

## PORT COMMISSION MEETING – November 22, 2010

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

Present: Commissioners –Thompson, Erickson  
Executive Director – Crockett  
Deputy Director – Pivarnik  
Minutes - Nelson

Excused: Commissioner Collins  
Auditor – Taylor  
Attorney - Lake

### I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Thompson called the meeting to order at 10:00 AM. Mr. Crockett explained that Commissioner Collins is on vacation and his intent is to participate by calling into our speakerphone.

### II. APPROVAL OF AGENDA:

**Commissioner Erickson moved to approve the Agenda as presented.**  
**Commissioner Thompson seconded the motion.**  
**Motion carried by unanimous vote.**

### III. CONSENT AGENDA:

A. Approval of Minutes – November 10, 2010  
Approval of Special Meeting Minutes, Executive Session – November 15, 2010  
**Commissioner Thompson moved to approve the Consent Agenda as presented.**  
**Commissioner Erickson seconded the motion.**  
**Motion carried by unanimous vote.**

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

No public present

### V. OLD BUSINESS:

#### A. Landfall Site RFP Update (1:40):

Mr. Crockett explained the approved RFP for the old Landfall site development will be published in our two local papers beginning this week. RFPs will be due January 21, 2011. He talked about the letter he constructed that is being sent, along with the RFP, to parties who have previously expressed interest in the project. Staff would like to see a decision made by the first week in February.

#### B. A/B Dock Update (5:07):

Mr. Pivarnik reported that all electrical pedestals have been installed. The project is on schedule and within budget.

#### C. Airport Industrial Park RFQ Update (10:53):

Mr. Crockett reported that eight proposal packets had been received in response to the RFQ. The committee met last week and chose the two top choices for interviews (AECOM and Maul Foster & Alongi), which will be scheduled for December 6, 2010. He explained the interview/selection process.

#### D. Border Patrol Visit and New Space Drawing (15:00):

Mr. Crockett explained that the Border Patrol had set up an appointment for a walk-through of the Point Hudson Admin buildings but canceled at the last minute. They will call to reschedule. Staff presented drawings of remodeling options to reconstruct the Commission room, if the Border Patrol signs a lease with the Port.

### VI. NEW BUSINESS:

#### A. Portside Deli Lease (19:00):

Mr. Pivarnik announced that Brian and Lynda Douglas of Portside Deli are closing their doors for good the end of November. Four years remain on their lease and they are asking to be relieved of their lease obligation. Two other parties have come to Mr. Pivarnik expressing interest in the space. Staff recommends relieving the Douglas' of their lease obligation.

**Commissioner Thompson moved to release the Douglas' of Portside Deli, of their lease obligation with the Port.**

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

#### B. Port History (Annual) (20:04):

Mr. Crockett would like to begin writing yearly, an annual Port history for Port archives. This would include a written record listing projects performed throughout the year, a list of Commissioners and Staff, the Budget, Community Report, etc. Commissioners and staff like the idea.

C. Approval of Warrants (23:15):

Commissioner Thompson read the warrants, as presented:

Warrant #045472 as a VOID

Electronic Debit to Union Bank in the amount of \$5,692.83 for Washington State  
Combined Excise Tax Return – October 2010

Warrant #045540 through #045565 in the amount of \$38,279.30 for Payroll

Warrant #045566 through #045578 in the amount of \$40,551.25 for Payroll Benefits

Warrant #045579 through #045614 in the amount of \$308,515.03 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 (24:53):

Mr. Crockett explained he received a call from David Hero, of Make Waves. He is coming in with a few others tomorrow to discuss the Letter of Intent signed by the Port, which expires the end of 2010. The Kah Tai/Make Waves matter is still unresolved. The Port attorney continues receiving records from her Public Records Request to the City, State and Feds.

VIII. PUBLIC COMMENTS:

No public present

IX. COMMISSIONER COMMENTS (27:28):

Commissioner Erickson explained that he had attended the Pacific Marine Expo in Seattle and reported a good attendance this year. He thinks it is a valuable show for the Port to continue to participate in.

Mr. Crockett added that staff will soon be drawing winners for the 300-ton and 75-ton haulout contest held at the Expo.

X. NEXT MEETING: Next regular meeting will be held Wednesday, December 8, 2010 at 3:30 PM in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI: ADJOURNMENT : The regular meeting adjourned at 10:30 AM there being no further business to come before the Commission. (A side note: The call from Commissioner Collins was never received.)

ATTEST:

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John N. Collins, President

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Leif W. Erickson, Secretary

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David H. Thompson, Vice President