

## PORT COMMISSION MEETING – March 9, 2011

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 – Goodstein Law Group  
Minutes - Nelson

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

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

### II. APPROVAL OF AGENDA (0:26):

The agenda was amended to reflect the addition to New Business, **Item E**-Letter of Support for Building 202.

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

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:13):

A. Approval of Minutes – February 22, 2011

B. Resolution 556-11 – Declaring Items Surplus and Authorizing Their Sale and/or Disposal

C. Operations Reports – February 2011

**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) (1:34):

None

### V. OLD BUSINESS:

#### A. Landfall Site Update (1:47):

Mr. Crockett handed out the draft Letter of Intent (LOI) addressed to the Maritime Heritage Group. At the March 23, 2011 Commission meeting, the final LOI will be placed on the Consent Agenda.

### VI. NEW BUSINESS:

#### A. Renewal of Skookum Janitorial Service Agreement (5:20):

Mr. Crockett informed that the Skookum janitorial contract was up for annual renewal. Contract amount is \$64,164.76 for the period of February 1, 2011 through January 31, 2012. Details of the contract were discussed.

**Commissioner Collins moved to approve the renewal of the Skookum contract as presented.**

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

#### B. Larry Scott Trail Wetland (9:42):

Mr. Crockett spoke of the high-grade wetland, bordering the Larry Scott Trail, owned by the City. As a result of an inquiry from a nearby resident, Judy Surber from the City, met with Department of Ecology to discuss the possibility of enhancing this wetland. Mr. Crockett expressed his concerns on the possible effects to the shipyard of an enhancement project. Mr. Crockett verbally expressed these concerns to Ms. Surber. He recommends the Commission formally express these concerns in writing if the enhancement project moves forward.

#### C. Leave of Absence Policy (14:57):

Mr. Pivarnik reminded of the monthly meetings with the Port Townsend Moorage Tenants Union that he and Commissioner Erickson attend. It has been requested by the Union to create a new policy allowing boaters to be able to leave their permanent slip for a period of time, relieving them of their moorage fees, and to be able to return back to their original slip, with 30-days advance notice.

Phil Andrus, Moorage Tenant Union member, presented their idea in more detail on a “sub-leasing” policy. This policy would allow the Port to rent the slip out for the period of vacancy to either marine trades, or nightly or monthly guest boaters.

Details discussed included the amount of time the slip would be vacated qualifying the boater for this policy; how many times a boater could vacate their slip and qualify for this policy, among other details.

Mr. Crockett stated he was opposed to any policy change that could cost the Port even one penny.

**Commissioner Collins moved to table a motion to a second reading on a leave of absence policy.**

**Commissioner Thompson seconded the motion.**

**Tabling of this motion to a second reading was carried by unanimous vote.**

Plans are to bring this item to the first Commission meeting in April for action.

D. Approval of Warrants (37:46):

Commissioner Thompson read the warrants, as presented:

Warrant #046168 through #046196 in the amount of \$35,997.01 for Payroll

Warrant #046197 through #046206 in the amount of \$55,727.20 for Payroll Benefits

Warrant #46207 through #46270 in the amount of \$74,662.36 for Accounts Payable

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

**Commissioner Collins seconded the motion.**

**Motion carried by unanimous vote.**

E. Letter of Support for Building 202 (38:45):

Commissioner Collins provided background on the major push to develop more of an educational presence at Fort Worden. He reminded that he sits on the board of the Jefferson Higher Education committee. Peninsula College submitted a request for a \$2M grant for this endeavor, which happens to be number one on the grant recipient list. Commissioner Collins recommends the Commission write a letter of support to our legislators urging grant funding be awarded to the college. He explained the \$2M grant funds would be used towards classrooms, a high-tech computer lab, lab classrooms, and a library.

**Commissioner Collins moved to send an endorsement letter to the legislators for support of grant funding as presented.**

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

VII. STAFF COMMENTS (43:14):

Attorney Lake encouraged Commission and staff to attend “Port Day”, celebrating the centennial of Washington Public Ports, in Olympia on March 14.

Mr. Pivarnik reported that the A/B Dock project is 100% complete. All boats should be back in the new slips by April 1. He continues to work on closeout paperwork.

Secondly, he reported that today he received the permit from the Department of Fish & Wildlife for the Travelift pier project. The Corp permit is due to arrive Wednesday and a decision is expected at the end of next week on the City hearing. Estimated project start date is July 15, 2011.

Mr. Crockett stated that he would be attending Port Day in Olympia.

He also informed of a meeting scheduled for this Friday with the County on the “MRW situation”, which he has no further details.

Mr. Crockett reported that there will be a meeting tomorrow of the Joint Economic Strategy Group. He expressed the need for the entities involved to make a commitment towards community projects.

Mr. Crockett informed the Commission that he and Sue Nelson participated in the annual Contractor’s Seminar sponsored by the City held today at the Northwest Maritime Center.

Lastly, he reported that the Boatyard Permit from the Department of Ecology has been finalized. Effective date of June 1, 2011.

VIII. PUBLIC COMMENTS (51:57):

Phil Andrus commented on issues he and others have had with MRW on customer service, erratic hours and what is actually allowed to be taken in by the MRW.

Simon Little introduced himself as a local architect who has performed work for the Port of Kingston, who would like to become involved with local projects. Mr. Crockett suggested he submit a Small Works Roster application to the Port.

IX. COMMISSIONER COMMENTS (57:10):

Commissioner Collins informed that the Peninsula Development District’s last scheduled meeting was canceled due to snow. He also questioned whether the tree planting took place at the Kah Tai.

Commissioner Erickson spoke about the “Quilcene Conversation” group’s recent meeting with the Jefferson County Parks Advisory Board Steering Committee. The board gave them a short list of items that needed addressing in order to re-open the County Park in Quilcene.

The group met these demands and the park is now open. This list included better signage at the park, including interpretive signs, and some grounds maintenance. Commissioner Erickson stated that the Quilcene community is taking economic development in their own hands.

Commissioner Thompson tossed in the idea of the Port developing some kind of mini-grant program for our local communities to promote economic development.

Attorney Lake answered that a mini-grant program could be possible with the following provisions: 1) the availability of Port money, 2) a process would need to be set up, 3) a review group would need to be established, and 4) a procedure established to issue the grants.

Mr. Crockett called for an Executive Session to discuss, a real estate issue, a legal matter and personnel issues, duration of approximately 25 minutes, with no expected decisions.

X. NEXT MEETING: Next regular meeting will be held Wednesday, March 23, 2011 at 6:30 PM, in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION: The regular meeting recessed into Executive Session with staff and Commission at 4:36 PM on real estate and legal issues. At 5:00 PM, Mr. Pivarnik checked to see if any members of the public were waiting outside for the meeting to re-adourn. Finding no members, the Executive Session continued on personnel matters, with only Mr. Crockett and the Commission present, as requested.

XII. ADJOURNMENT: The regular meeting reconvened and adjourned at 5:31 PM there being no further business to come before the Commission.

ATTEST:

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David H. Thompson, President

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John N. Collins, Secretary

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Leif W. Erickson, Vice President