

PORT COMMISSION MEETING – June 11, 2008

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

Present: Commissioners – Thompson, Beck, Collins
Executive Director - Crockett
Deputy Director – Pivarnik
Auditor – Taylor
Attorney - Harris
Senior Accountant/Recorder – Hawley

I. CALL TO ORDER

The meeting was called to order at 1:00 PM. Commissioner Collins arrived at 1:03 PM.

II. APPROVAL OF AGENDA:

Item – D. Water Agreement with PUD to Operate the Quilcene Water System was added to the Consent Agenda.

Commissioner Thompson moved to approve the Agenda as amended. Motion carried by unanimous vote.

III. CONSENT AGENDA

- A. Approval of Minutes – May 28, 2008
- B. Write-off Register
- C. Operations Reports – May, 2008
- D. Water Agreement with PUD to Operate the Quilcene Water System

Commissioner Beck moved to approve the Consent Agenda, as amended. Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Port Townsend Shipwrights Co-op Lease:

Commissioner Thompson recused himself from topic discussion.

Mr. Crockett reminded that the topic had been discussed at a prior Commission meeting wherein the Commission had approved the Port Townsend Shipwright's Co-op plan for expansion of their building. Although the project had been delayed for some time, they were now ready to move forward. The Shipwrights Co-op would like to move their 40' steel container onto the proposed leased parcel until ready to begin construction. Staff, stated Mr. Crockett, recommended approval.

Commissioner Beck moved to approve the Port Townsend Shipwrights Co-op Lease amendment to include an additional parcel of approximately 1300 square feet. Motion carried by unanimous vote of two Commissioners after Commissioner Thompson recused himself from the vote.

B. Moorage Policy Changes:

Mr. Crockett informed that the topic had been discussed in depth during the morning workshop.

Mr. Pivarnik provided detail on the changes to the Draft Moorage Policy Changes discussed during the workshop.

Commissioner Collins moved to accept the Moorage Policy Changes as presented. Motion carried by unanimous vote.

VI. NEW BUSINESS:

A. Contract with NW Management Consulting:

Mr. Crockett reminded that Ross Ardrey of NW Management Consulting, Inc. had presented his proposal for an Organization and Compensation Study to include review and update the Port's job descriptions for all staff positions within the Port, during the morning workshop.

Mr. Taylor informed that a standard Professional Services Agreement would be drafted and given to Mr. Harris for review.

Commissioner Thompson moved to approve the contract with NW Management Consulting in the amount of \$18,440 contingent on Attorney Harris's approval. Motion carried by unanimous vote.

B. Approval of Warrants:

Warrant #39572 in the amount of \$2,684.63 for Payroll

Warrant #39573 through #39607 in the amount of \$45,438.65 for Payroll.

Warrant #39608 through #39619 in the amount of \$103,010.99 for Payroll Benefits and Accounts Payable

Warrant #39620 through #39694 in the amount of \$87,064.46 for Accounts Payable.

Commissioner Thompson moved to approve the warrants as presented. Motion carried by unanimous vote.

VII. STAFF COMMENTS:

Mr. Harris requested an executive session for discussion of a legal matter.

Mr. Crockett informed that tonight would be the last session for the stakeholders groups (the Marine Trades and Related Businesses) as part of the Strategic Planning. He proposed June 27, 2008 for a two hour review of the results of the stakeholder groups.

Mr. Crockett reviewed that annually the Port held a Commission Meeting in Quilcene and suggested the August 13, 2008 Workshop and Meeting as it would be the first budget workshop. He recommended the Timber House Restaurant as the meeting site as it had worked well for the Strategic Planning meetings held there.

Mr. Pivarnik informed that the Best Management Practices DVD was ready for disbursement. As Staff had decided against a mass mailing of the video, postcards had been sent to Port patrons advising them that the video was ready and that a copy would be available at Boat Haven moorage office, Point Hudson and the Yard office. In addition, he advised, upon request a video would be mailed. Additionally, Mr. Pivarnik remarked that the Port was in the process of becoming a member of local PTTV and that they would air the video.

Discussion about the video followed.

VIII. PUBLIC COMMENTS:

Dr. Bertram Levy presented a photo to the Commission, which exhibited grass growing from the top of a piling near where his boat was moored. He advised that twelve items (most importantly, in his opinion, was the installation of bird caps) that were outlined in the May 7, 2007 Marina Condition Assessment, Boat Haven Marina which related to C/D docks and which had not been done. Most of the items, he stated, were maintenance issues. He strongly recommended that the items on the list be addressed and repaired to prevent further repair issues.

A lengthy discussion followed which included capping the pilings, the differing diameter of the pilings, dock maintenance, A/B dock, the 70/75 ton travel lift pier and replacement/repair options.

Gary Rossow inquired as to the amount of funds expended from the maintenance budget so far in 2008. He advised that, in his opinion, if maintenance items were not addressed immediately they would come back as a large capital expenditure five years from now.

A brief discussion followed regarding maintenance issues.

IX. COMMISSIONER COMMENTS:

Commissioner Collins inquired as to the status of resurrecting the recycling trash containers at the Port.

Mr. Crockett provided background on the recycling issue and reminded of the events which had led up to the bins removal. However, he informed, the recycling containers would be reinstated and located at Boat Haven and Point Hudson.

A brief discussion followed regarding the bins and possible ways to prevent the bins from being misused.

Commissioner Beck asked for a copy of the list of items in need of repair for the C/D docks that had been addressed by Dr. Levy. He stated that he would discuss the list with the Maintenance Supervisor.

XI. NEXT MEETING: will be held Wednesday, June 25, 2008 at 6:30 PM, in the Port Commission Chambers, 375 Hudson Street, Port Townsend.

XII. EXECUTIVE SESSION:

The regular meeting recessed at 1:37 PM into Executive Session, which began at 1:42 PM for a discussion regarding a legal matter, for ten minutes with no expected action.

XIII. ADJOURNMENT:

The regular meeting reconvened at and adjourned at 1:52 PM there being no further business to come before the Commission.

ATTEST:

John N. Collins, Secretary

David H. Thompson, President

Herbert F. Beck, Vice President