

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 9, 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
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 1:00 p.m.

II. APPROVAL OF AGENDA (00:00:03)

**Commissioner Putney moved to approve the Agenda as presented.
Commissioner Petranek seconded the motion. Motion carried by unanimous vote.**

III. PUBLIC COMMENTS (00:00:33) ~ submitted via voicemail and read aloud:

Phil Pilgrim commented on “grandfathered” slip rates and his paying a 26’ rate in a 30’ slip since 2011; he offered alternatives to moving everyone in the marina to paying the rate of the slip length.

Vigo Anderson commented on the proposed new Port Engineer, saying he felt that it should be a full-time position, and that the Port should hire through a competitive process.

Ernie Baird commented that hiring a new Port Engineer might be prudent and asked that the Port hire through a competitive process.

John Knowlton commented that as a liveaboard at Boat Haven, he is shocked that there is no WiFi access, and wanted to know when the Port would start providing that.

IV. CONSENT AGENDA (00:11:10)

A. Approval of Regular Business Meeting Minutes, August 26, 2020

B. Approval of Warrants

Warrant #062783 through #062790 in the amount of \$32,156.68 and Electronic Payment in the amount of \$142,555.96 for Payroll & Benefits.

Warrant #062791 through #062846 in the amount of \$460,140.11 for Accounts Payable.

C. Marine Resources Consultants, Inc. Lease

D. US Customs & Border Protection Lease Extension - Amendment No. 6

Commissioner Petranek moved to approve the Consent Agenda as presented. Commissioner Putney seconded the motion.

Commissioner Petranek asked for further discussion on two points on the August 26 meeting minutes further: review and consideration of stormwater fees at JCIA, and addressing the “grandfathered” issue relating to approximately 70 Boat Haven moorage tenants. After a short discussion it was decided that the minutes correctly reflected the discussion on 8/26, and consensus was met to move forward on notifying tenants of the change to equitable and fair rates for all tenants.

Commissioner Hanke asked about a warrant to pay Reed Middleton, and this payment was clarified. **A vote was taken, and motion carried by unanimous vote.**

V. SECOND READING - none

VI. FIRST READING - none

VII. REGULAR BUSINESS (00:25:08)

A. COVID-19 Model Update

Executive Director Berg highlighted the changes in the model, which he stated continues to evolve with more information & more detail. The Port is outperforming the model’s predictions. This model has become a monthly check-in with Commission to update and revise the budget. He suggested status reports in the future would be helpful as budget amendments. He spoke about the new marina software that the Port is researching now, with hopes to go live on January 1, 2021. A line item for this software has been added to the budget for Commission approval, so that Executive Director Berg can act on purchasing it once a product has been chosen.

When asked for details about what has been budgeted for this software, Finance Director Berg clarified that once we firm up a preferred provider, the hope is that this software will morph into a whole marina software replacement. The new software promises to create operational

reports at the press of a button which will save a lot of staff time. The total cost is approximately \$30,000 including new equipment costs; there would be additional annual fees for its use.

Commissioner Hanke asked if customers would pay a fee to use the reservation or payment modules, and Executive Director Berg stated that the models the Port is interested in do not charge the customer.

Commissioner Hanke moved to approve the COVID-19 Model Update which specifically includes the marina software program and the necessary funds to implement that program adequately. Commissioner Petranek seconded, and the motion carried by unanimous vote.

B. ICC¹ Updates: (00:35:34)

Executive Director Berg stated that CARES Act funding is available; however, there is a short window of time to spend the money. Community groups have been tasked with submitting proposals on how to spend the funds by the end of October. Their proposals have been reasonable, creative and effective and are available on the county website. On Wednesday, September 16, beginning at 5:00 p.m. the Port Commission will participate in a special meeting of the Intergovernmental Collaborative Group -- a joint meeting with the Jefferson County Board of Commissioners, the Jefferson County PUD Commission, and the Port Townsend City Council. Mr. Berg also spoke about the ICC¹ meeting on September 24 – they are working through the timeline and a revised draft of the strategic recovery plan for adoption in December.

C. Draft Organization Chart (00:43:40)

Executive Director Berg said that his six-month anniversary is next week and he is still learning about how things work here at the Port. He feels that the Port does not have enough human resources to effect its mission. The area that has risen to the top is effective management of capital projects – big projects like the Point Hudson jetty and on-going infrastructure projects like stormwater treatment.

Mr. Berg felt that Passage of the IDD shows broad support from the community to maintain the Port's infrastructure. He proposed an addition of a part-time, director-level Capital Projects and Port Engineer position, reporting directly to the Executive Director. This would free up some of the Deputy Director's time. Other report changes he suggested were: maintenance reporting to the new Port Engineer, the security officer reporting to operations manager, and the environmental specialist reporting to the Deputy Director. He suggested a review of the Org Chart annually.

Commissioner Petranek asked about an interlocal agreement with the City and how it would affect this position. Mr. Berg clarified that this agreement is more about shared public resources like tools and equipment, not about engineering personnel.

Commissioner Putney asked why Environmental Specialist is not an exempt employee. HR Director Berg stated that it was bargained into the unit in the 2018-2020 agreement.

Commissioner Putney then stated that he felt that having a Port Engineer meant that the Port would not have to hire as many consultants and would therefore have more continuity on Port projects.

Commissioner Hanke moved to approve the draft Organizational Chart as presented. Commissioner Putney seconded, and the motion carried by unanimous vote.

D. Teamsters Collective Bargaining Agreement ratification (01:00:08)

Executive Director Berg stated that he and HR Director Berg had met with representatives of Teamsters Local 589 and tentatively agreed to a new Collective Bargaining Agreement. In addition to a large number of text changes and updates, he reported that there were three economic changes proposed:

- increase of stand-by pay from \$1.50 to \$3.00 per hour (not used often)
- adding a floating holiday (additional 8 hours a year not significant)
- The pay schedule is unchanged – June to June with a 2% minimum and maximum 5% cost of living increase. The Port uses CPIU of Seattle/Tacoma/Bellevue, which is the closest to our cost of living in Port Townsend.

¹ Special Commission Meeting of the Intergovernmental Coordinating Committee (ICC) that includes 2 representatives from each the 4 public entities: Jefferson County Commissioners, Port Townsend City Council, Public Utility District #1, and Port of Port Townsend.

The union ratified this agreement last week, and if ratified by Commission, will go into effect January 1, 2021.

Commissioner Putney moved to ratify the Teamsters Collective Bargaining Agreement. Commissioner Petranek seconded, and the motion carried by unanimous vote.

VIII. STAFF COMMENTS (01:06:06)

Executive Director Berg commented that he and Commissioner Petranek are continuing to chat with the Linger Longer Advisory Committee in Quilcene about moving Quilcene forward in a public-facing planning process to develop a Quilcene plan. The community is in conversation about what we want to do, taking into account existing conditions, and coming up with a preferred alternative that can be Commission adopted. Mr. Berg said that it had been a busy week here at Port headquarters, with the yard gravel project for 2020 underway, and Point Hudson inundated with messages and emails. He stated that he is hopeful that the purchase of new reservation software will solve this problem and bring more capacity to employees.

Deputy Director Toews commented that the Port had procured an engineer for preliminary design and drawings for the two boat ramp projects at Gardener and Mats Mats and will hire a professional grant-writer to get grant applications filed for the November 1 deadline.

Port Attorney Reardanz stated that the Governor’s proclamation on Open and Public Meetings was extended again through October 1; he noted that this ruling seems to be extended monthly.

Finance Director Berg commented that it had been a pleasure to work with Executive Director Berg on the Collective Bargaining Agreement negotiations – the process was very smooth, having met with stewards and teamsters just twice. She stated that she is working on the Budget, including the Capital Budget projections, software project, and on August close.

IX. COMMISSIONER COMMENTS (01: 13:32)

Commissioner Petranek commented on her work with the ICC’s Food Resiliency Committee and their proposal for how to spend the CARES Act funds. She said she had attended the Marine Resources Committee and gave them a Quilcene update and a Point Hudson update. Biologists at the meeting expressed an interest in assisting the Port. She read aloud from her comments given at the KPTZ monthly interview where Quilcene was a highlight.

Commissioner Putney commented that he has been busy with the ICC’s Broadband action team meetings; rural broadband is getting some much-needed attention. They are discouraged that there is no legislation that meaningfully pushes us forward; the rules seem to be for common carriers that don’t act in the public’s interest, and this is frustrating for him.

Commissioner Hanke commented that he was surprised about County Commissioner Jeff Randall’s comments about jobs in Jefferson County moving away from a tourism model. He thought that the coming winter might bring a lot of pain to small businesses. The loss of businesses on Water Street means the loss of a lot of essential jobs.

X. Next Regular Business Meeting (01:21:47): Wednesday, September 23, 2020, at 5:30 p.m., via Zoom.

XI. EXECUTIVE SESSION ~ none

XII. ADJOURNMENT: meeting adjourned at 2:20 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

William W. Putney III, Vice President

