

PORT COMMISSION MEETING– March 27, 2013

The Port of Port Townsend Commission met in regular session in 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 – March 13, 2013

Approval of Public Workshop Minutes – March 13, 2013

Approval of Special Meeting Minutes – March 15, 2013

B. Resolution No. 592-13 – Approving Certain Expenditures for Reimbursement from the Proceeds of Debt to be Issued in the Future

Commissioner Erickson 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. Commercial Basin Project:

Mr. Crockett discussed the opening of bids held on Thursday, March 21, 2013. Orion Marine Construction was the lowest bidder, coming in at \$252,093. On Friday, April 5, 2013, Orion staff will come in to discuss details and the contract. The Executive Director recommends the Commission award the contract to Orion Marine Construction and authorize the signing of the contract.

Commissioner Thompson moved to award the Commercial Basin contract to Orion Marine Construction and authorizing the Executive Director to sign the contract.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

B. Administration Building Bid Award Update (3:39):

Mr. Crockett explained the Superior Court hearing on Friday, March 22, 2013 where the Judge ruled in favor of the Port, but giving Primo Construction until noon on Monday, March 25, 2013 to appeal the decision. Primo Construction's attorney notified Attorney Lake that Primo declined to pursue the matter any further. At noon on the 25th, Mark Grant signed the contract and began the demolishing of the Marine Exchange building. A recent issue brought to our attention is that the building location lies within the City's flood zone. This will require raising the site another 11-12" in elevation. Leavitt will use the pit run gravel from the airport for site build-up. Mr. Pivarnik added he expects to see City permits arrive by the end of next week.

C. Team Jefferson/EDC Contract & Scope of Services (7:38):

Mr. Toews explained that the contract between the Port and Team Jefferson (TJ) lapsed on December 31, 2012. The contract in the packets is identical to the 2012 contract. Mr. Toews reminded the Port provided to TJ in 2012, \$25K in direct cash support and another \$12K towards the rental of the Port-owned building. New language has been added to the Scope of Services, adding that TJ develop economic development programs geared towards marine trade businesses, as specified in Task 3. Commissioner Tucker expressed that he would like to see the Scope of Services revised; adding that TJ present their quarterly report directly to the Commissioners at the Public Workshops, allowing the opportunity for face-to-face discussions.

Commissioner Tucker moved to approve the Team Jefferson Contract and the Scope of Services, with the amendment to the Scope of Services requiring TJ to present their quarterly reports at the Commission Public Workshops.

Commissioner Erickson seconded the motion.

Motion carried by unanimous vote.

VI. NEW BUSINESS:

A. Approval of Warrants (18:25):

Commissioner Tucker read the warrants, as presented:

Electronic Debit to Union Bank in the amount of \$3,887.74 for Washington State
Combined Excise Tax for February 2013

Warrant #050735 through #050761 in the amount of \$40,839.08 for Payroll

Warrant #050762 through #050765 in the amount of \$18,428.27 for Payroll Benefits

Warrant #050766 through #050804 in the amount of \$51,282.65 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:

Ms. Khile continues to work with financial advisors on funding for the new administration building.

Commissioner Tucker inquired about the status of hiring an IT person for the Port. Mr. Crockett explained that staff met with an IT person from Olympic Education Services District, who will probably be working with us.

Ms. Nelson discussed the City-sponsored annual Contractor's Workshop that was held earlier today. She, Mr. Crockett and Larry Aase attended, with Mr. Crockett making a brief Port presentation.

Mr. Toews discussed the Strategic Planning Open House held on March 21, 2013. He will present a report, based on comments heard, at the May 9, 2013 Strategic Planning Advisory Committee meeting. The committee will make recommendations on the Plan and that will be presented to the Commission in June.

Mr. Crockett informed that he would be attending the Change of Command ceremony at Indian Island tomorrow, followed by a trip to Sequim for the RC&D meeting.

He also explained to the Commission that the comment period for the County's Shoreline Management Plan is about to end. He asked the Commission if they would like to make a comment on aquaculture in the County.

Next, he reminded the Commission that he would be making his annual presentation to the Jefferson County Pilots Association on Saturday, April 6, 2013 at 10:00 AM in Tailspin Tommy's hangar. Among issues to be discussed will be the PAPIs located at the end of both runways and the three tall trees that are obstructing the lights.

VIII. PUBLIC COMMENTS:

None

IX. COMMISSIONER COMMENTS (32:01):

Commissioner Tucker discussed his thoughts on the Strategic Planning Open House that he also attended. He would like the Commission to rethink the Port's participation at the 2014 Seattle Boat Show, based on comments heard at the open house. These comments included the importance to the local marine trades who participate in the show, to have the Port's presence there as well.

Commissioner Erickson agreed that the Port's presence at the Boat Show should be rethought.

Commissioner Thompson said he has been hearing compliments on the Port attorney's successful presentation in Superior Court on the Administration Building contractor hearing.

Attorney Lake apologized for her late arrival (Hood Canal Bridge opening). She then brought attention to a suit filed with the US Courts by a Spokane airport who is losing their airport tower due to recent FAA budget cuts.

X. NEXT MEETING/PUBLIC WORKSHOP:

Next regular meeting will be held Wednesday, April 10, 2013 at 1:00 PM, with a Public Workshop preceding at 9:30 AM in the new Port Commission building, 333 Benedict Street, Port Townsend, WA.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 7:14 PM, pursuant to RCW 42.30.110(g) to discuss the Executive Director's Annual Review. Duration of thirty minutes with no action to be taken.

XII. RECONVENING & ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 7:44 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