

## **PORT COMMISSION MEETING – June 22, 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 6:30 PM.

### II. APPROVAL OF AGENDA:

The agenda was amended to change the title of Old Business, Item A, to Boat Slip Leave of Absence Policy and Boat Slip Assignment Policy.

Mr. Taylor added to the Consent Agenda, Resolution No. 562-11 – Declaring Items Surplus and Authorizing Their Sale and/or Disposal.

Commissioner Thompson called for an Executive Session, Commissioners and Attorney only, on a personnel issue, duration of approximately ten minutes with no decisions.

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

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (1:59):

A. Approval of Minutes – June 8, 2011

Approval of Minutes – May 25, 2011 Public Workshop

B. Resolution No. 562-11 – Declaring Certain Items Surplus and Authorizing Their Sale and/or Disposal

**Commissioner Thompson moved to approve the Consent Agenda as amended.**

**Commissioner Collins seconded the motion.**

**Motion carried by unanimous vote.**

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

None

### V. OLD BUSINESS:

A. Boat Slip Leave of Absence Policy and Boat Slip Assignment Policy (2:25):

Mr. Pivarnik handed out a recommendation for the Leave of Absence Policy, which includes changes from both he and Phil Andrus. This policy allows a boater to be absent from their slip for up to two years and retain their permanent status, and facing the possibility of slip reassignment.

**Commissioner Erickson moved to adopt the Boat Slip Leave of Absence Policy as presented.**

**Commissioner Collins seconded the motion.**

**Motion carried by unanimous vote.**

Mr. Pivarnik reminded the Commission of the different ideas put forth for changes to the Boat Slip Assignment Policy at the last meeting. He recommends sending a certified letter notifying the party on the waitlist of a slip offering, and giving them 48 hours within receipt of the letter to accept or decline the slip. If they chose to decline, they can either pay \$25 to stay in the same position on the waitlist, or to not pay the \$25 fee and move to the bottom of the list.

**Commissioner Thompson moved to adopt the Boat Slip Assignment Policy as presented.**

**Commissioner Collins seconded the motion.**

**Motion carried by unanimous vote.**

B. Joint Economic Strategy (20:00):

Mr. Crockett informed that Commissioner Collins and staff met with the City, the County and Team Jefferson recently where each entity made editorial changes to the Joint Economic Strategy Plan. Mr. Toews presented the Port's draft proposal for the plan.

There was much discussion on the strategy and cooperation between the entities.

Proposals for the plan are due Thursday from each entity and the next meeting of the committee will take place mid-July.

C. Associated Development Organization (ADO) Funding (52:09):

Mr. Crockett presented a draft scope of work for the ADO. He reminded at the last meeting the Commission asked for him to bring back a recommendation for Port financial support to the ADO. He did add that Team Jefferson was chosen to be the ADO by the County.

Mr. Crockett recommends funding only through the remainder of 2011, at \$12,500, rather than committing to \$25K for each of the next two years, and reviewing the accomplishments of the ADO at the end of 2011. He would like to see 2012 ADO funding added to the 2012 budget. He added the RCW requires Ports to have their own separate contracts with the ADO and asked Ms. Lake to produce one for the Port. Then, at the end of 2011 determine if the 2012 contract needs revising and what amount of financial support the Port would contribute.

Commissioner Thompson reiterated the importance of details of deliverables in the contract. Ms. Lake reminded that these detailed in RCW 53.08.245.

Upon completion of a draft contract, the Commission will review.

#### VI. NEW BUSINESS:

##### A. May 2011 Financial Update (1:02:38):

Mr. Taylor presented the May 2101 financials. Discussion ensued. He explained that he would have preliminary mid-year numbers at the July 13, 2011 Public Workshop.

##### B. Approval of Warrants (1:20:09):

Commissioner Thompson read the warrants, as presented:

Electronic Debit to Union Bank in the amount of \$8,925.88 for Combined Excise  
Tax Return for May 2011

Warrant #046806 through #046834 in the amount of \$41,929.21 for Payroll

Warrant #046835 through #046841 in the amount of \$82,646.83 for Payroll Benefits  
and Accounts Payable

Warrant #046842 through #046887 in the amount of \$152,807.07 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 (1:21:20):

Mr. Toews spoke with Nicole Faghin of AECOM on the progress of the Airport Industrial Park Feasibility Study. They are in the process of refining cost estimates and a financial model. There will be a comment period and the final draft should be available late August. AECOM is within the timeline for meeting the grant deadline.

Mr. Pivarnik reminded of a grant the Port applied for with the EPA to sponsor an engine rebuild for one of the Puget Sound Express boats (Glacier Spirit). He received word that we were not successful with our application.

He stated that there will be extensive work on a cell tower at Boat Haven, where the street between New Day Fisheries and Sea J's will be torn apart for a 5-7 day period for this project. This will happen in the next three weeks. Staff is notifying these businesses.

Lastly, Mr. Pivarnik explained that he was able to take a cruise the other day on an aluminum high speed, 49- passenger catamaran built by Armstrong Marine of Sequim and designed by Port Townsend's Tim Nolan that is being delivered to an Alaskan sightseeing company. This could be a good design for the proposed passenger ferry between Port Townsend and Seattle. He was impressed by the speed and the lower than expected fuel consumption.

Mr. Crockett added that he would be attending the Peninsula Development District meeting tomorrow. He added that the RC&D meeting was canceled.

#### VIII. PUBLIC COMMENTS:

None.

#### IX. COMMISSIONER COMMENTS (1:30:40):

Commissioner Erickson Passed on how grateful the Quilcene community was to receive the swim float.

He also gave high marks for the paving and striping job at the Boat Haven. He said it looks beautiful and is a successful plan.

He questioned if there were plans to paint the Sail Loft building. He also asked about maintenance staff cooperating with Schooner Martha staff by providing materials for some repairs needed to their leased office space.

Commissioner Thompson spoke of a conversation with County Commissioner Sullivan on the recent census and how district lines will be redrawn.

He asked Mr. Crockett if he is pursuing the matter of Skookum's lease of the Nomura Building. He would like to see this issue pursued further.

X. NEXT MEETING/PUBLIC WORKSHOP: Next regular meeting will be held Wednesday, July 13, 2011 at 1:00 PM, with a Public Workshop preceding at 9:30 AM at the **Timber House Restaurant, 295534 US Hwy 101, Quilcene, WA.**

XI. EXECUTIVE SESSION:

The regular meeting recessed into Executive Session at 8:12 PM to discuss a personnel matter, pursuant to RCW 42.30.110(g), duration approximately ten minutes with no decisions. At 5:22 PM, Ms. Nelson, who was in her office, checked for members of the public waiting outside for the meeting to reconvene. There was no one waiting. The session continued.

XII. ADJOURNMENT: The regular meeting reconvened and adjourned at 8:34 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