

PORT COMMISSION MEETING – January 10, 2007

The Port of Port Townsend Commission met in regular session in the Commission Chambers, Hudson Point Administration Building, 375 Hudson St, Port Townsend, WA.

Present: Commissioners – Beck, Sokol, Thompson
Executive Director – Crockett
Deputy Director - Pivarnik
Marine Facilities Director – Radon
Auditor – Taylor
Senior Accountant/Recorder – Hawley

Absent: Attorney - Harris

I. CALL TO ORDER

The meeting was called to order at 1:00 PM.

II. APPROVAL OF AGENDA

The agenda was amended with addition to Old Business of Item A – New Building at Jefferson County Airport for Customs, Archives and Emergency Operations Center and with the addition to New Business of Item C. - Lease for Blue Moose Café and Item D – Rental Agreement with Chanticleer Kitchen.

Upon motion of Commissioner Beck the amended agenda was unanimously approved.

III. ELECTION OF OFFICERS

Commissioner Beck made a motion to retain the 2006 seating of officers as follows: Commissioner Sokol, President, Commissioner Thompson, Vice President, and Commissioner Beck, Secretary. Motion carried by unanimous vote.

IV. CONSENT AGENDA

- A. Approval of Minutes – 12/27/06
- B. Approval of Warrants
 - #35984 through #36009 in the amount of \$30,439.31
 - #36010 through #36010 in the amount of \$1,071.78
 - #36011 through #36017 in the amount of \$21,824.29
 - #36018 through #36063 in the amount of \$30,110.11
 - #36064 through #36077 in the amount of \$53,444.90
- C. Resolution No. 483-07 – Authorizing Sale of Abandoned Vessel

Upon motion of Commissioner Thompson the Consent Agenda as written was unanimously approved.

V. PUBLIC COMMENTS (Not related to agenda)

Eric Durfey stated that he had attended the workshop held this morning and that he was glad to see movement toward a more workable solution to the independent contractor rules and regulations. He said that, in his opinion, the Port had been over zealous in concern with liability and risk management issues. He questioned the City business license requirement and wondered if all businesses were required to have one. He stated that a class on Best Management Practices would be beneficial as new people coming into the Port might not be aware of, or follow, Best Management Practices.

Discussion followed to include that all businesses doing business within the City of Port Townsend were required to obtain a City business license, development of a fourth draft of the Independent Contractor Rules and Regulations, availability of that draft on the Port website, the possibility of creation of a DVD on Best Management Practices which would provide visuals for new contractors and boat owners, and the importance of having contractors and others read the BMP's and acknowledge having read them with a signature.

VI. RECESS TO A MEETING OF THE INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF PORT TOWNSEND

At 1:09 PM, Commissioner Sokol recessed the regular meeting into a meeting of the Industrial Development Corporation (see IDC minutes). The regular meeting reconvened at 1:15 PM.

VII. OLD BUSINESS

A. New Building at Jefferson County International Airport

Mr. Crockett stated that the Airport had been determined to be a viable location for construction of a new building to house Port archival records, a U.S. Customs office (in order to retain International Airport status) and a Port emergency operation center in the event of a disaster.

Commissioner Beck made a motion to authorize Staff to begin the process of investigating the design, permitting and construction costs of a new building at Jefferson County International Airport to house archive records, a U.S. Customs office and an Emergency Operation Center. Motion carried by unanimous vote.

Discussion followed to include the building square footage, design factors and permitting and the general timeline of the project.

VIII. NEW BUSINESS

A. Operations Reports – Month of December 2006

Mr. Radon stated that December 2006 had continued the trend held throughout the year of increased business. The Boat Haven had been busy with 153 nightly guests, an increase of 61 from December 2005. There had been 1055 Daily Ramp fees during 2006, an increase of 171 from the same period in 2005. Annual Ramp Fees, he stated, were currently being sold with increased interest in them. Both the Work Yard and Ship Yard continued strong with the yearly totals reflecting over 2000 operations with all the hoists in 2006. The Boat Yard, he stated, was at 95% capacity and the Ship Yard was at 75%. The Yard billable footage increased in December 2006 over the same period in 2005. Even though the Hudson Point Marina had been closed since November 1, 2006, the total number of transient moorage tenants for full year of 2006 was 5397 compared with 5497 in 2005. He stated that the RV Park continued strong with 216 in December 2006 compared to 174 in December 2005 and that 15 of the 20 R.V. spaces were occupied for monthly winter guests.

Discussion followed which included the slow start to the 2006 season, reasons for the increased business, overflow automobile parking, increases to the City of Port Townsend Bed and Breakfast tax revenues which resulted from increased visitors to the area in 2006 (The Port pays Bed and Breakfast taxes on transient RV site guests). Discussion also included the fact that a number of long-term Work Yard projects had recently gone into the water, whether or not the increased rates contributed to that trend or if the projects had reached completion and the request for a monthly Yard occupancy comparison for 2005 and 2006.

B. Port Hadlock Docks

Mr. Crockett provided background and stated that the Port Hadlock dock has long been in poor condition and had now partly sunk due to the winter storms. Mr. Crockett requested Commission direction on whether or not to close the docks to the public, due to safety and liability issues, until repairs, which, he stated, would be both time consuming for permitting and costly, could be undertaken.

Bill Mahler Wooden Boat School Executive Director, offered to be the “eyes and ears” at the site for the Port and help monitor boat ramp use. He stated the Boat School would like to see the facility cleaned up, repaired and made usable since Port Hadlock was a growing community.

Jim Maupin, Commandor, Port Hadlock Yacht Club stated that the facility was very much needed and expressed hope that the Port would make the necessary repairs. He stated that he had talked to several other businesses in the area, namely the Ajax Café, the Inn at Port Hadlock and, he stated, the consensus was that the dock was critically needed in the area. He recommended that the

Port Mission Statement should be amended to include "...develop and maintain properties and facilities..." He suggested that a donation box be posted with a request for donations from boat ramp and dock users to help repair and preserve the facility.

Sean Rankins stated that the ramp and dock was extremely important to the Port Hadlock area and that shutting down the ramp would badly hurt the area. He expressed concern with vehicle parking problems.

Discussion followed between the Commission and staff, which included the cost of repairs to the facility, new types of docks, permits, project time line, and a brief history on the State of Washington Grant monies awarded two years ago for the ramp repair and which had to be returned due to a GMA change. Another issue discussed was the vehicle parking limitations and that since the Port does not own any of the upland area additional parking was problematic. The floatation underneath the dock was discussed and acknowledged that the encapsulated foam billets used when the dock was constructed were no longer authorized. One of the main support beams, which extends the full 70 – 80 feet, was damaged also. The consensus was that it would be better to fund a replacement dock, which would last 25+years, rather than make short-term repairs.

Mark Harvey, Hydro Tech International, expressed interest in discussion with Staff regarding the dock repair and possible solutions.

Commissioner Sokol moved to authorize Executive Director Crockett to move forward with the Hadlock Dock Project, the cost of which might be upwards \$60,000.00.

Motion carried by unanimous vote.

Discussion followed regarding the need for a project control form and construction contract, which would be approved separately at a later date.

Paul Sullivan, Port Townsend, requested information regarding help for indigent boats and stated that a vessel was tied up at the Hadlock dock and which, apparently, the boat owner had no other place to go. He inquired as to whether or not there was any place to move such boats in order to assure the safety of other boats in the area.

Mr. Radon stated that the boat in question would be gone by the close of business January 11, 2007.

A brief discussion followed.

Sean Rankins stated that he was very encouraged by the open discussion held this day but that, in his opinion, regular maintenance could have prevented what had happened now to the Hadlock dock. He expressed concern that if the project should cost more than the approved \$60,000 that the facility might still be shut down.

Discussion followed which included the cost of facility repair and maintenance especially in light that the ramp generated no direct revenue to the Port and that the Port also owned and maintained, Mats Mats and Gardiner launch ramps and that there was only so much revenue per year to cover all those sites.

C. Lease With Blue Moose Café

Mr. Pivarnik stated that the lease was one of the Sperry Building tenants with whom negotiations had taken place over the past few months. He stated that a constructive meeting between the Sperry tenants, staff and Attorney Harris had taken place this past week and that some of the comments received during that meeting had been incorporated into the Blue Moose Lease. The Blue Moose Café Lease, at 500 square feet was for a proposed monthly lease of \$325.00 plus State Leasehold Tax.

Commissioner Beck moved to approve the five-year lease with the Blue Moose. Motion carried by unanimous vote.

D. Rental Agreement with Chanticleer Kitchen

Mr. Pivarnik stated that after covering Memorial Field events for the past year, Elizabeth Suttle, owner, was desirous of a settled location. He stated that the intention was the operation of a self-contained van mobile kitchen from 11AM to 3PM daily, five days a week, on a month-to-month basis, which he recommended. Ms. Suttle had presented her City of Port Townsend Business License, proof of \$1 million liability insurance policy and Department of Health certificate along with her business proposal. Mr. Pivarnik stated that a small site was available at the beginning of the Larry Scott trail where vehicles were not allowed to park because of possible impact to the travel lift maneuverability. He thought that since the Kitchen van was only 8 feet wide, the site right beside the fence would be adequate

Commissioner Sokol moved that on a trial basis Staff be authorized to negotiate a month-to-month lease with Elizabeth Suttle, Chanticleer Kitchen for that site, of \$100.00 per month plus leasehold tax. Motion carried by unanimous vote.

Discussion took place regarding availability of electricity, the fact that the van was self-contained with a generator and that in the future electricity might be extended from the West End restroom with an additional fee for that service.

IX. Staff Comments

Mr. Radon stated that the Seattle Boat Show was scheduled for January 24, through February 4, 2007.

Mr. Radon announced that the Discovery Bay/ Port Townsend Fishing Derby would be held the 2nd weekend of February with the headquarters moved to the Boat Haven and that the official weigh-in area would be located at the Fish “n” Hole. Mike Thornburgh, stated Mr. Radon, was very much involved with the Derby. Mr. Radon stated that although Boat Haven does not normally take reservations, empty 20 – 25 foot slips were being identified and that a short list of those slips would be made available for reservation. The Discovery Bay Fire Department sponsored the Derby as in years past. Staff proposed that launch ramp fees be waived for derby weekend (as they were for 2006).

Water to the docks had been shut off, announced Mr. Radon, and would remain off until temperatures returned to normal.

Mr. Crockett briefed the Commission on the hazardous material training received by virtually all staff in response to the D.O.E. fully equipped haz-mat trailer the Port recently purchased (through a pass-through grant from the Department of Ecology). The training, he stated, would be beneficial to all of the community not just to the Port.

Mr. Crockett commented on an oil slick that appeared last week in Boat Haven at low tide. It had been determined that the slick was coming from the Kah Tai Lagoon outfall, (the pipe that runs under Sims Way directly into the Marina.) and that the heavy amount of rainfall had caused the Kah Tai outfall to reach an overflow state. The sheen was boomed off but reappeared the following day. No response had yet been received from either the City of Port Townsend City Manager or the City Public Works Director, but John Merchant who is in charge of the City Wastewater Plant, came down and looked at the oil slick. The origin of the slick had not yet been determined but there was speculation that Henry’s Hardware and MacDonald’s had been allowed by the City to tie their parking lot storm drains directly into the outfall pipe; it was not known if oil/water separators or any other type of treatment was present, however all the parking lot material had been going into the pipe.

Mr. Crockett announced that the Seattle Yacht Club had invited him to be their luncheon speaker in February; the topic was an update on the Hudson Point Marina project.

X. Public Comments

Jim Maupin thanked the Commission for listening to them regarding the Hadlock Dock and Ramp issue.

XI. Commissioner Comments:

Commissioner Beck stated, via conference call, that he had received information from Wayne King, Jefferson County PUD, regarding one of the corners of the Gardiner Ramp which, apparently, had been undermined during the recent winter storm and eroded approximately one foot. Mr. King had stated that rock was needed under it before the concrete ramp was broken.

Mr. Beck remarked that he had received inquiries from Quilcene residents regarding the procedure for obtaining moorage at Quilcene.

Mr. Radon clarified that if someone desired moorage at Quilcene they should call the Boat Haven and that slips at Quilcene were just now getting back up and running. Mr. Radon had been monitoring Quilcene on a daily basis while Mr. Speer (who had a family health emergency) was gone.

Commissioner Sokol remarked that he would prefer to keep the Port Commission Chamber Room exclusive to Port Meetings and other Port related business and that, in his opinion, the Marina Room or the Conference Room would be adequate for usage by other organizations.

Discussion followed regarding the uses of the Commission Chambers room, Marina Room and Conference Room, the fact that both the City and County had Commission Rooms held exclusive to the Public Agency, and public use and value of the Commission Chambers.

XII. Next Meeting will be held Wednesday, January 24, 2007 at 7:00 PM in the Port Commission Chambers, Hudson Point.

XIII. Executive Session

At 2:26 PM, Mr. Crockett requested an Executive Session of 20 minutes in length for discussion of a legal matter with possible action. Attorney Harris was present via a conference telephone call.

XIV: Adjournment:

The regular meeting reconvened at 2:44 PM, there was no action necessary from the Executive Session. The regular meeting adjourned at 2:45 PM there being no further business to come before the Commission.

ATTEST:

President

Secretary

Vice President