

PORT COMMISSION MEETING– January 9, 2013

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 - Harris
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

The agenda was amended to reflect the addition to New Business, Item C – WA State Fish & Wildlife; and Item D – 2013 Committee Assignments.

Commissioner Thompson moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. ELECTION OF OFFICERS:

Commissioner Erickson expressed his desire to remain as Commission President for the year 2013. The Commissioners agreed to remain in their appointed positions for 2013 as was in 2012.

Commissioner Thompson moved to nominate Commissioner Erickson as President, Commissioner Tucker as Vice President, and Commissioner Thompson as Secretary.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. CONSENT AGENDA (3:13):

A. Approval of Meeting Minutes – December 27, 2012

B. Operations Reports – December, 2012

Commissioner Erickson moved to approve the Consent Agenda as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

V. PUBLIC COMMENTS (Not related to agenda) (3:46):

None

VI. RECESS TO A MEETING OF THE INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF PORT TOWNSEND:

The regular meeting recessed into the annual Industrial Development Corporation meeting at 1:04 PM and reconvened into the regular meeting at 1:06 PM.

VII. OLD BUSINESS:

None

VIII. NEW BUSINESS:

A. WPPA Trustees (6:31):

Mr. Crockett informed it is time to appoint the 2013 Trustee and Alternate Trustee for the Washington Public Ports Association. This allows one vote for the Port of Port Townsend at WPPA business meetings. The Trustee for 2012 was Mr. Crockett and Alternate was Commissioner Thompson.

Commissioner Erickson moved to appoint Mr. Crockett as Trustee and Commissioner Thompson as the Alternate for 2013.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

(Commissioner Erickson moved Item B - Warrants to be read at end of Old Business.)

C. WA State Department of Fish & Wildlife (6:31):

Mr. Pivarnik reminded the Commission that staff has been talking with WDFW the past four months regarding leasing the Port Administration Building. They have toured our building three times, and have chosen the Administration Building from a pool of four total sites. WDFW needs to be out of their current offices by September 1, 2013, so this gives Port staff 7 months to build or find a new administration facility.

Mr. Crockett added that relocating the Administration Office back to the Boat Haven would be in conformance with the Strategic Plan.

Staff would like Commission approval to move forward with permitting and design of a new building.

Commissioner Tucker moved to direct staff to move forward with permitting and design of a new Port Administration Building and to proceed in lease negotiations with WA State Department of Fish & Wildlife.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

D. 2013 COMMITTEE ASSIGNMENTS (15:00):

Mr. Crockett asked for formal approval of the 2013 Committee Assignments as discussed at the Public Workshop held earlier today.

Commissioner Erickson moved to approve the 2013 Committee Assignment List.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. Approval of Warrants (16:09):

Commissioner Tucker read the warrants, as presented:

Warrant #050271 through #050300 in the amount of \$43,859.17 for Payroll

Warrant #050301 through #050309 in the amount of \$67,798.51 for Payroll Benefits

Warrant #050310 through #050365 in the amount of \$149,220.59 for Accounts Payable

Commissioner Tucker moved to approve the warrants as presented.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

IX. STAFF COMMENTS (17:11):

Mr. Pivarnik met with Tike Hillman who helped to prepare bid documents for the commercial basin project, which will go out to bid next week. The fish window opens on July 15, 2013 and this is when we expect to have the project start.

Mr. Crockett spoke of last week's sinking of a vessel in the Commercial Basin, the second in a matter of a month. He complimented Port staff on their work they performed throughout the night in the boat recovery and cleanup efforts.

Mr. Crockett added that the new Commission meeting building is close to completion. Mr. Pivarnik said he expects that the second Commission meeting in February will take place there.

X. PUBLIC COMMENTS (21:57):

None

XI. COMMISSIONER COMMENTS (22:00):

Commissioner Erickson expressed his thanks to the other Commissioners for reelecting him as Commission President for 2013.

XII. NEXT MEETING: Next regular meeting will be held Wednesday, January 23, 2013 at 6:30 PM in the Port Administration Building Conference Room, 375 Hudson St, Port Townsend.

XIII. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 1:23 PM, Commissioners and Attorney only, for the Annual Review of the Executive Director, pursuant to RCW 42.30.110(g), duration of 30 minutes with no action.

XII. RECONVENING AND ADJOURNMENT:

The regular meeting reconvened and adjourned at 1:53 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