

PORT COMMISSION MEETING– July 25, 2012

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

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Erickson called the meeting to order at 6:30 PM.

II. APPROVAL OF AGENDA:

Mr. Crockett asked the Commission if they would like to add to the agenda - August Commission meeting or workshop in Quilcene. Commissioner Erickson stated that he would like to hold a separate workshop in Quilcene to follow up on the July 19 Community Meeting, possibly in September.

Commissioner Erickson moved to approve the Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Commissioner Erickson added there would be an Executive Session on Personnel, pursuant to RCW 42.30.110 (g), duration approximately 15 minutes with no action.

III. CONSENT AGENDA (2:09):

A. Approval of Meeting Minutes – July 11, 2012

B. Resolution No. 579-12 – Declaring Certain Items Surplus
Resolution No. 580-12 – Authorizing the Sale of Abandoned Vessel

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (2:33):

Linda Herzog, asked the Commission for the Port's support of a Department of Commerce rural area grant for Feasibility Analysis for Infrastructure Improvements in the Quilcene LAMIRD. She handed a letter to the Commission where she is hoping to obtain support from eight agencies. The more agencies that back this grant, the grant award would increase accordingly. This letter has no financial obligations from any of the supporting agencies. The Commission agreed to show the Port's support with Commissioner Erickson's signature.

V. Public Hearing on the Surplus of the Port's Kah Tai Property (12:32):

(See July 25, 2012 Public Hearing Minutes)

VI. OLD BUSINESS:

A. Sunrise Coffee Lease (20:06):

Mr. Pivarnik explained that Sunrise Coffee is wishing to expand their business and would like to relocate to the building located on Haines and Sims Way, recently vacated by Solarmotive. It is expected that on Monday the City Council will pass the changes to non-conforming use provisions in the Boat Haven in regards to non-marine related businesses, per the City/Port agreement on the Kah Tai settlement deal, which would allow Sunrise to relocate to this building. Mr. Pivarnik presented a 3-year draft lease for Sunrise Coffee, with two 3-year options to the Commission. The lease will begin September 1, 2012, but Sunrise would like to get started on permitting.

Commissioner Erickson moved to approve the lease, as presented, with Sunrise Coffee, pending City approval of the non-conforming use provisions.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

Sue Ohlson of Sunrise Coffee added that she sees Sunrise Coffee and the Port as long-standing partners. They look forward to growing the business and appreciate the Commission's approval.

B. Commission Meeting Automation (28:26):

Mr. Crockett informed that at the WPPA Port Director's Conference held recently in Walla Walla they discussed this subject. Mr. Crockett spoke with half a dozen ports that use iPads; all spoke positively about this change. None has a use policy but all agreed that one was needed. Mr. Crockett explained that these would be used by Commissioners and senior staff

and this would keep official Port business off of personal computers. Mr. Crockett would like approval from the Commission to move forward and being working with the Port Attorney on creating a use policy as a first step. Commissioner Erickson directed Mr. Crockett to move forward.

C. 333 Benedict Street Office Space (35:23):

Mr. Crockett explained this office space has been vacant since the Public Defenders moved out. However, it was used for the temporary moorage office during the remodeling of the current office. Now that this office is vacant, what would the Commission like to do with this space? It is already ADA accessible, including an ADA restroom. He believes it would make a great meeting space for the Commission, with minimal renovations needed. The other option is to rent the space out to a marine trades related business and remodel the space in the Shanghai Restaurant building, which the Port has architectural drawings. It would be cheaper to renovate the Benedict St. office, as creosote and asbestos remediation would be involved in the Shanghai building.

Mr. Pivarnik recommends advertising the space for rent to see if any marine trades businesses are interested.

It was agreed to advertise the space for rent throughout the month of August. If there has been no interest, the Commission will discuss options in September.

D. Parking Permits (47:39):

Mr. Pivarnik has had several meetings with staff to discuss this. The unanimous question is how would this be enforced, which is a very valid question. Much discussion ensued on this topic. Commissioner Erickson recommended that Commissioner Thompson read the proposed policy, which he and Mr. Pivarnik had worked on that previously been soundly rejected by the Port Townsend Moorage Tenants Union. He added that the logistics and record keeping would be a hardship on staff. Commissioner Erickson believes it is a good idea to continue to have Pete Parrish, security officer, and Terry Khile, environmental officer, check cars parked to evaluate to see if this is an actual problem.

VI. NEW BUSINESS:

A. Approval of Warrants (1:02:05):

Commissioner Tucker read the warrants, as presented:

Electronic Debit to Union Bank in the amount of \$8,543.57 for Washington State Combined Excise Tax Return for June 2012

Warrant #049243 through #049270 in the amount of \$38,095.68 for Payroll

Warrant #049271 through #049275 in the amount of \$15,951.57 for Payroll Benefits and Accounts Payable

Warrant #049276 through #049316 in the amount of \$139,026.14 for Accounts Payable

Commissioner Tucker moved to approve the warrants as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

VII. STAFF COMMENTS (1:03:20):

Mr. Pivarnik stated that the removal of the old Travelift pier will take place the week of August 15.

He updated the Commission on the Customs office space remodel. Construction work is currently on hold until the Port receives a signature authorizing the current change order of \$150K.

Mr. Crockett informed that he will attend the RC&D meeting in Port Angeles tomorrow but will miss the PDD meeting due to a conference call on the Airport Master Plan happening at the same time.

VIII. PUBLIC COMMENTS:

None

IX. COMMISSIONER COMMENTS (1:06:14):

Commissioner Thompson stated that the WPPA Commissioner's Seminar held in Cle Elum was very informative.

Commissioner Tucker agreed and thought the conference was very worthwhile and appreciated the talks on return investments and Comprehensive Schemes. He also reported that during this fish opening (great fishing, he added), the ramps are being heavily used.

Commissioner Erickson agreed with Commissioner Tucker's comments on the seminar, return investments and the Comp Scheme discussions.

X. NEXT MEETING: Next regular meeting will be held Wednesday, August 8, 2012 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: The regular session recessed into Executive Session at 7:39PM for a personnel matter, pursuant to RCW 42.30.110 (g), duration approximately fifteen minutes, with no action. At 7:55 PM, Mr. Crockett checked for members of the public waiting for the regular meeting to reconvene. Finding no one, the Executive Session continued.

XII. RECONVENING AND ADJOURNMENT OF REGULAR MEETING:
The regular meeting reconvened and adjourned at 8:00 PM there being no further business to come before the Commission.

ATTEST:

David H. Thompson, Secretary

Leif W. Erickson, President

Stephen R. Tucker, Vice President