

PORT COMMISSION MEETING– July 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, Tucker, Thompson
Executive Director – Crockett
Deputy Director - Pivarnik
Auditor - Khile
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Erickson called the meeting to order at 9:30 AM.

II. APPROVAL OF AGENDA:

Additions to the agenda included Old Business, Item E – Implementation of Executive Director Salary Schedule and an Executive Session, Item A - Real Estate, duration of approximately fifteen minutes.

Commissioner Erickson moved to approve the Agenda as amended.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA (2:04):

A. Approval of Meeting Minutes – June 26, 2013

B. Operations Reports – June 2013

Commissioner amended the minutes to reflect in XII. Reconvening & Adjournment of Regular Meeting:

“Commissioner Thompson moved to authorize the 6% raise to the Executive Director, as approved previously by past Commission.”

Motion was tabled.”

Commissioner Thompson moved to approve the Consent Agenda as amended with the above changes to the minutes.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (3:17):

Gwendolyn Tracy thanked the Port for lessening the dust in the yard with the Port’s water truck. She asked that it be on a regular schedule during these dry periods.

V. OLD BUSINESS:

A. Personnel Handbook (4:06):

Mr. Crockett presented the updated draft of the personnel handbook reflecting edits received from the Commission, staff and attorney.

Commissioner Thompson added clarifications to the section on “Grievances” and Commissioner Tucker had a word added in the section on Travel.

Mr. Crockett added that staff recommends approval of the personnel handbook with changes discussed

Commissioner Tucker moved to approve the Personnel Handbook with the discussed edits.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

B. Change Order – Grading and Drainage Administration Building (8:53):

Mr. Crockett informed the audience that during the earlier workshop the Commissioners and staff walked the jobsite with the contractors. The change order presented is for a total of \$118,436.04. Staff recommends moving forward.

Commissioner Thompson moved to approve the Change Order in the amount of \$118,436.04.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

C. Research on Quilcene Beach Sand Build-up (10:55):

Mr. Crockett explained that Mr. Pivarnik has researched options on mitigating the pond formed by winter storms at the Quilcene Beach.

Mr. Pivarnik spoke with Department of Fish & Wildlife who explained the process on their end, but after talking with the County, who has the shoreline jurisdiction, discovered the Port would need to apply for a shoreline permit, SEPA and the habitat management plan. This would cost around \$5000 and would take approximately two months to complete the

process. Mr. Pivarnik asked the Commission for direction. The Commission opted to forego this project and wait to see what occurs naturally over time.

D. Seattle Boat Show (14:53):

Mr. Crockett explained the Boat Show applications and deposits are due by August 31, 2013. Application fee is \$295 plus \$680 for a 10'x10' booth space. He recommends registering quickly in order to get a space near the other ports and marinas.

Ms. Khile stated Boat Show costs in 2011, which include labor, ran \$15K.

Mr. Crockett added that if the Port participates, our booth display needs updating with new photos, costing approximately \$1500-2000.

Discussions ensued on ways to cut those costs.

Ms. Tally informed that the Port Townsend Marine Trades Association (PTMTA) joined the Northwest Marine Trade Association (NMTA), which now allows them to participate in the show. The PTMTA is considering this and are checking with members to see who is willing to staff the booth. She added that the NMTA would locate their booth next to the Port booth. Commissioner Erickson stated he is surprised but happy to see that the NMTA will allow individual marine trade businesses to work in the PTMTA booth.

Commissioner Tucker added he agrees that a Port Townsend presence at the show is important.

Mr. Crockett recommends that staff move forward with Seattle Boat Show registration.

Commissioner Erickson moved to authorize staff to register the Port for the 2014 Seattle Boat Show.

Commissioner Thompson seconded the motion.

Motion carried by unanimous vote.

E. Implementation of Executive Director Salary Schedule (27:43):

Commissioner Thompson discussed the salary schedule, adopted by the previous Commission, which Mr. Crockett declined his raise due to tough economic times in the Port. Commissioner Erickson questioned the previous Commission's decision.

Commissioner Thompson moved to implement the 6% salary raise for the Executive Director, as approved by the previous Commission.

Commissioner Tucker seconded the motion.

Commissioner Erickson opposed the motion.

Motion carried with two for and one against.

VI. NEW BUSINESS:

A. Utility Rates (30:33):

Mr. Crockett informed that the City is raising utility rates rather significantly, increases that will affect the Port and the Port's customers. Mr. Pivarnik discussed stormwater and water fee increases to the tenants. Commissioner Tucker clarified that the Port should increase fees to match the City's utility rate increases. Further discussion ensued on stormwater fees collected and the routing of those funds to the environmental account.

B. May 2013 Financial Update (38:34):

Ms. Khile presented the May financials, discussing the Boat Haven Reserve Fund, recommending the transfer of \$10K/month into that account to build the fund back up. The Commission agreed to this. Further discussion occurred on gross operating reserves, budget projections, expenses, etc. Commissioner Erickson asked for clarification on the increase in revenue in Quilcene. Commissioner Thompson discussed the need for a new and improved launch ramp in Quilcene and the possibility of collaborating with the tribes for funding opportunities.

C. Approval of Warrants (53:41):

Commissioner Tucker read the warrants, as presented:

Warrant #051333 through #051348 in the amount of \$15,975.41 for Payroll

Warrant #051354 through #051356 in the amount of \$1,535.02 for Payroll

Warrant #051358 through #051367 in the amount of \$95,133.74 for Payroll Benefits and Direct Deposits

Warrant # 051368 through #051424 in the amount of \$71,801.43 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 (54:50):

Ms. Khile suggested it is time to initiate budget discussions.

Mr. Pivarnik informed that the removal of the Quincy Street Dock transfer span would occur this Friday. He also told the Commission that the Kah Tai land transfer documents are 99% complete. Mr. Toews found one minor error in the documents, which the City is correcting.

Mr. Crockett added that he spoke with the City Mayor about a ceremony for the Kah Tai deal. They discussed having two celebrations – one at the Kah Tai and one at Union Wharf. Mr. Pivarnik explained the Airport Master Plan is near completion at which time it will be handed to an advisory committee formed by Bill Putney, for review and input. Mr. Pivarnik then suggested that on Wednesday, July 24, 2013 at 3:00 PM, the consultants will make their presentation to the Commission on any changes to the document. He added that the FAA is pushing for adoption by September.

Mr. Crockett informed that he is leaving after today's meeting for Tacoma to attend the annual WPPA Port Director's conference. He and Attorney Lake are giving a presentation on declaring a contractor non-responsive.

Mr. Pivarnik wanted to thank publicly the Port's maintenance staff for rebuilding the PAPIs, which were out of alignment at the airport. The current PAPIs are no longer available and the maintenance crew saved the Port approximately \$25K with this rebuild. He also thanked pilots Pete Hanke and Bill Putney for their assistance from the air, and for the use of Mr. Hanke's plane.

VIII. PUBLIC COMMENTS (1:01:07):

Pete Hanke asked a question on the Boat Haven Reserve Fund amount.

IX. COMMISSIONER COMMENTS (1:01:07):

Commissioner Tucker spoke of the fish club's report from Department of Fish and Wildlife, that the July 4 holiday weekend was going to be the a monumental crab opening. He added that the opening was much smaller than expected but he was very pleased to see Port staff installing signage for boat trailer parking, which was very effective. He commented that it is good have a parking plan in place for large fish/crab openings.

X. NEXT REGULAR MEETING & SPECIAL MEETING: Next regular meeting will be held Wednesday, July 24, 2013 at 6:30 PM in the Port Commission Building, 333 Benedict Street, Port Townsend, WA. There will be a SPECIAL MEETING on the same day, same location at 3:00 pm, on the Draft Airport Master Plan.

XI. EXECUTIVE SESSION:

The regular session recessed into Executive Session at 2:03 PM to discuss a real estate matter, pursuant to RCW 42.30.110 (b), duration of twenty minutes, with no action.

XII. RECONVENING & ADJOURNMENT OF REGULAR MEETING:

The meeting reconvened and adjourned at 2:23 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