

PORT COMMISSION MEETING– December 14, 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 Lake - 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 to Old Business: **Item C-** Street Vacations and **Item D-**Passenger Ferry Update.

Commissioner Collins moved to approve the Agenda as amended.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:04):

A. Approval of Meeting Minutes – November 29, 2011

B. Write-off Register

C. Operations Reports – November 2011

Commissioner Collins 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):

None

V. OLD BUSINESS:

A. Customs and GSA Update (2:27):

Mr. Crockett informed that five bids were received by the 10:00 AM deadline today for the Customs Remodel project.

Mr. Pivarnik reported that bids ranged from \$131K - \$189K. Hoch Construction was the low bidder; however, they did not meet all requirements for submittal. Other contractors informed Mr. Pivarnik that they will protest Hoch's bid submittal. Mr. Pivarnik hopes to see construction begin by the second week in January. When this begins, the Port Commission Chambers will no longer be available. Recently, staff discovered that the potential meeting room at the Skookum location is unavailable. Options are the Port Townsend Yacht Club, the Marina Room and the Port conference room. The Marina Room would need some updates.

B. Port Hadlock Moorage Policy (11:59)

Mr. Pivarnik reminded that this is the second reading. Proposed change to the policy is reducing the 12-hour stay on the bayside of the dock to a 4-hour stay and eliminating the 24-hour maximum stay per month rule. These new rules will be posted on a metal sign.

Commissioner Collins moved to approve the above noted changes to the Port Hadlock Moorage Policy.

Commissioner Erickson seconded the motion.

Motion passed by unanimous vote.

C. Street Vacations (14:50):

Mr. Crockett explained that he recently received an email from a former Port of Port Townsend Director, Lloyd Cahoon, where he recalled lengthy negotiations with the City on street vacations. At that time, the Port actually paid the City for street vacations in order to accommodate the heavy haulout project. This email led to the discovery in the Port's "Heavy Haulout" archives, of City Ordinance 24-87 (1995) listing the vacated streets which the Port paid half of these appraised street vacations. Mr. Crockett wanted to make the Commission aware of this recently found ordinance.

D. Passenger Ferry Update (23:04)

Mr. Pivarnik explained that currently, the State DOT is holding the grant money from the Feds on the ferry project. Since they do not have much experience in dealing with this type of situation, they will be transferring the money back to the Federal Transit Authority (FTA) who will be the lead. Port staff will meet with FTA staff in Seattle after the first of the year. First step in this process is the FTA needs a letter from the Port's attorney stating that the

Port has legal authority to do this, and secondly, a Port Resolution is required allowing Port staff to accept this grant money.

Commissioner Collins moved to direct staff to prepare this resolution for approval at the next Port Commission meeting.

VI. NEW BUSINESS:

A. Approval of Warrants:

Commissioner Thompson read the warrants, as presented:

Warrant #047896 through #047925 in the amount of \$41,512.79 for Payroll

Warrant #047926 through #047935 in the amount of \$54,605.75 for Payroll Benefits and Accounts Payable

Warrant #047936 through #047996 in the amount of \$153,612.69 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 (30:09):

Mr. Crockett asked Attorney Lake the Port's legal position in support of the Quilcene Wastewater/Public Infrastructure Fund project. The subject of developing a Port PDA was approached. Ms. Lake will explore this further. Mr. Crockett explained the Commission would need to vote on this at the first meeting in January, as the proposal is due to the County in February.

Mr. Pivarnik said the Travelift pier project is on schedule. The City issued the permit in a quick six days.

Mr. Crockett added that he has been invited to a January conference in Seattle on passenger ferries.

He also stated that there have been rumors that the Port will be shutting down the 300-ton Travelift for paving. The Port is not doing any paving there and this is a rumor that he would like to clear up.

He discussed the recent email from Port Townsend Rigging to Commissioners Thompson and Collins regarding the possibility of available leasable space if the County terminates their leased MRW site. PT Rigging wants to make sure that if this space becomes available, the decision on who to lease it to will be made on a fair basis. Discussion ensued on the importance of having the MRW site available to businesses and residents.

Mr. Crockett called for an **Executive Session** on a personnel issue, pursuant to RCW 42.30.110 (g) and a real estate and litigation issue, pursuant to RCW 42.30.110 (c) and (i).

Commissioner Thompson questioned Ms. Nelson about the recent training provided to Port, City, County and PUD staff on records archiving. A conversation ensued on records archiving.

VIII. PUBLIC COMMENTS:

None

IX. COMMISSIONER COMMENTS (1:03:09):

Commissioner Collins informed that at the Peninsula Development District meeting that he attended on December 1, Commissioner Erickson was elected chair of the committee. Future funding will be a major issue in 2012.

He reported that the Higher Education Committee met last week. Peninsula College is wanting to include members of the Port Townsend community in the search for a new President of Peninsula College. The committee continues researching ways to bring a four-year college in to Port Townsend.

Commissioner Erickson reported that he attended the Public Relations seminar at the WPPA Annual Conference. He said the presentation was great but here just was not enough time to present it all.

Mr. Crockett added that effective the end of December, his two-year term as WPPA Treasurer expires. He is proud to have served this position for such a good organization. He informed everyone that the Port Centennial books have been printed and were all delivered to Grays Harbor.

X. NEXT MEETING: Next regular meeting will be held Wednesday, December 28, 2011 at 1:00 PM in the Port Commission Chambers, 375 Hudson St, Port Townsend. A public reception will be held afterwards at 2:30 PM for out-going Commissioner John Collins.

Mr. Crockett announced the Executive Session will have a duration of approximately thirty minutes, with no decisions expected.

XI. EXECUTIVE SESSION: The regular session recessed in to Executive Session at 2:11 PM for a personnel matter and a real estate and litigation matter, pursuant to RCW 42.30.110

(g), (c), and (i), duration approximately thirty minutes, with no decisions. At 2:42 PM, Attorney Lake checked and found there were no public waiting for the reconvening of the regular meeting. It was announced that the Executive Session would last another ten minutes. Again, at 2:52 PM another check outside for anyone waiting for the regular meeting to reconvene.

XII: ADJOURNMENT: The regular meeting reconvened and adjourned at 2:57 PM there being no further business to come before the Commission.

ATTEST:

John N. Collins, Secretary

David H. Thompson, President

Leif W. Erickson, Vice President