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**Port of Port Townsend
1st Monthly Regular Meeting Agenda
Wednesday, September 9, 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 – August 26, 2015.....1-3
 - B. Operations Reports – August 2015.....4-6
 - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading (Action Items)
 - A. Contract Award for Boat Ramp Expansion.....7
 - B. 2016 Budget.....8
 - C. October 28, 2015 Meeting Date/Time Change.....9
- VI. First Reading (discussion only)
 - A. Acceptance of the AWOS Project Work.....10
- VII. Potential Immediate Action Items (unanimous Commission approval required)
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. **Next Meeting:** Wednesday, September 23, 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-- August 26, 2015

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

Present: Commissioners – Tucker and Clinefelter
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 5:30 PM.

II. APPROVAL OF AGENDA:

Proposed additions to the agenda include VI – First Reading, Item D – Boat Ramp Bid Opening and Item E – October 28, 2015 Meeting Date and/or Time Change.

Commissioner Clinefelter moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – August 12, 2015
Approval of Public Workshop Minutes – August 12, 2015

B. Approval of Warrants

Warrant #054982 through #054994 in the amount of \$60,532.49 for Payroll & Benefits and Airport Liability Insurance

Electronic Payment in the amount of \$18,361.01 for Payroll & Benefits

Warrant #054995 through #055034 in the amount of \$166,611.63 for Accounts Payable

Electronic Payment in the amount of \$11,592.91 for WA State Department of Revenue

Combined Excise Tax Return for July 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) (1:12):

Linda Herzog discussed the Quilcene Waste Water System project, the letter of support from the Port Commissioners to the County Commissioners, and a meeting she had with Jim Parker at PUD. She said she has still seen no action from County Administrator Morley. Mr. Crockett reported Mr. Morley called him and asked for an update on the Quilcene project and that he would like to have a meeting with the Port, PUD and Ms. Herzog. Discussions indicated frustration with the County.

V. SECOND READING (Action Items):

A. 2016 Budget and Capital Facilities Plan (7:33):

Mr. Crockett said there are a number of items on the budget to share. He reported that he, Mr. Pivarnik and Mr. Aase met with Port Engineer, Harold Andersen recently on the Capital Facilities planning. Mr. Andersen has most of the numbers in for Boat Haven and Point Hudson only, with a rough estimate of \$20M in maintenance/repair costs. Mr. Crockett added the airport, Quilcene and the boat ramps have yet to be completed. He said once the plan is complete, the cost to include all properties and facilities is estimated at \$40M. He reminded that at the February 11, 2015 commission meeting it was discussed that all data should be available in October but would take an additional few months beyond that for the finalized plan.

Ms. Berg presented a "Profit Center Analysis of Port's Activities", based on the 2014 Annual Report and Debt Service Schedule. She explained this document details the debt service, including the principal portion, information on the actual cash transactions for the year, revenues, payments, debt service payments, and depreciation.

Mr. Pivarnik explained he recently worked numbers related to the salary survey with Ms. Berg. He reported that next year the Union contract salary increases will total \$44K, but if the salary survey is followed 100%, it would cost an additional \$205K per year, plus the \$44K - the Port would be looking at an increase of a quarter million dollars in salaries. If the commission chooses to split the salary increases over a period of three years, as was done in the past, it would cost the Port an additional \$112,271 per year.

Mr. Crockett announced the budget would be discussed further at the September 9, 2015 Public Workshop.

VI. FIRST READING (Discussion Only):

A. Banking Institution Reductions (23:04):

Ms. Berg stated this basically is an FYI to the commission. She explained that due to the changes in credit card requirements, effective October 1, 2015, the Port needs the new credit card readers to read the new micro-chipped cards. The Port may use a financial institution of their choosing. Ms. Berg reported that currently the Port banks with the County and four different banks. The County serves as the Port Treasurer and Ms. Berg will consolidate the four banks to two – Kitsap Bank and US Bank. (US Bank is the only bank in Quilcene for Quilcene transactions, thus the need for two banks.)

B. Fort Worden Bluff Stabilization (24:37):

Mr. Crockett reported on a call he received from WA State Parks on a bluff stabilization project at Fort Worden. They will be installing sheet pilings along the face of the bluff. Parks will also be replacing all or a significant portion of the stairs on the Port's property. They also request access from the Port's beach for this project. Mr. Crockett stated the project could start in six months and would take one year for completion.

C. Personnel Survey (26:37):

Mr. Crockett discussed a survey he handed to commissioners, originally developed by Mr. Toews. Staff's idea is to hire Ross Ardrey to help finalize the survey, and then conduct the anonymous individual surveys within a two-week period. Cost estimate for this is \$6K.

D. Boat Ramp Bid Opening (29:50):

Mr. Pivarnik reported that two bids were received today by 1:00 PM and were opened immediately after. Quigg Brothers Construction of Aberdeen bid \$531,000 and Neptune Marine out of Anacortes bid \$412,750. He added the project estimate was \$450K with the grant amount to the Port at \$340K. Staff will perform due diligence on Neptune, the apparent low bidder.

Mr. Crockett added that the floats are not included in the price. The cost, including delivery is \$30K, this being the lowest price received so far.

E. October 28, 2015 Meeting Date and/or Time Change (34:10):

Mr. Crockett announced the Northwest Marine Trades Association annual Boatyard & Marina Conference conflicts with the October 28 Commission Meeting, as it begins early that evening. Options are to keep the same date and change the start time, or move the meeting to another date. This will come back for a decision at the September 9 meeting.

VII. POTENTIAL IMMEDIATE ACTION ITEMS):

None.

VIII. STAFF COMMENTS (35:22):

Ms. Berg informed she is busy working on the budget and with revenues and is also in the process of separating maintenance and environmental fees.

Mr. Pivarnik spoke about the "amazing" tribute to Ted Pike earlier today and the large turnout.

He then provided an update on the stormwater cleaning project. He said Phoenix Environmental (P.E.) did a great job, delivering the cleaned stormwater to the City sewer system. Mr. Pivarnik explained the job was budgeted for three days but P.E. stopped work after five, as the amount of stormwater in the vaults was underestimated. Original estimate was 62K gallons and by the end of the fifth day, 107K of water had been pumped. 50 cubic yards of sediment had been removed. P.E. estimates there is another 25% more water and sediment to be removed. The Port has through the month of October to complete this task. Mr. Pivarnik said he would check to see if the Port is required to obtain three bids from companies on the Small Works Roster, or if staff can rehire Phoenix Environmental to complete the job.

Commissioner Clinefelter expressed his concerns that a rain event would delay the job. Mr. Pivarnik replied that Maintenance Manager Aase has a good plan in case of inclement weather.

Mr. Crockett informed he would attend the North Olympic Development Council meeting in Sequim tomorrow.

IX. PUBLIC COMMENTS:

None.

X. COMMISSIONER COMMENTS (42:58):

Commissioner Tucker discussed the recent Jefferson Energy Lunch Meeting where they hosted a speaker from Germany who spoke about renewable energy.

Commissioner Clinefelter asked if any commissioners or Port staff would be attending the September WPPA Environmental Meeting. He suggested Environmental Office Cairns attend if he is available.

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

XII. EXECUTIVE SESSION:

None.

XIII. ADJOURNMENT:

The meeting adjourned at 6:16 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

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: AUGUST 2015 DATE: 9/3/2015

MONTHLY PERMS: 370

MONTHLY GUESTS: 22

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' 35	35	0	100%
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	8	AVG: 97%

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

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	795	799	3536
CREDIT SYSTEM:	42	39	257
TEMP TIE UP:	38	42	130
FREE NIGHTS:	0	4	10
PTYC:	52	45	147
RAMP/DAILY:	93	420	914
RAMP/ANNUAL:	32	59	406
RAMP NOT PAID:	10	9	41

WAIT LISTS	
25' PLEA:	15
27' PLEA:	0
30' PLEA:	55
35' PLEA:	33
40' PLEA:	48
45' PLEA:	21
50' PLEA:	18
OVER 52':	9
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 & 5 YEAR COMPARISON

2015

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	1018	2625	JULY
AUG	1131	3877	1178	3940	1188	3880	996	3490	1033	3658	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	1202	4684	JULY
AUG	1257	4869	1300	4901	1293	5124	1228	5348	1287	5971	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	40	42	100%
COMMERCIAL MOORAGE	850	FEET	745	745	88%
SEASONAL MOORAGE	32	SLIPS	0	0	0%
SEASONAL RV'S	10	SITES	0	3	0%
UNDESIRABLE	1	SLIPS	3	2	300%

STORAGE OPERATIONS REPORT

DATE: 9/4/2015

August-15

	AUG 2012	AUG 2013	AUG 2014	AUG 2015	2012 YEAR TO DATE	2013 YEAR TO DATE	2014 YEAR TO DATE	2015 YEAR TO DATE	REMARKS
HAUL-OUT									
BOAT YARD - OUT	80	76	82	74	541	536	561	568	
BOAT YARD - IN	84	75	81	75	554	515	574	562	
67% RE-BLOCK	2	5	7	5	24	42	52	37	
40% INSPECTION	7	6	1	0	21	26	24	15	
OTHER	2	0	2	4	18	17	31	33	
SUB TOTAL	175	162	173	158	1158	1136	1242	1215	
SHIP - OUT									
SHIP - OUT	9	7	6	10	97	109	93	88	
SHIP - IN	10	9	7	8	97	102	103	85	
SHIP - RE-BLOCK	2	0	0	0	10	1	7	6	
SHIP-INSPECTION	0	1	0	0	0	4	4	2	
SHIP - OTHER	0	0	0	0	2	5	0	2	
SUB TOTAL	21	16	13	18	206	221	207	183	
TOTAL	196	178	186	176	1364	1357	1449	1398	

STORAGE

OFF PORT PROPERTY

PTBH - START	70	74	68	68
PTBH - END	66	78	67	69
PTBH-O.P.P.	20	18	25	22
SHIP-START	8	11	14	11
SHIP-END	8	9	13	13
SHIP-O.P.P.	1	1	1	1

FLY - 1
 GOLD STAR - 7
 HAVEN - 1
 PT CO-OP - 8
 DAY BOATS -
 TBM - SHIP 1 SM 2
 STEPHENS - 0
 CUNNINGHAM - 1
 STEELHEAD - 1

Longterm Storage 21 24 22 22

BOATS

JCIA OPERATIONS REPORT

HANGERS	13	13	13	13
TIE DN - PAVED	2	2	2	2
TIE DN - GRASS	1	1	0	0
TIE DN - NIGHTLY	13	19	33	12
W/L - HANGERS	2	0	0	0

PORT OF PORT TOWNSEND

MEETING OF: September 9, 2015

AGENDA ITEM: V. Second Reading
A. Contract Award for Boat Ramp Expansion

BACKGROUND:

As you are aware, staff opened bids for the Boat Haven Boat Ramp Expansion project before the last Commission meeting. There were two bids received, one from Neptune Marine Construction out of Anacortes and the second from Quigg Brothers Construction of Aberdeen. The low bidder was Neptune Marine with a bid of \$412,750 plus tax. Staff has checked references and met with the contractor to establish a construction schedule for the project. This project is slated to begin mid-October and last about 6 weeks. We have included a copy of the contract in Dropbox for your review. As of last week all permits except City building permits have been received. Building permits should be completed by mid-September. For your information, the City is not asking for additional developments standards.

Executive Director's Recommendation:

Authorize Executive Director to execute a contract with Neptune Marine Construction.

PORT OF PORT TOWNSEND

MEETING OF: **September 9, 2015**

AGENDA ITEM: **V. Second Reading**
 B. 2016 Budget

BACKGROUND:

Continued 2016 budget discussions.

Executive Director's Recommendation:

For discussion and direction as appropriate.

PORT OF PORT TOWNSEND

MEETING OF: September 9, 2015

AGENDA ITEM: V. Second Reading
C. October 28, 2015 Meeting Date/Time Change

BACKGROUND:

The 2015 Northwest Marine Trade Association's (NMTA) Boatyard & Marina Conference conflicts with this meeting, which starts in the early evening of the 28th. Would the commissioners prefer to change the date or keep the date and change the start time?

Executive Director's Recommendation:

For discussion and direction.

PORT OF PORT TOWNSEND

MEETING OF: September 9, 2015

AGENDA ITEM: VI. First Reading
A. Acceptance of the AWOS Project Work

BACKGROUND:

In accordance with RCW 60.28.051 – Duties of disbursing officer upon completion of contract, I have notified the Department of Revenue, Employment Security Department and the Department of Labor and Industries that this project has been completed and requested a release from those state agencies which will allow me to disburse the contract retainage to the general contractor, Christensen, Inc.

Further, in accordance with RCW 39.08.030 – Conditions of Bond – Notice of Claim – Action on Bond – Attorney’s fees, the governing body, Port Commission, is required to officially accept the project completion.

Executive Director’s Recommendation:

We are requesting the Commission officials accept the completed work of the AWOS project.