

PORT COMMISSION MEETING – November 28, 2007

The Port of Port Townsend Commission met in regular session in the Port Commission Chambers, 375 Hudson Street, Port Townsend, WA

Present: Commissioners – Sokol, Thompson, Beck

Executive Director - Crockett

Deputy Director – Pivarnik

Marine Facilities Director - Radon

Auditor – Taylor

Senior Accountant/Recorder – Hawley

Absent: Attorney – Harris

I. CALL TO ORDER

The meeting was called to order at 6:30 PM.

II. APPROVAL OF AGENDA

The agenda was revised to include the addition to New Business of Item C – Vehicle Purchase **Commissioner Beck made a motion to approve the revised agenda. Motion carried by unanimous vote.**

III. CONSENT AGENDA

A. Approval of Minutes – 11/7/07

B. Approval of Warrants

#38245 through #38271 in the amount of \$36,421.28

#38272 through #38277 in the amount of \$249,070.05

#38278 through #38278 in the amount of \$6,175.25

Commissioner Beck made a motion to approve the consent agenda as presented. Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda)

Clair Candler suggested that a way in which to reduce the cost of the A/B Dock and Commercial Dock proposed project was to enlist the aid of volunteer labor, the youth camp and jail inmates for a large portion of the labor, with oversight provided by one person who was experienced and bonded. He referenced that he had once been involved with a project in which that type of labor had been used and a lot of money was saved for the taxpayers. He informed on the particulars of his suggestion.

Mr. Crockett reminded that the majority of the proposed project costs were for the piles, demolition of the existing structures, replacement of water/sewer lines, new gangways and not just for the dock rebuild.

A short discussion followed which included the differences between public and private marinas and the requirements placed on public Ports.

Dr. Bertram Levy inquired, as it was not listed as a separate item on the Agenda, if a discussion regarding the possibility of additional members to the Boat Haven Advisory Committee was planned. He asked also about the best method to use for information requests.

A brief discussion followed regarding the procedure for public records requests, ways in which to contact Port employees and that additional discussion would take place regarding the Boat Haven Advisory Committee under the Boat Haven Renovation Update.

Dr. Levy informed that he had asked for two things in his recent e-mail: #1 for a priority listing of what was thought to be the most important items to be corrected in the new Marina and #2 a demographic distribution of how many people on the waiting lists are from this community and how many are from outside the community.

Mr. Crockett advised that information was available on both topics and would be provided to Dr. Levy.

Commissioner Beck reminded that as Federal funds had been used for the Marina breakwater and dredging and the Marina was open to all citizens, equally.

V. OLD BUSINESS:

A. JCIA Hangar Design Approval:

Mr. Pivarnik informed that Dave Ward (John Vodry of Vodry Home Improvement was unable to attend) was present to review with the Commission, drawings and concepts of what they were intending to build on the hangar sites at the airport. As part of the original Commission approval of the project, the hangar designs and

concepts had to be reviewed by the Commission. Mr. Ward, advised Mr. Pivarnik, was moving forward with both Jefferson County and the FAA.

Dave Ward, Northwest Hangars, stated that he would act as the General Contractor on Lot #2 and also for Vodry Home Improvements on Lots #7 and #8. As a general concept of the proposed hangar design, Mr. Ward handed out copies of designs for the proposed developments. For simplification, he stated, the buildings were listed as A, B & C. He advised that building A and B were identical, just twisted 90 degrees to fit onto the lots, saving engineering costs. Lot C, Mr. Ward informed, was a square, 50' by 60' box. The design concepts showed the door dimensions and also provided some three dimensional information. He advised that he and Mr. Vodry were the distributors and builders for HCI building systems and, therefore, the hangars were HCI design. He also provided color swatches.

Discussion followed regarding the doors used and the color selection.

Mr. Pivarnik informed that a meeting with the developers would be held to discuss a trim color because the idea of having all forest green roofs and sides would tend to look monolithic and, in his opinion, the hangars would look better with a different color trim.

Discussion followed regarding the colors (Forest Green, Malibu white), the structural steel and the roofing materials and that it would take probably eight weeks from the time the order was placed to get started.

Mr. Pivarnik informed that in order to keep with the FAA approval timeline some type of Commission action on the design concept as presented by Mr. Ward was needed.

Commissioner Sokol made a motion to accept the Hangar Development Design as presented by Mr. Ward in order to get into the FAA queue, with the stipulation that the final design was subject to Staff review and approval.

Discussion followed regarding the FAA timeline, Jefferson County requirements, information that the drawings, as presented, were “engineered” drawings and that Staff was comfortable with the proposed design as presented by Mr. Ward.

****Motion carried by unanimous vote.**

B. Boat Haven Marina Renovation Update:

Mr. Crockett informed that he and Mr. Pivarnik had provided a Port briefing on the proposed Boat Haven Renovation Project to the small boat community of Port Townsend at a meeting sponsored by the Port Townsend Power Squadron. Mr. Crockett informed that the briefing had turned into more of a “listening” session as citizens voiced concerns and raised issues. He stated that he had informed the citizens present that the Boat Haven project was in the very early stages and that all of the needs, wants and desires of the different interest groups were being researched and inventoried. Only three Advisory Committee meetings had been held to date, he informed, and related that the meeting minutes, and other information, could be found on the Port website.

He stated that he had reminded the citizens present at the Power Squadron meeting that, unlike the Hudson Point project, the proposed Boat Haven project was not under an urgent time frame for completion. He reminded that the Hudson Point project had a number of items that were in need of urgent repair: the old docks, which were actually Styrofoam floats, the creosote problems, other environmental concerns and the time line requirement of the Wooden Boat Festival.

Mr. Crockett informed that Mr. Chelcie Liu, representative of the small boat contingence on the Boat Haven Advisory Committee, visited with him. Their discussion included that the small boat interest group was probably the largest in physical numbers compared to commercial fishers, the marine trades or liveaboards. Mr. Liu's concern was that within the small boat owners there were two distinct groups. #1 was the “in water” small boat owners and #2 was the small boat owners who trailered in their boats and did not moor. The ramps, parking and the facilities having to do with the ramps were of major concern to the second group of small boat owners. Mr. Liu had suggested (Mr. Crockett had informed that he would bring it before the Commission) that the Commission appoint an additional, new member to the Boat Haven Advisory Committee to represent the “trailer boat” interest group.

Mr. Crockett advised that Steve Tucker had volunteered to represent the trailer boat interests, and that Keith Marzan be appointed alternate.

Commissioner Beck made a motion to authorize the addition of Steve Tucker, and Keith Marzan as alternate, to represent the trailered small boat interest group to the Boat Haven Advisory Committee. Motion carried by unanimous vote with no discussion.

Additionally, Mr. Crockett informed that a request had been made to include a member of the newly formed Moorage Tenant Union to the Advisory Committee.

A fairly lengthy discussion followed to include the determination if a member of the Moorage Union was already on the Advisory Committee, perhaps representing one of the other interest groups, the overall size desired of the Advisory Committee (with the newest addition there are fourteen members) and that the Moorage Union (currently 105 members) wished to take part in the process and become part of the Advisory Committee.

Dr. Bertram Levy stated that he did not believe any Moorage Tenant Union members were currently on the Advisory Committee. He informed that the person originally selected to represent the small boat owners, Mr. Liu had only been in Port Townsend 1 ½ years and had just gotten his boat in the water but it was not yet functional, the Moorage Tenants Union, he advised, did not believe that this member was a good representative for the small boaters because of his short time in town. Dr. Levy felt strongly that someone with more background should be present on the committee and stated that the Moorage Tenants Union would very much like to take part, and have a seat, in the proposed Boat Haven Project as they had a definite perspective on what needed to be accomplished.

Commissioner Thompson made a motion to accept the request of the Moorage Tenants Union to have a representative on the Boat Haven Advisory Board.

Further discussion followed regarding the number of Committee Members, etc and that someone with experience was needed and that the person selected should be willing, and able, to serve on the Committee with consistency and commitment for the duration of the proposed project.

Commissioner Beck called for the question.

****Motion carried by unanimous vote.**

In summation, Mr. Crockett asked that any citizen comments or suggestions be presented in writing to Port Staff. He also suggested that further Advisory Committee meetings be postponed until after January 1st when the new Commissioner was in office. He suggested that it might be a good workshop topic for January.

A brief discussion followed.

A Citizen (he didn't identify himself) inquired about the role the Coast Guard had in the Marina and if it held a spot on the Advisory Committee.

Mr. Crockett responded in the affirmative.

The same citizen as above remarked that the Coast Guard took up a lot of possible moorage space.

Dr. Bertram Levy stated that the Coast Guard took up a lot of space and was a bigger player than just indicated by their slip size.

Discussion followed regarding the Coast Guard, the advantages of having the facility in the Marina, the Federal Grant possibilities because it was here and that their crew lives in and contributes to the local community.

Forrest Rambo stated that he had attended a recent Advisory Committee meeting at which Commissioner Thompson was present. He suggested that it was, in his opinion, a good idea to have a Commissioner present from time to time (no input was necessary) to watch the development of the public process.

Discussion followed regarding the pros and cons of having a Commissioner present at Advisory Committee meetings.

C. Ramp Fees – Discovery Bay Salmon Derby:

Mr. Radon reminded that the Commission had been briefed on November 7th regarding the Discovery Bay Salmon Derby to be held on Presidents Day weekend in

February. The Commission, in the past, had waived the launch ramp fees for the event and inquired if it wished to do so again for the event.

Discussion followed regarding the event.

Commissioner Beck inquired if there was a requirement for liability insurance for the event.

Mr. Radon responded that liability insurance had not been required in the past.

Further discussion followed about the number of visitors the event brought to the area, etc.

Commissioner Thompson made a motion to waive the launch ramp fees for the Discovery Bay Salmon Derby to be held in February, 2008.

Motion carried by unanimous vote.

D. JCIA Change Orders:

Mr. Pivarnik informed that of the five change orders for Seton Construction presented, the Commission had already approved Change Order #1 and #2.

However, Change Order #3 was actually for a reduction of \$18,090.61 due to a FAA allowed reduction in pipe size, Change Order #4 was for an additional \$4,065 for additional tonnage of crushed rock to achieve density specifications and Change Order #5 was for \$7,999.92 for unanticipated costs to build the access road to let the trucks in to haul the material in and out because we couldn't use the museum parking lot because it was being prepped for paving.

Mr. Taylor advised that the dollar figure listed in Change Order #3 was \$18,090.61 and informed that Change Order #5 was a draft, the final dollar figure was not yet finalized.

Commissioner Sokol made a motion to accept the Seton Construction JCIA Change Order #3 in the amount of (\$18,090.61), Change Order #4 in the amount of \$4,065.00 and Change Order #5 in the amount of \$7,999.92. Motion carried by unanimous vote.

VI. NEW BUSINESS:

WPPA Trustee & Alternate Trustee for 2008:

Mr. Crockett informed that it was time, once again, to designate a Trustee and an Alternate for the next Washington Public Port Association annual business meeting which would be held in November, 2008.

Commissioner Beck volunteered to be the Trustee and Commissioner-Elect Collins was selected as the Alternate.

B. Approval of Additional Warrants:

Mr. Taylor informed that due to the short week before Thanksgiving and the size of the accounts payable batch the additional warrants had not been processed in time to be included in the Commission Packet.

Commissioner Sokol made a motion to approve payment of Warrant #038279 through #038359 in the amount of \$261,199.23 for accounts payable. Motion carried by unanimous vote.

C. Vehicle Purchase:

Mr. Crockett stated that the Maintenance Department had found a pick up truck that they would like to purchase. The truck, he stated, was under the amount carried forward into the 2008 Budget.

Mr. Taylor informed that the \$15,000 was originally in the 2007 Budget. The truck was a white, 2003 Chevy full size half ton pick-up with an 8 foot bed, 4-wheel drive, with a canopy and overhead racks, for \$12,500 and met all of the Maintenance Department needs.

A brief discussion followed.

Commissioner Sokol made a motion to approve the purchase of the 2003 Chevy pick-up truck in the amount of \$12,500 plus W.S.S.T. and which is included in the 2007 Operating Budget. Motion carried by unanimous vote.

VII. STAFF COMMENTS:

Mr. Taylor informed that starting December 10 – 13, 2007 there would be an Auditor here from the Washington State Department of Revenue for a Leasehold Tax Audit. There had not been a Leasehold Tax audit since 2003. This audit would cover a time period from 2004 to current.

Mr. Pivarnik advised that the Coast Guard had officially "signed-off" on the new dock and was very pleased with it.

He announced that Caicos was on site at Hudson Point and would be here all week. He informed that they anticipated that the Hudson Point Marina punch list would take between 2 and 2 ½ weeks to complete. Once completed, Reid Middleton would come back and re-inspect everything. Caicos was also working with Clark Survey to come back for the survey of the dredge.

Mr. Crockett provided an update on the vessel “Cape Flattery” that had been discussed in depth at the November 7, 2007 meeting. He stated that the vessel owner had applied to DNR for an extension to the November 27, 2007 deadline and one had been granted. All Port charges, per Mr. Crockett were current and the vessel was due to go back into the water, Monday, December 3, 2007.

Mr. Crockett informed that he had been invited by Jefferson County Department of Public Works to take part in the Transportation Program Workshop to be held on December 5. The major players, per Mr. Crockett would be the County, City and Jefferson Transit. Discussion would revolve around the local agency road improvement money. He advised that he and Commissioner Beck had attended several previous meetings involving the RPTO.

Mr. Crockett reviewed with the Commission the latest S.M.P. meeting he had attended (meetings are held weekly on Tuesday). He stated that the latest meeting was supposed to involve discussion about boating facilities, marinas and launch ramps, however, after a 5 hour session the Port section had not been started as discussion had stalled on aquaculture issues. He reminded that several meetings ago he had informed on the different categories put together by the Technical Committee which has been designating the marine shoreline of Jefferson County and designating different parts as “natural”, “conservancy”, “residential” “high intensity”, etc. Since many of the Committee members were not from Jefferson County, he advised, he had informed them that the Quilcene area, which the Committee had wanted to designate as “natural” was, in fact, quite built up.

Lastly, Mr. Crockett informed that he was going to meet with two of the architect firms at the airport so that they could look at the area and have more of a sense of what was needed for the proposed fire station there.

Mr. Crockett informed that Commissioner Elect, John Collins, would attend the Department of Transportation Ferry meeting on December 7, 2007. The Port Townsend Ferry situation would be a meeting topic.

Commissioner Thompson inquired as to the time frame for expected completion of the Clark bathymetric survey and expressed interest in the result.

Mr. Pivarnik responded that a completion date was not yet established.

VIII. PUBLIC COMMENTS:

None

IX. COMMISSIONER COMMENTS:

Commissioner Sokol requested that the December 26, 2007 meeting time be changed from 1:00 PM to 3:00 PM.

After discussion it was decided to change the meeting to Thursday, December 27, 2007 at 1:00 PM.

Commissioner Sokol informed on the Washington Public Port’s Association (WPPA) conference he had recently attended and informed that climate change, due to all of the recent court rulings, etc, would have to be addressed on every issue dealt with by the Port. He advised that the NPDES requirements of the discharge pollutants (especially Dioxin) from both the Ship and Work Yards would now have to be measured in parts per trillion. (Currently, measurements were in parts per billion) due to the fact that the measuring technology has significantly changed.

A short discussion followed.

Commissioner Sokol stated that he had received very positive feedback from citizens in regard to the briefings/Port presentations given by Mr. Crockett and Mr. Pivarnik to the Power Squadron and the East Jefferson Rotary Club and wanted to remark on what a great job, in his opinion, Staff had done over the past year, especially in light of all of the projects underway.

X. NEXT MEETING: will be held Wednesday December 12, 2007 at 1:00 PM with a public workshop at 9:30 AM, in the Port Commission Chambers, 375 Hudson Street, Port Townsend

XI. EXECUTIVE SESSION

The regular meeting recessed into executive session at 7:54 PM for discussion regarding a real estate matter with possible action, duration of ten minutes and then into a Commissioner only Executive Session at 8:04 PM for discussion of a personnel matter, duration of ten minutes with expected action.

XII: ADJOURNMENT:

The regular meeting reconvened at 8:14 PM. There was no action necessary from the Executive Session regarding the real estate matter, however, in regard to the Commission only Executive Session:

Commissioner Beck made a motion to adopt the following 2008 salary levels: Executive Director - \$94,500/annual; Deputy Executive Director - \$81,000/annual; Director of Finance and Administration - \$83,000/annual and Marina Facilities Director - \$81,000/annual. Motion carried by unanimous vote.

The regular meeting adjourned at 8:15 PM there being no further business to come before the Commission.

ATTEST:

President

Secretary

Vice President