
SEPT	838	4715	831	4771	899	4779	778	4268			SEPT
OCT	154	4869	175	4946	214	4993	120	4388			OCT
NOV	58	4927	86	5032	138	5131	114	4502			NOV
DEC	54	4981	65	5097	64	5195	52	4554			DEC

RV NIGHTLY GUEST NIGHTS											
	2011		2012		2013		2014		2015		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	173	173	176	176	180	180	285	285	304	304	JAN
FEB	214	387	221	397	261	441	150	435	291	595	FEB
MAR	239	626	229	626	359	800	249	684	244	839	MAR
APRIL	341	967	445	1071	209	1009	546	1230	652	1491	APRIL
MAY	717	1684	638	1709	637	1646	706	1936	955	2446	MAY
JUNE	713	2397	645	2354	910	2556	1015	2951			JUNE
JULY	1215	3612	1247	3601	1275	3831	1169	4120			JULY
AUG	1257	4869	1300	4901	1293	5124	1228	5348			AUG
SEPT	1062	5931	1076	5977	1079	6203	1120	6468			SEPT
OCT	501	6432	580	6557	694	6897	796	7264			OCT
NOV	258	6690	290	6847	352	7249	432	7696			NOV
DEC	176	6866	246	7093	165	7414	269	7965			DEC

PERMANENT & SEASONAL TENANT SUMMARY			
	AVAIL/GOAL	OCCUPIED	%
LTD ACCESS MOORAGE	40 SLIPS	37	93%
COMMERCIAL MOORAGE	850 FEET	745	88%
SEASONAL MOORAGE	32 SLIPS	27	84%
SEASONAL RV'S	10 SITES	8	80%
UNDESIRABLE	1 SLIPS	0 0	0%

STORAGE OPERATIONS REPORT									DATE:	6/5/2015
May-15										
	MAY 2012	MAY 2013	MAY 2014	MAY 2015	2012 YEAR TO DATE	2013 YEAR TO DATE	2014 YEAR TO DATE	2015 YEAR TO DATE	REMARKS	
HAUL-OUT										
BOAT YARD - OUT	86	97	92	95	277	291	298	323		
BOAT YARD - IN	97	103	90	77	261	271	286	286		
67% RE-BLOCK	1	4	10	0	13	32	36	22		
40 % INSPECTION	2	3	1	3	9	14	8	6		
OTHER	4	5	4	9	11	13	22	24		
SUB TOTAL	184	212	197	184	571	622	650	661		
SHIP - OUT	20	23	18	16	63	76	63	55		
SHIP - IN	12	29	23	17	56	65	68	54		
SHIP - RE-BLOCK	1	0	1	1	8	1	5	4		
SHIP-INSPECTION	0	0	0	0	0	3	3	1		
SHIP - OTHER	0	0	0	0	2	3	0	0		
SUB TOTAL	43	52	42	33	129	147	139	114		
TOTAL	227	264	239	217	700	769	789	775		
STORAGE										
PTBH - START	82	78	76	79						
PTBH - END	77	80	85	86						
PTBH-O.P.P.	21	20	25	34						
SHIP-START	14	22	22	18						
SHIP-END	15	17	17	14						
SHIP-O.P.P.	1	1	2	3						
Longterm Storage	20	21	24	20						BOATS
JCIA OPERATIONS REPORT										
HANGERS	13	13	12	12						
TIE DN - PAVED	2	2	2	2						
TIE DN - GRASS	1	1	1	0						
TIE DN - NIGHTLY	12	5	2	13						
W/L - HANGERS	0	0	0	0						
							OFF PORT PROPERTY			
							STEPHENS - 1			
							TBM - 3 SHIP - 2			
							HAVEN - 2			
							PT CO-OP - 9			
							GOLD STAR - 10			

PORT OF PORT TOWNSEND

MEETING OF: June 10, 2015

AGENDA ITEM: V. Second Reading
A. Coast Seafoods Lease

BACKGROUND:

Staff has been working with Coast Seafoods for the past six months to put together a consolidated lease for their operations in Quilcene. Because there were three different leases that had been done over the years the idea was to consolidate and get an actual survey to mark all of the corners for the property leased. This turned out to be a more difficult task than originally planned because many of the survey markers from the late 1800's aren't there anymore. We do believe we finally have an accurate survey so that we can enter into a long-term agreement with Coast Seafoods.

This agreement does not extend their present lease boundaries and does not change the rate that we have agreed upon. It is mainly to consolidate, memorialize the proper markings, and extend the term of the present leased area.

Executive Director's Recommendation:

Authorize the Executive Director to execute consolidated lease with Coast Seafoods.

PORT OF PORT TOWNSEND

MEETING OF: June 10, 2015

AGENDA ITEM: VI. First Reading
A. Commercial Fish Buying and Loading Operations

BACKGROUND:

Activity at the boat ramp has increased dramatically in the last year, mainly because of the excellent fishing in the area. With that, we have noticed an increase in the fish buying and unloading activities mostly during tribal fish openings. At one point last month we had 5 trucks in the ramp parking area, one being an 18-wheeler buying product from fishermen.

Staff and Commissioners have been considering a fee attached to anyone that would like to perform commercial activities using the ramp. The fee suggestions have ranged from several hundreds to possibly a thousand dollars per year. Staff would like direction from the Commission to develop a fee schedule for these commercial activities. We want to make sure that what we come up with is enforceable since we have limited staff to be checking vehicles and crews.

Executive Director's Recommendation:

For discussion and direction.