

PORT COMMISSION MEETING – October 13, 2010

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

Present: Commissioners – Collins, Thompson, Erickson
Executive Director – Crockett
Deputy Director – Pivarnik
Auditor - Taylor
Attorney Lake
Minutes - Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Collins called the meeting to order at 3:30 PM.

II. APPROVAL OF AGENDA (0:19):

The agenda was amended to reflect the addition of **Old Business, Item D-Landfall Site**, and **New Business, Item C-Quincy Street Dock; Item D-Lease Assumption (Designkraft/Fine Yacht Interiors)**.

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

III. CONSENT AGENDA (1:17):

A. Approval of Meeting Minutes – September 22, 2010
Approval of Public Workshop Minutes – September 22, 2010
Operations Reports – September 2010

**Commissioner Collins moved to approve the Consent Agenda as presented.
Motion carried by unanimous vote.**

IV. PUBLIC COMMENTS (Not related to agenda) (2:44):

Tamara Conway commented on the meetings listed on the Port's calendar.

Steve Ham, co-facilitator of the energy initiative between PSE and the County, invited Commissioners and Staff to a luncheon at 11:30 AM on October 29, 2010 in the Northwest Maritime Center. There will be two presenters speaking on the use of ammonia as a fuel storage system.

V. OLD BUSINESS:

A. A/B Dock Project Update (6:29):

Mr. Crockett reported that all A/B docks have been removed from the Boat Haven Marina. Delivery of the new docks will begin next Wednesday or Thursday.

B. 2011 Draft Operating/Capital Budget (9:51):

Mr. Taylor presented the second draft Budget, revised October 13, 2010. Ads were placed in the two local papers, running twice in each, for the Budget Public Hearing taking place on October 27, 2010. Discussion took place on the few changes made to the draft and the upcoming Union negotiations.

C. Joint Economic Strategy (51:00):

Mr. Crockett and Commissioner Collins discussed the September 30, 2010 meeting of the Joint Economic Strategy group, with Mr. Crockett passing out the revised Hovee study draft and the Team Jefferson Business Cluster report. They will meet again on October 14, 2010.

D. Landfall Site (58:00):

Mr. Crockett explained that the Port has received approximately six proposals for business ideas on the Landfall site. More recently, the Port has received proposals for portable food vendor businesses placed in temporary structures on skids or wheels. Mr. Crockett would like to send a letter to all parties who have submitted proposals to let them know of the Port's plans. Is the Commission interested in leasing temporary space to portable vendors or do they prefer to wait until after the first of the year when the Port has word on the ferry grants? Further discussion was held. Staff will bring back information on City and HPC rules and requirements to the next Workshop to show what is allowed.

VI. NEW BUSINESS:

A. Change of Commission Meeting Date (1:09:40):

Mr. Crockett reminded that the second meeting in November is currently scheduled the day prior to Thanksgiving, and in the past, this Commission meeting date has been changed due to the holiday.

Commissioner Thompson moved to change the previously scheduled November 24, 2010 Regular Commission Meeting to Monday, November 22, 2010 at 10:00 AM and to cancel the monthly workshop in November.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

B. Approval of Warrants (1:11:52):

Commissioner Thompson read the warrants, as presented:

Warrant #045224 through #045251 in the amount of \$39,071.95 for Payroll

Warrant #045252 through #045260 in the amount of \$53,058.99 for Payroll Benefits

Warrant #045261 through #045326 in the amount of \$68,691.98 for Accounts

Payable

Commissioner Thompson moved to approve the warrants as presented.

Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

C. Quincy Street Dock (1:13:11):

Executive Director Crockett presented a letter to the Commission from the City describing the situation as an immediate life safety threat, which required immediate action, to prevent damage to property and persons. Mr Crockett described that he considered the situation in need of emergency action, such that competitive bidding requirements should be waived pursuant to RCW 39.04.280. In response, the Commission passed a motion describing the situation as an emergency and authorizing the Executive Director to take appropriate and reasonable steps to remedy.

Commissioner Collins moved to declare the Quincy Street Dock stabilization an emergency project and to authorize staff to proceed with this project. Commissioner Thompson added for staff to communicate with Quincy Street Dock lease tenant, Kevin Harris on this project.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

Port Staff described they would in lieu of bidding undertake some form of competitive selection (telephone solicitation etc). After the contract is let, Staff will bring the matter back to Commission with proposed written findings.

D. Lease Assumption (1:25:55):

Mr. Pivarnik asked for Commission approval of a lease assumption. Les Schnick of Designkraft would like to end his lease and have it reassigned to one of his subtenants, Gwendolyn Tracey of Fine Yacht Interiors.

Commissioner Thompson moved to authorize the lease assumption for Gwendolyn Tracey of Fine Yacht Interiors.

Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

VII. STAFF COMMENTS (1:28:05):

Mr. Taylor explained that the State Auditor is arriving next Monday for our bi-yearly audit. He will be here approximately five-six weeks.

Mr. Pivarnik explained the 2011 calendars he passed out to the Commissioners are from the Port's tenant, the Gathering Place.

He also told reported an accident that happened around 2:00 PM today in the commercial basin at the Boat Haven. The boat had little if any damage, but broke some whalers on the dock, which maintenance staff had replaced within two hours.

Mr. Crockett said that he had received a call on Sunday afternoon from a concerned citizen regarding campaign signs placed on Port property along Sims Way. Mr. Crockett explained that campaign signs are not allowed and the citizen offered to pull them, which he did. Mr. Crockett found another sign up today, which he pulled.

Mr. Crockett also added that he had received a call from a docent at Fort Flagler who would like to see a memorial created at Point Hudson to recognize WWII efforts that placed an anti-submarine cable, which stretched across Port Townsend Bay. Discussion occurred on location of the sign and to incorporate it into the overall Port signage plan.

VIII. PUBLIC COMMENTS (1:37:10):

Russ Harding, of the Cup Restaurant, proposed to build a stick-built temporary commercial structure (food vendor) to place on the Landfall site until a permanent decision has been made. He explained that it is self-contained and would only need electrical hookups.

IX. COMMISSIONER COMMENTS (1:41:38):

Commissioner Collins informed of the upcoming Washington Public Ports Association annual Small Ports Conference next week in Leavenworth.

Mr. Pivarnik added that beginning November 1, Point Hudson moorage office will be closed on Sundays. He said Saturday hours are changing for both offices: Boat Haven will be open 8:00 AM–Noon and Point Hudson from 12:30-4:30 PM.

X. NEXT MEETING: Next regular meeting will be held Wednesday, October 27, 2010 at 6:30 PM, with the Public Workshop beginning at 3:30 PM, in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI: ADJOURNMENT: The regular meeting adjourned at 5:13 PM there being no further business to come before the Commission.

ATTEST:

John N. Collins, President

Leif W. Erickson, Secretary

David H. Thompson, Vice President