

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, July 22, 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 Attorney Reardanz

I. CALL TO ORDER (00:00:00)

Commissioner Hanke called the meeting to order at 5:31 PM.

II. APPROVAL OF AGENDA (00:00:12)

Commissioner Putney moved to accept the Agenda as presented.

Commissioner Petranek seconded the motion. Motion carried by unanimous vote.

III. PUBLIC COMMENTS (00:0:33) ~ sent in via email and read aloud:

Wendy Feltham of Port Townsend commented that she is distressed by the Port's decision to allow the Navy's Warfare Group to use the boat launch at Mats Mats Bay for training, as she is concerned about possibly disturbing the environment and flora and fauna in the area as well as families who use the launch and kayak in the bay.

Donald Mazzola & Lu Goodrum of Port Townsend commented they agree with Commissioner Petranek's concerns regarding the lack of public participation in the process of an agreement for Navy special forces training at Mats Mats Bay, and that this "agreement" is one piece of a larger picture that should be considered as such.

IV. CONSENT AGENDA (00:06:10)

A. Approval of Regular Business Meeting Minutes from July 8, 2020

B. Approval of Warrants

Warrant #062604 through #062644 in the amount of \$282,472.35 for Accounts Payable.

Warrant #062645 through #062651 in the amount of \$13,562.93 and Electronic Payment in the amount of \$72,529.67 for Payroll & Benefits.

Electronic Debit in the amount of \$10,183.28 for Combined Excise Tax.

Electronic Debit in the amount of \$20,567.73 for 2nd Quarter Tax Return.

Electronic Debit in the amount of \$1,463.41 for Washington State Paid Family Medical Leave.

Warrant #062285 & #062561 in the amount of \$103.55 & \$10.00 respectively are declared void.

C. Draft Budget Schedule for 2021

D. Interlocal Agreement – City of Port Townsend

Commissioner Petranek moved to approve the Consent Agenda as presented.

Commissioner Putney seconded the motion. Motion carried by unanimous vote.

V. SECOND READING - none

VI. FIRST READING - none

VII. REGULAR BUSINESS (00:06:48)

A. YTD June / Quarter 2, 2020 Financial Report

Finance Director Berg introduced the Quarter 2 Year-to-date Financial Report for 2020 by saying that Port trends and revenues were about the same, holding steady, and not too much of a loss considering we are in uncharted waters during the Covid-19 pandemic. The year to year comparative shows a difference of \$311,116 less in operating revenues, however the actual payments received and deposited for operations are about half of that amount at \$143,000.

Commissioner Petranek said that actual cash deposits include IDD funds, and that when we talk about our situation, it doesn't give a realistic picture to include IDD funds in the bottom line. Commissioner Putney agreed. Commissioner Hanke suggested the 2020 Port Revenue table be labeled as "Operating Revenue". Finance Director Berg explained that this quarterly report is the first on a cash basis and as such is evolving and will be updated with the term "Operating" in the revenue table. In addition, Ms. Berg pointed out that the IDD funds are separated out on both the financial report and the deposits report.

Commissioner Petranek commended Finance Director Berg on her clear narrative in this report.

Finance Director Berg discussed a year to year comparative of the reserve balances and would be sure to add it to the report next time.

B. Intergovernmental Coordinating Committee (ICC) updates (00:23:20)

Executive Director Berg said that the next ICC (the group of 8) meeting would be tomorrow (July 23) at 5:00 PM, and reported that the agenda would be a continued conversation on what the work product would look like for the Intergovernmental Collaborative Group (ICG), and a check with community groups that have formed up and started to meet, and are figuring out their path forward. He and the other directors have provided an outline on how to get the ball rolling; suggesting a paring down of what will be achieved to make sure they can be achieved in the tight timeframe.

Commissioner Petranek stated that she's on the Food Systems Committee, which has a high level of engagement from 13 members, who are working to narrow a long list of needs to something achievable. Their third meeting is next week. This group will probably become a permanent committee, working on food distribution among other things. She stated that she is also on the Economy & Jobs committee, for which the first meeting is being scheduled.

Commissioner Putney shared that he was on the Culture and Events committee, but he was not sure where it stood, because he had not heard from this group. He is also on the Broadband committee, which has adopted the Jefferson broadband action team that has been working for 1 ½ years and they have had 3 meetings. They have set benchmark targets - one is for PUD to create GIS maps for home locations and existing fiber-optic cable routes-- to reach isolated residents. PUD has placed about a dozen hotspots around the county, which can be used for schoolwork in the fall. He stated that this committee was looking at funding laptops for those who can't afford one, focusing support for those over 55 (telemedicine) and those under 18 (education). They plan to sketch out their report by end of August, finalize the report in September, and submit it to the ICG in October.

VIII. STAFF COMMENTS (00:35:48)

Executive Director Berg commented that the week had been very eventful with a boat that sank outside Point Hudson's breakwater on July 9th and an airplane that landed upside down on the runway on July 13th. There were no injuries and environmental concerns were addressed, however he would like a better emergency plan for incidents, in the future. Mr. Berg gave an update on Point Hudson:

- the Corps did not approve a change of design of the breakwater for permitting;
- the final grant application to the EDA will be finalized this week;
- he wants to change the environmental consultant from SeaRun Consulting to Widener & Associates to take the project forward – which will be more expensive – and asked if the Commission were okay with his executing a contract with Widener. Commissioners agreed that the Port needs to explore a new permitting route, Commissioner Hanke felt that this was a good path forward and while that was the consensus of the Commission, Commissioner Petranek wanted to learn more about Widener & Associates before moving forward.
- Artifacts will be on site and visiting Point Hudson buildings with Lease Administrator Nelson using safe Covid-19 techniques starting the week of July 27th.
- Staff are continuing to meet with the Jamestown S'Klallam tribe about the FLUPSY, and one of their biologists visited Point Hudson to take a look at a possible site for a FLUPSY in the Point Hudson Marina.
- Shannon Kinsella has a design for a cantilevered esplanade the Port could use a project as part of the Point Hudson plan.

Executive Director Berg gave further updates:

- the Recreational and Conservation Office grants are not requiring a match this year, and the Port is considering improvements to Gardener or Mats Mats boat launches as two potential RCO projects that could be within this cycle.
- he would like to hire an intergovernmental affairs consultant – a lobbyist – working for the Port starting September through the next legislative session and see how it goes. This person could possibly be helpful in finding funds to restore Point Hudson, the esplanade and other capital projects.
- the Port has joined the Pacific NW Waterways Association in order to tap into their expertise on a federal level to support our capital projects. Port Attorney Reardanz spoke in their favor as a top-notch organization with good connections and trainings.

- Met with the CEO of Sound Experience (the Adventuress) and learned about their programs and how important the Port is to them.
- He was featured as the PTMTA's 20% person of the week in a promotion in the Leader.

Recorder Erickson commented on the big wooden ship, The Glory of the Sea, that had finished its repairs and successfully sailed out of the Port this week; she mentioned that there was a workshop scheduled for August 12, which would be the first via Zoom.

IX. COMMISSIONER COMMENTS (01: 14:37)

Commissioner Petranek commented that she had been working with Dieter Loibner of the Professional BoatBuilder Magazine, who is doing stories on women in the marine trades. He has been working with the NW School of Wooden Boatbuilding and had recommendations on how the Port might work with trade schools, hiring local labor, and on increasing media relationships. She had met with and introduced Executive Director Berg to Amy Leitman of Marine Surveys and Assessments, who was part of the Point Hudson Jetty Taskforce. She toured the Jamestown S'Klallam FLUPSY with Mr. Berg about a potential FLUPSY at Point Hudson. She reported that the following week she would again be on Chris Bricker's "Morning on the Salish" on KPTZ, discussing the yard, boat ramps, marinas and an update on Point Hudson and Quilcene. She invited Commissioners Hanke and Putney to schedule a time with Mr. Bricker on a topic they're interested in. She is meeting regularly with County Commissioner Dean about current topics, and she planned to meet with the community in Quilcene the following week.

Commissioner Putney commented that he had had a conversation with Commissioner Brotherton about affordable housing, and the possibility of working with OlyCap and Habitat for Humanity on a project near the airport.

Commissioner Hanke commented that he had met with Betsy Davis and John Barrett at the NW School of Wooden Boats about the new emphasis on systems training and how there may be more the Port can do to support the school. He spoke about how the Port needs to better coordinate with emergency operations (Fire, Law, Coast Guard). Mr. Berg stated that he has requested an after-incident review with Fire and Law.

- X. Next Public Workshop & Regular Business Meeting (01:32:15) Workshop at 9:30 AM & Regular Business Meeting Wednesday, August 12, 2020, at 1:00 PM, via Zoom.

- XI. EXECUTIVE SESSION: none

- XII. ADJOURNMENT (01:37:57): The meeting adjourned at 7:07 PM, there being no further business before the Commission.

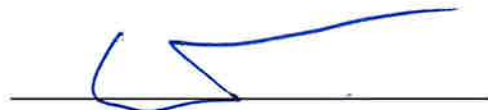
ATTEST:



Pamela A. Petranek, Secretary



Peter W. Hanke, President



William W. Putney III, Vice President