

## PORT COMMISSION MEETING– December 27, 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  
Minutes – Nelson

Excused: Auditor - Khile

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

Commissioner Erickson called the meeting to order at 12:59 PM.

### II. APPROVAL OF AGENDA:

Added to the agenda by Commissioner Tucker, New Business, Item C - Fort Worden Beach and by Commissioner Erickson, New Business, Item D – Matheson Billing Issue. Commissioner Erickson would also like to discuss, under Commissioner Comments, Bike Racks.

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

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA (2:11):

A. Approval of Meeting Minutes – December 12, 2012  
Approval of Public Workshop Minutes – December 12, 2012

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

**Commissioner Tucker seconded the motion.**

**Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS:

None

### V. OLD BUSINESS:

None

### VI. NEW BUSINESS:

#### A. State Audit (2:42):

Mr. Crockett explained every two years the Port is audited by the State and once again, the Port received a clean audit. The Port has received clean reports for at least the past twelve audits.

#### B. Approval of Warrants (2:42):

Commissioner Tucker read the warrants, as presented:

Electronic Debit to Union Bank in the amount of \$3,809.09 for Washington State  
Combined Excise Tax for November 2012

Warrant #050190 through #050216 in the amount of \$38,970.35 for Payroll

Warrant #050217 through #050220 in the amount of \$16,418.73 for Payroll Benefits

Warrant #050221 through #050270 in the amount of \$65,898.88 for Accounts Payable

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

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

#### C. Fort Worden Beach (6:00):

Mr. Crockett informed that a week or so ago, Commissioner Tucker inquired about the Port-owned parcel on the Fort Worden Beach. Mr. Crockett informed the Commission of the letter he wrote December 16, 2002 to the WA State Parks Director at the time, Rex Derr, reminding them of the Port-owned beach located between Chetzemoka Park and the Marine Science Center. This was written when the Parks began planning for parking fees at WA State Parks. Commissioner Tucker said this came about at one of the Fort Worden Advisory Committee meetings where the Fort Worden partners are negotiating with the Parks on waiving parking pass requirements for their business customers. He heard that during the Kayak Symposium planning, the Parks told vendors they were not to use the Port-owned beach. This made it sound like it was a Port request. It may have been due to the Park's concerns on liability and insurance. Commissioner Tucker suggested Mr. Crockett compose another letter to the current Parks Director. Mr. Crockett reaffirmed that the letter should point out the Port-owned beach is open to the public, and if it is needed for an event, the Parks need to contact the Port for arrangements. The Commission agreed for the Executive

Director to compose a letter to the State Parks Director and copy forward to the Fort Worden Advisory Committee.

D. Matheson Billing Issue (21:48):

Commissioner Erickson explained a customer, Mr. Matheson, contacted him regarding his past due account and wanted the other Commissioners to be aware he may contact them as well. Commissioner Erickson asked for an explanation on steps taken by the Port prior to submitting an account to a collection agency so that the Commissioners know the process.

Mr. Crockett added that Mr. Toews is reviewing the Port's Rules and Regulations, which need modifications based on past changes to the R&Rs. Beginning at the January 2013 workshop, the Rules and Regulations will be reviewed by staff and the Commission for readoption.

VII. STAFF COMMENTS (28:10):

Mr. Pivarnik informed that all certificates for the Customs office remodel have been approved and issued. They have begun paying rent and are moving in soon.

Mr. Pivarnik also received word this morning from WA State University Extension Office. They will be renting the Cupola House.

Lastly, he informed that WA Dept. of Fish & Wildlife would be touring the Port Administration Building again on January 3, 2013 in order to make a decision by January 15, 2013.

Mr. Crockett added that the Port is considering a new Administration building to be built similar to the Skookum Building architecture, with hopes of building completion by the end of summer.

VIII. PUBLIC COMMENTS (33:32):

Gordon Neilson is anxious to hear what plans the Port has to replace the bike racks that were removed from the Boat Haven.

IX. COMMISSIONER COMMENTS (32:45):

Commissioner Erickson asked staff the status of the bike racks. Mr. Pivarnik replied they should be in place within two weeks. Discussion ensued on the subjects of "derelict bikes", and ordering new bike racks that have sufficient capacity for a large number of bikes.

Commissioner Tucker added that he likes the new iPads, making it convenient to look up information during meetings rather than shuffling through paperwork.

X. NEXT MEETING/WORKSHOP: Next regular meeting will be held Wednesday, January 9, 2013 at 1:00 PM, with a public workshop preceding at 9:30 AM, in the Port Administration Building Conference Room, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION:

None

XII. ADJOURNMENT:

The meeting adjourned at 1:45 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