

## **PORT COMMISSION MEETING – March 8, 2006**

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

Present: Commissioners – Beck, Sokol, Thompson  
Executive Director – Crockett  
Deputy Director – Pivarnik  
Director Marine Facilities – Radon  
Auditor – Taylor  
Attorney – Harris

### I. CALL TO ORDER

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

### II. APPROVAL OF AGENDA

The following items were added to the agenda:

Old Business Item F: Septic System Change Order JCIA – Landmark Contract  
Item G: Reimbursement to Aero Museum  
New Business Item B: Quilcene Marina Repairs  
Item C: GVA Kidder Mathews – Contract for Services

**Upon motion of Commissioner Beck, the revised Agenda was unanimously approved.**

### III. CONSENT AGENDA

A. Approval of Minutes – 2/22/06

B. Approval of Warrants

#34028 through #34028 in the amount of \$3,160.26

#34029 through #34029 in the amount of \$913.36

#34030 through #34053 in the amount of \$25,801.80

#34054 through #34054 in the amount of \$876.52

#34055 through #34064 in the amount of \$89,210.97

#34065 through #34120 in the amount of \$30,023.14

#33639 as a VOID

C. Resolution No. 465-06 – Declaring Certain Items Surplus and Authorizing Their Sale and/or Disposal

Resolution No. 466-06 – Authorizing Warrant Cancellation

D. Write-off Register

**Upon motion of Commissioner Beck, the Consent Agenda was unanimously approved.**

### IV. PUBLIC COMMENTS (Not related to agenda)

### V. OLD BUSINESS

A. Airport T-Hangar Leases

Mr. Pivarnik indicated the T-Hangar tenants at JCIA need to sign their new leases which allows up to a 10 year term. Port Counsel has reviewed the new lease content.

**Upon motion of Commissioner Sokol, the Commission unanimously approved the new lease format and directed Port staff to present leases to tenants for signing.**

B. Project Control Form Revision –Point Hudson Hospital Office Renovation

Mr. Taylor described the previously approved Project Control Form and change orders and presented the revised Project Control Form, which reflects the Phase 3 actual bid. There is no new money added to the contract, it simply reflects the approved contracts and other estimated costs.

**Upon motion of Commissioner Beck, the Commission unanimously approved the revised Project Control Form as presented, in the amount of \$1,375,000.**

C. Project Control Form – JCIA Fuel Management System Upgrade

Mr. Taylor indicated the Commissioners had approved at the last meeting the expenditure of \$15,000 for the fuel management system upgrade. The Project Control Form reflects that amount.

**Upon motion of Commissioner Beck, the Commission unanimously approved the Project Control Form for the \$15,000 expenditure on the fuel management system upgrade at JCIA.**

D. Promotional Hosting

Mr. Crockett developed a Promotional Hosting policy in the form of a Port Resolution, based state law and also one used by another port district in the state. He described the provisions of the resolution and distributed copies. Port management would be authorized to host certain activities under the Promotional Hosting provisions. Discussion followed.

**Upon motion of Commissioner Sokol, Resolution No. 467-06, Promotional Hosting, was unanimously approved.**

E. Townsend Bay Marine Expansion Proposal

Mr. Crockett followed up on the morning's workshop discussion. Further discussion is needed and some issues need to be explored further. **Discussion followed.** No motion is required today, further discussions with TBM are needed. Commissioner Thompson discussed current market lease rates as they would involve the expansion.

F. Septic System Change Order JCIA – Landmark Excavating

Mr. Pivarnik explained the need for replacement of all three of the existing pumps on the system. The new system is expandable. The change order reflects the change from the original project. Discussion followed. The Spruce Goose, the FBO, and the Aero Museum will be billed a development charge to cover some of the cost. More discussion followed.

**Upon motion of Commissioner Beck, the Septic System Change Order Number 1 to the Landmark Excavating contract was unanimously approved in the amount of \$9,925.53 + W.S.S.T..**

G. Reimbursement to Port Townsend Aero Museum

Mr. Pivarnik described the agreement to reimburse the Aero Museum for expenses paid by the owner for design work of the new septic system. The Port had previously agreed the amount needed to be reimbursed to the private entity for the design costs.

**Upon motion of Commissioner Sokol, the Commission unanimously approved reimbursement to the Aero Museum of the design costs amounting to \$5,700.**

VI. NEW BUSINESS

A. Operations Reports – Month of February 2006

Mr. Radon reviewed the figures for all operations for the month of February. He is not concerned that certain numbers fell off slightly, as weather was a factor. Annual pass sales are good. Capacity at the boat yard is 100% plus. More jack stands have been ordered, which reflects the demand. Point Hudson figures fell off somewhat, mainly due to weather. Also, there are less available moorage spaces overall. Discussion followed.

B. Quilcene Marina Repairs

Mr. Crockett reviewed the facts of damages from the recent storm. The staff seeks formal approval to move forward with the repair project, though Mr. Crockett cautioned that it will take a considerable amount of time. Insurance claim will be followed up, and cost estimates obtained. Extensive discussion followed. Clare Candler questioned the new piles being steel and said he had been informed that two types of piles cannot be combined. Ken Dressler presented copies of one construction estimate he obtained, which would use existing floats and new galvanized piles. It is roughly \$50,000. More discussion followed, and he indicated people in the community are quite anxious to see the repairs made. He also said the economic impact is significant and affects the entire community. Mr. Crockett reiterated that it takes time to get permits and start the work. Commissioner Thompson discussed the need to make the pedestrian walkway area of the boat launch ramp safer and flatter. Peter Kaseburg spoke on the need for timely repairs.

**Upon motion of Commissioner Beck, the Commission unanimously approved that staff should move forward with the process of obtaining estimates and preparing to make repairs to the Quilcene Marina.**

Discussion followed and Mr. Dressler recommended the Port hold a special meeting to hear the concerns of the community with regard to the Marina.

C. GVA Kidder Mathews Mathews Contract for Services

Mr. Pivarnik explained the need for a Market Rate Survey to update our 2001 survey, especially since the Port acquired the Sperry property. The cost for a market valuation would be \$10,000. Commissioner Thompson asked for clarification on the valuation of certain distinct properties such as “buildings with boat space”. Discussion followed.

**Upon motion of Commissioner Beck, the contract with GVA Kidder Mathews for a Market Rate Study was unanimously approved by the Commission in the amount of \$10,000.**

VII. STAFF COMMENTS

Mr. Harris indicated a need for executive session on a real estate matter with no decision likely.

Mr. Radon reported on theft of electronics at ship moorage. It is the only incident in the marina for quite some time. He is investigating costs of various surveillance solutions.

Mr. Pivarnik commented on the Corps of Engineers and their recent dealings with the Port. They carry quite a documented history of issues with JCIA. Discussion followed. Everyone is working together to solve the remaining “open” problems.

VIII. PUBLIC COMMENTS

IX. COMMISSIONER COMMENTS

Commissioner Beck thanked the Commission on moving toward Quilcene Marina repairs.

Commissioner Sokol said the Washington Governmental Equity Pool, who insures the Port, sent a letter stating the Port saved more than \$82,000 over the past 5 years in liability and property insurance premiums. This is an estimate. During that time, the Port has had three previous claims and we now have one pending for storm damages.

X. NEXT MEETING: REGULAR MEETING: Wednesday, March 22, 2006 at 7:00PM at the Tri-Area Community Center in Chimacum, WA.

XI. EXECUTIVE SESSION

The meeting recessed into executive session at 2:09PM, with no decisions made.

XII. REGULAR MEETING (reconvened)

The regular meeting reconvened at 2:24 PM.

XII. ADJOURNMENT

The regular meeting was adjourned at 2:25 PM.

Recorder: D. Kilburn

ATTEST:

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President

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Secretary

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Vice President