

## PORT COMMISSION MEETING – June 11, 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  
Operations Manager – Radon  
Attorney – Harris

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

### II. APPROVAL OF AGENDA:

**Upon motion of Commissioner Beck, the agenda was unanimously approved.**

### III. CONSENT AGENDA:

At the request of Commissioner Pirner, Mr. Taylor explained the two accounts listed on the write-off register that relate to projects involving contractors in the shipyard. In one account, the contractor claimed the charges were the owner's responsibility; the other involved a claim for damage to a Port electrical pedestal. Commissioner Pirner urged the Port to exercise more control over these projects. He recommended there be a stronger collection effort before writing off debt. There might also need to be additional language in the yard agreement related to contractor responsibility for moorage and other expenses.

A. Approval of Minutes – May 28, 2003

B. Approval of Warrants

#28115 through #28143 in the amount of \$31,418.64

#28144 through #28150 in the amount of \$34,354.25

#28151 through #28212 in the amount of \$83,790.26

C. Write-off Register

**Upon motion of Commissioner Pirner, the Consent Agenda was unanimously approved with the exception of Item C, Write-Off Register.**

### IV. PUBLIC COMMENTS: (not related to Agenda) -- None

### V. OLD BUSINESS:

A. GatheringPlace

Mr. Pivarnik noted that he had provided the Commissioners and the Port Attorney with additional information about GatheringPlace. Staff anticipates a good lease arrangement once details are worked out. The desire is to ensure that the activity and noise levels of their programs do not disturb neighboring residential units, including RVs. Mr. Crockett noted that this would likely be a one-year lease due to the possibility of moving the structure at some future date.

Commissioner Pirner reviewed some of the cleaning and maintenance responsibilities listed by GatheringPlace and suggested that Staff add language about maintaining premises in good order. It was also asked whether GatheringPlace needed a retail license for selling gift items within the City. Linda Ferris noted that while they currently operate in the County, they would investigate such a license if they were to operate in the City.

Mr. Pivarnik noted that the Port would need to retain the option to terminate the lease in the event any major repairs – such as a new furnace – or another investment in equipment were needed.

The Commission expressed interest in continuing to investigate a lease arrangement at Point Hudson. There was discussion of the drumming and singing that might occur as a part of GatheringPlace programming, as well as the expected number of clients served and hours of operation. Linda Ferris provided

confirmation of the insurance coverage. She said they serve 22 clients, but an average of only seven or eight at a time and primarily involve art classes during normal office hours six days a week. They might also be open during Gallery Walk, the first Saturday evening of every month. They would do their best not to disturb other tenants, even if it meant not doing certain activities.

**Commissioner Pirner moved to support Staff's recommendation to begin developing a lease arrangement with the GatheringPlace. The motion carried by unanimous vote.**

B. Port Open House

Mr. Crockett reported that the Advisory Committee had met with the consultant last week to review the May draft of the Alternatives Analysis. The updated (June) draft given to the Commissioners has been subsequently revised. He reviewed the Comprehensive Scheme schedule, which would involve receiving additional comments at a series of educational open houses at various venues. There would then be a full State Environmental Policy Act (SEPA) process, leading into a formal public hearing in September or October to be followed by the Commission's adoption of the final plan. He then reviewed the habitat needs, permitting complexity, social costs, and financial impacts related to each alternative for the various Port properties, noting the alternatives preferred by the Advisory Committee as follows:

Boat Haven – Marina expansion into deeper water with the addition of about 200 new slips. Upland alternatives were primarily all the same involving minor reconfiguration of parking layouts and incorporation of the former lumberyard as a commercial/marine business park. Since the meeting, several members expressed interest in a combination of a shoreline and deep-water expansion.

Point Hudson – Redoing the marina, but keeping the same footprint, incorporating a boardwalk around the marina for improved public access, adding a beach trail, restoring several buildings, building new structures, et cetera.

Kah Tai – Mixed-use, with the majority left as a park/open space and two areas that could be developed in some fashion – marine trades/commercial or possibly mixed residential/commercial. There was also some support for the property being maintained as a park, either by the Port retaining it or selling it to a public entity for that purpose.

Quilcene – Maximize use/development potential; considering dredging the existing marina.

Mats Mats – Maintain property with option to purchase adjacent land.

Gardiner – Maintain property with option to purchase adjacent land, keeping in mind that the Port operates under an easement agreement.

Port Hadlock – Retain property and consider dock improvements.

Ft. Worden – Hold onto the property until there is an option to trade or sell the property to another public entity.

Quincy Street Dock – Keep until such time as there might be an opportunity to renovate.

Advisory Committee member Ken McBride commented that compared to the early meetings of the Comprehensive Scheme advisory committee, the group really came together and looked at property alternatives in terms of the financial feasibility to the Port.

The Commission then discussed opportunities for public open houses.

Mr. Crockett noted that there might be other venues such as neighborhood meetings, Rotary, and Kiwanis. Staff agreed to produce a schedule of dates and places for open houses that includes a phone number where the public can call for arranging additional presentations. Staff also agreed to ask the consultant whether they felt additional feedback from the public was needed before beginning the

SEPA process. It was noted that the Alternatives display boards should also be made available at each Port meeting.

VI. NEW BUSINESS:

A. Operations Reports – Month of May 2003

Mr. Radon reported the year-to-date numbers as follows: nightly guests were down about 300 from last year, though only down 15 from last month. Point Hudson had 1,007 RV nights compared to 888 in 2002 and the marina had 1,131 guest nights compared to 1,244 in 2002. At the Boat Haven, May haulouts were down compared to last year and year-to-date, the Port is down about 21 on the 60/70-ton. May was a record month in the 300-ton for haulouts and movements. Shipyard and work yard activity remains slow, with minimal maintenance on vessels occurring. Other yards are experiencing the same economic downturn. Staff is still tightening its belt on expenses.

Commissioner Pirner asked whether Staff could further investigate the downturn in project boats coming to the Port and whether the Port could get a higher percentage of use and revenue by reducing the number of sites in the work yard and creating more commercial building space. Mr. Radon said he is hesitant to make major changes to the work yard until the Comp. Scheme is complete.

Commissioner Beck suggested that if long-term storage use is down, the Port might devise an incentive plan to fill the spaces rather than eliminating them. There was Commissioner interest in creating a 90-day discount in the work yard, similar to that in the shipyard. Mr. Radon agreed that dedicating such an arrangement to a total of ten spaces might be worth investigating.

Commissioner Beck asked about the potential for Port signage near Courtesy Ford. Staff agreed to review the matter, which they have investigated previously, and added that they have not yet investigated using land at the airport for signage. Commissioner Sokol suggested the Port might also investigate ways to be more kid-friendly for those RV families at Point Hudson. There was some question whether Staff had calculated the percentage of occupancy at Point Hudson correctly. It was determined that calculations were correct.

B. Newsletter Distribution

Mr. Crockett reviewed Staff's investigation into distributing the Port newsletter once a year as an insert to *The Leader*, the *Peninsula Daily News* and the *Olympic Marketplace*. After reviewing the cost and expected distribution, there was Commission support for continuing the current system for six months but for considering a newspaper insert for a special newsletter edition on the Airport Master Plan and Comprehensive Scheme Update.

Tamara Conway commented that she does not believe people read the inserts.

C. Port Townsend Shipwrights Co-op

Mr. Crockett reported on the Co-op's interest in constructing a new larger building. They are looking at building an 80 x 40 ft. building, large enough for the 70-ton travelift to access. Once they have their pre-permit application meeting with the City, they would come back to the Port. There was Staff and Commission support for working with Shipwright's Co-op. Staff noted that an adjacent parcel comes up for lease renewal in 2005. Mr. Harris asked several questions about the Co-op's current structure, which Staff agreed to investigate further.

D. Letter of Support for Northwest School of Wooden Boatbuilding (NSWB) Rezone

Mr. Pivarnik, speaking as an NSWB board member, asked the Commission to send a letter of support to the BOCC. In working on relocating to its new Lower Hadlock site, currently zoned rural residential, they have found the County requires a Comprehensive Plan amendment. Mr. Pivarnik noted that opponents of this change see it as a spot rezoning which might then be requested in other places in the County. In voicing their continued support for the school, the Commission

said they see the site, which is adjacent to commercial property, as an expansion of the commercial center.

**Commissioner Beck moved to direct Staff to write a letter to the BOCC in support of rezoning the property, which is the future site of the Northwest School of Wooden Boatbuilding. The motion carried by unanimous vote.**

VII. STAFF COMMENTS:

Mr. Taylor:

He would soon be preparing a preliminary budget schedule for 2004. He solicited Commission input for changes to the budget process.

Mr. Radon:

He reminded that next Wednesday, Port and the Commissioners would have dinner with a group from the Port of Astoria.

At the next meeting, he expects to present written proposals from parties interested in increasing the number of charter designations in the Point Hudson harbor.

Staff received a call from an irate individual warning that the Port needs to provide ADA accessibility at the Gardiner and Port Hadlock ramps. There was brief discussion about these requirements.

Mr. Pivarnik:

The runway has been fog-coated and re-stripped. The project came in \$10K under budget, which might be able to be used for other improvements.

There is a new roof on the Galmukoff Marine building.

Mr. Crockett:

On Thursday, June 18 at 9:00 AM, the BOCC and several members of the Planning Commission would attend an airport workshop.

In preparation for this year's Wooden Boat Festival, the Foundation has asked the Port to state its preference for its booth location, which the Commissioners provided to Staff.

VIII. PUBLIC COMMENT:

William Miller:

He clarified that there are 46 available RV spaces and that the interim long-term storage spaces are located in the lumberyard, which Staff confirmed.

Gloria Bram:

Consider having public meetings on the Comprehensive Scheme aired on PTTV. Also consider direct mail instead of a newspaper insert.

Tamara Conway:

She appreciated the Port newsletter.

IX. COMMISSIONER COMMENTS:

Commissioner Pirner:

He noted that he and Mr. Crockett met with Carol Hasse of Port Townsend Sails' about her concern over the 90-day termination notice. She would consult her attorney and get back to the Port. The Port communicated that it was not their desire to put anyone out of business and that it would make accommodations if interrupting the lease were necessary, but it could not be responsible for damages. The Office Manager volunteered to contact the fire department to inquire about fire escapes. A suggestion was to place ladders on the roof.

At the WPPA meeting, there was discussion about the .08% distressed county sales tax funds. He provided information that he had also presented to the EDC

about how these funds were used in other areas. While Jefferson County has received \$508K, it has not spent anything to-date. He believes it would be worth exploring how these funds might be used to restore the mill pier, so that the Port becomes the owner and leases it to the mill. It was noted that the Port also requested funds two years ago for relocating infrastructure in the Boat Haven.

Commissioner Beck:

He spoke with Ken Dressler, who agreed to contact Staff about making arrangements for the Quilcene Beach clean up.

Commissioner Sokol:

While attending the last Jefferson County Pilots Association meeting, he recognized their significant efforts at the Wills House. After completing the power washing, they will begin painting. He noted that the State DOT has provided them an Internet link as well as a telephone line on which to file and cancel flight plans. Staff noted they might also provide a live camera feed.

X. NEXT MEETING:

Wednesday, June 25, 2003 at 7:00 PM at the Tri-Area Community Center, Chimacum, WA.

XI. EXECUTIVE SESSION:

At 3:01, the Commission 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 3:40 PM, there being no further business to come before the Commission.

ATTEST:

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President

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Secretary

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Vice President