

PORT COMMISSION MEETING – June 25, 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 6:30 PM.

II. APPROVAL OF AGENDA:

The agenda was amended to include to New Business Item B – MRW (Moderate Risk Waste) and Item D. - FAA Correspondence.

Mr. Taylor clarified that New Business Item A was 2009 Operating Budget – Proposed Schedule and not 2008 as listed.

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

III. CONSENT AGENDA

A. Approval of Minutes – June 11, 2008

B. Write-off Register

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

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Meeting Room Policy:

Mr. Crockett provided information regarding the topic and reminded that it had been discussed at previous meetings. The proposed Policy, he stated, incorporated the recommendations made by the Commission.

A brief discussion followed.

Commissioner Collins moved to approve the Meeting Room Policy as presented. Motion carried by unanimous vote.

B. Staff Uniform Policy:

Mr. Crockett provided background on the existing Employee Uniform Policy and explained the changes to the proposed policy.

A brief discussion followed regarding those employees included in the proposed policy, administrative record keeping of the uniform policy and how the policy would affect the security personnel.

Commissioner Collins moved to approve the uniform policy as presented. Motion carried by unanimous vote.

VI. NEW BUSINSS:

A. 2009 Operating Budget – Proposed Schedule:

Mr. Taylor provided information on the proposed 2009 Budget schedule. The August 13, 2008 workshop marked the beginning of the budget discussion. There would be further discussion throughout August and September leading to preparation and presentation of the 2009 Draft Operating Budget at the October 22, 2008 meeting followed by a Budget Public Hearing on November 12, 2008. He reminded that the budget had to be finalized by November 30th and since that date this year fell on a Sunday, the budget would need finalization by November 25, 2008.

Mr. Crockett reminded that Jefferson County Assessor Jack Westerman would attend one of the later workshops to discuss 2009 property tax options.

Discussion followed regarding details of the proposed schedule and how the strategic planning process would influence 2009 Budget decisions.

Commissioner Collins moved to approve the tentative 2009 Operating Budget Schedule as presented. Motion carried by unanimous vote.

B. MRW Request:

Mr. Crockett provided background regarding the Moderate Risk Waste (MRW) disposal site located within the Port, operated by Jefferson County and available for use by all Jefferson County residents. An Interlocal Government Agreement between the Port and Jefferson County was signed December 1997. Currently the facility did not pay rent to the Port, however, the agreement listed a sliding scale of lease payments should the facility's operating hours be reduced. Mr. Crockett informed that he had received correspondence from Jefferson County regarding the possibility of the reduction of operational hours from those twelve hours (per week) stipulated in the current Interlocal Agreement. The County was interested in providing service to the Brinnon/Quilcene area on four Saturdays a year and therefore sought to reduce the number of hours the facility was open in Port Townsend to save staffing costs.

Commissioner Thompson related that the disposal service was free to residential customers but that local businesses were charged a disposal fee.

A comprehensive discussion followed.

Commissioner Beck informed that he wished to see the proposed facility schedule before agreeing to any reduction in operating hours.

Commissioner Collins reminded that information regarding the MRW facility was in the Best Management Practices DVD.

D. FAA Correspondence:

Mr. Pivarnik provided information regarding correspondence received from the FAA in which the Port was informed that the FAA was in process of proceeding with a feasibility study to include Jefferson County International Airport as a site for a non-precision approach (which would guide an aircraft to within 500 feet of the runway). He informed that the subject had been discussed some time ago and that until now nothing had been heard from the FAA. The FAA, stated Mr. Pivarnik, was asking if the Port would be ready to move forward with the proposed project if discretionary money was approved for the project. Mr. Pivarnik informed that he had been in contact with the Port Angeles Airport Manager who was embarking on the same type of project. He advised that there might be a way for the Ports to work together with their engineering firm, WH Pacific, already hired by the Port of Port Angeles, to provide a survey of both airports and thereby reducing costs, if bidding requirements were met. The first step in the process, he informed, was completion of a feasibility study, the second step was to prepare an actual survey of the airport landing and approach. The cost of that survey, he stated, would be approximately \$80K of which the FAA would pay approximately 90% so that the Port's portion would be approximately \$8K. Mr. Pivarnik informed that once the initial surveys were complete the FAA would want to be certain that the Port was willing and ready to move forward and that cost (total project cost would be between \$500K to \$600K) to the Port would be an additional \$50K to \$60K for the Port's share of a non-precision approach system for JCIA.

A discussion followed to include how acquiring a non-precision approach had been discussed over a number of years (the airport runway at 3,000 feet made it too short for a precision approach), how the proposed project might lead to further development of the airport and might encourage air service, it would also benefit the proposed Emergency Services Facility at the airport and that the pilots were very supportive of the idea. The negatives were that funding for such a project would have to come from some other revenue source. Discussion also took place regarding placement of the unit and other operational details.

Commissioner Thompson moved to direct Staff to move forward with the non-precision approach system at Jefferson International Airport. Motion carried by unanimous vote.

C. Approval of Warrants

Warrant #39695 through #39726 in the amount of \$39,376.45 for Payroll
Warrant #39727 through #39731 in the amount of \$27,252.08 for Payroll Benefits.
Warrant #39732 through #39790 in the amount of \$106,100.19 for Accounts Payable

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

VII. STAFF COMMENTS:

Mr. Harris informed that the law suit filed against the Port by Milton Foss 2 ½ years ago over a dispute regarding removal of Mr. Foss's T-hangar at JCIA had been dismissed due to lack of prosecution.

Mr. Harris provided information regarding the procedures and timelines now begun regarding Caicos Corporation and the claim against their performance bond. Discussion regarding the topic followed.

Mr. Taylor informed that the State Auditor was due to arrive around July 21, 2008 and would be here for approximately four weeks.

A short discussion followed.

Mr. Taylor additionally informed that he would be absent from both the July 9, 2008 workshop and regular Commission meeting.

Mr. Pivarnik informed that he had had a long conversation with the owner of Star Marine, based in Seattle, and which maintains many of the tugboats in and around the Puget Sound area. He stated that there was frustration on their part with the sandblasting activities throughout Puget Sound. Mr. Pivarnik advised that there might be a way to enter into a public/private partnership to build a sandblasting and paint facility on Port property. A sandblast facility, he advised, could cost \$1M to \$2M to build. He advised that he had recommended to Star Marine that they write a vision letter to the Commission.

Discussion followed regarding how badly a sandblast facility was needed, possible site locations and how it was part of the strategic planning process as well as other information.

Lastly, Mr. Pivarnik informed that all the pieces of a complex puzzle had come together and the Port was able to repair a broken dock and broken piles in the commercial basin, and which made it unusable, in a short period of time. He advised that a permit had been granted by Fish and Wildlife in 1 ½ hours, a pile driver just happened to be in the Boat Haven Marina for repair and replaced the broken piles and the whole dock (which had been broken when a boater had accidentally started his boat and had not realized it was in reverse). The approximately cost of repair would be between \$6K to \$7K.

Discussion followed about whether to pursue a claim against the vessel owner who had caused the accident.

Commissioner Thompson requested that some type of correspondence should be started with the vessel owner and his insurance company.

Mr. Crockett informed on meetings he would be attending within the next couple of days. He reminded that there would be a two hour workshop on the Strategic Plan on Friday, June 27, 2008.

He informed that Ross Ardrey from NW Management Consulting Inc. had attended the June all staff lunch and talked with the employees. Mr. Crockett stated the interviews would begin July 1st and take approximately two to three weeks.

The Nordic Tug Rendezvous, 2008, stated Mr. Crockett had been very successful. He reminded that such an event would not have been possible without the Point Hudson Marina reconstruction.

As an aside, he noted, that Staff had provided support and burial services for a small dog whose owner was participating in the Nordic Tug festival and had been unsure of the proper procedure to resolve the situation.

Mr. Crockett informed that the "Adventuress" had been hauled out, a small six inch ding discovered which did not need repair; it was inspected by the Coast Guard and given the "go ahead" to leave Port and head to Victoria.

III. PUBLIC COMMENTS:

Clare Candler remarked that he had once been involved with the handling of hazardous materials and thought that the MRW was a worthwhile facility to have in town and thought it would also be beneficial to offer those services to Brinnon and Quilcene residents.

IX. COMMISSIONER COMMENTS:

Commissioner Beck remarked that he had been giving considerable thought to the A/B docks and suggested that all avenues be researched regarding the floats, perhaps even in building the floats, or purchasing pre-manufactured floats to put the docks on. He suggested that a cost analysis be developed to see if there would be any cost savings in somehow

manufacturing them ourselves. He advised that he would like all possible scenarios looked into if at all possible.

A lengthy discussion followed.

Mr. Pivarnik informed that the ideas and suggestions developed by the A/B Dock Advisory Committee had been submitted to PND for feasibility, input and summarization.

Commissioner Collins stated that he was, although he did not see any role in which the Port could play a part, still interested in what developed regarding ferry service while the Hood Canal Bridge was closed for repairs.

XI. NEXT MEETING: Wednesday, July 9, 2008 at 1:00 PM, with Workshop at 9:30 AM, in the Port Commission Chambers, 375 Hudson Street, Port Townsend.

XII. EXECUTIVE SESSION:

None.

XIII. ADJOURNMENT:

The regular meeting adjourned 7:52 PM there being no further business to come before the Commission.

ATTEST:

David H. Thompson, President

John N. Collins, Secretary

Herbert F. Beck, Vice President