

PORT COMMISSION MEETING – July 28, 2004

The Port of Port Townsend Commission met in regular session at the Tri-Area Community Center, Chimacum, WA.

Present: Commissioners – Pirner, Beck and Sokol
Executive Director – Crockett
Operations Manager – Radon

Absent: Auditor – Taylor
Facilities Manager – Pivarnik
Attorney – Harris

I. CALL TO ORDER: The meeting was called to order at 7:00 PM.

II. APPROVAL OF AGENDA:

Upon motion of Commissioner Sokol, the Agenda was unanimously approved as written.

III. CONSENT AGENDA:

- A. Approval of Minutes – July 14, 2004
- B. Approval of Warrants:
 - #30581 through #30605 in the amount of \$28,985.62
 - #30606 through #30609 in the amount of \$20,117.91
 - #30610 through #30652 in the amount of \$111,422.44
- C. Resolution No. 422-04 – Declaring Items Surplus and Authorization to Sell and/or Dispose
- D. Resolution No. 423-04 – Authorizing Sale of Abandoned Vessel

Upon motion of Commissioner Sokol, the Consent Agenda was unanimously approved as corrected.

IV. PUBLIC COMMENTS (not related to Agenda): None

V. OLD BUSINESS:

- A. Point Hudson Marina Redevelopment Update

Mr. Crockett reported that last week, Port Staff and Commissioner Pirner met with Staff from Landau Associates and Reid Middleton to discuss issues on the marina redevelopment. Several Port Staff have reviewed the scope of work and associated costs, copies of which were also forwarded to the Commissioners. The total estimated project cost of \$247K comes in under the \$250K budget estimate. Also, Task II permitting is included, which was not included in the Moffitt Nichols proposal. Their firm would also provide four conceptual marina designs. Although there are some minor questions to be resolved such as on their geotech work and the total reimbursement for subcontractors (currently 15%), Staff feels the Port would get maximum benefit from its available budget by working with Reid Middleton. Mr. Crockett recommended the Commissioners review the materials and give Staff permission to proceed with negotiations with Reid Middleton.

Commissioner Sokol moved to direct Staff to continue working with Reid Middleton to refine and negotiate a final scope of work and associated costs and, if possible, produce at the next regular meeting or at a special meeting a final contract for Commissioner approval. The motion carried by a unanimous vote.

There was additional discussion about construction funding, which the scope of work states would begin after the 2005 Wooden Boat Festival. Federal funding through the IAC Boating Infrastructure Grant would be investigated but appears to be for transient moorage only. More information is needed on whether G.O. or revenue bonds might be best.

VI. NEW BUSINESS:

A. Airport Trash

Mr. Crockett said there have been recent reports of airport tenants using Port trash receptacles rather than providing their own trash disposal. With the exception of hangars that the Port directly leases, tenants are to be responsible for their own trash disposal. Staff recognized that the language in the lease is vague, saying that tenants must “pay for services common to the facility.” Members of the general public also dump materials at this site, which pilots might be able to help police. Currently, the Port pays roughly \$2,000 a year for the dumpster and disposal fees. There was further discussion about offsetting or reducing some of this expense at the airport, such as by negotiating a monthly or quarterly trash bill for the hangar association. Staff agreed to return to the Commission with a recommendation. Given the high trash bills at Boat Haven and Point Hudson, Staff recognized the Port’s responsibility to clearly communicate its expectations and interpretation of the lease.

B. Townsend Bay Marine – Reorganization

Mr. Crockett reported that the Port had received correspondence from Townsend Bay Marine explaining how their business reorganization would result in two separate organizations – operations and a holding company. He and Mr. Harris had an impromptu meeting with David King and proposed preparing a new lease recognizing both entities. Staff would wait to hear back from Townsend Bay about suggested next steps.

C. Skookum – Proposed Custodian Services Contract

Mr. Crockett explained the Port’s application period for replacement custodian closed last week. The top five or six candidates would be interviewed next week. Staff also solicited a bid from Skookum for handling 100% of the Port’s restroom cleaning, which would be about \$30K. Currently, they clean the Boat Haven restrooms weekdays. Port Staff has many concerns about Skookum assuming this work, including inadequate cleaning and the purchase of cleaning equipment that might then be used for work outside the Port. Port Staff also prefers having its own employee to conduct and supervise as well as to carry out other Port maintenance as needed.

Commissioners concurred with Staff’s recommendation and Mr. Crockett agreed to consult with Mr. Pivarnik before proceeding. They also noted the Port received many compliments when it switched from Skookum janitorial services to its own staff.

VII. STAFF COMMENTS:

Mr. Radon:

The Paddle In occurred last weekend and resulted in a few problems. There was traffic congestion, including residents parking in RV sites and blocking access to emergency vehicles as well as those with reservations. Before another event, Staff would attempt to work a little more closely with local organizers addressing impacts to Port facilities and guests. More coordination on sponsoring this event is needed, including crowd/traffic police support.

Mr. Crockett:

Last Tuesday, Staff met at JCIA with Carol Key, Supervisor of the FAA Seattle District Office, to discuss the new hangar area, runway extension, potential industrial land, Aero Museum, and infrastructure issues. The FAA’s comments and recommended changes to the draft scope of work for engineering services have now been received. With this in hand, the request for qualifications can soon be submitted.

Tomorrow, he would attend a meeting of the WPPA Committee Chairs to discuss potential legislative topics.

Staff proposes holding the August 11 meeting in Quilcene.

Commissioner Sokol moved that the Port Commission hold the Wednesday, August 11, 2004 regular meeting at 1:00 PM at the Quilcene Yacht Club with a workshop beginning at 9:30 AM. The motion carried by a unanimous vote.

VIII. PUBLIC COMMENT:

Linda Swisher:

Sheriff Brassfield would be speaking on airport security at the next JCPA meeting the first Saturday in August.

IX. COMMISSIONER COMMENTS:

Commissioner Sokol:

He attended a good WPPA Commissioner conference at Alderbrook this week.

X. NEXT MEETING:

Wednesday, August 11, 2004 at 1:00 PM at the Quilcene Yacht Club, Quilcene, WA. A workshop would begin at 9:30 AM.

XI. EXECUTIVE SESSION:

At 7:58 PM, the Commission recessed into Executive Session for 15 minutes to discuss a real estate issue, with no expected decision.

XII. ADJOURNMENT:

The meeting was adjourned at 8:14 PM, there being no further business to come before the Commission.

ATTEST:

President

Secretary

Vice President