

*Port of Kingston Commissioners
Special Meeting Minutes*

04/11/2016 9:30 AM
Kingston Cove Yacht Club, 25915 Washington Blvd. NE
Kingston, WA

Meeting called by: Port of Kingston Commissioners

Type of meeting: Special Meeting

MEETING MINUTES

Commissioners Present

Commissioner, Walt Elliott
Commissioner, Bruce MacIntyre
Commissioner, Mary McClure

Commissioners Excused

Staff Present

Controller, Nancy Payne

Counsel Present

Kathleen Haggard (telephonically at 10:30 am)

1. **CALL TO ORDER - 9:31 a.m.**
2. **APPROVAL OF AGENDA**
MOTION: *To approve the agenda as written*
MOVED BY: *Commissioner, Bruce MacIntyre*
SECONDED BY: *Commissioner, Mary McClure*
ACTION: *Passed 3-0*
3. **PUBLIC COMMENT - There was no public comment.**
4. **APPROVAL OF EMPLOYMENT CONTRACT WITH JIM PIVARNIK FOR POSITION OF EXECUTIVE DIRECTOR –**

Commissioners discussed the proposed Employment Contract with Jim Pivarnik. Jim is requesting a change of vacation days from 12 days per year to 3 weeks per year. Commissioners discussed changing language to put vacation days to 15 days per year rather than 3 weeks. It was also suggested to add language that ties the employment contract back to the Port's Personnel Rules & Regulations for anything not addressed in the contract.

MOTION: *To approve Employment Contract as amended.*
MOVED BY: *Commissioner Mary McClure*
SECONDED BY: *Commissioner, Bruce MacIntyre*
ACTION: *Passed 3-0*

5. APPROVAL OF STATEMENT OF QUALIFICATIONS (SOQ) FOR A&E DRAWINGS FOR COVERED MOORAGE PROJECT

Port employee, Bob Helbock shared with the Commissioners the process of requesting the RFQ's and discussed the three companies that submitted SOQ's. He felt all three were strong, but only one had covered moorage experience. He stated a 3-member panel had individually reviewed each SOQ and PND had the highest score with each reviewer. References were then checked. Discussion continued on the history of the covered moorage project.

Motion: *To go forth and negotiate a contract with PND for A&E drawings for the covered moorage project.*
Moved by: *Commissioner, Mary McClure*
Seconded by: *Commissioner, Bruce MacIntyre*
Action: *Passed 3-0.*

Recessed at 10:23 a.m.

Reconvened at 10:30 a.m.

6. EXECUTIVE SESSION – 10:30-11:45 a.m. – *to discuss with legal counsel representing the agency matters relating to ... litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. RCW 42.30.110(1)(i).*

7. APPROVAL OF CONTRACTUAL EMPLOYEE FOR INTERIM PUBLIC RECORDS CLERK


Nancy Payne discussed the need to have additional help with processing public record requests open from 2015, new requests coming in during 2016, and re-running public record requests that are part of the litigation. Nancy stated that Beth Bryant had come highly recommended, and she could give the Port approximately 24 hours per week at a rate of \$35.00 per hour.

Motion: *To authorize Interim Port Director to offer job to Beth Bryant for Interim Public Records Officer at \$35.00 per hour, with increase of hours if necessary.*
Moved by: *Commissioner, Bruce MacIntyre*
Seconded by: *Commissioner, Mary McClure*
Action: *Passed 3-0.*


8. **ADJOURN 12:04 p.m.**
Motion: *Move to adjourn.*
Moved by: *Commissioner, Mary McClure*
Seconded by: *Commissioner, Bruce MacIntyre*
Action: *Passed 3-0.*

Adopted in open session this 27th day of April, 2016.

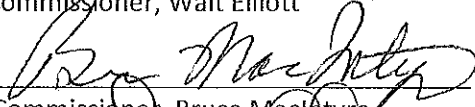
Attest:



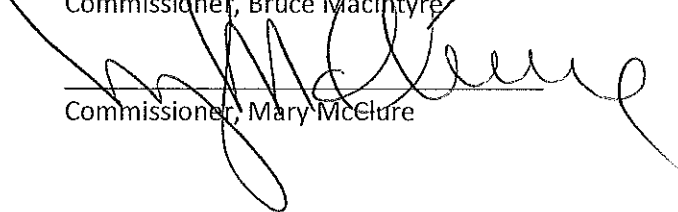
Acting Recording Secretary,
Nancy Payne



Commissioner, Walt Elliott



Commissioner, Bruce MacIntyre



Commissioner, Mary McClure