

MINUTES OF EVERETT PORT COMMISSION REGULAR MEETING

October 13, 2009

PRESENT:

Michael F. Hoffmann	Vice President
Duane Pearson	Secretary
John M. Mohr	Executive Director
Karen Clements	Chief Fin. Officer
Brad Cattle	Port Attorney

CALL TO ORDER: The meeting was called to order at 9:00 a.m. by Commission Vice President Michael Hoffmann.

Commissioner Phil Bannan was absent due to previously scheduled travel.

APPROVAL OF MINUTES:

Commissioner Duane Pearson moved to approve the Work Session Minutes of September 1, 2009, and Port Commission Regular Meeting of September 8, 2009. Commissioner Michael Hoffmann seconded the motion. A vote was called for:

Vote: 2-0

Yes: Pearson, Hoffmann

No: None

Abstained: None

Motion carried.

1. EXECUTIVE DIRECTOR'S REPORT

Executive Director John Mohr reported that Commissioner Bannan notified Port staff that he would not be available to attend the October 13th Commission meeting.

Budget Meetings

John Mohr said a Special Commission Meeting is scheduled for October 20, 2009 at 9:00 a.m. for the purpose of holding a public hearing on the budget and tax levy. The Port Commission will be asked to adopt the 2010 Budget and Tax Levy at that time.

2. CHIEF ADMINISTRATIVE OFFICER'S REPORT

12TH Street Marina Redevelopment MOA

Chief Administrative Officer Jerry Heller reported the Advisory Council on Historic Preservation has provided its recommendations to the Corps of Engineers that the Port of Everett has met its responsibilities under the Memorandum of Agreement signed in 2005 relating to the Collins Building. However, the Port has not yet received a determination from the Corps of Engineers regarding this matter.

Personal Services Contracting Training

Contracts Administrator Charlotte Walther reported that recently adopted legislation, RCW 53.19.080, directs the Municipal Research and Services Center (MRSC) and the Washington Public Ports Association (WPPA) to develop guidelines for the effective and efficient management of personal services contracts. RCW 53.19.100 provides that WPPA is to provide a training course for port personnel responsible for executing and managing personal services contracts. The course must contain training on effective and efficient contract management guidelines as established under RCW 53.19.080. Port districts must require port employees responsible for executing or managing personal services contracts to complete the training course to the satisfaction of the Commission.

MRSC and WPPA have scheduled a training course to be held at the Port of Everett on December 9, 2009. Charlotte Walther recommended that the Commission approve the Personal Services Contracting training to be provided by MRSC and WPPA based on the agenda presented, and in compliance with RCW 53.19.080.

Commissioner Duane Pearson moved to confirm that the Port Commission agrees that, based upon the agenda for the December 9, 2009 training course, the Personal Services Contracting training being provided by the MRSC and WPPA meets with the Commission's

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satisfaction in complying with RCW 53.19.080. Commissioner Michael Hoffmann seconded the motion. A vote was called for:

Vote: 2-0
Yes: Hoffmann, Pearson
No: None
Abstained: None

Motion carried.

3. CHIEF FINANCE OFFICER'S REPORT

Presentation of 2010 Preliminary Budget

Chief Finance Officer Karen Clements presented the 2010 Preliminary Budget for the 2010 Operating budget, 2010 Capital Budget and 2010 – 2014 Capital Improvement Plan. She noted that staff did not have any significant changes from last week's presentation, other than moving some of the capital projects out into the outlying years. Karen Clements described the projects that were moved to future years.

Commissioner Duane Pearson suggested that in the expense categories such as outside services, that the top three or four services be identified. It would be helpful for future commissions to better understand the operating side of the budget. Also, Commissioner Pearson commented on the Capital Budget related to the \$400,000 allowance for the Weyerhaeuser Building. He questioned putting \$400,000 into a building that has not generated any income. Commissioner Pearson said that this money should be deferred to the second half of 2010 and have the new Commission review uses for the building before dollars are expended.

Commissioner Hoffmann said if the maintenance on the Weyerhaeuser Building is deferred much longer, the Port will have larger issues in which to contend. Commissioner Pearson said he felt the new Commission should review the matter before the dollars are spent.

2010 Budget and Tax Levy Resolutions

- Resolution No. 923 Substantial Need for Property Tax Levy
- Resolution No. 924 2010 Property Tax Levy
- Resolution No. 925 2010 Budget Approval

Chief Finance Officer Karen Clements presented Resolution No. 923, Substantial Need for Property Tax Levy, Resolution No. 924, 2010 Property Tax Levy, and Resolution No. 925, 2010 Budget Approval, to the Commission and reported that they will be presented again to the Commission for consideration of adoption at the Special Meeting scheduled on October 20, 2009 for the 2010 Budget and Tax Levy.

4. OPERATIONS REPORT

Marina Report

Marina Director Cyndy Olson reported that the Marina User Forum and Dock Captain meetings are resuming and the first meeting will be held October 13, 2009 at 6:30 pm at the South Marina Office conference room.

The Port began the remodel of restrooms, showers and laundry facilities located in the South Marina office breezeway. The work will take approximately 45 days with a scheduled completion date of mid-November.

The Port began adding supplemental flotation to extend the useful life of the Marina floats on A, B and C dock in the South Marina. At the same time, the Port will be performing concrete float surface repairs on these docks. Both projects are being performed to provide safe walking surfaces for moorage customers and to extend the useful life of the Marina floats. The Port decided to perform these projects in unison to minimize the impact to the moorage holders. Construction is being performed on a half-a-float basis. Due to this construction activity, vessels that are normally moored at these docks will be temporary relocated to other available dock space.

From the transition of summer into fall, Port staff have seen a fairly large number of moorage terminations, especially in the smaller size slips. The North and South Marina is currently 79 percent full which reflects a 6 percent decrease in occupancy from last month.

The majority of these departures are in the slips that are 32 feet or under in length. The Marina has over 1,200 slips that fall into this category. Many of these vessels have the ability to be stored at home on a trailer, in dry stack facilities or in upland boat storage. As a result, Port staff continues to promote the Port's upland boat storage facility. There is a smaller increase in vacancies in the slips that are 36 feet and over. This can be partially attributed to the economic challenges faced in the industry and the greater number of moorage options that are available to boaters. Other area marinas have also seen an increase in vacancy numbers. The 12th Street Marina is currently 75 percent full.

2009 Everett Coho Derby

Carl Rienstra, Chairman of the Everett Coho Derby, reported that the derby was started 16 years ago by the Snohomish Sportsman's Club and the Everett Steelhead and Salmon Club as a means to generate income for high school and college scholarships, children's fishing events, hatchery work, dock construction and repair, summer camps and school programs, lobbying for sport fishing opportunities, and Coho and trout fry planting assistance. The derby is the main source of income that the club uses to perform these outreach opportunities.

For this year's derby, 1,861 adult tickets were sold, 252 free children's tickets were issued, 1,101 fish were weighed in, resulting in 9,177 pounds of fish for the derby. The average fish weighed 8.34 pounds.

Carl Rienstra presented a plaque to the Commission expressing appreciation for the assistance the Port of Everett provided for the derby. Carl Rienstra thanked the Commission for being able to use the Port facilities for this event.

Executive Director John Mohr commented that the Port has great cooperation from the derby sponsors, and they do a wonderful job. It is very exciting to see the awards ceremony, and every child who has a ticket gets a prize.

5. APPROVAL OF BILLS

For the month of September 2009, Claims Voucher Nos. 53271 - 53559, in the amount of \$2,142,329.04, Claims Wire Transfers, IRS, in the amount of \$137,809.31, Union Bank of California in the amount of \$8,644.45, Hirofumi Oshio in the amount of \$2,212.84, Washington State Dept. of Revenue in the amount of \$40,132.00, Payroll Voucher Nos. 31532 - 31758, in the amount of \$355,849.72, and Payroll Wire Transfers, PMA Payroll (Longshore Labor) in the amount of \$130,378.07, with the total amount of \$2,817,355.43, were presented to the Port Commission for approval of payment by Chief Finance Officer Karen Clements.

Commissioner Duane Pearson moved to approve payment of the vouchers for the month of September 2009. Commissioner Michael Hoffmann seconded the motion. A vote was called for:

Vote:	2-0
Yes:	Pearson, Hoffmann
No:	None
Abstained:	None

Motion carried.

6. COMMISSIONER COMMENTS

Commissioner Duane Pearson said the Port has a trail system that is approximately 5 miles in length from the North Bridge all the way to Pigeon Creek. A path is also being planned for the Riverside Business Park which will be under construction next year.

Commissioner Pearson also commented that Port tax dollars go to capital improvements and debt reduction, so the Port's activities are self-supporting.

7. CITIZEN COMMENTS

There were no Citizen comments.

There was no Executive Session.

THE REGULAR MEETING was adjourned at 9:27 a.m.

APPROVED: this 16th day of November 2009. EVERETT PORT COMMISSION

By: Philip B. Bannan
Philip B. Bannan, President
Michael F. Hoffmann
Michael F. Hoffmann, Vice President
Duane Pearson
Duane Pearson, Secretary