

PORT COMMISSION SPECIAL BUSINESS MEETING – Tuesday, November 24, 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
Capital Projects Director & Port Engineer Love
Port Recorder Erickson
Port Attorney Reardanz

- I. CALL TO ORDER (00:00:18)
Commissioner Hanke called the meeting to order at 5:31 p.m.
- II. APPROVAL OF AGENDA (00:00:55)
Commissioner Putney moved to accept the Agenda. Commissioner Petranek seconded the motion. The agenda was approved by unanimous vote.
- III. PUBLIC COMMENTS (00:00:44) ~ none
- IV. CONSENT AGENDA (00:00:57)
 - A. Approval of Special Meeting Minutes for November 2, 2020
Approval of Workshop & Special Meeting Minutes for November 10, 2020
 - B. Approval of Warrants
Warrant #063112 through #063116 in the amount of \$9,365.02 and Electronic Payment in the amount of \$79,029.07 for Payroll & Benefits.
Warrant #063117 through #063161 in the amount of \$246,269.05 for Accounts Payable.
Commissioner Petranek moved to accept the Consent Agenda as presented. Commissioner Putney seconded the motion. Motion carried by unanimous vote.
- V. SPECIAL PRESENTATION: UNITED GOOD NEIGHBORS OF JEFFERSON COUNTY (00:01:47)
Megan Clafin, Director of Development for UGN played a short video highlighting what UGN of JC does and explained that they partner with local organizations to raise awareness about what they do and help them raise funds. They have 28 partner organizations this year, and “All In WA” is matching all donations made to UGN of JC between November 14th & December 31st this year. All the money stays right here in Jefferson County, and can be donated online.
- VI. SECOND READING (00:21:33) ~ None
- VII. FIRST READING (00:21:43) ~ None
Commissioner Hanke noted the presence of a new face at the meeting. Executive Director Berg then introduced the Port’s new Security Officer, Trevor Hansen. He said that Mr. Hansen was not new to the area, having served for 2 years as a provisional officer and continues to serve as a reserve officer for the Port Townsend Police Department.
- VIII. REGULAR BUSINESS (00:23:37)
 - A. 2021 Legislative Preview – presentation by Insight Strategic Partners (00:23:49)
Executive Director Berg introduced Caron Benedetti Cargill & Chelsea Hager of Insight Strategic Partners who then gave a presentation on the Legislative Update (item A) and participated in the 2021 Legislative Agenda (item B). Their presentation covered the following:
 - What the Legislature looks like: both chambers are controlled by the Democrats.
 - Changes this year: new members; remote participation due to COVID, and new process for voting; different timelines due to this new process; changing revenue forecast.
 - 2021 Legislative Session Outlook: Longer sessions with uncertain format, Revenue Discussions
 - Session Timeline with approximate dates
 - The Budget ProcessCommissioner Putney asked if Insight works with WPPA; he said that WPPA issues aren’t always the Port of Port Townsend’s issues.
 - B. 2021 Legislative Agenda (00:41:19)
Executive Director Berg said this would be a first read of the legislative agenda for the Commission, and he was hoping for a discussion today, and another reading and possible adoption at the December 9th meeting. He reviewed all items on the list and said that of the 7 items on the list, the only item not previously discussed is the extension of the 0.09% sales tax for rural economically distressed counties (which includes Jefferson county) to fund public facilities and economic development purposes.

Commissioner Hanke suggested that the list of items be ranked. His priority order would be: PT Jetty = #1, PT Ferry = #2, Broadband = #3, Out of State Vessels = #4, Derelict Vessels = #5, .09% funding = #6, & Model Toxics Control Act = #7.

Commissioner Petranek said she agreed with Commissioner Hanke's #1 and #2 and would insert a new item for #3: fixing Boat Haven breakwater, and no particular order for the rest.

Executive Director Berg stated that we are functionally limited to one Capital request, so we should not add the Boat Haven breakwater to the list for 2021.

Commissioner Putney said although he agreed with Commissioner Hanke's #1 & #2, he didn't think the Ferry schedule could be changed, even though shutting that ferry run down was short-sighted, because it is a "relief valve" when other ferries get backed up or the Hood Canal bridge is closed. He wanted to amend the Broadband request to remove the language from the RCW 53.08.005 (definition of wholesale) that prevents ports from provisioning lit fiber.

Executive Director Berg stated that the list would be revised in the ranked order discussed and brought back to Commission for action at their December 9 meeting.

Executive Director Berg then asked if Commission had any feedback on the carbon-pricing policy, which would be worked on this legislative session, and the WPPA wants to be a part of it. He reminded Commission that Commissioner Putney is representing the Port on the WPPA's Board of Trustees and he might appreciate insight from the other Commissioners on this issue. There was a short discussion of the document and its wording.

Commissioner Hanke asked if point VIII. E. on tonight's agenda could be covered now, because he had before he had to leave the meeting early.

C. COVID-19 Update (no materials) (01:14:48)

Executive Director Berg shared with the Commission that as a result of the Governor's most recent order, he had reached out to all the Port's restaurant tenants to ask how the Port could be supportive. He heard back from one tenant who hoped the Port might not charge late fees, since it will be difficult to make rent with restrictions on indoor dining. He said he would continue to listen, and he might later bring back an extension or modification of a prior emergency order for Commission consideration. He stated that the Port has stopped having indoor meetings with visitors, installed a temperature check station at each point of entry for Port staff to use, a 14-day quarantine for employees who travel out of state, and sanitizer dispensers at all access windows.

D. ICG Update, Review Draft Plan (01:18:51)

Executive Director Berg stated that this was on the agenda for possible follow-up, if any, on the Draft Plan presented at the ICG¹ meeting on November 18. Comments from the first draft are being incorporated into the next draft, and will go to the ICC² on December 3 for final review and recommendation, and then to the ICG again on December 16, where it is anticipated to be adopted. He stated that if Commission had any last thoughts on the Draft Plan, this was the time for a discussion.

Commissioner Petranek asked Executive Director Berg what the goal of the draft plan was. He stated that COVID planning process was ongoing with the six community groups with a goal of finalizing a plan. However, the county, with support from the ICC, asked them to pause work on COVID planning and give CARES act funding recommendations. The purpose of the plan is for the 4 government entities to discuss collectively the top priorities of the community, so if any new monies become available, we have a collective recognition of the top priorities for COVID recovery.

Commissioner Petranek stated that the COVID recovery plan was essentially a list of all the concerns that the community groups came up with that were not funded with the CARES Act funding. Executive Director Berg agreed, and said he thought including a list of what was funded by the CARES Act in the plan was essentially for historical purposes.

Commissioner Putney stated that the community groups were asked to do two things: 1) to look at immediate relief from COVID issues and 2) look at avenues to reinvigorate the County economically post COVID (sometime late spring, mid-summer, whenever most of the county has had their vaccine shots). As regards broadband, for instance, it is an infrastructure project that will take years to make right. He said it was one of the ideas that needed to be pushed forward along with affordable housing, food security and other economic development drivers for our districts.

Commissioner Petranek asked about next steps in developing a new charter for the new ICG, and whether it would be brought up at the next Port Commission meeting. Executive Director Berg stated that he planned to present a draft to the ICC at their 12/3 meeting and to the ICG on

¹ A joint meeting with the Jefferson County Board of Commissioners, the Jefferson County PUD Commission, and the Port Townsend City Council: Intergovernmental Collaborative Group (ICG).

² Intergovernmental Coordinating Committee (ICC) includes 2 representatives from each the 4 public entities listed above.

12/16 and he wasn't sure if it needed to be presented to Commission at their 12/9 meeting. The intent was to propose quarterly meetings of the ICG that are mission-oriented, topic by topic. Commissioner Petranek recommended that the mission of the new ICG be creating county-wide economic vision; she would like the next speaker to bring all these ideas together and help us work towards the same goals.

E. Resolution 737-20 Authorizing issuance of Checks and Warrants (01:08:03)

Executive Director Berg introduced this agenda item by saying although the current delegation of authority has language that clearly authorizes Port bills to be paid, this proposed resolution language clearly tracks state law and would allow the Port to pay its bills and our payroll in advance of commission meetings; when that happens, Port staff would bring to Commission those payable runs for ratification rather than preapproval. This would allow for a single meeting in December and potentially next Summer, but also allow the Port to pay its bills in a timely fashion in general.

Commissioner Putney asked about what types or class of payables would be impacted, and Executive Director Berg stated that everything that would normally get paid would be paid, with an exception for an unusual charge, which would be flagged and brought to Commission so Port staff could discuss it before paying it. Commissioner Putney then asked if the Warrant list could be provided as it is now, 3 days in advance of when checks are sent, so that any questions could be addressed via email, and prevent any awkward procedures to undo a payment.

Commissioner Putney moved to approve Resolution 737-20 Authorizing Issuance of Checks and Warrants. Commissioner Hanke seconded, and motion passed unanimously.

F. Ten-year Anniversary for Eric Toews, Deputy Director (01:29:00)

Executive Director Berg said that others who'd worked with Mr. Toews had sent along some words to share at the meeting. Former Executive Director Pivarnik wrote that Mr. Toews started before 10 years ago to pull community stakeholders together for a year-long process for a Port strategic plan, and that his calm demeanor, obvious intellect and passion and overall love for our community made him an obvious hire for the Port to work with our never-ending crisis du jour. Port Lease Administrator Nelson wrote that he is a great boss, a consummate professional, a patient teacher (among other things) and the community is very lucky to have someone as dedicated as Eric representing the Port. Mr. Berg stated for his part that it was great having Eric with all his experience here every day, working through problems. Commissioner Petranek echoed everything that had been said, and thanked Mr. Toews for his service – a most trusted, stable staff person and a good friend at all times.

IX. STAFF COMMENTS (01:34:43)

Executive Director Berg commented on the following:

- He attended the NOLA (North Olympic Legislative Alliance) meeting today with interim steering committee; and the proposed model is to have 28 members on the steering committee representing NOLA members in both Clallam and Jefferson county (including the Port) to make decisions during the interim period by consensus. They have hired a lobbyist funded 1/3 by Jefferson EDC and 2/3 by Clallam EDC. Two questions asked at the meeting were 1) who the PTMTA would like to send as a rep and 2) there's an open slot on the steering committee, and there was a discussion about what entity would be the right one to fill that position – possibly the chamber of commerce that works with the hood canal. Members on the Jefferson side are:
 - for the EDC: Brian Kuh
 - for the County: Philip Morley or Kate Dean
 - for the City: John Mauro
 - for the Port: Eron Berg, if that works for the Commission
 - for the PUD: Kevin Streett
 - for the PTMTA: whomever they select
 - for Jefferson County Chamber: Arlene Alen
 - for Jefferson Health Care: Mike Flynn, if he's interested
- The Port is continuing to pursue permitting for the D-dock project, but we're not going to be able to execute that project in the month of December. Separately, the Quilcene Dock continues to degrade, and one float is cracking in the recent windstorms, creating an emergency situation. Port Maintenance has whalers that were to be used on the D-dock project, and time on their schedule, and they asked what Commission thought of going to Quilcene and doing maintenance there while they can, and work on D-dock later? Mr. Berg stated that the community project for Quilcene will kick off in 2021, likely starting by working on various proposals, with design and funding strategies in 2022, and likely not starting construction projects until 2023, '24, '25, depending on scope. Therefore, for safety and maintenance of our infrastructure, he felt the Port should go to Quilcene and do the work that

needs to be done using materials the Port already has plus staff time. The project is estimated to cost about \$100,000, of which \$28,000 is for materials (most of which is already in our yard) and the remainder for staff hours. Commission felt that it was a great plan to maintain the Quilcene docks now. Commissioner Petranek asked if staff pay for the project would come out of IDD funds, and was told that that was the plan.

Deputy Director Toews mentioned that the planning process for Quilcene will kick off in early 2021 at the workshop in January with a discussion of a proposed public engagement and planning process outline, with a second reading at the second meeting in January for possible ratification. Capital Projects Director & Port Engineer Love said that the Port must fix the Quilcene dock, as it is broken. However, he has notified Fish & Wildlife about permitting. He would like to move to a permitted dock maintenance program, so maintenance can do dock repair anywhere, any time. Finance Director Berg stated that she really enjoys working with Mr. Toews – his wit, sense of humor, kindness, and periodic poems are treasured. She also noted that she is working with the MOLO implementation and hoping to get access next week sometime. Port staff has been supplying MOLO with information and having weekly Zoom meetings with their team to make sure they have everything they need. She is also working with auditors remotely, getting them information they need to complete their work.

Recorder Erickson said she could not add to what had been said about Mr. Toews, except that it was really nice having another Husky to work with. She wished everyone a Happy Thanksgiving.

X. COMMISSIONER COMMENTS (01:50:25)

Commissioner Putney commented that he had attended the NODC (North Olympic Development Council) meeting, three JBAT (JeffCo Broadband Action Team) meetings and the ICG meeting.

Commissioner Petranek commented on three meetings she attended:

1. the PTMTA meeting, which has been rescheduled to next Monday, November 30 at 6:30 on Zoom. Port security staff will attend as well.
2. the Marine Resource Committee meeting where the City and the County talked about the Shoreline Masterplan, including things that affect the Port like mooring buoys, climate change and sea level rise adaptations, boat launches, historic designation, and marine trades and the economy. She said County Commissioner Brotherton talked about rezoning to allow marine trades in Quilcene, which right now is rural residential. The MRC also announced that they'd be taking proposals for marine resource projects at their December meeting for 2021.
3. the MRSC (Municipal Research Services Center) economic seminar which had 3 big take-aways: 1) 80% of economic development is retention, recovery & expansion, 2) job #1 is to support and retain small business, and 3) the maritime sector is leading in WA state and the aerospace and hospitality sectors have been devastated.

Commissioner Putney asked how rezoning in Quilcene affected Coast Seafoods. Deputy Director Toews said they had been working under a permitted aqua-cultural use, but land-use zoning applies to the uplands.

- XI. Next Public Workshop & Special Business Meeting (01:59:56): Tuesday, December 9, 2020, Public Workshop at 9:30 a.m. and a Regular Commission Meeting at 1:00 p.m. via Zoom.
- XII. EXECUTIVE SESSION (02:00:21) - current or potential litigation, RCW 42.30.110(1)(i), no action requested. Commission moved to Executive Session at 7:33 p.m. for approximately 5 minutes without further action following executive session.
- XIII. ADJOURNMENT: meeting adjourned at 7:43 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