

## PORT COMMISSION MEETING – November 10, 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 (0:33):

**Commissioner Collins moved to approve the Agenda as presented.**

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:21):

A. Approval of Meeting Minutes – October 27, 2010  
Approval of Public Workshop Minutes– October 27, 2010

B. Write-off Register

C. Operations Report – October 2010

**Commissioner Thompson moved to approve the Consent Agenda as presented.**

**Commissioner Collins seconded the motion.**

**Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS (Not related to agenda) (1:38):

Steve Tucker read from his statement regarding the Strategic Plan. He expressed his views on the ramp fee increases and how he believes that this increase does not follow along with the Strategic Plan. He also requested that communications be improved upon between the Port and the customer.

### V. OLD BUSINESS (6:12):

A. Adoption of 2011 Property Tax Levy Amount-Resolution No. 547-10; of 2011 Operating/Capital Budget-Resolution No. 548-10; and of 2011 Operating Rates and Fees-Resolution No. 549-10:

**Commissioner Thompson moved to adopt Resolution No. 547-10 – Setting the Actual Property Tax Levy Amount for the Year 2011, which includes taking the 1% increase.**

**Commissioner Collins seconded the motion.**

Discussion occurred on the reasoning of the proposed tax levy increase and what other local governmental entities have chosen to do with regards to their tax levy.

**Commissioner Collins reiterated Commissioner Thompson's motion.**

**Motion carried by a vote of two for (Thompson and Collins) and one against (Erickson).**

Mr. Taylor discussed Resolution No. 548-10 in further detail. Comment from the audience and discussion amongst Commission and staff regarding whether continued funding of the PTBH renovation Reserve Fund was necessary into 2011. Consensus was, that showing the transfer as a footnote on page 7 of the Budget was a good idea, with the reminder that these funds are still part of the Port's General Fund balance, and therefore, available for any future emergencies.

**Commissioner Thompson moved to adopt Resolution No. 549-10 – Adopting the Year 2011 Operating/Capital Budget.**

**Commissioner Collins seconded the motion and added an amendment to the resolution designating \$250K as a reserve for necessary Boat Haven repairs and renovation.**

**Commissioner Erickson seconded the motion with the amendment included.**

**Motion passed unanimously.**

Discussion occurred on the proposed changes made to the Operating Rates and Fees included in the budget. Commission and staff agreed that tenants should be notified in their statements of the proposed moorage rate change to square foot measurements.

Commissioner Collins would like an asterisk inserted on the 2011 rate sheet to reflect that the Port is in the process of converting to a square footage rate, which will become effective in the spring of 2011, when the A/B Dock project is complete.

**Commissioner Thompson moved to adopt Resolution No. 549-10 – Adopting the Year 2011 Operating Rates and Fees.**

**Commissioner Collins seconded the motion.**

**Motion passed unanimously.**

B. JCIA Eco-Industrial Park Consultant Update (1:05:10):

Mr. Crockett informed of the results of the RFQ for Consultants, which were due on November 9, 2010. He reported that eight consultants submitted packets, which will be reviewed, and from those, the top qualified consultants would be chosen for interviews, which will be scored. If the consultant who is chosen for the job cannot perform the work within the Port's allotted budget, the Port may then chose the next runner up. He hopes to have the consultant selection completed sometime in December.

C. Landfall Site Request for Proposals (1:08:00):

Request for Proposals information sheet for the Landfall Site was handed out. Mr. Crockett reminded that many have expressed interest in this project. Staff recommends a due date on the RFPs of January 21, 2011. This will be advertised in our two local papers and the question came about on whether to advertise in the Daily Journal of Commerce.

D. Quincy Street Dock Update (1:14:10):

Mr. Pivarnik reported that all drawings and permits have been received for the emergency stabilization/repair of the Quincy Street Dock. Everything is in order and the contractor is ready to begin.

VI. NEW BUSINESS:

A. Jefferson County/City of Port Townsend Natural Hazards Mitigation Plan – Resolution No. 550-10 (1:15:14):

Mr. Crockett informed that this plan is a FEMA requirement. This will keep the Port eligible for FEMA funding should a natural disaster occur.

**Commissioner Thompson moved to adopt Resolution No. 550-10 – the Jefferson County/City of Port Townsend Natural Hazards Mitigation Plan.**

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

B. Schooner Martha Foundation Lease (1:18:10):

Mr. Pivarnik explained that he had met with Chris Grace who is representing the Schooner Martha Foundation on the lease negotiations and they came up with a plan for both inside and outside storage on the lease. The Foundation opted for a one-year lease, beginning December 1, 2010, with the option to renew. Mr. Grace is reviewing the lease and it will be brought to the Commission at the November 22, 2010 Regular Commission Meeting for approval.

C. Meeting with Legislators (1:22:49):

Mr. Crockett reported that he spoke with Representative Kevin Van de Wege recently and he is willing to sit down with Port staff on economic development discussions, prior to the convening of the Legislature in mid-January. Commissioner Collins had attended the WPPA Legislative Committee Meeting in Olympia last week. He discussed items from that meeting. Mr. Crockett will extend the offer to meet with Representatives Van de Wege and newly elected Steve Tharinger.

D. Approval of Warrants (1:30:46):

Commissioner Thompson read the warrants, as presented:

Warrant #045429 through #045456 in the amount of \$37,294.72 for Payroll

Warrant #045457 through #045466 in the amount of \$51,424.15 for Payroll Benefits and Accounts Payable

Warrant #045467 through #45539 in the amount of \$47,007.02 for Accounts Payable

**Commissioner Thompson moved to approve the warrants as presented.**

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

VII. STAFF COMMENTS (1:31:54):

Attorney Lake explained that she continues to receive records from her requests to different agencies on the Kah Tai.

Mr. Pivarnik explained that Terry Khile took the first sample of stormwater from the Stormwater RX system and the water was crystal clear.

Mr. Pivarnik added that the A/B Dock project is on schedule with timeliness and costs.

Lastly, he advised the Commission to go by the Sail Loft building and look at the new sliding doors installed by our maintenance staff. He praised staff for the excellent job.

Mr. Crockett reported that he had received a call on Monday that vandalism had occurred at Mats Mats. He inspected the site and found that someone had driven their car on the grass, tearing it up. Maintenance will smooth the area out.

VIII. PUBLIC COMMENTS:

IX. COMMISSIONER COMMENTS (1:35:19):

Commissioner Erickson reported that he had attended the Jefferson Growth Management Steering Committee meeting on October 28. At this meeting there was a speech from a political candidate; they spoke on the biomass at the mill issue; and Mr. Hovee gave a good presentation of his economic survey.

Commissioner Thompson stated that he is pleased with the A/B Dock progress.

Commissioner Collins addressed Steve Tucker's comments about receiving no response to his last email. Commissioner Collins explained that he had spoken with Mr. Tucker verbally in response to the email and thought that was satisfactory.

Mr. Pivarnik added, on the subject of communication, that he asked Tami Ruby for a list of all ramp annual pass purchasers so that we can communicate with them on ramp issues.

Commissioner Collins continued, stating he believes that the new parking permit policy will free up parking space for ramp users. Discussion followed on signage and striping of parking area.

Mr. Pivarnik explained the parking permits would be issued upon completion of the paving. He would like to see the entire parking plan in effect in February or March of 2011.

Commissioner Collins explained that a Special Commission Meeting, Executive Session only, would need to be held regarding the performance review of the Executive Director. It was agreed to hold that Special Commission Meeting on Monday, November 15, 2010 at 4:30 PM.

X. NEXT MEETING/WORKSHOP: Next regular meeting will be held Monday, November 22, 2010 at 10:00 AM in the Port Commission Chambers, 375 Hudson St, Port Townsend. (Public Workshop canceled.)

XI. ADJOURNMENT: With no further business to come before the Commission, the Regular Meeting adjourned at 5:19 PM.

ATTEST:

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Leif W. Erickson, Secretary

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John N. Collins, President

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David H. Thompson, Vice President