

PORT COMMISSION MEETING– February 13, 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
Auditor - Khile
Attorney - Lake
Minutes – Nelson
Excused: Deputy Director - Pivarnik

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Mr. Crockett recommended the Commission move New Business, Item A – Quarterly Associate Development Organization (ADO) Report – Team Jefferson to the top of the agenda so that Team Jefferson Director Peter Quinn can make his presentation first.

Commissioner Erickson moved to approve the Agenda as presented, moving New Business, Item A to the top of the agenda.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

VI. NEW BUSINESS:

A. Quarterly Associate Development Organization:

Team Jefferson Director Peter Quinn presented handouts on the Team Jefferson (TJ) update of the past twelve months. The update included Port Impacted Events, including discussions with marine trade businesses; the maritime cluster; shared strategies; Coast Seafood discussions; passenger only ferry assistance; the Northwest Maritime Center; leases; Broadband within the Port; and, the hosting of monthly CEO breakfast meetings.

He added they have worked with the Port Townsend Marine Trades Assoc. to provide scholarships for the cost to attend TJ Business Planning classes. Work continues on the Maritime Cluster report and TJ will lobby for HB 1366, the Marine Tourism bill.

Mr. Crockett asked about other local and state funding that TJ receives. Mr. Quinn replied \$25K worth of support from the County, nothing from the City and funding from the State ends in June of 2013 with future state funding up in the air. TJ will meet at some point with the City to encourage their support.

Mr. Crockett suggest that a future Commission workshop include Team Jefferson to set their focus on what the Port really needs, such as researching grant possibilities for the Airport Industrial Park.

III. CONSENT AGENDA (33:07):

A. Approval of Meeting Minutes – January 23, 2013

B. Operations Reports – January 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. WSU Extension – Cupola House Lease (33:41):

Mr. Crockett reminded that this lease has been discussed at prior meetings. This lease is a five-year with two five-year options, beginning March 1, 2013.

Commissioner Erickson moved to approve the Cupola House lease with WSU Extension.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

B. Legislative Update – HB 1366 and HB 1245 (36:18):

Mr. Crockett informed he was in Olympia a few weeks ago along with other Port Directors and WA Public Ports Association directors, where he testified before the House Finance Committee on HB 1366 – the Derelict Vessel bill. This bill would hold public ports responsible for derelict vessels that come into their port. The Department of Revenue's concerns are loss of revenue to the State if the bill fails to pass. The rewrite of the bill is due out any day.

VI. NEW BUSINESS (cont.):

D. Approval of Warrants (42:15):

Commissioner Tucker read the warrants, as presented:

Warrant #050452 through #050481 in the amount of \$45,389.49 for Payroll

Warrant #050482 through #050491 in the amount of \$73,784.53 for Payroll Benefits and
Accounts Payable

Warrant #050492 through #050558 in the amount of \$57,835.55 for Accounts Payable

Commissioner Tucker moved to approve the warrants as presented.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

VII. STAFF COMMENTS (43:17):

Attorney Lake reminded of the “Propeller Club” she belongs to. The Club sponsors the Marine Youth Foundation operated by the Sea Scouts. The Sea Scouts will be bringing a boat to Port Townsend for a haul out and the crew will be here for one week. They are looking for volunteers to help participate in their program while here.

Ms. Khile reported she continues to close out 2012 books. She is also researching finance opportunities for the new administration building.

Mr. Crockett informed that ads are running today in newspapers and on the Port’s website for the Commercial Basin project and the construction of the Administration Building. He also reported that it looks like the newly remodeled Commission building will be ready for the February 27, 2013 meeting.

Ms. Nelson reported that the Request for Bidders on the Commercial Basin project has been posted on the Port web site; however, the Administration Building request for bids has had a delay. We expect to see the drawings by late afternoon Friday and the specs to arrive Tuesday, February 19 at the earliest.

VIII. PUBLIC COMMENTS:

None

IX. COMMISSIONER COMMENTS (48:58):

Commissioner Tucker stated he agrees with Commissioner Thompson that the new Administration Building should include lookout areas for visitors and customers. He would like to see some sort of “widow’s peak” at the top of the building. (Commissioner Thompson would like to see a conference area looking towards the marina.) Commissioner Erickson reminded everyone that we are trying to keep the cost down.

Further discussion ensued on the building plans.

Commissioner Erickson informed that the Peninsula Development District (PDD) might soon introduce a dues structure. Learned at the last PDD meeting, Federal Grant money will require matched funds in the near future.

Commissioner Tucker reminded of the Jefferson Co. Energy Lunch meeting on February 19, 2013. He added this will be a big meeting with reps from PUD and Puget Sound Energy speaking on the power takeover by PUD.

Attorney Lake added this would have been day one of the Kah Tai trial if it had gone to trial.

X. NEXT MEETING: Next regular meeting will be held Wednesday, February 27, 2013 at 6:30 PM in the new Commission meeting space, 333 Benedict Street, Port Townsend, WA.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:00 PM to discuss the Executive Director’s Annual Review, Pursuant to RCW 42.30.110(g), Commission and Attorney only, duration of 30 minutes with no action.

XII: RECONVENING AND ADJOURNMENT OF REGULAR MEETING:

The regular meeting reconvened and adjourned at 2:30 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