

PORT COMMISSION MEETING– September 13, 2012

The Port of Port Townsend Commission met in regular session at the Quilcene Community Center, 294952 State Highway 101, Quilcene, WA

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Commissioner Erickson moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – August 22, 2012

B. Resolution No. 583-12 – Delegating Authority to Port Management

Resolution No. 584-12 – Authorizing Sale of Abandoned Vessel

C. Write-off Register

D. Operations Reports – August 2012

Commissioner Erickson 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) (3:17):

JD Gallant, Quilcene resident, reported that in two months he will have a full report on a 3-year study of water quality in Quilcene Bay and offered to make a presentation at a future Port meeting.

V. OLD BUSINESS:

A. RCO/Kah Tai Update (4:19):

Mr. Crockett informed two weeks ago, RCO staff met with Port staff and City Attorney John Watts to ensure everything is in order from their perspective on the transfer of the docks and the Kah Tai property. RCO is amending the agreement on the City Dock transfer, keeping the Pope Marine Building under City ownership. He stated that one week ago the City passed all items in the Kah Tai land transfer deal. Once the RCO has prepared all documents for signatures, they will move to escrow and on to closing. He also added that maintenance of the two newly acquired docks would need to be included in the 2013 budget.

B. Passenger Only Ferry Update (11:45):

Mr. Crockett reported that staff has been on test rides of different vessels, including another coming up next week. Staff recently had a phone conference with the FTA discussing leasing vs. purchasing a vessel.

The FTA grant money is good until September 2014.

C. 333 Benedict Street Building (33:10):

Mr. Crockett explained this is the old Port Administration Building, which per Commission direction, was advertised for over a month-long period for lease to a marine trades-related business or government entity. There have been no bites. Mr. Crockett handed out a draft drawing by Richard Berg of a possible Commission office/meeting room remodel.

This new space would also be wired for Wi-Fi.

Commissioner Tucker asked the estimated cost to remodel this building. Mr. Pivarnik stated that based on the cost of remodeling the moorage office, the cost would be around \$50K, including labor costs (provided by Port maintenance staff).

Commissioner Erickson moved to renovate the 333 Benedict Street Building per drawing supplied.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

Commissioner Erickson stated that on the subject of a new wireless office, it is time to move ahead and work towards a paperless office.

Commissioner Erickson moved to begin steps towards a paperless office.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Attorney Lake stated the policy is ready for delivery to the Port.

VI. NEW BUSINESS:

A. Andersen Machinery Lease (48:18):

Mr. Pivarnik reported that Ulfar Andersen is requesting to lease an additional 200-square feet of land next to his site. Staff is working with him on details and will present to the Commission, the lease modification upon completion.

B. Approval of Warrants (50:00):

Commissioner Tucker read the warrants, as presented:

Warrant #049492 through #049523 in the amount of \$46,646.94 for Payroll

Warrant #049524 through #049532 in the amount of \$67,342.93 for Payroll Benefits

Warrant #049533 through #049616 in the amount of \$124,686.69 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 (54:32):

Ms. Khile reported she continues to work on the budget. She is also investigating the possibility of direct deposits for payroll.

Attorney Lake informed that the new Computer and Email policy would be delivered shortly.

Mr. Crockett stated County Assessor, Jack Westerman, will make a presentation on property taxes at the September 26, 2012 Commission meeting. Mr. Crockett advised that he will be absent at the September 26 Commission meeting, as he will be at the RCO office in Olympia working on the Boating Facilities program.

Mr. Crockett recommends the October 24, 2012 Commission meeting be moved to the evening of Tuesday, October 23, 2012, as staff will be leaving on the 24th for Leavenworth to attend the WPPA Small Ports Conference. Commission agreed.

(Mr. Pivarnik received a phone call from Port staff and upon his return will make his comments.)

VIII. PUBLIC COMMENTS (58:08):

JD Gallant congratulated the Commission on choosing to go paperless.

VII. STAFF COMMENTS (continued):

Mr. Pivarnik informed he just got off the phone with Port staffer, Eric Toews, who had spoken with the FTA attorney. The attorney explained the Spirit of Kingston could be transferred to the Port of Port Townsend, which would change the grant agreement.

IX. COMMISSIONER COMMENTS (1:02:40):

None

X. NEXT MEETING: Next regular meeting will be held Wednesday, September 26, 2012 at 6:30 PM in the Port Administration Building Conference Room, 375 Hudson St, Port Townsend.

XI. EXECUTIVE SESSION:

None

XII. ADJOURNMENT:

The meeting adjourned at 2:02 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