

## PORT COMMISSION MEETING– October 23, 2013

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA

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

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

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

### II. APPROVAL OF AGENDA:

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

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA:

A. Approval of Meeting Minutes – October 9, 2013

Approval of Public Workshop Minutes – October 9, 2013

**Commissioner Thompson 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):

None

### V. OLD BUSINESS:

#### A. Port Strategic Advisory Committee (PSAC) – Commission Response (1:21):

Mr. Toews opened discussion on the draft response from the Commission to the PSAC, with commissioner comments color-coded. He explained that the task this evening is to reconcile the comments. He explained there seems to be a disagreement amongst the Commission on an emphasis of “a vital and healthy economy” vs. growth in the draft.

Commissioner Tucker commented on Political Capital, the new Administration Building planning process and the Strategic Plan. He believes procedures were followed but in hindsight, thinks it could have been discussed more with the public.

Commissioner Thompson agreed that procedures were followed and does not believe things would have gone any differently, since time was of the essence in this case.

Mr. Crockett reminded of the many Port projects where Commission and staff spent years in obtaining public input and added the Administration Building project was an exception since it was on a quick time line.

Commissioner Erickson discussed whether Port decision making was “procedurally flawed”. Discussions ensued including the need for a separate Strategic Plan for Quilcene, and comments from the Commission on what ‘growth’ meant to them. Mr. Toews reminded the Commission of the process of the PSAC, which includes open public meetings in this process.

Mr. Toews further discussed the meaning behind the PSACs desire of a “vibrant and healthy economy”.

Gwendolyn Tracy commented on the good line of communication between the Port and the public, and added it is also the responsibility of the citizen to keep that communication going.

Ron Hayes, PSAC member, explained his reasons for joining the PSAC. He asked the Commission “is there a real need for this committee?” If so, he would like it to be a meaningful exercise. He suggested holding more meetings; rather than once a year, quarterly or perhaps even more.

Commissioner Erickson agreed with the idea of more meetings during the year.

Peter Quinn explained his thoughts on what “growth” meant. He explained job growth is necessary and needed in the city and county in order to allow our population to thrive.

Bill Putney agreed the PSAC should meet more frequently, at the minimum quarterly, with an annual review.

Mr. Crockett suggested the role of the PSAC might be a good topic for the Public Workshop. He said if changes are made to meeting frequency, it might call for new

committee members, as some current members were able to commit knowing there would be one meeting a year.

After much discussion on the PSAC response, Mr. Toews informed he would incorporate the Commission edits and send them an electronic draft, along with an apology to the committee for the delayed response.

**B. 2014 Budget (50:36):**

Mr. Crockett announced ads have been placed in the local papers for the November 13, 2013 Public Hearing on the 2014 Budget. He added the final budget is due to the Assessor by November 30, 2013, so decisions are needed now.

As requested by the Commission, Ms. Khile provided them with a sheet reflecting a CPI increase to the rates and fees.

Mr. Crockett added that in his White Paper, he recommends taking the 1% property tax increase and a one-cent per square foot moorage rate increase. He also would like to go over all rates and fees and bring them up to where they need to be. For instance, his current recommendation is to raise tarp fees in order to keep up with tarp costs, raise environmental and live-aboard fees. He explained that some of our fees have not changed in ten years such as our labor rate. Mr. Crockett suggested staff go over all the fees and bring a recommendation back to the Commission within the next few months.

Ms. Khile requested input from the Commission.

Commissioner Thompson suggested going over items one by one.

1% property tax increase: Ms. Khile added this would bring approximately \$8,800 extra to the Port.

Commissioner Erickson does not agree with the tax increase. He stated that he believes it is not a good year to raise the taxes of Jefferson County residents. He thinks it would be better to find ways to decrease spending by that much.

**Commissioner Thompson moved to take the 1% property tax increase.**

**Commissioner Tucker seconded the motion.**

**Commissioner Erickson opposed**

**Motion carried with two votes for and one against.**

Moorage rate increase: Ms. Khile explained a one half-cent increase would bring in an additional \$10,500 and a one-cent increase would total \$21K.

**Commissioner Thompson moved to increase the moorage rate by one-cent per square foot.**

**Commissioner Tucker seconded the motion.**

**Commissioner Erickson opposed.**

**Motion carried with two votes for and one against.**

Commissioner Tucker would like to bring rates to a desired range and institute an annual CPI increase, as done with Port leases.

Ms. Khile reported that staff recommends increasing the live-aboard fee from \$65 to \$70, the environmental/hazardous waste fee in the marina from \$10 to \$15 and in the yard from \$25 to \$50, and increasing the tarp fees with the current range of \$20 to \$110 to a range of \$25 to \$120.

Commissioner Erickson discussed increasing environmental fees such as legal fees, water quality cost increases, costs associated with tighter storm water regulations, garbage rate increases, etc. and how it would help to figure these costs and increase fees based on that information. He said, "The yard fees will be set by a driver, other than us."

Mr. Tucker reminded that rates and fees could be looked at over the next few months.

**Commissioner Tucker moved to increase the tarp fee schedule to a range of \$25 to \$120, increase the live-aboard fee to \$70 and increase the environmental/hazardous waste fee in the marina to \$15 and in the yard to \$50.**

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

**VI. NEW BUSINESS:**

**A. Small Ports Conference – Take Aways (1:10:34):**

Mr. Crockett discussed the Small Ports conference held last week in Leavenworth that the Commission and some staff attended. He thought it was an excellent conference.

Mr. Pivarnik gave a presentation at the conference on the Small Works Roster and how its use by small ports.

Mr. Crockett stated there were important discussions on Political Capital, Mission Statements, Strategic Plans, Delegation of Authority, to name a few. All of these items he would like to re-visit this year. Attorney Lake stated the importance of updating the Delegation of Authority on an annual basis.

Mr. Crockett would like to have a Financial Guidelines policy as a stand-alone document. As discussed at the conference, he believes it would be a good idea to incorporate the re-adoption of the Comp Plan with the budget process, which cannot be done this year, but possibly next year.

The Commissioners commented on the “port reports” at the conference, especially the Port of Coupeville and the Port of Columbia presentations.

**B. Approval of Warrants (1:19:08):**

Commissioner Tucker read the warrants, as presented:

Warrant #051905 through #051920 in the amount of \$60,588.16 for Payroll and Benefits

Warrant #051921 through #051974 in the amount of \$242,244.88 for Accounts Payable

Electronic Debit to Union Bank in the amount of \$18,941.80 for Washington State

Dept. of Labor & Industries 3<sup>rd</sup> Quarter Tax Return for July-September 2013

Electronic Debit to Union Bank in the amount of \$9,738.32 for Washington State

Combined Excise Tax for September 2013

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

**Commissioner Thompson seconded the motion.**

**Motion carried by unanimous vote.**

**VII. STAFF COMMENTS (1:21:00):**

Ms. Nelson reminded that the Commissioners might want to reschedule the November 27, 2013 evening meeting since it is the day before Thanksgiving. Consensus was to move that meeting to Tuesday, November 26, 2013 at 1:00 PM.

Mr. Crockett informed that he would be co-hosting the monthly CEO breakfast in our new building tomorrow morning. Tomorrow, he and Commissioner Erickson would attend the PDD and RC&D meetings in Sequim.

Mr. Crockett stated the County discussed the proposed solid waste fee increase at their last meeting. He said there is a Public Hearing scheduled in the next week or two. He asked if the Commissioners had any comments they would like heard at that hearing, as he would attend.

Lastly, he announced the Kah Tai/Audubon Society celebration that takes place this Friday at 5:00 PM in the Port Townsend Yacht Club. All are invited.

**VIII. PUBLIC COMMENTS (1:24:00):**

Gwendolyn Tracy commented on the imminent increase in environmental fees due to increased regulations.

**IX. COMMISSIONER COMMENTS (1:28:18):**

Commissioner Thompson commented on the Political Capital issue. He added that the Port has a good relationship with both local papers and believes it is a good move to keep them appraised. He commented on the “excellent article” in the Leader on the intent to sue letter received by the Port.

Commissioner Tucker would like to talk more about the “good things” with the press and the public, such as the A/B dock rehab and the new Travelift pier.

**X. NEXT MEETING WITH BUDGET PUBLIC HEARING / PUBLIC WORKSHOP:**

Next regular meeting with a Public Hearing on the 2014 Budget will be held Wednesday, November 13, 2013 at 1:00 PM, with a Public Workshop preceding at 9:30 AM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

**XI. EXECUTIVE SESSION:**

None

**XII. ADJOURNMENT:**

The meeting adjourned at 8:03 PM there being no further business to come before the Commission.

ATTEST:

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David H. Thompson, Secretary

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Leif W. Erickson, President

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Stephen R. Tucker, Vice President