

## PORT COMMISSION MEETING– April 10, 2013

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

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

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

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

### II. APPROVAL OF AGENDA:

Mr. Crockett explained Commissioner Tucker's absence is due to a medical reason. He then added to the agenda, New Business, Item C – Electro Coagulation System. Ms. Khile added to the Consent Agenda, Item C – Resolution No. 593-13 – Authorizing Sale of Abandoned Vessel.

**Commissioner Thompson moved to approve the Agenda as amended.**

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

### III. CONSENT AGENDA:

- A. Approval of Meeting Minutes – March 27, 2013
- B. Operations Reports – March 2013
- C. Resolution No. 593-13 – Authorizing Sale of Abandoned Vessel

**Commissioner Thompson moved to approve the Consent Agenda as amended.**

**Commissioner Erickson seconded the motion.**

**Motion carried by unanimous vote.**

### IV. PUBLIC COMMENTS (Not related to agenda):

None

### V. OLD BUSINESS:

#### A. Project Update (2:10):

Mr. Crockett stated the Administration Building construction is moving along. Staff met with City officials Monday and learned that the curbing and sidewalk placing requires the street to be widened. Staff expects to see the building permit any day. A change order was issued for a little more than \$12K to pay for the grade buildup required per flood zone regulations. A couple more change orders are on their way. The larger change order will be to redo the drainage system around the washdown area and install a concrete pad there. This will also provide for a safer, more defined washdown area.

Mr. Crockett explained that Port staff met with Orion staff last Friday where Orion handed over their performance bond. Although in-water work cannot begin until July 16, 2013, Orion will soon start dismantling triangles and begin their assessment of the project, as well as dismantling of the Quincy Street Dock transfer span. Mr. Crockett reminded the commission that Orion's bid came in well under the estimate, but Orion will not know exactly what lies beneath until they start digging in.

Ms. Khile added that after counsel from our financial advisor, an RFP was submitted to six or seven banks for financing of the administration building. Those are due April 23, 2013 and the results will be brought to the May 8, 2013 Commission meeting for approval.

### VI. NEW BUSINESS:

#### A. Seattle Boat Show (11:40):

Mr. Crockett explained that at the Port Strategic Planning Open House, the question was asked as to why the Port no longer participates in the Seattle Boat Show. Ms. Khile discussed the Port's 2011 show expenses, which included staff regular and overtime hours, travel, parking, food and the two donated haulouts, which totaled approximately \$14K. Commissioner Erickson stated he would like to see the Port Townsend Marine Trades Association (PTMTA) participate as a partner with the Port. Discussion ensued on how the PTMTA could share with the cost. Commissioner Erickson would like to take this information to the PTMTA for further discussion. Mr. Crockett added that to cut staff costs salaried senior staff and the Commission could possibly manage the booth.

(Commissioner Erickson switched the agenda item order and moved Item C for discussion prior to Item B.)

C. Electro Coagulation System (26:20):

Mr. Crockett reminded that this was discussed at today's Public Workshop and added as an item to the meeting. He explained the system we use to treat washdown water is very old. This electro coagulation system separates sediment from the washdown water without the use of an expensive chemical, which we currently use. Maintenance Manager Larry Aase received a quote from one company of \$33K for the system. This cost would be recouped within five years. Staff would like to get a few more quotes if the Commission is interested. Commissioner Erickson said to move forward with pursuing more quotes.

B. Approval of Warrants (29:07):

Commissioner Thompson read the warrants, as presented:

Warrant #50765 as a VOID

Warrant #050805 through #050834 in the amount of \$40,549.39 for Payroll

Warrant #050835 through #050843 in the amount of \$67,947.98 for Payroll Benefits

Warrant #050844 through #050903 in the amount of \$112,672.28 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 (30:13):

Attorney Lake informed that following court action by certain airports on the FAA mandated closure of certain airport towers, the FAA has extended the closure date to June 15, 2013. She then added that the Sea Scouts of Tacoma had high praise for Port yard staff when they recently had their sailboat hauled out.

Ms. Khile explained the Port is soon going to be feeling the Federal Government's sequester. The Port will not be receiving funds from the "Build America Bonds", which will result in the loss of \$1600 currently and another \$1600 that was to be received in October.

Mr. Pivarnik said he was pleasantly surprised by the Ops Reports, which show numbers are up in every area.

Ms. Nelson reminded the Commission of the April 16, 2013 Jefferson Energy Lunch at the Port Townsend Community Center.

VIII. PUBLIC COMMENTS:

None

IX. COMMISSIONER COMMENTS (34:03):

Commissioner Erickson expressed his happiness that the Commission is considering the feasibility of participation in the 2014 Seattle Boat Show.

X. NEXT MEETING: Next regular meeting will be held Wednesday, April 24, 2013 at 6:30 PM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 1:34 PM, pursuant to RCW 42.30.110(c) to discuss a Tenant Lease. Duration of fifteen minutes with no action. (Attorney Lake corrected the RCW subsection to 'C', which was incorrectly listed as subsection "I" on the agenda.)

XII. RECONVENING & ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 1:49 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