

PORT COMMISSION MEETING– April 24, 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
Attorney - Harris
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

Mr. Pivarnik added to the agenda, New Business, Item C – Mobilisa Extension.

Commissioner Thompson moved to approve the Agenda as amended.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Meeting Minutes – April 10, 2013

Approval of Special Meeting Minutes – April 17, 2013

B. Write-off/Collections Register

Commissioner Tucker requested a change in the Special Meeting Minutes of April 17, 2013 to reflect the discussion initiated by him on original plans of elevating the administration building site one foot above grade level.

Commissioner Thompson moved to approve the Consent Agenda, amending the Special Meeting Minutes of April 17, 2013, as discussed.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda):

None

V. OLD BUSINESS:

A. Economic Summit (3:14):

Mr. Crockett explained that he is on an economic development subcommittee of the Collective Impact Group, and he offered to host the first of an annual economic summit. He reminded the Commission that Team Jefferson was tasked in their agreement with the Port to conduct an economic summit. The committee is looking at mid-October, a one day summit. Staff met recently with Peter Quinn, who will come up with a list of ideas for this summit. Commissioner Erickson queried how much time the Port should spend on this, as the Port had already gone through a similar process with local entities.

B. Administration Building Project Update (12:51):

Mr. Crockett reported that footings were poured yesterday for the curbs. Mr. Pivarnik added that the Port finally received the Building Permit from the City. Architect Berg reported that he received the metal building drawings yesterday. Ms. Khile reported she received six out of seven responses from the RFP on financing. They came back in the 2.4-3% interest range. She will be in on a conference call Friday with bond counsel and the Port's financial advisor and should have results at the next Commission meeting.

VI. NEW BUSINESS:

Commissioner moved Item C to the top of the agenda to accommodate John Krouse of Mobilisa.

C. Mobilisa Extension (16:56):

John Krouse, Project Leader of Intellicheck Mobilisa, explained the letter to the Port dated April 19, 2013 requesting an extension to allow their marine communications equipment to stay on site another six months, through October 31, 2013. He explained the Federal sequestration has delayed the process of the Navy's disposition papers on the equipment location transfer.

Commissioner Thompson moved to approve the extension of Mobilisa's communications equipment site through October 31, 2013.

Commissioner Tucker seconded the motion.

A. Commission Office Hours (19:08):

Commissioner Erickson spoke of City Council's office hours they keep allowing them to be more available to the public and he wanted to see how the other Commissioners felt about Port Commissioners providing that same type of service. Options were discussed. Mr. Crockett stated he would be seeing Council member Stinson at tomorrow's PDD meeting and would ask for her feedback.

D. Approval of Warrants (24:37):

Commissioner Tucker read the warrants, as presented:

Electronic Debit to Union Bank in the amount of \$5,311.26 for Washington State
Combined Excise Tax for March 2013

Warrant #050904 through #050926 in the amount of \$42,959.39 for Payroll

Warrant #050927 through #050930 in the amount of \$19,549.88 for Payroll Benefits

Warrant #050931 through #050990 in the amount of \$262,152.20 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 (25:35):

Attorney Harris requested the additional item of Litigation, pursuant to RCW 42.30.110 (i) to be added to the Executive Session.

Mr. Crockett reported he received a letter yesterday from Department of Ecology on the Quilcene Boat Haven property. Seven hundred letters were sent out statewide to historical sites previously designated as reportedly cleaned up sites from past contamination. DOE's records show there was once an underground storage tank leak where the site was reportedly cleaned up but they have no record of that. They are asking the Port for those documents. If none exists, DOE may come and inspect the site. Staff has been searching archives back to the mid-fifties, and to date, no record has been located.

Port maintenance staff recently brought to Mr. Crockett's attention damage to the walkway on the Point Hudson jetty. Mr. Crockett handed out photos he took showing approximately fifteen joists that have slipped position between 1/2-3/4", possibly caused by something colliding with the bulkhead or something just giving out. Commissioner Thompson recalled the barge that worked on the Point Hudson Marina rebuild had run into the jetty at one point. On Monday, staff, Tike Hillman and the engineer from MC Squared will take a ride on the Port workboat for an inspection of the jetty.

He spoke of the deceased man found in the marina over the weekend and reported there had also been a fire this weekend in the boatyard. It occurred on a boat that was located under a plastic shelter, caused by too many cords plugged into an extension cord. The fire department raised concerns of shelters in the yard. Mr. Crockett said that in their update process of Rules & Regulations, staff would take a closer look at shelter regulations. Commissioner Tucker asked if liability insurance is required of yard customers. Mr. Crockett replied, no, but it is an issue the Commission may want to re-think. Commissioner Erickson added the new Environmental Compliance officer could inspect shelters in the yard on a regular basis.

Mr. Crockett lastly stated he would be attending the PDD and RC&D meetings tomorrow in Sequim.

VIII. PUBLIC COMMENTS (37:25):

Megan Claflin of the PT Leader asked if the Port had any concerns regarding maritime traffic when the American Cruise Lines ship sails into port.

She then asked if a course of action had been determined regarding the termination of Ms. Perkins' rental agreement.

IX. COMMISSIONER COMMENTS (42:09):

Commissioner Thompson expressed that he is in favor of granting Ms. Perkins an extension on her rental agreement termination date.

Commissioner Tucker agreed with Commissioner Thompson.

Mr. Crockett added that in his meeting with Ms. Perkins on Friday, he agrees to flexibility.

Commissioner Erickson also agreed to be flexible.

Commissioner Thompson informed that the Transportation Commission would hold a meeting on transportation needs and concerns in Jefferson and Clallam Counties on May 22, 2013 in the City Council Chambers. Mr. Crockett added that he and the Port of Port Angeles were asked to each provide a ten-minute briefing at this meeting.

Commissioner Erickson added that staff needs to update the meeting procedures resolution to update the new meeting location and asked the other Commissioners if they had any desire to change meeting times.

X. NEXT MEETING/WORKSHOP: Next regular meeting will be held Wednesday, May 8, 2012 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:

The regular session recessed into Executive Session at 7:18 PM, pursuant to RCW 42.30.110 (g) to discuss a Personnel matter and a Litigation issue, pursuant to RCW 42.30.110 (i). Duration of twenty minutes with no action.

XII. RECONVENING & ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 7:38 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