

PORT COMMISSION MEETING– November 29, 2011

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

Present: Commissioners –Thompson, Erickson, Collins
Executive Director – Crockett
Deputy Director – Pivarnik
Auditor - Taylor
Attorney Harris - Goodstein Law Group
Minutes - Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:
Commissioner Thompson called the meeting to order at 1:00 PM.

II. APPROVAL OF AGENDA:
The agenda was amended to reflect the addition of Old Business, **Item B-Jefferson Solar Group Lease and New Business, Item C-Port Hadlock Moorage Policy Review**, a first reading.
Commissioner Thompson moved to approve the Agenda as amended.
Commissioner Collins seconded the motion.
Motion carried by unanimous vote.

III. CONSENT AGENDA (1:57):
A. Approval of Meeting Minutes – November 9, 2011
Approval of Workshop Minutes – November 8, 2011
Commissioner Erickson moved to approve the Consent Agenda as presented.
Commissioner Thompson seconded the motion.
Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):
None

V. OLD BUSINESS:
A. Public Infrastructure Fund (PIF) (2:15)
Mr. Crockett reported that he and Commissioner Thompson attended the recent PIF meeting. Results of that meeting were discussed. He informed that the Quilcene Wastewater project was one chosen to move forward in the process. Mr. Crockett recommends the Quilcene Wastewater project/PIF be the topic for the December 14 Public Workshop.
Linda Herzog of the Quilcene Conversations Group, advised the Commission that she has spoken with Jean Baldwin from the Jefferson Co. Health Department about the Quilcene Wastewater plan. The Commission agreed that Port staff should invite Ms. Baldwin and the PUD to the December 14 workshop.
Commissioner Collins added that he is pleased to see that the Quilcene Fire Flow project was also chosen as one to move forward in the PIF process.

B. Jefferson Solar Group Lease (18:31):
Mr. Pivarnik presented the lease for the Jefferson Solar Group for Commission approval. He reported that the Port recently received approval from the FAA for the 16,000 kilowatt solar array to be located at the airport, which will provide 100% green energy to power the runway lights and beacon.
Commissioner Collins moved to approve the lease with the Jefferson Solar Group.
Commissioner Thompson seconded the motion.
Motion carried by unanimous vote.

VI. NEW BUSINESS:
A. December 28, 2011 Commission Meeting Time Change (29:13):
Staff recommends moving the meeting time from 6:30 PM to 1:00 PM, with a Farewell Reception following at 2:30 PM for out-going Commissioner Collins. The reception will be held in the Admin. Bldg. conference room at 2:30 PM and the public is invited to attend.
Commissioner Thompson moved to change the December 28 meeting time to 1:00 PM.
Commissioner Collins seconded the motion.
Motion carried by unanimous vote.

C. Port Hadlock Moorage Policy Review (31:04):
Commissioner Collins requests reviewing the policy for moorage on the waterside of the Port Hadlock dock. Currently, up to a twelve-hour stay at a time is allowed, with a maximum of two stays per month. This area of the dock is meant to be more of a loading/unloading area and he would like to see the policy changed to a four-hour maximum stay at a time, with no monthly limit. A second reading on this will be held at the December 14, 2011 Commission meeting for a possible decision.

B. Approval of Warrants (34:42):
Commissioner Thompson read the warrants, as presented:
Electronic Debit to Union Bank in the amount of \$5,216.49 for Washington State
Combined Excise Tax Return – October 2011
Warrant #047792 through #047818 in the amount of \$38,850.64 for Payroll

Warrant #047819 through #047824 in the amount of \$21,577.64 for Payroll Benefits and Accounts Payable
Warrant #047825 through #047895 in the amount of \$51,292.76 for Accounts Payable
Commissioner Thompson moved to approve the warrants as presented.
Commissioner Collins seconded the motion.
Motion carried by unanimous vote.

VII. STAFF COMMENTS (35:50):

Ms. Nelson informed that she set up a class taught by the State of Washington Records Management Office on Thursday, December 1, 2011. A few staff from the Port will attend, as well as staff from the City, the County and the PUD.
Mr. Pivarnik reported that the Newsletter was recently completed and sent out. He gave thanks to Commissioner Thompson and Ms. Nelson for their work on the Newsletter.
He reported the Travelift project is moving along quickly and we are only waiting on the construction permit from the City. He expects work on the piles will begin around the first of January.
Lastly, he informed that he and Mr. Crockett recently met again with the Hankses on the ferry operator contract. Things are moving along.
Mr. Crockett reported he will be in Lacey tomorrow speaking at a Shoreline Master Program forum.
On Thursday morning, he will be meeting with the Joint Economic Strategy Group. In the afternoon, he will attend the Peninsula Development District (PDD) meeting and the RC&D meeting.
Mr. Crockett added that there will be an Executive Session following the regular meeting on a real estate/legal issue, pursuant to RCW 42.30.110 (b), (i) and a personnel issue (to be attended by the Commission only), pursuant to RCW 42.30.110 (g). No decisions on either issue.

VII. PUBLIC COMMENTS:

None

IX. COMMISSIONER COMMENTS (48:40):

Commissioner Collins reported that he would also be attending the PDD meeting on Thursday. Commissioner Erickson said that he worked the Port booth at the Pacific Marine Expo in Seattle and believes that this year's show was about a third larger than past shows.
After the Expo, he attended the successful Grand Opening of the EDC Office.
He informed that the Port Townsend Marine Trades Association (PTMTA) held their general membership meeting.
Lastly, he spoke about his attending the Audubon Society presentation on the Kah Tai. He said the group was quite pleased that he attended. Commissioner Erickson said that Mr. Jahnke gave a very clear presentation on the Kah Tai.
Commissioner Collins added that in Port meetings with the PTMTA, the subject was approached on possible future expansion capacity of the large lift. Commissioner Erickson stated that there are limits on the width, with the cost being the main obstacle.

X. NEXT MEETING: Next regular meeting will be held Wednesday, December 14, 2011 at 1:00 PM, with a Public Workshop preceding at 9:30 AM in the Port Commission Chambers, 375 Hudson St, Port Townsend.

Mr. Crockett stated during the Executive Session, the duration on the real estate/legal issue would be approximately ten minutes. The personnel issue, with Commission only, will last approximately thirty minutes.

XI. EXECUTIVE SESSION:

The regular session recessed in to Executive Session at 1:57 PM for the real estate/legal issue, duration of ten minutes and the personnel issue, duration of thirty minutes, with no decisions. At 2:27 PM, Attorney Harris looked outside for any public waiting for the re-convening of the regular meeting. Finding no one, the Executive Session continued.

XII. ADJOURNMENT: The regular meeting reconvened and adjourned at 2:50 PM there being no further business to come before the Commission.

ATTEST:

David H. Thompson, President

John N. Collins, Secretary

Leif W. Erickson, Vice President