

PORT COMMISSION MEETING – June 8, 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 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:

The agenda was amended to change the title of New Business, Item A to **Quilcene Fire Flow and Quilcene Septic**.

Executive Director Crockett called for Executive Session on a potential litigation matter (pursuant to RCW 42.30.110(i)) and a real estate matter (RCW 42.30.110(c)), to last approximately 15 minutes, with no expected decisions.

Commissioner Collins moved to approve the Agenda as amended.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:34):

A. Approval of Minutes – May 25, 2011

B. Write-off Register

C. Operations Reports – May 2011

Commissioner Thompson moved to approve the Consent Agenda as presented.

Commissioner Collins seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Updating Meeting Procedures – Resolution No. 561-11 (1:59):

As discussed at the last Commission meeting it was decided to move the first meeting of the month, which falls on the second Wednesday of the month, to a 1:00 PM meeting. Public Workshops, when called, will also be held on the second Wednesday of the month, at 9:30 AM.

Commissioner Thompson moved to adopt Resolution No. 561-11, Updating Meeting Procedures.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

B. 2012 Budget Schedule (4:45):

Mr. Taylor handed out the revised 2012 Operating Budget & Capital Improvement Plan Schedule. He requested it be published on the Port's website.

Commissioner Collins moved to adopt the revised 2012 Budget Schedule as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

C. JCIA Industrial Park Preferred Plan (5:58):

Mr. Crockett explained that AECOM had presented two alternatives of proposed access to the future airport industrial park and the Commission was asked to come back with their preferred option at this meeting.

Commissioner Erickson moved to approve Alternative Drawing #1.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

D. ADO Support (10:45):

Commissioner Collins and Planning Analyst Toews attended the last ADO committee meeting held last Friday. Commissioner Collins explained the goal was to act on the ADO Framework and come up with a work description for the ADO. He informed that the County needs to respond to the State by next Monday with the chosen ADO. He added the Port does need to have a separate contract with the ADO. The scope of work from the Committee will be brought back to the Commission for approval.

Commissioner Collins moved to authorize the Executive Director to work out a contract for basic support from the ADO, along with a recommended dollar amount of the Port's contribution for the remainder of the year 2011 only.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

Commissioner Erickson questioned the dollar amount requested of the Port. Further discussion was held on funding and the funding level compared with other Ports.

VI. NEW BUSINESS:

A. Quilcene Fire Flow (41:44):

Mr. Crockett informed that he attended a meeting last week to discuss the Quilcene Fire Flow, along with representatives of the Fire Department, School District and PUD and Linda Herzog. He discussed the problem of the hydrants in Quilcene that are not up to code and how this becomes an economic issue. The Fire Department is submitting a Letter of Interest to the County, which is due June 15, 2011, for consideration of Public Infrastructure Funding (PIF) to increase the capacity of existing fire flow in Quilcene. Mr. Crockett recommends the Port issue a letter in support of fire flow funding from the Commission.

Linda Herzog discussed the four different volunteer groups formed from the Quilcene Conversation group. One of the groups focuses on business development in Quilcene. She explained future business development cannot happen without improvements to the fire flow system. She explained that currently the hydrants are not up to code as they produce 500 gallons of water per minute and code requires 1000 gallons per minute. A new 80,000-90,000 gallon water tank is needed, with an approximate cost of \$305K. She requested a Letter of Interest from the Port to the County Public Infrastructure Fund, to be delivered by June 15.

On another subject, she explained the need of a new septic system in Quilcene. Many businesses have closed due to failing septic systems. The County recommends Quilcene submit a letter of interest for a future septic system. Creating a community septic system will be a long process and will involve the raising of grant-match dollars. Ms. Herzog requests a letter of interest from the Port Commission to the PIF, due by June 15, 2011, for the septic system as well. This would not be a commitment by the Port to become the sponsor of the grant; it would only be a letter of interest.

The Executive Director suggested the Port submit a letter of interest for both the Quilcene Fire Flow and Quilcene Septic, with the condition that there is no funding obligation of the Port.

Commissioner Collins moved for the Executive Director to execute a letter of interest to the County PIF for the Quilcene Fire Flow and for the Septic System as described by the Executive Director.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

B. Permanent Slip Assignment Policy (1:07:43):

Mr. Pivarnik informed that he had Harbormaster Ruby perform an audit of vacant slips in the Boat Haven Marina. Results showed 20 slips plus 150' linear space vacant. Our current policy is slow and cumbersome in filling space from waitlists. Currently, a person on the waitlist is allowed ten days to respond. Ideas received from the Moorage Tenants Union were discussed on how to expedite the clearing of waitlists. Different ideas from staff and Commission were added to the discussion, including sending a registered letter notifying of a slip offer and shortening the time allowance for a response. Commission and staff were asked to bring ideas to the next meeting for a second reading.

C. Approval of Warrants (1:25:18):

Commissioner Thompson read the warrants, as presented:

Warrant #046704 through #046734 in the amount of \$46,091.54 for Payroll

Warrant #046735 through #046744 in the amount of \$59,418.52 for Payroll Benefits and Accounts Payable

Warrant #046745 through #046805 in the amount of \$53,526.41 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 (1:26:19):

Mr. Pivarnik discussed the copy of the draft spring 2011 Community Report that he put in the Commissioner's boxes to review.

He explained that we have received the final permit for the Travelift project from the Army Corps. Staff is in process of getting documents together for the Request for Proposals (RFP) for construction, which should go out within the next three weeks.

Finally, he wanted to publicly thank Steve Tucker and Tike Hillman for volunteering one day of their time to work on the pavement striping plans at the Boat Haven.

Mr. Crockett advised that he would be attending the Washington Boating Alliance in Seattle tomorrow; legislative updates will be discussed. He also advised he would be out of the office on Friday.

VIII. PUBLIC COMMENTS (1:30:42):

Steve Tucker reminded staff and the Commission that it has been a year since the Strategic Plan was adopted and it is time to reconvene the Strategic Planning Committee, as discussed.

Dave Griswold explained that at the last Marine Trades' meeting they discussed the grant the Port is applying for towards a Travelift trailer. They had questions on that as well as whether green technology would be included in the grant application. It was answered that there was not enough funding money available.

Mr. Griswold also said that he received a phone call from a "Mr. Stevens", who is under contract with the City working on economic development and Marine Trades. They spoke for an hour.

IX. COMMISSIONER COMMENTS (1:35:08):

Commissioner Collins commented on the financial report for the first four months of 2011, and, how revenue was up from what was budgeted for the shipyard and Point Hudson Marina & RV, although Point Hudson properties revenue was down. It was explained that much of this was related to the repositioning of boats during the A/B Dock reconstruction project.

Commissioner Erickson expressed his concerns about having two consultants working for the Port - Mr. Toews and now Dave Robison. It was explained that Mr. Robison is working on a grant for the Port gratis.

X. NEXT MEETING: Next regular meeting will be held Wednesday, June 22, 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 at 5:15 to discuss potential litigation (RCW 42.30.110(i) and a real estate matter (RCW 42.30.110(c), duration of approximately 15 minutes and no decisions expected. The meeting continued and at 5:32 PM, Mr. Crockett checked outdoors for any public waiting for the regular meeting to reconvene. Finding no one outside, executive session continued.

XII: ADJOURNMENT: The regular meeting reconvened and adjourned at 5:49 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