

PORT COMMISSION MEETING – May 11, 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
Planning Analyst - Toews
Attorney Harris - 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:

The agenda was amended to reflect the addition to Old Business, **Item E-Contract for Boat Haven Parking Lot Paving.**

Executive Director Crockett added an Executive Session to the agenda, for a discussion on two real estate issues (pursuant to RCW 42.30.11(i)), with one possible decision to be made, and a duration of approximately 20 minutes.

Commissioner Thompson moved to approve the Agenda as amended.

Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:06):

A. Approval of Minutes – April 27, 2011

Operations Reports – April 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) (2:14):

Libby Palmer, Port Townsend resident, thanked the Port for clarification that US Customs would be renting space at the Port and not Border Patrol. She continued, stating her viewpoint on the Border Patrol's presence on the Olympic Peninsula.

Paul Richmond, local attorney, spoke about his Public Records Request and not being able to receive a response until May 17, 2011. He passed out a letter he wrote to the Commissioners expressing his opinions on this issue.

V. OLD BUSINESS:

A. Joint Economic Strategy Update (5:52):

Mr. Crockett reported that a meeting on the ADO (Associate Development Organization) was held earlier today and being that the ADO is so intrinsically tied to the Joint Economic Strategy, he requests that Item C be combined with Item A, as one item.

Mr. Toews explained how the jurisdictions came together to engage in this planning process.

Mr. Crockett explained the history of the quarterly Intergovernmental Meetings, attended by electeds, that took place 4-5 years ago, that were similar to the meetings held on the Joint Economic Strategy.

The ADO meeting, consisting of the local governments, discussed Team Jefferson who is the current EDC for Jefferson County, and how their contract expires June 30, 2011. In order for the County to retain State funding for an ADO, there needs to be an agreement in place by July 1, 2011. Discussions were held on what the expectations are of an ADO from each of the three jurisdictions. The group has agreed to write a Letter of Intent to the State ADO, to try to secure the funding, by stating that all three entities will provide financial backing as long as organization is in place with a local EDC.

Further discussion from Mr. Toews adding that the EDC would act as the local face of the State Dept. of Commerce (a liaison between the community and the State). This would be an economic resource center available to the public and private sectors.

Mr. Crockett hopes to have the Letter of Intent available at the May 25, 2011 Commission meeting.

B. Boat Slip Leave of Absence Policy (31:03):

Mr. Pivarnik reported that he and Commissioner Erickson met again with the Moorage Tenants Union and both parties came to a better understanding on a slightly revised Leave of Absence Policy, which is believed will work for both the Moorage Tenants and the Port. Mr. Pivarnik will continue working with Phil Andrus on this revision and hopes to bring the revised policy to the next Commission meeting.

C. Associated Development Organization (ADO):

(See Item A – combined with Joint Economic Strategy Update.)

D. Lease with General Services Administration (34:09):

Mr. Crockett explained that the Port received the completed lease award packet from GSA late Friday afternoon. The Port attorney is in the process of reviewing. The lease is with the US Government for US Customs agents. This item will be brought back for another reading at the next meeting. Once the document has been signed, a long process remains for remodeling, planning, government requirements, etc.; possibly another 6 months until the space is actually occupied.

Mr. Richmond questioned if dynamics might change is there an opportunity for reviewing dynamics written into the lease.

E. Contract for Boat Haven Parking Lot Paving (41:34):

Bids have been received for the A/B Dock paving and striping. Culbertson Marine's bid was \$88K; Lakeside came in at \$49,856.00 + WSST. Staff is also asking for a quote to perform some minor road repairs at Point Hudson. Mr. Pivarnik will bring this quote back to the Commission.

Commissioner Thompson moved for staff to move forward with Lakeside as discussed. Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

VI. NEW BUSINESS:

A. Approval of Warrants (46:12):

Commissioner Thompson read the warrants, as presented:

Warrant #046536 through #046564 in the amount of \$39,403.51 for Payroll

Warrant #046565 through #046575 in the amount of \$66,966.60 for Payroll Benefits

Warrant #046576 through #046626 in the amount of \$30,246.75 for Accounts

Payable

Warrant #46498 as a VOID

Commissioner Thompson moved to approve the warrants as presented.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

VII. STAFF COMMENTS (47:31):

Mr. Taylor reported that he sent out the 2010 Annual Financial Report to the State Auditor in the mail today.

Mr. Pivarnik informed that he received the fourth and final permit for the Travelift Pier project and is now only waiting for the Army Corps letter of permission. He expects to go out for bids in the next month and to start the project July 15, 2011, with mobilization in the August/September time frame.

Mr. Crockett reported that he, Mr. Pivarnik and Commissioner Collins would be attending the WPPA annual spring meeting next week.

He also reminded everyone of the upcoming auto auction at the Aero Museum in May.

VIII. PUBLIC COMMENTS (53:35):

Dave Griswold asked how long the Travelift Pier project might last. Mr. Pivarnik answered 3-4 months.

IX. COMMISSIONER COMMENTS (54:47):

Commissioner Collins reported that he attended the ADO meeting held earlier today and also participated in the PDD meeting two weeks ago in Blyn.

Commissioner Erickson talked about the Moorage Tenants meeting he had attended and one of the subjects that came up was the Port's Rules & Regulations manual, which is on the Port's website. He questioned how many of our tenants, staff and Commissioners have actually read it. He said it is a very clear manual. Mr. Pivarnik and Mr. Crockett discussed how the manual needs updating once a year, or when policies are changed.

X. NEXT MEETING: Next regular meeting will be held Wednesday, May 25, 2011 at 6:30 PM, with a Public workshop preceding at 3:30 PM in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION:

The regular meeting recessed into Executive Session (pursuant to RCW 42.30.110(i) at 4:31 PM to discuss two real estate issues, one with an expected decision, duration of approximately 20 minutes.

XII. RECONVENING OF REGUAR MEETING:

The regular meeting reconvened at 4:51 PM after informing the waiting public outside. Commissioner Thompson explained that one real estate item needed addressing.

Commissioner Thompson moved that the Port not pursue the acquirement of the Clam Cannery Building, as discussed in Executive Session.

Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

XIII: ADJOURNMENT: The regular meeting adjourned at 4:53 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