

**PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, June 10, 2020**

The Port of Port Townsend Commission met for a regular business session via Zoom online.

Present via Zoom online video: Commissioners Hanke, Petranek and Putney  
Executive Director Berg  
Deputy Director Toews  
Finance Director & Port Auditor Berg  
Port Recorder Erickson  
Port Attorneys Chmelik & Reardanz

- I. CALL TO ORDER (00:00:00)  
Commissioner Hanke called the meeting to order at 1:02 PM.
- II. APPROVAL OF AGENDA (00:00:11)  
**Commissioner Putney moved to approve the Agenda as submitted. Commissioner Petranek seconded the motion. Motion carried by unanimous vote.**
- III. PUBLIC COMMENTS (00:00:45) none
- IV. CONSENT AGENDA (00:00:57)
  - A. Approval of Regular Business Meeting Minutes from May 27, 2020
  - B. Approval of Warrants  
Warrant #062373 through #062383 in the amount of \$39,782.08 and Electronic Payment in the amount of \$144,357.23 for Payroll & Benefits.  
Warrant #062384 through #062451 in the amount of \$43,862.63 for Accounts Payable. Electronic Debit in the amount of \$259.80 for business license renewal.
  - C. Resolution 721-20 Surplus of Certain Items
  - D. PoPT - Jeffco PUD Interlocal Agreement

Commissioner Putney had questions about two warrants (Olympic Synthetics and Sea Technology), and Finance Director Berg gave him details on these expenditures.

**Commissioner Hanke moved to accept the Consent Agenda.  
Commissioner Putney seconded the motion. Motion carried by unanimous vote.**
- V. SECOND READING - none
- VI. FIRST READING - none
- VII. REGULAR BUSINESS (00:03:33)
  - A. Covid-19 Pandemic Update  
Executive Director Berg summarized the update by saying that not a lot had changed since the last update, except that the Port opened the yard with restrictions on June 1, and reopened guest moorage on June 4. He reminded them that there will be a joint meeting of the Intergovernmental Coordination group on June 17 at 5:00 PM; the draft resolution to be considered that night was in the meeting packet (p. 29-34). He asked the Commission to choose a commissioner to be the Port's elected representative for the "group of 8" following next week's meeting of the four governing bodies.  
  
Executive Director Berg updated the commission on two projects that are moving forward, after thawing the spending freeze a bit: \$90,000 as part of a multi-year, unit-priced contract for yard resurfacing to address concerns about water quality; and \$93,500 for the JCIA terminal project. Included in the packet (p. 35-38) is a design layout for the JCIA terminal which is planned to be next to the Spruce Goose restaurant, and is designed to match it in style. It would be a place for pilots to prepare flight plans, wait for ground transportation, and will contain a restroom, and a closet for technical equipment where the Port plans to move the AWOS to protect it from the elements. He asked the Commission for approval to continue with the design and permitting, and said he would bring back the finished plans for their approval.  
  
Executive Director Berg then brought up for discussion the fact that the county is now in a modified Phase 2 of the Covid-19 recovery plan, and would be eligible to move to phase 3 later this week. Jefferson county commissioners have chosen to move in concert with the neighboring counties on opening overnight camping. Having the RV facility closed is costing the Port approximately \$2,000 per day.  
  
The Commission addressed each subject separately.

As relates to choosing a Commissioner to serve as the representative on the “group of 8” or the Interlocal Community Council (ICC), the Commission agreed that it was fitting to have the President represent their body at the ICC (currently Commissioner Hanke) and to organize special Commission meetings regularly before or after each ICC meeting so all viewpoints could be heard, and the Commission could all be on the same page. Commissioners not on the ICC could also engage as a community member in one of the Recovery Planning Task Forces.

As pertains to the Yard Resurfacing project, Commission felt that keeping up with this project had been a key to the Port’s successful stormwater treatment, and agreed it was a good idea to go ahead.

As pertains to the JCIA Terminal Building project, Commission discussed the design plans and came up with a few changes: (1) to easily access the deck from any direction, widen and extend a step that goes all the way from the end of the ADA ramp, around the front and the side; (2) move the desk to the NE corner away from the SW corner, to make it easier to read a monitor; (3) make the SW corner a sunny place to sit and wait for transport; (4) add ADA parking near the ADA ramp, beside the building on the newly paved area; move the iron ranger next to this terminal. Commission asked about restroom access and cleaning, and Executive Director Berg said that it would be put on rotation with all the Port restrooms and cleaned regularly, and that it could be open during certain hours and in off hours be treated like the restrooms at the marina, with code access for guests, and fob access for regular tenants.

As relates to RV camping at Point Hudson, there was a discussion about Jefferson County wanting to be in concert with neighboring counties, but these counties are not on the same page – Kitsap and Island Counties have opened overnight camping, but Clallam has not. Commissioner Hanke asked how the Port could move forward, and is there a good precedent for keeping RV camping closed? Commissioner Putney said overnight RV camping was lumped in with tent camping, but these campers are completely self-contained and much safer in that respect. Commissioner Petranek asked if hotels and B&Bs were open in Port Townsend as this might give some direction. The Commission directed Executive Director Berg to write a letter to the Jefferson County Board of Health and County Commission laying out our concerns with the continued modified Phase 2, asking for clarification about the process as it relates to RV camping, and requesting formal variance to open our RV Park with restrictions. They requested this letter be written soon, so that officials could consider the Port’s request in discussions about moving to Phase 3 in Jefferson County.

**Commissioner Hanke moved to ratify and confirm Emergency Order 2020-08.  
Commissioner Putney seconded, and motion carried unanimously.**

#### VIII. STAFF COMMENTS (01:01:40)

Deputy Director Toews gave an update on the JCIA Runway Project: Paving began today, test strip is finished, and paving will proceed tomorrow through Saturday, and possibly into next week, depending on weather (rain is predicted). Striping is planned for mid-week next week with plans to open the runway by end of day, Friday, June 19. The Port has not heard back from FAA formally on their acceptance of the update to the FAA grant to cover the additional costs of the runway rehab.

Executive Director Berg commented that that the theme for Commission meeting on June 24 is Point Hudson. He plans to bring information on marina protection, preservation plan, buildings and everything in between.

Port Attorney Chmelik commented on in-person meetings after the current Governor’s order regarding public meetings expires at midnight on June 17, and predicted the order would be extended. A discussion on this topic followed.

#### IX. COMMISSIONER COMMENTS (01:05:50)

Commissioner Putney commented that he had driven by the airport and saw the asphalt trucks lined up on Hwy 20, which he thought was a good sign of progress on the runway.

Commissioner Petranek commented that she had been focusing on the Yard, talking to workers, and working on an overall plan for safety and better utilization of the yard. She gave an overview of the Point Hudson project at the Marine Resources Committee meeting last week, and looked forward to the update on June 24.

Commissioner Hanke commented on the situation with RVs and stated that he wants to be collaborative and follow the law, but wants clarity regarding how we decide to move forward,

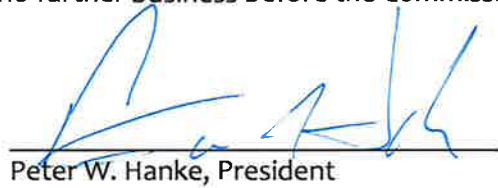
stating that the Board of Health may not be aware of the affect of their decision to close camping in Jefferson County.

- X. Next Public Regular Business Meeting: Special Joint Meeting on Wednesday, June 17, 2020, at 5:00 PM online. Regular Business Meeting Wednesday, June 24, 2020, at 5:30 PM, TBD.
- XI. EXECUTIVE SESSION (01:18:40): moved into Executive Session Discussion with Port legal counsel concerning legal risks of a proposed action or current practice pursuant to RCW 42.30.110(1)(i)  
*estimated 20 minutes, no action*
- XII. ADJOURNMENT: Reconvened without decisions from Executive Session at 2:56 PM. The meeting adjourned at 2:58 PM, there being no further business before the Commission.

ATTEST:



Pamela A. Petranek, Secretary

  
Peter W. Hanke, President  
William W. Putney III, Vice President