



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, July 8, 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 – June 23, 2015.....1-3
  - B. Operations Reports – June 2015.....4-6
  - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
  - A. Resolution No. 627-15 – Appointing Auditing Officer.....7-8
  - B. Commercial Use of Boat Ramps/Facilities.....9
- VI. First Reading (discussion only)
  - A. 2016 Seattle Boat Show.....10-11
  - B. Best Management Practices (BMPs).....12
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting:** Wednesday, July 22, 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-- June 23, 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 and Hanke  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Finance Director – Berg  
Attorney – Lake, O'Malley  
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 proposed moving from VI-First Reading: Item A-Resolution 626-15 - Appointing Investment Officer; and, Item C-Resolution 628-15 - BIG Authorization to Section VII-Potential Immediate Action, Item A and B.

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

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:54):

A. Approval of Meeting Minutes – June 10, 2015  
Approval of Public Workshop Minutes – June 10, 2015

B. Approval of Warrants

Warrant #054705 through #054717 in the amount of \$51,424.74 for Payroll & Benefits

Electronic Payment in the amount of \$19,449.45 for Payroll & Benefits

Warrant #054718 through #054761 in the amount of \$49,547.67 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$10,121.32 for Washington State Dept. of Revenue Combined Excise Tax Return for May 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):

A. Townsend Bay Marine Lease Termination Agreement (2:15):

Mr. Crockett reminded this is the second reading. A short discussion ensued on details.

**Commissioner Tucker moved to approve the Townsend Bay Marine Lease Termination Agreement.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous approval.**

Mr. Crockett added the agreement would be signed effective upon closing of the sale.

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

B. Resolution No. 627-15 – Appointing Auditing Officer (4:14):

Mr. Crockett explained this is the only position besides the Executive Director that the commission appoints. He recommended to the commission appointing new Finance Director, Abigail Berg. He then added this resolution would be on the next meeting agenda.

D. Boat Ramp Bid Results (5:00):

Mr. Crockett reported only two bids were received and were opened last Friday. Bidders were Orion Marine Construction out of Tacoma, bidding \$670,875 and Quigg Brothers from Aberdeen bidding \$670,350. He said both bids would be rejected since both are over the engineer's estimate. He explained there was confusion on the specs; the timing of the project; and, how going deeper in the water changed the price. Staff explained MC Squared will re-spec the project and it will go out for another formal bid process. Discussion ensued amongst the commission and staff on how to bring the project cost down and details of the contractor selection process.

In response to Commissioner Clinefelter's opinion that more factors need to be taken into consideration in the selection process due to the size of the project, Attorney Lake added that it is allowable to add more criteria in the bid documents; however, a process is required.

VII. POTENTIAL IMMEDIATE ACTION ITEMS) (17:36):

**Commissioner Tucker moved to place under Section VII-Potential Immediate Action: Item A, Resolution No. 626-15-Appointing an Investment Officer, and Item B, Resolution No. 628-15-BIG Authorization.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

A. Resolution No. 626-15 – Appointing Investment Officer:

**Commissioner Tucker moved to adopt Resolution No. 626-15, appointing Abigail Berg as Investment Officer as presented.**

**Commissioner Hanke seconded the motion.**

**Motion carried by unanimous vote.**

B. Resolution No. 628-15 – Authorizing BIG (Boating Infrastructure Grant):

Mr. Crockett informed that RCO changed the application rules since the previous years application submittal, and in the Port's favor. He reminded that \$1.1M was awarded last year for the Point Hudson breakwater (which will not be distributed until the legislative session has ended) and we have the opportunity for a second go-around. He explained the amount staff is applying for is \$900K. He explained this resolution is a requirement in the grant application package, which is due July 10, 2015.

**Commissioner Hanke moved to adopt Resolution No. 628-15, authorizing the BIG application as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

VIII. STAFF COMMENTS (20:26):

Attorney Lake introduced newly hired attorney to the Goodstein Law Group, Mr. Pat O'Malley.

Ms. Nelson informed that the July 8, 2015 commission meeting/workshop packets will not be available until Monday, July 6, due to Port offices being closed on Friday, July 3 for the Independence Day holiday.

Ms. Berg announced, it is great to be here. (Commissioner Tucker introduced Ms. Berg, as the Port's newly hired Finance Director, previously in the meeting.)

Mr. Crockett reported the second meeting on BMP issues with marine trades' workers will take place on Tuesday, June 30, 2015 at 9 AM in the Commission Building. Next, he announced he and Commissioner Tucker would attend tomorrow evening's City Town Hall meeting, as he is a member of the City's comp scheme committee and Commissioner Tucker is involved with the County's Comp Scheme committee. Last, Mr. Crockett informed the Commission would hold a Public Workshop on July 8, 2015 at 9:30 AM. On that agenda will be the beginning of workshops discussing the 2016 budget, and the continued discussion on fees to charge to commercial users of the boat ramps. He explained talks on the Strategic Plan would be held at another workshop sometime later in July when David Goldsmith is available.

IX. PUBLIC COMMENTS (26:35):

Ron Hayes expressed his concerns with the ramp bid, but said he is confident a way would be found to bring the cost down.

X. COMMISSIONER COMMENTS (27:50):

Commissioner Hanke stated he looks forward to the discussion on commercial ramp fees. He asked if there is commercial use happening at the Gardiner boat ramp and if that is allowed.

(Mr. Pivarnik said speaking of ramps, Charlie and John, Port maintenance staff, significantly repaired the Mats Mats boat ramp and it is now in good shape.)

Commissioner Tucker reported on the recent Energy Lunch meeting he attended and how the discussion was on electric boats. He said he was very excited when he learned Port tenant, Bob Cunningham was building an electric wood fishing boat here in our yard, for a Croatian.

XI. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held Wednesday, July 8, 2015 at 1:00 PM, with a 9:30 AM public workshop, both in the Port Commission Building, 333 Benedict St, Port Townsend.

XII. EXECUTIVE SESSION:

None

XIII. ADJOURNMENT:

The meeting adjourned at 6:02 PM there being no further business to come before the Commission.

ATTEST:

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

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

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

# BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: JUNE 2015

DATE: 7/4/2015

MONTHLY PERMS: 378

MONTHLY GUESTS: 25

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' _____ 35	_____ 34	1	97%
27' _____ 11	_____ 10	1	91%
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	9	AVG: 96%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. _____ 1455	_____ 1440	99%
TOTAL: _____ 3806	_____ 3656	AVG: 98%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	497	605	1942
CREDIT SYSTEM:	36	39	176
TEMP TIE UP:	35	3	50
FREE NIGHTS:	0	3	6
PTYC:	34	20	50
RAMP/DAILY:	115	250	401
RAMP/ANNUAL:	52	96	314
RAMP NOT PAID:	10	8	22

WAIT LISTS	
25' PLEA:	<u>13</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>44</u>
35' PLEA:	<u>33</u>
40' PLEA:	<u>44</u>
45' PLEA:	<u>20</u>
50' PLEA:	<u>18</u>
OVER 52':	<u>8</u>
OVERWID	<u>0</u>
30' COMM.	<u>0</u>
40' COMM.	<u>0</u>
50' COMM:	<u>1</u>

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	537	1607	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	1036	3482	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	0	0%
SEASONAL RV'S	10 SITES	8 3	80%
UNDESIRABLE	1 SLIPS	0 3	0%

STORAGE OPERATIONS REPORT									DATE:	7/4/2015
June-15										
	JUN	JUN	JUN	JUN	2012 YEAR	2013 YEAR	2014 YEAR	2015 YEAR		
	2012	2013	2014	2015	TO DATE	TO DATE	TO DATE	TO DATE	REMARKS	
<b>HAUL-OUT</b>										
BOAT YARD - OUT	105	86	91	93	382	377	389	416		
BOAT YARD - IN	117	90	110	121	378	362	396	407		
67% RE-BLOCK	5	3	7	5	18	35	43	27		
40% INSPECTION	3	1	4	4	12	15	12	10		
OTHER	4	2	6	1	15	15	28	25		
<b>SUB TOTAL</b>	<b>234</b>	<b>182</b>	<b>218</b>	<b>224</b>	<b>805</b>	<b>809</b>	<b>868</b>	<b>885</b>		
<b>SHIP - OUT</b>										
SHIP - OUT	15	17	13	18	78	93	76	73		
SHIP - IN	24	15	15	14	80	80	82	68		
SHIP - RE-BLOCK	0	0	1	0	8	1	6	5		
SHIP-INSPECTION	0	0	1	0	0	3	4	1		
SHIP - OTHER	0	0	0	1	2	3	0	1		
<b>SUB TOTAL</b>	<b>39</b>	<b>32</b>	<b>29</b>	<b>33</b>	<b>168</b>	<b>180</b>	<b>168</b>	<b>148</b>		
<b>TOTAL</b>					<b>973</b>	<b>983</b>	<b>1036</b>	<b>1033</b>		
<b>STORAGE</b>										
PTBH - START	77	80	85	86						
PTBH - END	81	72	70	87						
PTBH-O.P.P.	21	20	25	28						
SHIP-START	18	17	17	18						
SHIP-END	9	15	16	19						
SHIP-O.P.P.	1	3	2	1						
PERM/FREE										
FREE DAYS										
<b>JCIA OPERATIONS REPORT</b>										
HANGERS	13	13	13	12						
TIE DN - PAVED	2	2	2	2						
TIE DN - GRASS	1	1	0	0						
TIE DN - NIGHTLY	16	17	17	6						
W/L - HANGERS	0	0	0	0						
<b>OFF PORT PROPERTY</b>										
gold star 9										
stephens 0										
fly-1										
co-op 11										
steadhead-1										
TBM-5										
TBM Ship-1										

**PORT OF PORT TOWNSEND**

**MEETING OF:** July 8, 2015

**AGENDA ITEM:** V. Second Reading  
A. Resolution No. 627-15 –  
Appointing Auditor Officer

**BACKGROUND:**

Discussed at previous commission meeting.

**Executive Director's Recommendation:**

To appoint S. Abigail Berg as Port Auditor.



**RESOLUTION NO. 627-15**

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

**RESOLUTION RESCINDING RESOLUTION NO. 577-12  
AND AMMENDING RESOLUTION NO. 79-90**

**WHEREAS:** Resolution No. 79-90 establishes a need for the position of "Auditing Officer", defining the Authority and Duties of such Officer, and appoints an Auditing Officer, and;

**WHEREAS:** Resolution No. 577-12 is an Amendment to Resolution No. 79-90 appointing Ms. Amy J, Khile as Auditing Officer, and;

**WHEREAS:** Ms. Amy J, Khile resigned from the Port of Port Townsend;

**NOW, THEREFORE:** Effective July 8, 2015, Resolution No. 577-12 shall be rescinded and Resolution No. 79-90 shall be amended to show that Ms. S. Abigail Berg has been appointed as the Auditing Officer of the Port of Port Townsend until further notice.

**ADOPTED** this **8th day of July 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, Goodstein Law Group, PLLC

## PORT OF PORT TOWNSEND

**MEETING OF:** July 8, 2015

**AGENDA ITEM:** V. Second Reading  
B. Commercial Use of Boat Ramps/Facilities

### **BACKGROUND:**

Commercial use of our ramps and adjacent areas has been discussed before. In the morning workshop, a proposal for charging for such use was discussed. Should the Commission wish to move on this topic they could do so now, as we have had a first reading quite some time ago.

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

For discussion and direction as appropriate.

**PORT OF PORT TOWNSEND**

**MEETING OF:** July 8, 2015

**AGENDA ITEM:** VI. First Reading  
A. 2016 Seattle Boat Show

**BACKGROUND:**

The 2016 Seattle Boat Show will take place January 29 through February 6, 2016. The 2016 cost for booth space only remains the same as in 2015 (\$975). A 50% deposit is due by the end of August to hold space. Staff will brief the commission on 2015 show costs to help inform them if they would like to participate again in the 2016 show.

**Executive Director's Recommendation:**

For discussion only.

Boat Show Expenses										
Employee	Hours	Gross Pay w/out Benefits	Mileage	Ferry	Parking	Meals	Boat Show Pass	Total		
Sean Smith	16R .500T 17WOT	1111.40	212.75	51.80	35.00	3.71		1414.66		
Tami Ruby	8R 20T	365.20	50.37	8.00	11.50	16.00		451.07		
Larry Crocket	8R	477.60	54.05	4.00	11.50	11.50		558.65		
Doug Lockhart	8W 1WOT 16R 1.50T	935.55	134.55	37.90	23.00			1131.00		
John Green*	18R 20T	535.08						535.08		
Charlie Shaw	8R 20T	269.72	51.75	8.00	11.00	17.00		357.47		
Jim Pivarnik	8R	387.28	56.35					443.63		
Sam Berger*	8R 20T	213.62						213.62		
Terry Khile	24R 30T	903.12	172.50	24.00	34.50			1134.12		
TJ Quandt	24R 1.50T	549.68	51.75	37.90	11.50	35.76		686.59		
Kristian Ferrero*	8R .50T	150.59						150.59		
Rhonda Beytebiere	8W 1WOT	227.81	68.43	13.90	13.00	18.83	3.00	344.97		
Shannon Counsellor	10WOT	348.20	68.43	27.80	13.00	22.61		480.04		
Sue Nelson	9.50T	374.40	52.90	8.00	11.50	15.11		461.91		
Total		6849.24	973.83	221.30	175.50	140.52	3.00	<b>8363.39</b>		

\* No Expense Sheet

Booth Space 975  
 Booth carpet & tables 402  
 13 extra staff badges 130  
 25 Guest tickets 75  
**TOTAL 1582**

**GRAND TOTAL ABOVE 9945.39**

Roundtrip Haulouot ?  
 2 nts guest moorage ?

**PORT OF PORT TOWNSEND**

**MEETING OF:** July 8, 2015

**AGENDA ITEM:** VI. First Reading  
B. Best Management Practices (BMPs)

**BACKGROUND:**

Staff has conducted two sessions with local marine trades to go over our Best Management Practices and issues surrounding enforcement. A fee schedule seems to be an acceptable method of enforcement. The rules by which such a fee would be levied will be discussed.

**Executive Director's Recommendation:**

Establish a fee schedule for BMP violations.