

PORT COMMISSION MEETING – May 14, 2003

The Port of Port Townsend Commission met in regular session at the Point Hudson Marina Room, Port Townsend, WA.

Present: Commissioners – Beck, Pirner and Sokol
Executive Director – Crockett
Auditor – Taylor
Facilities Manager – Pivarnik
Attorney – Winters

Absent: Operations Manager – Radon

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE:

II. APPROVAL OF AGENDA:

Upon motion of Commissioner Pirner, the agenda was unanimously approved with the following additions:

New Business:

- E. Joint Planning
- F. Upcoming Washington Public Ports Assn. Marina Committee meeting

III. CONSENT AGENDA:

- A. Approval of Minutes – 4/23/03
- B. Approval of Warrants
 - #27931 through #27931 in the amount of \$2,250.00
 - #27932 through #27958 in the amount of \$28,714.80
 - #27959 through #27965 in the amount of \$33,757.79
 - #27966 through #28038 in the amount of \$49,097.54

Upon motion of Commissioner Pirner, the Consent Agenda was unanimously approved.

IV. PUBLIC COMMENTS: (not related to Agenda)

Clair Candler:

He is aware of a tuna business that wants to expand their fishing fleet. Any boats in Port Townsend that might be interested should contact him.

Gloria Bram:

Since no Airport Advisory Committee meeting is scheduled for some time, she asked to receive email notice of airport-related agenda items on the regular Port agenda. Making meetings minutes available on the website would also be helpful. Staff agreed that while it would be fairly easy to send the agendas, posting the minutes would not be done until approved by the Commission at the next meeting. Staff is also investigating options which would allow for easier updating of the Port's website and might include the most recent Port minutes.

V. OLD BUSINESS:

A. Contract Award – JCIA Pavement and Striping and Painting

The Commission reviewed two bids for painting and striping work at JCIA: Rainbow Sweepers' bid of \$9.8K, which was included in the agenda packet, and Specialized Pavement Marking, Inc.'s bid of \$9K, which was distributed by Staff before the meeting. Staff recommended the Commission approve a contract with Specialized Pavement Marking, Inc. Since the grant funds expire June 30, Staff will be investigating how it might be able to expend the remainder of the \$10K in Department of Transportation grant funds, possibly for taxiway reflectors.

Commissioner Sokol moved to authorize the Executive Director to execute a contract with Specialized Pavement and Marking, Inc. for striping and painting at a price of \$9K + WSST. The motion carried by unanimous vote.

VI. NEW BUSINESS:

A. Operations Reports – Month of April 2003

Workyard and shipyard activity is beginning to pick up. Moorage is still down but it should be a record month for the number of 300-ton haulouts. April 30 was the end of the winter-over, so many boats and RVs have left. Mr. Taylor noted that the Port is within five boats of last year's figures for 60-70 tons haulouts and April hoist and washdown revenues are ahead of last year. Yard revenue is down \$5K from the same period last year and \$25K year-to-date. In looking more closely at the boats occupying yard space, 18 spaces are now vacant that once held long-term projects generating about \$5K a month.

Commissioners were interested in the number of wooden boats versus fiberglass. It was thought that there might be a need for an assessment of the existing work yard space.

B. Resolution No. 395-03 – Appointing a State Environmental Policy Act Responsible Official

Mr. Crockett noted that the Port is required to conduct State Environmental Policy Act (SEPA) reviews for both the Airport Master Plan and Comprehensive Scheme, and pursuant to WAC 197-11, the Port is allowed to be the lead agent for both processes. Resolution 395-03 would appoint the Executive Director as the Port's SEPA official. The Port intends to conduct the SEPA procedure consistent with State law WAC 197-11, but would also use the County's SEPA procedures, so as to dovetail with their process.

Commission Pirner moved to adopt Resolution No. 395-03, appointing the Executive Director as the Port's SEPA official. The motion carried by unanimous vote.

C. Sublease Office Space – Wills' House, Jefferson County International Airport

The Commission considered the written request by Attorney Richard Suryan that he be allowed to share his leased space with another attorney, Stephen Gillard. Staff has no objection as long as proof of proper insurance coverage is provided.

Commissioner Pirner moved to allow another attorney, Stephen Gillard, to share the leased space at the Wills' House with Richard Suryan, provided appropriate insurance documentation is provided. The motion carried by unanimous vote.

D. Resolution No. 396-03 – Surplus Property

This proposal came from maintenance supervisor Larry Aase who indicated this unused equipment – a brush mower and grading implement – might be able to be traded for a more useful riding lawn mower.

Commissioner Beck moved to adopt Resolution No. 396-03, to surplus certain Port property as listed. The motion carried by unanimous vote.

E. Joint Planning

Pointing out that this topic was discussed in the workshop today after it was raised at the City Community Development Land Use Meeting, Commissioner Sokol made the following comments. Beginning a joint planning process on Point Hudson would be premature given that 1) the Port is in the midst of a Comprehensive scheme process, 2) the City has not progressed with its Shoreline Master Plan update, and 3) PT Municipal Code Chapter 17 use tables need to be reconciled so that the Port understands what it can do at Point Hudson. Also, given that the Boat Haven and Point Hudson are identified as "significant properties," they might be pulled from the current City shoreline master plan process. A group from the City and Port could then work out use tables consistent with the Shoreline Master Plan, which could then become part of the total City program. Since the City and Port agreed on the 1994 Master Plan goals, which included that Point Hudson be self-supporting, this means that revenues from Point Hudson would be funding the cost of a master planning process. Precedence for independent planning processes was set through Fort Worden. He listed several opportunities for joint planning on parking issues. Even though there are

rumors about large areas at Point Hudson being turned into parking lots, there is nothing in the plans about large parking lots. He pointed out many inaccuracies in the now nine-year-old 1994 plan. If invited, the Port should respond that it would be premature to begin a joint planning process for three to five years.

Commissioners Beck concurred with the need for the Port to stay focused on its planning efforts. Commissioner Pirner said he believes any invitation for joint planning should come from the Port and follow the Comprehensive Scheme process, which will set the Port's priorities and which might or might not be Point Hudson.

F. Upcoming Washington Public Ports Assn (WPPA) Marina Committee Meeting

Mr. Crockett reported that Friday, June 6 is the next WPPA Marina Committee meeting at the Port of Edmonds. Meeting topics would be leasehold tax, mandatory boater training, a briefing on IAC grant funding, a legislative update, a DNR and Port of Poulsbo briefing on the derelict vessel program, and a EnviroStar "Queen Marina" concept.

VII. STAFF COMMENTS:

Mr. Taylor:

The Port mailed the 2002 annual financial reports for the Port and IAC on April 30, 2003.

Commissioners will ride in the Port boat in this Saturday's Rhody Parade.

Mr. Pivarnik:

Maintenance activities at Point Hudson include opening the view on the Point and planting new grass where cars were previously parked. Plantings around the Port signs along Sims Way have been maintained and Staff is investigating replacing the Port of Port Townsend Industrial Park sign. Staff is still investigating mailbox alternatives at Point Hudson.

In response to the Port's request to the Fire Chief that their recently-hired fire inspector perform an inspection of Point Hudson and Boat Haven buildings, the Assistant Fire Chief responded that the fire inspector's duties are to only do the downtown commercial district. The Fire Department Fire Marshall is conducting inspections for all other areas on a case-by-case basis, but given the extent of these Port properties, they recommended that the Port engage a licensed professional fire protection engineer to provide fire and life safety inspection in a timely manner. There was additional discussion about how best to conduct inspections on buildings of concern at Point Hudson, given the significant cost of hiring a professional fire inspector. It was suggested that the Port ask the City whether the newly-hired fire inspector is qualified to do the fire and life safety inspection if contracted independently by the Port and inform them of the Port's concerns about the Armory building.

Mr. Crockett:

Staff and Commissioners from the Port of Astoria are interested in touring the Port facility on June 18-19 and having dinner at the Belmont. There would be a meeting at the Port office the following morning.

VIII. PUBLIC COMMENT:

Gloria Bram:

She wonders whether an adjusted fee schedule (long-term versus short term) would be appropriate in the workyard. Related to maintenance, she said it is time to pull the scotch broom at the airport. Staff responded that they would investigate whether Juvenile Community Service might be employed for this purpose. After spending several hours in the Marina Room, she now understands the creosote concerns.

William Miller:

He requested and received from Staff clarification of the occupancy rates in the April 2003 Point Hudson operations report.

IX. COMMISSIONER COMMENTS:

Commissioner Beck:

Having attended a recent USDA workshop on co-ops, he understands some Ports use USDA funding to create incubator facilities and offered bulletins on this topic. Staff noted that the Port received some of this funding for a 1998 study.

He called attention to the scotch broom problem at Kah Tai and wondered if the Port would again receive a letter from the Noxious Weed Control Board. Staff noted having addressed this issue with the City last year.

Commissioner Pirner:

He asked for a status on the newsletter. Staff said they are working on this issue, which may end up being a small leaflet.

X. NEXT MEETING:

Wednesday, May 28, 2003 at 7:00 PM at the Tri-Area Community Center, Chimacum, WA.

XI. EXECUTIVE SESSION:

At 2:20 PM, the Regular Meeting recessed into Executive Session for approximately 30 minutes to discuss real estate and legal issues, with no expected decisions.

XII. ADJOURNMENT:

The meeting was adjourned at 2:40 PM, there being no further business to come before the Commission.

ATTEST:

President

Secretary

Vice President