

## PORT COMMISSION MEETING– December 12, 2012

The Port of Port Townsend Commission met in regular session in the Conference Room, Port Administration Building, 375 Hudson Street, Port Townsend, WA

Present: Commissioners – Erickson, Tucker, Thompson  
Executive Director – Crockett  
Deputy Director - Pivarnik  
Auditor - Khile  
Attorney - Goodstein  
Minutes – Nelson

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

Commissioner Erickson called the meeting to order at 1:00 PM.

### II. APPROVAL OF AGENDA:

Added to the agenda by Commissioner Thompson, New Business, Item D. Future Location of Port Administration Office.

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

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA:

Regarding the November 26, 2012 minutes, Commissioner Erickson inquired about if a meeting had occurred between Alex Fastel and Mr. Crockett. He then asked if the letter to the Jefferson Co. BOCC regarding the PIF had been written.

Commissioner Thompson inquired about the waitlist and the December ops report. A lengthy discussion took place.

A. Approval of Meeting Minutes – November 26, 2012

B. Operations Reports – November 2012

**Commissioner Erickson moved to approve the Consent Agenda as presented.**

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS (Not related to agenda) (19:53):

Rick Petrykowski suggested a way to show available slips on the Port's website. (This is in response to Commissioner Thompson's concerns about waitlists vs. actual available slips.)

### V. OLD BUSINESS:

#### A. iPad Control (20:35):

Mr. Crockett informed that some of the Commissioners are having issues with their iPads and would like to have access to update their own iPad, rather than having to come in and have it updated by the Finance Director. Mr. Crockett reminded the Commission about the Tablet Policy that they had previously approved. Ms. Khile stated she would work on setting up Commission access to each individual iPad.

#### B. 2013 Rates (30:47):

Mr. Crockett reminded that during budget talks the Commission approved moorage rate and environmental fee increases for 2013. The rate sheets in the packet reflect these changes. He added other misc. fees discussed previously, including dump fees, may be added in the future once those have been determined.

Commissioner Tucker stated he would like to have spelled out on the rate sheet, whether the \$7 reservation fee is an extra cost or if it is applied towards the customer's final bill. He also suggested a time limit on boats tied up to the boat ramp dock in order to alleviate congestion. Mr. Pivarnik suggested using signage to enforce the time limit.

**Commissioner Erickson moved to approve the 2013 moorage rates as presented, with a note on the rate sheet stating the \$7 reservation fee is in addition to the cost of the stay.**

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

### VI. NEW BUSINESS:

#### A. Cupola House Lease (46:21):

Mr. Crockett explained that staff has been in conversation with the WA State University Extension office that is currently located in Port Hadlock about leasing the Cupola House and the back building. Their lease has expired in Port Hadlock and they are searching for a less expensive location. Mr. Toews produced a legal dissertation to the City on why WSU should be allowed to be a tenant there, which was approved by the City. WSU would like to collaborate with the Port on applying for grants to restore the building.

Commissioner Erickson questioned the intent of Fish & Wildlife's interest in leasing the current Administration offices. Mr. Crockett explained they have expressed great interest in the offices and if this happens, the Port would need to build another Administration office. Two current location possibilities would be where the Yard office is located, or between the Boat Haven moorage office and the old Administration office in the area of the flagpole. **(Item D, Future Location of Port Administration Office, was eliminated since it was discussed in this agenda item.)**

B. December 26, 2012 Commission Meeting Date Change (56:45):

Due to this scheduled meeting falling the day after Christmas, staff's recommendation is to move the meeting to Thursday, December 27, 2012 and change the time to a day meeting at 1:00 PM, which the Commission agreed to.

C. Approval of Warrants (58:42):

Commissioner Tucker read the warrants, as presented:

Warrant #050083 through #050112 in the amount of \$44,075.42 for Payroll

Warrant #050113 through #050121 in the amount of \$66,570.00 for Payroll Benefits

Warrant #050122 through #050189 in the amount of \$75,392.34 for Accounts Payable

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

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

VII. STAFF COMMENTS (59:44):

Attorney Goodstein confirmed that the Port has a set time frame for slip acceptance once offered to an individual who is on the waitlist.

Mr. Pivarnik informed all who haven't yet, to update their iPads to version 6.0.1.

Mr. Crockett stated he attended the recent Dept. of Natural Resources meeting in Port Hadlock concerning the mooring buoys.

He added that tomorrow he would be attending the WA Boating Alliance meeting in Fife and would be making a presentation on Derelict Vessels and on the Marine Tourism Bill.

Ms. Nelson informed that the December 2012 newsletter is now available on the Port's website and is being mailed out to customers.

VIII. PUBLIC COMMENTS (1:08:02):

Rick Petrykowski thanked the maintenance staff for recent repairs made to their boat shop.

IX. COMMISSIONER COMMENTS (1:08:43):

Commissioner Tucker complimented the Marine Resources Committee (MRC) on the work they have accomplished in our waters. He said that even though the Port is unable to support the MRC with a financial contribution, he feels strongly that the Port should continue in support of their efforts.

Commissioner Thompson inquired as to the status of the Port's financial support to Team Jefferson/EDC. Mr. Crockett reminded this is a Commission decision and the Port has budgeted \$25K for the EDC in 2013. However, this is dependent on the results of the year-end report from the EDC to the Port. It was mentioned that the City is not able to offer them financial support, and it is unknown if the County is continuing.

Commissioner Erickson informed all that the Peninsula Development District "has been invited" to apply for funding for 2013.

X. NEXT MEETING: Next regular meeting will be held Thursday, December 27, 2012 at 1:00 PM in the Port Administration Building Conference Room, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:21 PM to discuss the Union Contract, pursuant to RCW 42.30.140, duration approximately fifteen minutes, with no action.

XII. RECONVEING AND ADJOURNMENT:

The meeting reconvened and adjourned at 2:33 PM there being no further business to come before the Commission.

ATTEST:

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Leif W. Erickson, President

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David H. Thompson, Secretary

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Stephen R. Tucker, Vice President