



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
2nd Monthly Meeting Agenda
Wednesday, August 26, 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 – August 12, 2015.....1-3
 - Approval of Public Workshop Minutes – August 12, 2015.....4-5
 - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (action items)
 - A. 2016 Budget and Capital Facilities Plan.....6
- VI. First Reading (discussion only)
 - A. Banking Institution Reductions.....7
 - B. Fort Worden Bluff Stabilization.....8
 - C. Personnel Survey.....9
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting/Public Workshop: Wednesday, September 9, 2015 – meeting at 1:00 PM, public workshop at 9:30 AM, Port Commission Building, 333 Benedict Street, Port Townsend, WA.**
- XII. Executive Session – (if called)
- XIII. Adjournment

PORT COMMISSION MEETING– August 12, 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 – Berg
Attorney – O’Malley
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Proposed additions to the agenda include VII-Potential Immediate Action, A - Quilcene Waste Water Project, and XII-Executive Session, A – Personnel, duration of thirty minutes, no decisions.

Commissioner Tucker moved to approve the Agenda as amended.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:20):

- A. Approval of Meeting Minutes – July 22, 2015
Approval of Special Meeting Minutes – August 6, 2015
- B. Resolution No. 629-15 – Warrant Cancellation
- C. Write-off Register
- D. Operations Report – July 2015
- E. Approval of Warrants

Warrant #054894 through #054910 in the amount of \$100,661.89 for Payroll & Benefits
Electronic Payment in the amount of \$47,894.30 for Payroll & Benefits
Warrant #054911 through #054981 in the amount of \$80,895.62 for Accounts Payable
Warrant #054620 as a VOID

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) (2:28):

Bertram Levy presented a chart on water usage at the boat ramp wash down area. He explained he recently observed a person with no boat, washing their car there. His chart compared water usage from that meter for May, June and July of 2014 and 2015. Mr. Levy asked the commission to consider a coin-operated system for water usage at the wash down area.

V. SECOND READING (Action Items):

A. Boat Ramp Update (9:48):

Mr. Pivarnik informed the commission a request for bids on the boat ramp project went out last week, with bids due August 26, 2015. He discussed the streamlined changes made to the plans by the engineers. Mr. Pivarnik reported this is now estimated to be a \$375K job. Mr. Crockett added the maximum amount the Port can receive from the grant is \$330K (75% of project cost). Mr. Pivarnik added he expects to receive the letter from the hearing examiner in the next day or two, and then staff would apply for City permits. Target date for construction to begin is December.

VI. FIRST READING (Discussion Only):

A. Larry Scott Trail (12:27):

Mr. Crockett reported the reason for placing this on today’s agenda resulted from an article in Tuesday’s Peninsula Daily News. He then explained that in the Kah Tai transfer deal between the City and the Port, the relocation of the Larry Scott Trail was a condition to be reexamined in the future. Mr. Crockett briefed on the history of why the trail was built in the shipyard area, rather than the original plans to bring it behind the PT Brewery and up around the bluff by the Port’s maintenance shop. Representatives of the Trails Coalition, along with Mayor David King recently met with staff on how to move the relocation project forward. Mr. Crockett explained to the commission that if the Port assists the Coalition, it would involve staff time and money. He added there is grant

money available, but most require a 50% match. He said the Coalition is willing to pursue the grants. He does not know if a donation of some of the property by the Port would qualify as part of the match. Possible funding could come from other sources, such as the City and others as well. Mr. Crockett stated the Coalition would like permission to go back along the bluff and cut back the berry bushes and brambles to see how feasible this area would be for trail relocation. Discussion ensued on who is responsible for maintaining the trail (the City and County), dust and traffic in the shipyard, insurance coverage for trail volunteers, engineering and surveying of the bluff, and the possible unlocking of the City's restrooms at the Kah Tai entrance since cars would be directed to park at the Park & Ride.

Trails Coalition Vice President, Jeff Selby reported they have insurance coverage for trail volunteers. He also said they adhere to the National Standards for trails, which regulate trail grades and ADA accessibility.

Port staff will supply the Trails Coalition with a map of the subject area and once the weeds are cut back, Coalition reps will present a feasibility report to the commissioners.

VII. POTENTIAL IMMEDIATE ACTION ITEMS:

A. Quilcene Waste Water Project (28:50):

Commissioner Tucker explained the Quilcene Waste Water project was discussed at this morning's workshop. Mr. Crockett has asked for commission approval to draft a letter to the County Commissioners from the Port Commissioners asking them to reopen, move forward, and to make the previously approved PIF money available for the Quilcene Waste Water Project. He also suggests adding to the letter that the County provide a status report to the commission by the August 26 Port Commission meeting.

Commissioner Tucker moved to approve this item for immediate action.

Commissioner Hanke seconded the motion.

Motion carried by unanimous vote.

Commissioner Tucker moved to authorize the Executive Director to draft a letter to the County Commissioners from the Port Commissioners as discussed.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (31:07):

Ms. Nelson announced there are now 14 or 15 boats up for sale on the Port's website. These are boats that did not sell at auction.

Mr. Crockett stated he would attend the PRTP TAC meeting on August 20. He reported he intends on filling the yard position vacated by TJ Quandt due to his new position. The new hire will be a beginning lift operator and a current staffer will move up in his position. Staff received feedback from the marine trades expressing the need for a full yard crew.

IX. PUBLIC COMMENTS (34:16):

John Zimmer commented on the Larry Scott Trail relocation.

Bertram Levy hopes it will not take long to resolve the wash down water over-usage.

Linda Herzog thanked the commission and staff for moving forward on the Quilcene Waste Water project. She added this system would provide economic stability for the South County.

X. COMMISSIONER COMMENTS (37:11):

Commissioner Clinefelter asked Ms. Berg if maintenance expenses could be consolidated into the 2016 budget for easier tracking. He then said he believes Mr. Levy's idea of using a coin-operated system for the wash down area is a good idea. Mr. Crockett stated he is ready to shut the water off during this drought. Commissioner Tucker said a responsible boat ramp should provide a wash down area so that boaters can wash off any invasive species to avoid transporting them to another location.

Commissioner Clinefelter asked for the quarterly update from Team Jefferson, which was due in June.

Commissioner Hanke said he this is a great time to move forward on the Quilcene Waste Water Project. He announce that he would be absent from the August 26, 2015 commission meeting.

Commissioner Tucker provided an update on the Jefferson Energy Lunch group. He reported that Brian Young from the WA State Department of Commerce became a sponsor of the local group because he enjoyed the programs so much.

XI. NEXT MEETING: Next regular meeting will be held Wednesday, August 26, 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 (Commission, Legal Counsel and Executive Director Crockett), at 1:46 PM to discuss a personnel matter, pursuant to RCW 42.30.110, duration of thirty minutes with no action.

XIII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:
The meeting reconvened and adjourned at 2:30 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

PORT COMMISSION PUBLIC WORKSHOP – August 12, 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 – Berg
Planning Analyst - Toews
Minutes Nelson

Guest Speaker: Linda Herzog, Quilcene Waste Water Project

I. CALL TO ORDER:

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

II. AGENDA:

Refer to attached Workshop agenda for items discussed.

Speakers from the audience included:

Quilcene Waste Water Project: Tom Brotherton, Dave Neuenschwander, George Yount, John Collins.

2016 Budget: Bertram Levy, John Zimmer.

Strategic Plan: Bertram Levy, George Yount, Diana Talley, John Collins, Linda Herzog.

III. ADJOURNMENT:

The Workshop adjourned at 11:38 AM.

ATTEST:

Stephen R. Tucker, President

Peter W. Hanke, Secretary

Brad A. Clinefelter, Vice President

**Port of Port Townsend Public Workshop
Wednesday, August 12, 2015, 9:30 AM
Commission Building
333 Benedict Street
Port Townsend, WA**

AGENDA

Quilcene Waste Water Project:

- Linda Herzog would like to reengage the Port regarding the Quilcene Waste Water project. The Commission has been provided with a summary of the project which was prepared by Linda.

2016 Budget:

- Continued discussions on the 2016 Operating Budget.

Strategic Plan:

- Continued discussions updating the Port's Strategic Plan.

PORT OF PORT TOWNSEND

MEETING OF: August 26, 2015

AGENDA ITEM: V. Second Reading
A. 2016 Budget and Capital Facilities Plan

BACKGROUND:

Continue budget discussions with additional financial information to be presented.

Review the Capital Facilities Plan process/status.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: August 26, 2015

AGENDA ITEM: VI. First Reading
A. Banking Institution Reductions

BACKGROUND:

EMV technology (Europay, MasterCard and VISA) is being strictly enforced in the U.S. effective 10/1/2015. After that deadline, any merchant using non-EMV compliant devices that choose to accept transactions made with EMV compliant cards, assumes liability for any and all transactions that are found to be fraudulent.

This requires the Port to obtain new credit card machines for such transactions, as well as a new merchant services provider as our current provider does not support this technology.

Part of this acquisition of new machines for EMV compliance and obtaining a new merchant services provider allows us to easily reduce the Port's current number of banking institutions from four down to two.

We will roll the Union Bank account used for credit card activity into our current Kitsap Bank depository account and close our Auditor's Revolving account with Bank of America and move it to Kitsap Bank. These changes facilitate efficiency in our banking transactions, as well as the monthly bank reconciliations to the accounting system. In addition, Kitsap Bank assured us that due to the credit card activity volume and the very small number of checks processed through these accounts (as Port warrants are prepared by the County) there should be little or no monthly analysis charges for use of their bank.

Executive Director's Recommendation:

Per the Port's Delegation of Authority policy, the Executive Director authorizes these changes in financial institutions for the purposes mentioned above, therefore, no commission action required.

PORT OF PORT TOWNSEND

MEETING OF: August 26, 2015

AGENDA ITEM: VI. First Reading
B. Fort Worden Bluff Stabilization

BACKGROUND:

Washington State Parks has contacted us regarding permission to move forward with a bluff stabilization project, which will also include reconstructing the existing stairs from the bluff to the Port's beach.

Since this project requires the contractor to have access to our property to perform the work, they are asking for a letter stating our permission for such access. We have engineering plans and have reviewed the project. Staff sees no issue as this will improve our property at the public access to the waterfront.

Timeline for the project is to start in approximately 6 months and finish within a year.

Executive Director's Recommendation:

Commission approval is not required and unless there is objection, the Executive Director will draft a letter of permission and send to Washington State Parks.

PORT OF PORT TOWNSEND

MEETING OF: August 26, 2015

AGENDA ITEM: VI. First Reading
C. Personnel Survey

BACKGROUND:

The Commission and staff have discussed the idea of conducting a personnel survey of all port staff (union and non-union). The concept of developing a survey and enlisting the services of a third party to administer such was discussed.

Staff will present a proposed survey process.

Executive Director's Recommendation:

For discussion.