

PORT COMMISSION MEETING – October 13, 2004

The Port of Port Townsend Commission met in regular session at the Point Hudson Marina Room, Port Townsend, WA.

Present: Commissioners – Beck, Pirner and Sokol
Executive Director – Crockett
Facilities Manager – Pivarnik
Operations Manager – Radon
Attorney – Harris

Absent: Auditor – Taylor

I. CALL TO ORDER:

The meeting was called to order at 1:00 PM.

II. APPROVAL OF AGENDA:

Upon motion of Commissioner Pirner, the Agenda was unanimously approved as amended with the following additions:

- V. New Business
 - B. Airport Fire District #1 vs. Fire District #6
 - C. 75-ton Travel Lift

III. CONSENT AGENDA:

- A. Approval of Minutes – September 22, 2004
- B. Approval of Warrants:
 - #30988 through #31014 in the amount of \$31,253.31
 - #31015 through #31023 in the amount of \$60,924.36
 - #31024 through #31100 in the amount of \$51,188.34
- C. Write-off Register
- D. Lease of Point Hudson Office #9 to Mark Kielty

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

IV. PUBLIC COMMENTS (not related to Agenda):

Ed Barcott:

As a Port moorage patron for 30 plus years, he expressed his unhappiness about the Port's growth and bureaucracy. The Port has been milking the "cash cow" of moorage, with never-ending rate increases. He urged the Port to cut or hold the line on expenses so the PT Marina can remain friendly and small. As a permanent tenant, he would like to know if he could sublet his slip. He is deeply frustrated over the inconsistencies and confusion in the Port's policy requiring proof of insurance. He questioned whether there is any requirement that the Port be listed as an additional insured. He took offense at not being involved in the process that created this and said that the Port needs to do a better job of communicating.

Mr. Radon reviewed the Port's actions on creating and implementing the insurance requirements, including distributing written information to the tenants. Addressing the requirement of naming the Port as an additional insured, he acknowledged that there has been considerable "sorting out" of the different companies' procedures and even differences among their own agents' interpretations of those policies. He would continue to work to see that all tenants understand the requirements, and would help when able, to find sources for this coverage.

Mr. Harris noted the dock fire situation, which prompted the Port's requirement of additional protection but assured that the Port's rider would only be triggered in an instance when an incident occurred in the Port and where the Port could be shown to be negligent. Mr. Radon added that the intent is to gain coverage only for when the boat is in the harbor of the Port of Port Townsend.

Myron (Tike) Hillman:

Tike faulted the Port's comparison of moorage rates of seven marinas. Citing the poor condition of A and B docks, he said a proper comparison would reflect what the tenant is getting for their money. No one else in the Puget Sound compares with the Port of Port Townsend - only two own their haulouts, no others have shipyards that get General Revenue funds. He provided some history about previous increases being connected to dock improvements. Marina funds used for paving the airport runway were never repaid. He asked why the Port wouldn't use the increases to pave Port facilities instead of charging paved rates for dirt lots. The State auditor, when contacted by Mr. Hillman, indicated that tenants should insist on a tightly worded resolution for the Boat Haven renovation reserve fund. All of the funds from the increase in rates should be in this account and the account should be audited. Also, some of the money from the airport should come back to the marina. Although the old floats have been generating revenue for travel lifts and the haulout, etc., not enough has gone back into the floats. If the fund did what they had planned it to do, they should have generated enough income. While he would not object to some increase in rental rates, the proposed rate increase is too high. He understands that before any issuance of bonds and insurance, an intense structural survey would be required.

V. OLD BUSINESS:

A. Point Hudson Marina Redevelopment Project Update

Port Staff had met with Consultant Reid Middleton. The designs should be available soon. Staff has sent a letter alerting the advisory committee of the need to assemble to look at the conceptual designs, possibly in the first week of November, after which the Commissioners and moorage and maintenance staffs would also have an opportunity to review and comment. The Port's website would soon contain progress information about redevelopment work on the Point Hudson Marina. Clarke Survey has finished the bathymetric survey so that Reid Middleton can finish design elements. They also did test borings around the property. Test results are still pending.

B. Jefferson County International Airport Update

Port Staff is also working with Reid Middleton on cost figures for engineering and design for this FAA project involving a new taxiway complex, infrastructure, fire flow, etc. for the new hangar area. This and a review by another engineering firm should be completed in the next two weeks. Staff has requested that the FAA review the possibility of a new, non-precision approach without a physical runway extension. This review may take another month or two but could result in saved time and money.

C. Waiting List Policy Review Update

Mr. Radon reported having met with Gary Rosso to discuss his proposed changes to a waiting list policy that hasn't been revised in 20 years. Staff is collecting policies from other Ports for comparison.

Gary Rosso then presented some policy recommendations that he thinks would bring efficiencies. In reviewing a copy of a document, which he gave to the Commission, he recommended that there be one master list based on the date of application. Applicants would designate their boat size and select a preferred slip size, updating this information when paying their annual renewal fee. Staff would still contact applicants when slips become available. If an applicant could use a larger slip, it would be offered, but they wouldn't be required to take it or lose their position. However, if they decline a slip that meets the criteria on their application, they move to the bottom of the list. You can't stay on the list forever when a slip becomes available. Since you don't want smaller boats in bigger slips, an applicant who initially opts for a larger slip would be offered the first available smaller slip. A monthly update of the waiting list should be offered on the website. Advantages to a revised policy: first come-first served is fair, guessing is eliminated, changes in boat sizes can be accommodated, and marina resources are better utilized.

Acknowledging the proposal's many good points, Mr. Crockett recommended a full review of this policy, including soliciting information from patrons on the waiting list through a questionnaire. He also volunteered to take this discussion to peers at the statewide marina meeting in La Conner. Commissioners thanked Mr. Rosso for his time in working on this issue and agreed with the need for a thorough Staff review of the policy to avoid unintended consequences. Mr. Crockett recognized the need to address repairs on A and B docks and talked about some of the challenges of working out who would get the slips after a dock redesign.

D. 2005 Operating Budget Update

There was a budget workshop today and a copy of the proposed budget was available. Staff is still working on issues such as funding for capital projects. Pages 11-13 of the agenda packet contained information on proposed rate changes for permanent moorage, hoist, yard and RV. There was a suggestion to raise boat ramp parking rates from \$25 to \$30 and this revenue would be spent on boat ramp improvements, \$25-\$30K of which would be for a cement overlay at Mats Mats. Mr. Radon then explained a proposal to raise yard rates (after 3 years of no increases) by 7% (.28 to .30 cents a foot/day). Various storage rates, which haven't been reviewed in about 10 years, would have bigger increases. He clarified the increases for the various hoist offerings, which Commissioner Sokol acknowledged was confusing as shown. Staff agreed to clarify items such as the roundtrip hoist rate. Stressing that the budget is not finalized, Mr. Crockett indicated that a formal public hearing on the budget is planned for November 10 and there would be notices in the paper. The budget needs to be adopted by the first of December.

E. Airport Overlay Update

Mr. Crockett said that the settlement agreement with the County might finally be ending. Port Staff had appeared before a recent County Planning Commission public hearing regarding the Port's amendment that would enact the County's 1998 Comprehensive Plan to create an airport overlay. Another public hearing by the BOCC may or may not be required but the matter should come up for a vote by late November. He praised the efforts of Port consultant Eric Toews and Mary Winters, Port attorney who had both spoken on the Port's behalf. He believes the final language would not only meet the requirements of the law for an overlay, but the desires of the parties involved including the neighbors. Commissioner Sokol joined in complimenting the Port's presentation before the Commission. Noting that Randy Shelly of the Pilots Association gave a good briefing describing aircraft approach patterns. Several Planning Commissioners have asked about the possible adoption of state safety guidelines.

Commissioner Sokol moved that the Port Commission would be supportive if the County Planning Commission were to propose adopting the State Guidelines because the safety zone addresses compatible uses at the airport. The motion carried by a unanimous vote.

Linda Swisher spoke about how the audience at the Planning Commission meeting had appreciated the education on flight patterns.

VI. NEW BUSINESS:

A. Operational Report – Month of September 2004

Mr. Radon reported that the Boat Haven's nightly guest totals were slightly over last year's. Ramp fees have dropped off, but exceeded last year's year-to-date totals. The waiting list has remained static. Storage and work yard operations reflect another good month and there was a lot of activity on the 60/70-ton lifts. Lineal footage in the long-term yard has tripled, and Staff will be considering how to better organize and maximize the lumberyard space. Point Hudson operations report showed that marina nightly guest activity is down just slightly for the month and down year to date. RV totals were strong for the month and there continues to be strong reservation activity. Commissioner Pirner reported a year-to-date guest total of 14,397.

B. Airport/Fire District No. 1 Versus District No. 6

Mr. Crockett reported that the Chief of District No. 1 had brought in an aerial photo, taken off the County website, which showed that the district boundary between No. 6 and No. 1 almost divides the airport in half. Staff's recommendation is that the potential issue of who gets the tax revenue would need to be addressed between the fire districts.

C. 75-ton Travel Lift

Mr. Crockett reviewed that if the Port wants a new lift in operation by the end of February, the order would have to be placed now. He talked about the newer technology, which aids safety and brings efficiencies. The Port also needs to get these lifts operating simultaneously. Staff's recommendation is to move forward with this order and agreed to bring cost information to the next meeting. Mr. Radon noted that mid-February is when Staff begins to get more traffic. Commissioners also asked that the agenda packet contain the price and salability of the old machine.

VII. STAFF COMMENTS:

Mr. Harris:

In the building reconstruction documents from the bank for Townsend Bay Marine, the bank would like to have the option if there were a casualty (fire, etc.), to take all insurance proceeds to pay off the loan. The Port's lease provides that the building would be kept insured for its full insurable value, so the Port should ensure there is adequate coverage to both pay the bank and rebuild the building.

Mr. Pivarnik:

Port Staff spoke with the Washington Department of Transportation Aviation Division about the placement of a web camera on the Wills House that would show runway conditions and next week the installation would begin. There is also discussion about incorporating Super Unicom information. The State's website has links to airports who have instituted these systems.

As a City Parking Advisory Committee member, he said there is committee interest in what the Port thinks about parking and the development of a short-term parking lot. He circulated a brochure on automated parking meters and said there is committee interest in paid parking in Port Townsend to generate revenue and provide incentives for people to use the Park and Ride.

Mr. Crockett:

A citizen asked whether a group of three or four citizens could present their ideas on the future of Point Hudson. With the Commission's permission, he agreed to contact the individual and encourage him to review the existing Port plans and shoreline restrictions before investing significant time and energy.

VIII. PUBLIC COMMENT:

Ed Barcott:

He suggested these individuals with ideas go to the library to read Comprehensive plans of the Port and City before doing any work.

Clair Candler:

He suggested date stamping each name on the wait list. People should be allowed to switch slip sizes if they notify the Port ahead of time. Otherwise, they should have to wait 30 days to be eligible. Also, there should be a time limit set during which the person needs to notify the Port of their intent to take a slip. It is the boat owner's responsibility to work with and notify the Port. He agreed with Mr. Rosso about his suggestions for alleviating problems and simplifying the agreement.

IX. COMMISSIONER COMMENTS:

Commissioner Sokol:

With the Port's website more information is getting out quickly – minutes, Port projects, pictures and other up-to-date information. There are also links to other sites.

He will be out of town from now until October 26.

Commissioner Beck:

Tike Hillman raised a good point related to creating the resolution on the moorage. This documentation is valuable when there are changes in personnel or on the Commission.

X. NEXT MEETING:

Wednesday, October 27, 2004 at 7:00 PM at the Tri-Area Community Center, Chimacum, WA.

XI. ADJOURNMENT:

The meeting was adjourned at 2:55 PM, there being no further business to come before the Commission.

ATTEST:

President

Secretary

Vice President