



**Port of Port Townsend  
Special Meeting Agenda  
Tuesday, November 24, 2020, 5:30 p.m.**

Via <https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password: 911887  
*This meeting will only be accessible remotely, as per Governor's Proclamation 20-28.*

I.	Call to Order	
II.	Approval of Agenda	The Port welcomes your comments in writing before the meeting (which will be presented to the commission and made available and part of the record), or live during the meeting - you can 'raise your hand' electronically during our Zoom meeting.
III.	Public Comments	
IV.	Consent Agenda	
	A.	Approval of Special Meeting Minutes for November 2, 2020; ..... 1
		Approval of Workshop & Special Meeting Minutes for November 10, 2020 ..... 2-7
	B.	Approval of Warrants ..... 8-12
V.	Special Presentation: United Good Neighbors of Jefferson County	..... 13-14
	<i>Megan Claflin, Director of Development, The Production Alliance</i>	
VI.	Second Reading	
VII.	First Reading	
VIII.	Regular Business	
	A.	2021 Legislative Preview – presentation by Insight Strategic Partners ..... 15
	B.	2021 Legislative Agenda ..... 16-18
	C.	COVID-19 Update (no materials) ..... 19
	D.	ICG update, Review draft plan ..... 20-45
	E.	Resolution 737-20 authorizing issuance of checks and warrants ..... 46-50
	F.	Ten-Year Anniversary for Eric Toews, Deputy Director ..... 51
IX.	Staff Comments	
X.	Commissioner Comments	
XI.	Next Workshop & Regular Business Meeting: Wednesday, December 9, 2020, Public Workshop at 9:30 a.m., Meeting at 1:00 p.m., via Zoom	
XII.	Executive Session - current or potential litigation, RCW 42.30.110(1)(i), no action requested.	
XIII.	Adjournment	
	<u>Informational Items</u>	..... 52
	• Update: New/Amended Contracts Under \$25,000.....	53

## PORT COMMISSION SPECIAL BUSINESS MEETING – Tuesday, November 2, 2020

The Port of Port Townsend Commission met for a special business session via Zoom

Present: Commissioner Hanke  
Commissioner Petranek  
Commissioner Putney  
Port Recorder Erickson (public portion only)  
Port Attorney Reardanz (executive session only)

### I. CALL TO ORDER:

Commissioner Hanke called the meeting to order at 1:03 PM.

### II. EXECUTIVE SESSION - to discuss the performance of a public employee, RCW 42.30.110(1)(g).

Commission moved to Executive Session at 1:05 p.m. for approximately one (1) hour without further action following executive session. Session began at 1:10 p.m.

### III. ADJOURNMENT:

With no action taken, the meeting adjourned at 2:27 p.m. there being no further business to come before the Commission.

ATTEST:

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Peter W. Hanke, President

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Pamela A. Petranek, Secretary

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William W. Putney III, Vice President

PORT COMMISSION PUBLIC WORKSHOP – November 10, 2020

The Port of Port Townsend Commission met for a Public Workshop online via Zoom

Present: Commissioners Hanke, Petranek & Putney  
Executive Director Berg  
Deputy Director Eric Toews  
Finance Director & Port Auditor Berg  
Recorder Erickson  
Eric Hovee of E. D. Hovee & Company, LLC  
Susan Johnson, Michael Sullivan, & Tim McDonald of Artifacts Consulting, Inc.

I. CALL TO ORDER:

Commissioner Putney called the Workshop to order at 9:32 a.m.

II. AGENDA:

- ~ Port Townsend Ferry Economic Impact Analysis presentation — Eric Hovee, E. D. Hovee & Company, LLC
- ~ Point Hudson Intensive Level Survey Documentation Report — Susan Johnson, et al, Artifacts Consulting, Inc.

III. ADJOURNMENT:

The Workshop adjourned at 11:17 a.m.

ATTEST:

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Pamela A. Petranek, Secretary

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William W. Putney III, Vice President

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Peter W. Hanke, President

## PORT COMMISSION SPECIAL BUSINESS MEETING – Tuesday, November 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 Reardanz & Chmelick

I. CALL TO ORDER (00:00:18)

Commissioner Hanke called the meeting to order at 1:02 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 (00:01:18) ~ none

IV. CONSENT AGENDA (00:01:48)

A. Approval of Regular Business Meeting Minutes from October 28, 2020

B. Approval of Warrants

Warrant #063044 through #063051 in the amount of \$32,422.32 and Electronic Payment in the amount of \$154,688.20 for Payroll & Benefits.

Warrant #063052 through #063111 in the amount of \$66,466.78 for Accounts Payable.

C. Resolution 729-20 Section 125, Flexible Benefits Cafeteria Plan.

D. Resolution 730-20: Emergency Reserve Fund

E. Reid Middleton Contract Amendment

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

Commissioner Hanke asked if the extension on the Reid Middleton Contract was for Airport Runway project closeout. Executive Director Berg stated that it was for extra time needed for contract negotiations, and Deputy Director Toews stated that it was also to give time for closeout with the FAA, since this process could go long, in his experience.

**Motion carried by unanimous vote.**

V. PUBLIC HEARING ON DRAFT 2021 OPERATING & CAPITAL BUDGET, RATES, PROPERTY TAX LEVY AND IDD TAX LEVY – (00:04:47)

**Commissioner Hanke opened the public hearing at 1:05 p.m.** He then introduced Finance Director Berg to present the budget.

Finance Director Berg went over changes to the Budget document since the meeting on October 28, noted in her memo. One typo was noted on page 4 of her memo in reference to utilities the increase should be \$10,000 not \$29,186. On the rate cards, one was added - a fee for replacing the restroom / laundry room key fobs. This is not a new or increased rate, but hadn't previously been published on the rate cards.

Commissioner Hanke commented that the Org Chart was well organized, and the flow of information was clear. Commissioner Petranek added that under customer service staff she would like to the number of staff represented for each job title. Executive Director Berg said the org chart would be updated with this information.

Commissioner Petranek asked about Resolution 732-20 regarding the update to the CSHI, and whether the new document was available now. Deputy Director Toews reminded Commission that they had adopted the 2020 Updated CSHI with Resolution 724-20 with one change (language describing in detail how the IDD levy works), and the CSHI 2020 Update with that change would be posted this week. Port Attorney Chmelick commented that the CSHI could be a compendium of documents, and Deputy Director Toews added that the expectation in the future would be to append the budget resolutions to the CSHI so people can see how the plan has changed through time with Commission-adopted capital budget decisions.

**Commissioner Hanke closed the Public Hearing at 1:25 PM.**

A. 2021 Rates (rate cards) (00:24:37)

**Commissioner Putney moved to approve the 2021 rates, as detailed on the proposed rate cards. Commissioner Petranek seconded, and motion carried by unanimous vote.**

B. Resolution 731-20: 2021 Budget Adoption (00:25:30)

**Commissioner Putney moved to adopt Resolution 731-20 - Adopting the 2021 Operating and Capital Budgets. Commissioner Petranek seconded the motion.**

Commissioner Putney asked if adopting the Operating and Capital Budgets also implies that we have a way to fund them, and if the funding was in the resolutions 733-20 and 735-20. Executive Director Berg said yes, and put another way, the budget has additional acts necessary to implement it, including the rate cards, the property tax and the IDD levy.

Commissioner Petranek asked about the revenue trends and goals mentioned on page 8 of the budget document and was told that although the upward trend was broken this year due to the pandemic, the Port's goal is still to grow revenue by approximate \$200,000 each year. She asked why there were two audit costs in the budget. Finance Director Berg answered that there is a regular 2-year cycle audit for 2018 and 2019 going on now, and there will be a mandated federal audit next year, due to the Port's federal expenditures of over \$750,000 (for the airport runway rehab) in 2020.

**Vote was taken, and motion carried by unanimous vote.**

C. Resolution 732-20: Update to Comprehensive Scheme of Harbor Improvements (00:33:11)

**Commissioner Petranek moved to adopt Resolution 732-20 – Updating the Comprehensive Scheme of Harbor Improvements. Commissioner Putney seconded, and the motion carried by unanimous vote.**

D. Resolution 733-20: 2021 Budget Property Tax Levy (00:34:40)

**Commissioner Putney moved to adopt Resolution 733-20 – Establishing the 2021 Property Tax levy. Commissioner Petranek seconded, and motion carried by unanimous vote.**

+ Resolution 734-20: [Implicit Price Deflater \(IPD\) index](#) Resolution of Substantial Need

**Commissioner Petranek moved to adopt Resolution 734-20 – 2021 Implicit Price Deflater (IPD) Finding Substantial Need (for Property Tax levy). Commissioner Putney seconded and motion carried by unanimous vote.**

E. Resolution 735-20: IDD Multi-year Levy (00:36:30)

**Commissioner Putney moved to adopt Resolution 735-20 – Establishing the 2021 IDD Tax Levy. Commissioner Petranek seconded.**

Commissioner Putney noted that the tax the Port is proposing is 26¢/\$1,000 property value, which is twice the 13¢/\$1,000 we levied last year.

Commissioner Petranek said she understood that this had to do with the five-year Capital Plan and taking the total costs and dividing by five years, to come up with this number, so we can be funding our capital work for the next five years.

Executive Director Berg explained that by levying more in the next five years, we are able to work with our Line of Credit and avoid taking on more long-term debt. Page 52 of the packet (29 of the Budget document) explains the anticipated use of IDD levy reserve funds – to fund 5 years of planned capital expenses.

Commissioner Hanke commented that this puts the Port in a position to put financing together for big capital expenses like the Point Hudson jetty.

**Vote was taken, and motion carried by unanimous vote.**

+ Resolution 736-20: [Implicit Price Deflator \(IPD\) index](#) Resolution of Substantial Need

**Commissioner Petranek moved to approve Resolution 736-20 – 2021 Implicit Price Deflator (IPD) Finding Substantial Need (for IDD Tax levy). Commissioner Putney seconded, and motion carried by unanimous vote.**

VI. FIRST READING (00:41:06) ~ None

VII. REGULAR BUSINESS (00:41:13)

A. COVID-19 Model/2020 Budget September Year to Date

Executive Director Berg said overall this model is working fine and there are no COVID updates. He thought that perhaps he could shift to just a budget update / report monthly.

Finance Director Berg said that she would like to confirm that the Commission would like to see monthly reports showing month to month budget-to-actual, instead of what we did prior to COVID, which was a year-to-date comparison to prior year model. This will be presented and discussed further at the December 9<sup>th</sup> meeting.

B. Intergovernmental Coordinating Committee (ICC) updates (00:47:19) (no materials)

Executive Director Berg reported that the ICC had met on November 5 to prioritize top 3 objectives from each of the community groups that would go into the plan. They plan to draft a shorter document with the entire community reports as appendices, so the actual work of the community groups will be available. Members of the ICC agree that the Intergovernmental Collaborative Group (ICG) should continue to exist in 2021, with continued collaboration and perhaps speakers like Economist Michael Schuman at quarterly meetings. The ICG will meet again on November 18 when a first revised draft of the plan will be presented to the full group, the ICC will meet on December 3<sup>rd</sup> to make any final edits on the plan before the ICG meets on December 16 for potential adoption. He said he is drafting a new joint resolution to create an ICG for the future, possibly to be signed on December 16.

VIII. STAFF COMMENTS (00:58:48)

Executive Director Berg thanked and acknowledged Finance Director Berg on her hard work making the budget accessible and readable. He reported that the Port had hired a new security person, Trevor Hansen, who was a Port Townsend Police Reserve / provisional officer. He will start on November 16 and will spend his first few days touring the Port with Environmental Specialist

Taylor so he can meet and get to know Port tenants. Mr. Berg reminded the Commission that the last meeting of the month is on a Tuesday, November 24.

Finance Director Berg commented that now that the budget is approved, she would make it available to the County, along with the Resolutions. She said that Port staff are working with Molo to upload data so that the software is ready to implement by January 1, 2021. She informed Commission that the 2018-19 audit had started, and report was due December 31, 2020, but audit would continue into 2021.

Port Attorney Reardanz reported that the Governor had extended the OPMA in-person exemption to December 7, 2020.

X. COMMISSIONER COMMENTS (01:04:48)

Commissioner Putney commented that when trying out a new flight planning software that allows pilots to plan for fuel stops and reports fuel prices, he discovered that JCIA has the most expensive fuel from the Canadian border to Portland. He reminded Executive Director Berg of the Industrial Development Corporation of the Port of Port Townsend (IDC), which should be a part of the first meeting of the year in January 2021. He also reported that he had been meeting with the Jefferson County Broadband action team.

Commissioner Petranek commented on the following:

- She had signed up for an economic development seminar through the MRSC that is happening now, and she asked Recorder Erickson to send out a link to a recording of the seminar to Commission when its available.
- PTMTA had invited the Port's new Security Officer, Trevor Hansen, along with Environmental Specialist Taylor to their meeting on November 17, so that he could be introduced and begin a rapport with tenants.
- The Shoreline Master Plan review by the City and County will be discussed today at 6:00 PM, and some of the things they're discussing are things that affect the Port, like mooring buoys.
- The Marine Resource Committee is meeting tonight at 6:00 PM.
- She and Executive Director Berg had done another Working Waterfront interview with KPTZ for the month of November, which will be aired today. It focusses on citizen participation. She will send a link to Recorder Erickson so she can post it to the Port's website.
- Julian Arthur passed away last September, and his obit was in the paper this week. He was a long-time friend and crane operator in the Port's yard who received a Lifetime Achievement Award in Spirit & Culture from the Wooden Boat Foundation. He will be missed.
- The PT Leader's annual Working Waterfront Issue had just been issued.
- The School of Wooden Boats had a refrigeration class on Cape Cleare this week.

Commissioner Hanke commented that Julian was a good friend whom he met through motorcycle racing. He said that the Port is discussing the possibility of offering to serve in the role of the Associate Development Organization in Jefferson County.

XI. Next Special Business Meeting (01:19:05): Tuesday, November 24, 2020 at 5:30 p.m. via Zoom.

XII. EXECUTIVE SESSION (01:19:24)

Commission paused the meeting to go into executive session to discuss the performance of a public

employee, RCW 42.30.110(1)(g) at 2:20 p.m. Session began at 2:45 p.m. for an estimated 45 minutes with action to follow executive session.

Commissioner Hanke called the meeting back to order at 4:18 p.m. He proposed a brief discussion about giving Executive Director Berg the annual COLA plus a raise of \$4,000 based on his performance. Commissioner Putney said that Executive Director Berg has the experience to give him the potential to be a great Port director and he was thrown into the position at a time that would be very difficult for anyone. Commissioner Petranek said she was excited to work with him and liked how he worked with each commissioner to help us all work together, including the level of rapport and collaboration throughout the Port staff. She said she liked how he was eager to try so many different things to solve problems. Commissioner Hanke said Executive Director Berg has done an excellent job; the trust level at the Port is extremely high and he wished him many good years at the Port. Executive Director Berg thanked the Commission and said his family and he were very happy in Port Townsend and he is enjoying the job and is looking forward to many more years of service. He said he appreciated the vote of confidence from the Commission.

**Commissioner Hanke moved to give Executive Director Berg a raise of \$4,000 over the COLA he will receive. Commissioner Petranek seconded the motion. Motion passed unanimously.**

- XIII. ADJOURNMENT: meeting adjourned at 4:25 p.m., there being no further business before the Commission.

ATTEST:

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Peter W. Hanke, President

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Pamela A. Petranek, Secretary

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William W. Putney III, Vice President





PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

## **WARRANT/ELECTRONIC PAYMENT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just due and unpaid obligation against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that these claims, in Warrant No 063112 through No. 063116 in the amount of \$9,395.02 and Electronic Payment in the amount of \$69,634.05, are approved for payment for a total amount of \$79,029.07 on this 24th day of November, 2020.

For: **Payroll and Benefits**

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
Commissioner William W. Putney III

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

## **WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 063117 through No. 063161, are approved for payment in the amount of \$246,269.05 on this 24th day of November, 2020.

For: **Accounts Payable**

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
Commissioner William W. Putney III

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

**Check Register**

**Journal Posting Date: 11/24/2020**

**Register Number: CD-000837**

**Port of Port Townsend (PTA)**

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
063117	11/24/2020	ARM030	Armstrong Consolidated LLC				Check Entry Number: 001
		3188		11/1/2020	260.03	0.00	260.03
063118	11/24/2020	ART020	Artifacts Consulting, Inc.				Check Entry Number: 001
		2005-2		11/6/2020	12,825.00	0.00	12,825.00
063119	11/24/2020	BAN005	Bank of America				Check Entry Number: 001
		11/5/2020 STATEMENT		11/5/2020	5,872.84	0.00	5,872.84
063120	11/24/2020	CEN030	CenturyLink				Check Entry Number: 001
		11/1/2020 STATEMENT		11/1/2020	100.00	0.00	100.00
063121	11/24/2020	CEN035	CenturyLink				Check Entry Number: 001
		11/8/2020 STATEMENTS		11/8/2020	816.17	0.00	816.17
063122	11/24/2020	CHM030	Chmelik Sitkin & Davis P.S.				Check Entry Number: 001
		10/2020		11/18/2020	9,605.60	0.00	9,605.60
063123	11/24/2020	COA050	Mott MacDonald				Check Entry Number: 001
		100339-15		11/10/2020	21,573.80	0.00	21,573.80
063124	11/24/2020	COL045	Len Colliander				Check Entry Number: 001
		REFUND 11/12/2020		11/12/2020	135.00	0.00	135.00
063125	11/24/2020	DEW050	Michelle Dew				Check Entry Number: 001
		7/2020 EXPENSE		7/31/2020	93.15	0.00	93.15
		8/2020 EXPENSE		8/31/2020	77.63	0.00	77.63
		9/2020 EXPENSE		9/30/2020	108.68	0.00	108.68
Check 063125 Total:					279.46	0.00	279.46
063126	11/24/2020	DMD005	DM Disposal Co. Inc.				Check Entry Number: 001
		11/1/2020 STATEMENTS		11/1/2020	6,763.12	0.00	6,763.12
063127	11/24/2020	FER001	Ferrellgas				Check Entry Number: 001
		5005916288		10/26/2020	177.09	0.00	177.09
063128	11/24/2020	FER020	Ferguson Waterworks #3011				Check Entry Number: 001
		0937155		11/13/2020	228.11	0.00	228.11
063129	11/24/2020	FER030	Kristian Ferrero				Check Entry Number: 001
		UNIFORM EXPENSE		11/18/2020	108.94	0.00	108.94
063130	11/24/2020	FIN050	Lucy Finch				Check Entry Number: 001
		REFUND 11/16/2020		11/16/2020	838.60	0.00	838.60
063131	11/24/2020	FRE001	Frederickson Electric Inc.				Check Entry Number: 001
		14480		10/31/2020	823.71	0.00	823.71
063132	11/24/2020	GOO020	Goodstein Law Group				Check Entry Number: 001
		11/9/2020 STATEMENT		11/9/2020	3,315.15	0.00	3,315.15
063133	11/24/2020	HEN004	Port Townsend Garden Center				Check Entry Number: 001
		89978		11/17/2020	10.89	0.00	10.89
063134	11/24/2020	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
		2011-110949		11/5/2020	17.42	0.00	17.42
063135	11/24/2020	ICS001	ICS Support, Inc.				Check Entry Number: 001
		19047		11/10/2020	2,800.00	0.00	2,800.00
063136	11/24/2020	INS070	Insight Strategic Partners, LLC				Check Entry Number: 001
		2918		9/30/2020	2,750.00	0.00	2,750.00
		2919		10/31/2020	2,750.00	0.00	2,750.00
Check 063136 Total:					5,500.00	0.00	5,500.00
063137	11/24/2020	JAM040	Jamestown Networks				Check Entry Number: 001
		6184		11/1/2020	548.00	0.00	548.00
063138	11/24/2020	JOH005	David Johnson				Check Entry Number: 001
		UNIFORM EXPENSE		11/24/2020	167.45	0.00	167.45
063139	11/24/2020	KEN010	Kendrick Equipment				Check Entry Number: 001

Run Date: 11/19/2020 3:12:09PM

A/P Date: 11/24/2020

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## Check Register

Journal Posting Date: 11/24/2020

Register Number: CD-000837

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			U50042	11/5/2020	64,154.68	0.00	64,154.68
063140	11/24/2020	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4677600	11/1/2020	12.88	0.00	12.88
063141	11/24/2020	LES050	Les Schwab				Check Entry Number: 001
			37900421450	11/17/2020	98.09	0.00	98.09
063142	11/24/2020	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			11/1/2020 STATEMENTS	11/1/2020	345.10	0.00	345.10
063143	11/24/2020	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			333848	10/19/2020	17.33	0.00	17.33
063144	11/24/2020	PAT080	William Patric				Check Entry Number: 001
			REFUND 11/12/2020	11/12/2020	61.82	0.00	61.82
063145	11/24/2020	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			53821	11/2/2020	545.00	0.00	545.00
			54059	11/12/2020	92.65	0.00	92.65
			Check 063145 Total:		637.65	0.00	637.65
063146	11/24/2020	PET020	Peters Marine Services				Check Entry Number: 001
			475097	11/19/2020	3,213.32	0.00	3,213.32
063147	11/24/2020	POR005	Port Townsend Leader				Check Entry Number: 001
			105511	10/28/2020	836.00	0.00	836.00
063148	11/24/2020	PUD001	Pud District #1				Check Entry Number: 001
			11/10/2020	11/10/2020	25.65	0.00	25.65
			11/10/2020 STATEMENT	11/10/2020	19,601.05	0.00	19,601.05
			Check 063148 Total:		19,626.70	0.00	19,626.70
063149	11/24/2020	QUI001	Quill Corporation				Check Entry Number: 001
			11843638	11/2/2020	334.63	0.00	334.63
063150	11/24/2020	QUI010	Quimper Mercantile				Check Entry Number: 001
			20966	11/5/2020	165.67	0.00	165.67
063151	11/24/2020	SAG002	Sage Software Inc				Check Entry Number: 001
			A-S00065139-2020	11/24/2020	2,802.39	0.00	2,802.39
063152	11/24/2020	SCO075	Rob Scott				Check Entry Number: 001
			REFUND 11/18/2020	11/18/2020	1,363.13	0.00	1,363.13
063153	11/24/2020	SET015	Seton Construction				Check Entry Number: 001
			115RV	10/23/2020	74,219.78	0.00	74,219.78
063154	11/24/2020	SHO010	Shold Excavating Inc				Check Entry Number: 001
			57251	10/26/2020	1,273.92	0.00	1,273.92
063155	11/24/2020	SNE020	S-Net Communications				Check Entry Number: 001
			90437	11/24/2020	540.77	0.00	540.77
063156	11/24/2020	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			8002163	10/31/2020	225.65	0.00	225.65
063157	11/24/2020	SOU070	Sound Storage GC				Check Entry Number: 001
			11/12/2020	11/12/2020	188.00	0.00	188.00
063158	11/24/2020	SPA070	Chris Sparks				Check Entry Number: 001
			11/2020	11/24/2020	130.54	0.00	130.54
063159	11/24/2020	WA1901	State of Washington				Check Entry Number: 001
			L139343	11/10/2020	1,413.75	0.00	1,413.75
063160	11/24/2020	WAV040	Wave Broadband				Check Entry Number: 001
			103263301-0008471	11/1/2020	1,473.37	0.00	1,473.37
063161	11/24/2020	WIL046	Nicole Williams				Check Entry Number: 001
			REFUND 11/12/2020	11/12/2020	367.50	0.00	367.50
			Report Total:		246,269.05	0.00	246,269.05

Run Date: 11/19/2020 3:12:09PM

A/P Date: 11/24/2020

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# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	November 24, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	V. Special Presentation: United Good Neighbors of Jefferson County
<b>STAFF LEAD</b>	Megan Claflin, Director of Development, The Production Alliance
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Give Jefferson Flyer

Special Presentation: United Good Neighbors of Jefferson County  
Megan Claflin, Director of Development, The Production Alliance  
*5-minute presentation + 5 minutes for Q&A*

# GIVE JEFFERSON



## GIVE LOVE. GIVE HOPE. GIVE JEFFERSON.

The extraordinary impacts of COVID-19 hit Jefferson County's essential workers, seniors, and families hardest. Now, more than ever, they need help!

United Good Neighbors proudly supports the nonprofits, staff, and volunteers dedicated to providing critical programs and safety-net services to those most in need in Jefferson County.

Your donation to *Give Jefferson* ensures that **food, shelter, healthcare, and education** will continue to be available to those weathering uncertainty and recovering from crisis.

Donate Today by Mail or Online at

giveJefferson.org



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

MEETING DATE	November 24, 2020
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VIII.A. Legislative Preview: Presentation by Insight Strategic Partners
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	

Presenters: Caron Benedetti Cargill & Chelsea Hager, Advisors with Insight Strategic Partners



<b>MEETING DATE</b>	November 24, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VIII.B. Legislative Agenda
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Legislative Agenda Staff Memo

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 11/24/2020  
**TO:** Commission  
**FROM:** Eron Berg, Executive Director  
**SUBJECT:** Legislative Agenda

---

### **ISSUES**

1. What should the Port's 2021 legislative agenda include?
2. What position, if any, should the Port take on the draft WPPA statement on carbon pricing?

### **BACKGROUND**

In preparation for the 2021 legislative session in Olympia, the Port Commission should identify Port priorities for our advocacy efforts. Additionally, WPPA's legislative agenda is set to be voted on at the annual meeting and includes a statement on carbon pricing. In addition to addressing issues as they come during the session, it is critical for us to provide clear direction to Insight Strategic Partners as they advocate on our behalf.

### **DISCUSSION**

Several issues of importance to the port include:

1. Capital project funding for the Point Hudson Jetty replacement project, with a request for \$2,000,000 in support in the next biennium.
2. Changing state law to allow out-of-state vessels to remain in Washington State without paying use tax for any period of time they are undergoing repairs or refitting. More broadly, changing this policy to encourage more economic activity from visiting vessels who are currently dissuaded from visiting the waters of Washington State by the application of the use tax.
3. Maintaining the full schedule of boats for the Port Townsend-Coupeville and Kingston-Edmonds ferry routes.
4. Maintaining/expanding funding for MTCA (model toxics control act) clean-up projects.
5. Maintaining/expanding funding for derelict vessel remediation.
6. Extend or make permanent RCW 82.14.370 which allows rural economically distressed counties including Jefferson county to retain 0.09% of Washington State's sales tax to finance public facilities and economic development purposes, which is set to sunset in 2032.
7. Expanding authority for ports and public utility districts to provide retail broadband service, at a minimum as providers of last resort.

These items are presented for your discussion and modification with the intent to bring a final legislative agenda for your review and approval at the December 9 meeting.

At the upcoming WPPA annual meeting, WPPA will adopt its legislative agenda as well. Commissioner Putney is the Port's trustee. The following is WPPA's draft statement on carbon pricing and is presented for your discussion and direction, if any, to Commissioner Putney prior to the annual meeting:

- **WPPA supports carbon pricing in Washington that both efficiently and effectively reduces the state's transportation-induced greenhouse gas emissions. Revenue generated from carbon pricing shall be dedicated to the full scope of Washington's transportation infrastructure.**
- **To support important Energy Intensive Trade Exposed (EITE) industries like agriculture and forestry, sufficient allowances or exemptions should be provided to protect these important enterprises.**

Finally, staff from Insight Strategic Partners will be in attendance at your meeting to provide information and respond to questions as you work through the development of the Port's 2021 legislative agenda.

#### **FISCAL IMPACT**

None identified herein.

#### **ATTACHMENTS**

None

#### **RECOMMENDATIONS**

1. Staff is looking for direction from the Commission regarding the development of the 2021 legislative agenda.
2. Provide direction, if any, to Commissioner Putney on the Port's position on the draft WPPA statement on carbon pricing.

<b>MEETING DATE</b>	November 24, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VIII.C. COVID-19 Update
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	November 24, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VII. C. ICG Update
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	1. ICG Draft Action Plan

# **DRAFT COVID-19 RECOVERY & RESILIENCY PLAN:**

**DRAFT TO INTERGOVERNMENTAL COLLABORATIVE  
GROUP FOR INITIAL REVIEW ON 11/18**



# DRAFT COVID-19 RECOVERY & RESILIENCY PLAN: TABLE OF CONTENTS

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# INTRODUCTION

## An Invitation to Action

These are unprecedented, difficult times for our community. Organizations, businesses, governments, schools, and individuals are all struggling with wild uncertainty and new challenges almost every day. Our daily lives and livelihoods have irrevocably changed. The stories of pain and loss are insidious and overwhelming. Moreover, not only has COVID-19 added formidable new difficulties, it has exacerbated profound structural inequalities and vulnerabilities that existed before the pandemic – and threatens to perpetuate those for years to come.

These times therefore call for deeply collaborative and fiercely courageous approaches from us and from our community. As elected leaders from four separate local governments, we instinctively came together in strength and unity to forge through the challenges ahead. We immediately recognized the power, passion and potential among our diverse and talented communities and quickly set up a new structure to embody, empower and embolden collective action. We issued a broad call to action for anyone and everyone to participate in creating a plan for immediate action on COVID recovery and one that supports long-term resiliency. The emphasis was on what organizations, businesses and individuals can all do together with our governments serving in convening, coordinating, supporting and enabling roles.

Dedicated groups and individuals across all sectors in our region have answered that call. They've met regularly, worked tirelessly, engaged creatively and acted quickly. They've inspired and humbled us by their thoughtful, collaborative and powerful response. They've given us all a source of hope in otherwise dark times that our community has what it takes to get to the other side of the pandemic – and perhaps emerge even stronger and more resilient.

This community-generated plan is the beginning of our recovery from COVID. Perhaps more importantly, this plan marks the beginning of a new era of community-led interagency collaboration whose sustained benefits are only starting to take shape. Please join us in reading this plan, finding your role in making it come alive, and committing to act together for our community's brighter future.

Commissioner Kate Dean, Jefferson County  
Commissioner Pete Hanke, Port of Port Townsend  
Commissioner Jeff Randall, Jefferson Public Utility District #1  
Councilmember Ariel Speser, City of Port Townsend



## Purpose of This Plan

This Recovery and Resilience Plan is an action-oriented, community-driven and united blueprint for COVID recovery.

Its purpose is to focus and prioritize our collaborative efforts, and to:

- **Communicate** a common vision for our community and what recovery and resilience should look like locally in the coming months
- **Build the capacity** of our partner agencies and of the wider community, growing an irresistible proposition for further, deeper and broader collaboration
- **Clearly signal** our unified approach and priorities to regional, state and federal agencies in order to maximize speed and effectiveness of any forthcoming financial or policy assistance
- **Help to reshape** how our local governments work, with a stronger focus on community participation and partnership, productive and informative civic dialogue and sustained progress toward shared prosperity

The plan aims to achieve these things at three scales:

1. **The Executive Summary** tells a crisp and concise story. It weaves together a high-level synthesis of four focused areas of investment across many themes, demonstrating common areas of overlap and encapsulating the holistic and interdependent nature of the work and our collective path forward.
2. **The Summary of Recommended Actions** spells out priorities. It calls out top actions from each of the three focus areas and themes, drawing in greater detail including objectives, action steps, timeline, and partners to show how those actions will work and what the impact will be.
3. **The Appendix** is a deep dive. It contains each Community Group's full report across the seven themes, including a longer list of recommended actions in even greater detail. These reports are the quick and impressive work of individuals who volunteered a significant amount of time and professional expertise over a few short months. It represents their true, unedited work and serves as a resource to better understand the complexity of each issue and the robust thinking that sits behind the work.

While this focused action plan has been carefully crafted by many and vetted by four local government agencies, it's important to note that it is a living document, meant to be adapted to anticipate or respond to changing needs. This action plan is meant to be used not just as a reference point in navigating the aftermath of COVID, but as a pragmatic first step in building resilience and wellbeing into the distant future.

## Our Shared Values

Jefferson County, the City of Port Townsend, the Port of Port Townsend and Jefferson Public Utilities District #1 are unified as organizations in a commitment to our community through robust collaboration now and into the future. Collaboration is foundational to why we entered into this new interagency partnership, foundational to how we've worked together on this plan, and foundational to our sustained success as organizations and as a community. But what does collaboration mean to us? In its simple essence, our collaborative model can be defined by five main shared values:

- 1. Vision**

We share a positive, lasting **vision** for a resilient, sustainable and equitable community. We believe that better times and better lives are possible for everyone if we work toward it together.

- 2. Service**

We share a common drive and commitment to **service** to our community. We believe in and practice accountability to ourselves and to each other as we strive for a fairer and more equitable society.

- 3. Courage**

We share an unflinching **courage**, galvanized by sustained energy and fearless determination in the face of adversity. We believe that challenges are better met with creative innovation and bold new thinking.

- 4. Honesty**

We share a pledge toward **honesty** in our communications and actions with each other and with the wider community. We believe in respectfully acting and speaking truth in the face of challenge no matter what the difficulty.

- 5. Agility**

We share boundless **agility** as situations unexpectedly and inevitably change. We believe in working with patience and calm to overcome challenges and to unlock new opportunities with open-mindedness and creativity.

## ACKNOWLEDGEMENTS

This action plan would not have been possible without the generous support of our amazing community members whose talents, passion and dedication know no bounds. Those include members of six community working groups: 1) Events & Culture, 2) Economy & Jobs, 3) Children & Families, 4) Human Services, 5) Food System Resilience, and 6) Broadband. Individuals include:

Karen Affeld	Belinda Graham	Kris Nelson
Arlene Alen	Ian Hannah	Norm Norton
Denise Banker	Jaci Hoyle	Jim Novelli
Nathan Barnett	Louise Huntingford	John Nowak
Wendy Bart	Nat Jacob	David Olsen
Annie Bartos	Diane Jones	Cynthia Osterman
Ben Bauermeister	Maggie Kelley	Gage Pacifera
Trish Beathard	David King	Kelli Parcher
Karen Bennett	Beulah Kingsolver	Brian Richardson
Larry Berger	Crystie Kisler	Catharine Robinson
Rob Birman	Kathleen Kler	Claire Roney
Leo Boyd	Cedar Knoll	Kimber Rotchford
Tom Brotherton	Anne Koomen	Gary Rowe
Siobhan Canty	Brian Kuh	Jean Scarboro
Barb Carr	Pete Langley	Celeste Schoenthaler
Gabbie Caudill	Laura Lewis	David Seabrook
Dave Codier	Erika Lindholm	Shelby Smith
Elizabeth Court	Marki Lockhart	Deborah Stinson
Cherish Cronmiller	Natalie Maitland	Dominic Svornich
Frank DePalma	Tina McCleese	Tammy Tarsa
Rick Dickinson	Carol McCreary	Barb Trailer
Heather Dudley Nollette	Anna McEnery	Teresa Varraes
Pete Duncan	Tamara Meredith	Jenny Vervynck
Rich Durr	Ciela Meyer	Bob Wheeler
Janette Force	Lori Morris	Jerry Wilson
Kerry Hastings	Amanda Milholland	Denise Winter
Daniel Heaton	Danny Milholland	Beau Young
Rufina Garay	Mari Mullen	
Dina Geiszler	Gary Nelson	

All 16 elected officials representing the Intergovernmental Collaborative Group (ICG) – the four local jurisdictions of Jefferson County, the City of Port Townsend, the Port of Port Townsend, and Jefferson County Public Utility District #1 – spent many hours actively engaged in public meetings, reviewing plans and documents as well as participating actively in many of the community working groups. They include:

City Councilmember/Mayor Michelle Sandoval	County Commissioner Kate Dean
City Councilmember/Deputy Mayor David Faber	County Commissioner David Sullivan
City Councilmember Pam Adams	Port Commissioner/President Pete Hanke
City Councilmember Amy Howard	Port Commissioner Pam Petranek
City Councilmember Monica MickHager	Port Townsend Commissioner Bill Putney
City Councilmember Owen Rowe	PUD Commissioner/Chair Dan Toepper
City Councilmember Ariel Speser	PUD Commissioner Jeff Randall
County Commissioner/Chair Greg Brotherton	PUD Commissioner Kenneth Collins

The following staff members from the four local jurisdictions represented by the Intergovernmental Collaborative Group (ICG) and Intergovernmental Coordinating Committee (ICC) also contributed time and energy:

Eron Berg, Port of Port Townsend  
 Patty Charnas, Jefferson County  
 Wendy Davis, Port Townsend Police Department  
 Judson Haynes, Port Townsend Police Department  
 Tony Hillman, City of Port Townsend  
 Steve King, City of Port Townsend  
 Apple Martine, Jefferson County Public Health  
 John Mauro, City of Port Townsend  
 Mark McCauley, Jefferson County  
 Pinky Mingo, Jefferson County Public Health  
 Nora Mitchell, City of Port Townsend  
 Cliff Moore, WSU Jefferson County Extension  
 Philip Morley, Jefferson County  
 Will O'Donnell, Jefferson PUD  
 Kevin Streett, Jefferson PUD

Finally, a gracious thank you to all those who contributed ideas, time and energy who are not mentioned here – and to those of you who are eager and willing to throw your strength and efforts to making this plan, its actions and a more resilient region come alive.

## EXECUTIVE SUMMARY

The COVID pandemic has created significant stresses, challenges and disruption to all of us across all sectors, and drawn many of our pre-COVID structural vulnerabilities to the surface only to exacerbate them. It has also galvanized a courageous and coordinated set of responses across our community, as individuals and organizations step up their commitment, creativity and leadership in taking on the fundamental challenges to our collective wellbeing and future.

One such response is the development of this plan. Developed over the course of a few short months, this plan was assembled by a new interagency collaboration, draws on a new partnership approach with the wider community, and was crafted under challenging new circumstances as a result of COVID restrictions and limitations. In short, it is a first bold step toward community recovery and resilience – but it is a living document, meant for heavy use so it can have maximum impact and frequent refinement so it can stay relevant in dynamic times.

The **community assessment** helps tell the story of where we were before the pandemic, helping to orient ourselves through the hazy uncertainty of COVID and toward the future we want. It will ensure that the steps we take are the right ones and that we're measuring progress and staying on track.

The core of this plan is a set of **recommended actions** developed and refined by community members, vetted by local government agencies and backed by all of us. Broadly defined, these actions are both short-term responses to the pandemic as well as a long-term investments in our future and collective wellbeing. Those investments include investments in physical infrastructure, building and maintaining the fundamentals of a robust local economy, a thriving and fair society, and a healthy natural environment. Those investments also include investments in social infrastructure, supporting strong human relationships and social cohesion to ensure we protect our most vulnerable and strengthen our local democratic system. They also help unlock our local economy to provide lasting prosperity for us all.

Other investments include investing in our ability to do this work together – adapting our institutions to become more collaborative and inclusive and to be ready for the challenges of the future. Finally, these investments include investment in strategic capacity and advocacy to ensure we take deliberate steps to learn more about complex issues and work together to advocate for our collective needs and vision. Each of these four areas of focused investment range across many themes, demonstrate common areas of important overlap and encapsulate the interdependent nature of the work and our collective path forward. While integrated and important, these four areas of investment and actions aren't comprehensive or complete – they're meant as a bold starting point during a difficult time. As stated above, this is a living document that can evolve and change and one that needs our collective efforts to give it energy and make it come alive.

This report **concludes** with an assessment of **future opportunities**, anticipating future work and collaboration and sizing up additional challenges and opportunities. Finally, a set of **appendices** round out the full set of community working group recommendations, identified issues that are currently beyond the direct scope of this plan, and information on the formation and collaborative process of the Intergovernmental Collaborative Group (ICG).

## Investing in Our Physical Infrastructure

Action	Objective
<b>HYDRAULIC TRAILER</b>	Increase useable space within the Port by 20% to service more boats and grow the marine trades.
<b>ONSITE FOOD STORAGE AND POWER SUPPLY</b>	Enhance winter food production and storage of value-added goods for increased supply and emergency preparedness
<b>Wifi-HOTSPOTS, COMPUTERS AND INTERNET SERVICES</b>	Connect underserved families and students to education and services as part of the Connected Students Initiative
<b>AFFORDABLE HOUSING AND RELATED INFRASTRUCTURE INVESTMENTS</b>	Provide needed entry-level affordable rental units through new funding mechanisms.
<b>FEDERAL INFRASTRUCTURE PACKAGE</b>	Funding and delivery of regional infrastructure priorities to unlock our Comprehensive Economic Development Strategy.
<b>CREATE A NEW CHILDCARE FACILITY TO SUPPORT WORKING FAMILIES</b>	Provide working families safe, nurturing and affordable childcare options to better serve, recruit and retain qualified employees in our regional workforce.

## Weaving the Social Fabric

Action	Objective
<b>DEVELOP A JEFFERSON COUNTY MENTAL HEALTH COMMUNITY RESILIENCE PROJECT</b>	Address urgent mental health priorities through suicide prevention, trauma-informed care, and social support for key groups to mitigate stress and prevent mental health crises.
<b>LEVERAGE A COALITION TO BOLSTER YOUTH ENGAGEMENT, CONNECTION AND MENTORSHIP</b>	Reduce youth isolation and continue sustained skill development in social/emotional relationship-building.
<b>SUSTAIN A FAMILY RESOURCES NAVIGATOR TO SUPPORT CHILDREN AND FAMILIES</b>	Support children and families, link them to provided services, and advocate on their behalf to ensure access to resources and improved self-reliance and the ability to thrive.
<b>* FROM PHYSICAL INFRASTRUCTURE: CREATE A NEW CHILDCARE FACILITY TO SUPPORT WORKING FAMILIES</b>	Provide working families safe, nurturing and affordable childcare options to better serve, recruit and retain qualified employees in our regional workforce.
<b>CREATE A START-UP FUND FOR COMMUNITY EVENTS</b>	Effectively bring back community events post-pandemic by ensuring sufficient and predictable funding for the planning and delivery of key programs and projects.
<b>OPEN AMERICAN LEGION SHELTER FULL-TIME AND PROVIDE WEEKEND MEALS</b>	Provide supportive emergency services to our most vulnerable populations.
<b>PROVIDE A COVID NAVIGATOR</b>	Proactively connect individuals to needed post-emergency services to ensure a greater chance of individual success and stability as well as reducing the burden on more reactive and expensive systems.
<b>PROVIDE UTILITY ASSISTANCE</b>	Provide direct assistance to households to avoid utility shut-offs.
<b>FACILITATE LINKAGES BETWEEN LOCAL FARMERS AND RESTAURANTS, SCHOOLS AND BUSINESSES</b>	Promote, incentivize and better understand opportunities to connect local producers and local demand.
<b>RESOURCE LOCAL FARM-BASED ENTERPRISES FOR GREATER SUCCESS</b>	Provide professional business expertise to the local farming community to successfully navigate and overcome business challenges.
<b>INVEST IN LOCAL CREATIVE ENTREPRENEURS</b>	Deliver tangible and sustained local economic benefits by bolstering the collective network, brand and platforms of local creative entrepreneurs.

## Designing Better Ways of Working Together

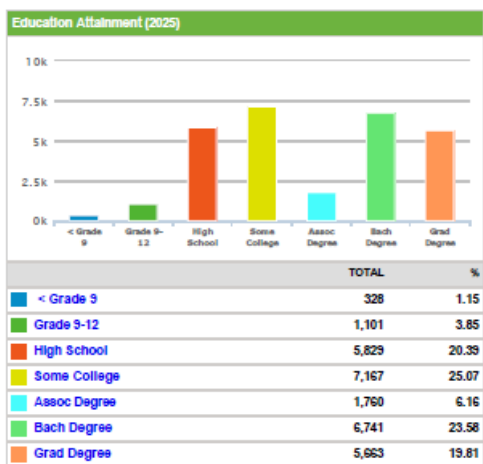
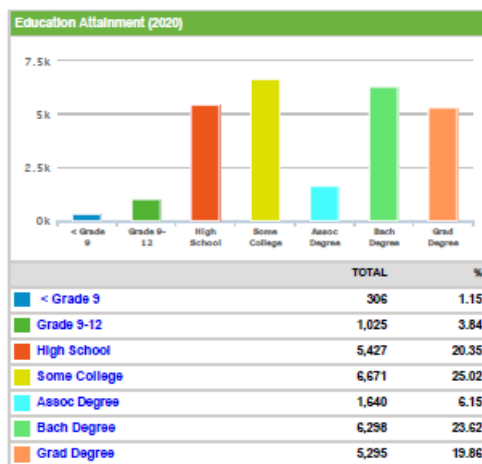
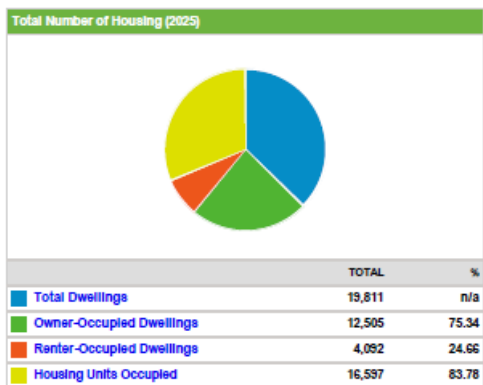
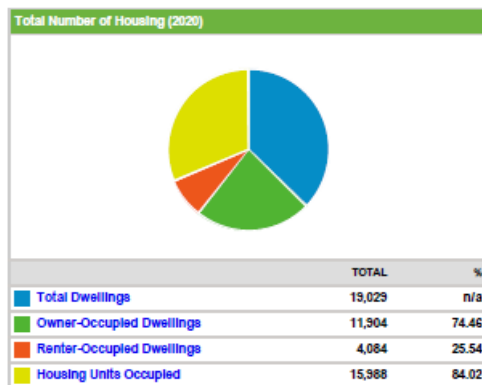
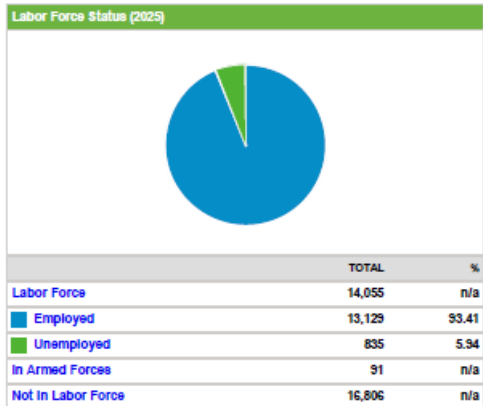
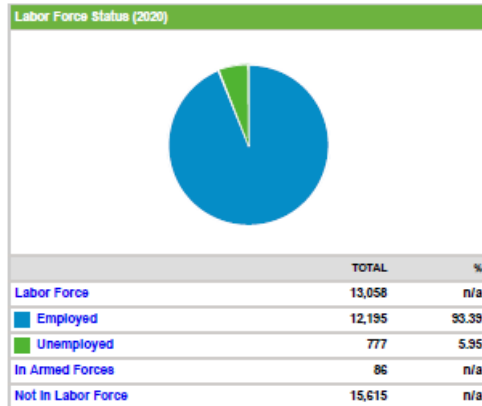
Action	Objective
<b>PARTNER, SUPPORT AND CLEARLY COMMUNICATE AROUND EVENT PERMITTING</b>	Address urgent mental health priorities through suicide prevention, trauma-informed care, and social support for key groups to mitigate stress and prevent mental health crises.
<b>DEEPEN COLLABORATIVE EVENT PLANNING AND MARKETING</b>	Deliver a coordinated, clear and compelling event marketing approach that drives community-wide event outcomes and maximizes investment from local resources.
<b>TARGET HOMEOWNERS WITH SPARE ROOMS/ADUs TO HELP ALLEVIATE THE CONSTRAINED SUPPLY OF AFFORDABLE RENTAL UNITS</b>	Help local homeowners become landlords to increase the supply of affordable rental housing through a service center approach.
<b>* FROM WEAVING THE SOCIAL FABRIC: LEVERAGE A COALITION TO BOLSTER YOUTH ENGAGEMENT, CONNECTION AND MENTORSHIP</b>	Reduce youth isolation and continue sustained skill development in social/emotional relationship-building.

## Focusing Our Strategic Planning, Policy and Advocacy

Action	Objective
<b>COMPLETE BROADBAND PLANNING AND IMPLEMENT PILOT PROGRAMS</b>	Build on existing strategic and business planning efforts to better understand approaches to community-specific and county-wide broadband implementation.
<b>DEVELOP A COMPREHENSIVE SHARED RESOURCE MANAGEMENT PLAN FOR THE CULTURE AND EVENTS SECTOR</b>	Leverage and nurture strong partnerships to prioritize shared investment needs and plan to deploy strategic shared use of new assets for the sector.
<b>COMPLETE AN ARTS AND CULTURE PLAN FOR JEFFERSON COUNTY</b>	Develop a year-round economy through employment and entrepreneurship in the creative industries.
<b>EXAMINE REGULATORY BARRIERS TO AGRICULTURAL AND FOOD ENTERPRISES</b>	Better understand and therefore reduce zoning, permitting and local health regulatory barriers to local processing of agricultural products.
<b>DEVELOP AND RESOURCE A REGIONAL FOOD SYSTEM RESILIENCE COMMISSION</b>	Focused strategic planning, policy-making and integrated coordination across multiple agencies and organizations that promotes and creates an equitable and sustainable food system.
<b>IMPROVE BROADBAND ACCESS TO UNDERSERVED RURAL COMMUNITIES</b>	Provide more direct control to local governments and special purpose districts to serve rural communities and individuals with improved access to broadband.
<b>*COMMUNITY RESILIENCE PROJECT SUBCOMPONENT: DEVELOP A SUICIDE PREVENTION STRATEGY</b>	Better understand short- and long-term interventions for reducing suicide county-wide.
<b>*COMMUNITY EVENTS SUBCOMPONENT: ALLOW FLEXIBILITY IN RELIEF FUNDING AND/OR PROVIDE DIRECTLY TO CULTURE, ARTS AND EVENTS SECTOR</b>	Provide direct assistance to arts, culture and events organizations that have suffered great losses during the pandemic.

# COMMUNITY ASSESSMENT

Forthcoming – placeholder:





## SUMMARY OF RECOMMENDED ACTIONS

Six community working groups identified Recommended Actions to address overwhelming needs and approaches to recovery and build resilience in the face of COVID. These Recommended Actions range from filling immediate, short-term needs such as utility assistance to long-term, stubborn, structural issues such as housing affordability.

These recommendations sit in their original proposed form as received by the groups in Appendix A. The agencies vetted the ideas, asked each group to refine the recommendations and worked with group representatives to identify top priorities. Collectively, these priorities comprise this abbreviated action plan.

The Intergovernmental Coordinating Committee (ICC), in their work to firm up a draft plan for review by the full Intergovernmental Collaborative Group (ICG), advised a more integrated approach to the original six categories given the overlap and synergies between groups. This synthesis is briefly described in the Executive Summary. Four new categories have emerged:

### **1. Investing in our Physical Infrastructure**

Investing in physical infrastructure is necessary to build and maintain the fundamentals of a healthy economy, society and natural environment. Capital projects can create and restore natural, physical and social capital and bolster prosperity far beyond COVID into the distant future. Delivering the list of physical infrastructure projects in this plan, while not exhaustive of our needs, is a start in how we collectively invest in infrastructure to recover and build resilience post-COVID.

### **2. Weaving the Social Fabric**

All communities, including ours, rely on social infrastructure, including networks of organizations and institutions that support health, human relationships and quality of life. Social infrastructure works to build social capital and cohesion, which acts as the glue for strong collaboration and proactive problem-solving. It also powers our local economy, long-term prosperity and ensures we build a fairer and more just society that takes care of all of us. Delivering the list of social infrastructure projects in this plan, while not exhaustive of our needs, is critical in rebuilding and strengthening social cohesion in our post-COVID recovery.

### **3. Designing Better Ways of Working Together**

While our institutions have stood the test of time and responded to many crises in the past, the world is changing and dynamic. Anticipating changes, innovating and redesigning ways of working together that are fit for the future can better serve our institutions and communities. This ICG community process is one such approach. The list of projects in this plan that design better ways of working together help build better capacity for positive change and push that philosophy forward in tangible ways.

### **4. Focused Strategic Planning, Policy and Advocacy**

While this plan is the result of months of collaboration and deep thinking, some areas need further examination. Projects in this section are meant to do that work and to assemble the

necessary structures and processes to get that deeper understanding of needed policy direction. Projects also include elements of collective advocacy to regional, state or federal agencies to further our recovery and resilience.

Many of the actions in this plan are already underway but will need additional capacity and support to continue. Some need champions to further develop and implement. Others will require years of collaboration, strategizing and fundraising in order to gain traction and make a meaningful difference. Regardless, the hope is that anyone reading this report can see themselves engaging in the important projects outlined here. Recovery and resilience will not be built solely by governments; instead, communities will need to work together to build a better future for Jefferson County. These projects are a starting point.

## Investing in Our Physical Infrastructure

### **HYDRAULIC TRAILER**

*Objective:* Increase useable space within the Port by 20% to service more boats and grow the marine trades.

*Summary:* A hydraulically-operated trailer will locate boats more closely together with the current marine lifts, significantly increasing usable shoreline hard stand space within Boat Haven at the Port of Port Townsend. More boats serviced means more work for marine trades businesses, an important component of our regional economy.

### **ONSITE FOOD STORAGE AND POWER SUPPLY**

*Objective:* Enhance winter food production and storage of value-added goods for increased supply and emergency preparedness

*Summary:* Mobilize winter food production models and store winter supply of dry and value-added goods for increased production and emergency preparedness, to include: provide on-farm cold and cool storage, dry-good and general storage with alternative power source, green/hoop houses to extend growing season, offsite emergency regional dry storage and commercial processing equipment. Also, provide Food Banks with generators or alternative power supply for existing cold storage.

### **Wifi-HOTSPOTS, COMPUTERS AND INTERNET SERVICES**

*Objective:* Connect underserved families and students to education and services as part of the Connected Students Initiative

*Summary:* The Connected Students Initiative has put computers, portable Wi-Fi hotspots and internet services into the hands of families with children in the free and reduced school lunch program. Widening this support will reach additional families and allow for better access to school, work and healthcare from home.

### **AFFORDABLE HOUSING AND RELATED INFRASTRUCTURE INVESTMENTS**

*Objective:* Provide needed entry-level affordable rental units through new funding mechanisms.

*Summary:* Jefferson County has an affordable housing crisis. High cost and limited inventory of both owned and rental units is resulting in substandard living situations and homelessness and the forcing of local workers to find housing in neighboring counties with compounding impacts on local economic development. Using mechanisms like SB 1590 and others to provide entry-level permanent affordable housing will reduce the significant burden on emergency and transition shelters and help individuals and families progress on the housing continuum with subsequent benefits to their own situation and that of our wider region.

### **FEDERAL INFRASTRUCTURE PACKAGE**

*Objective:* Funding and delivery of regional infrastructure priorities to unlock our Comprehensive Economic Development Strategy.

*Summary:* Local governments and other partners have consolidated near-term infrastructure priorities and the North Olympic Development Council (NODC) pulls those priorities into the 5-year Comprehensive Economic Development Strategy (CEDS) and submits them to the Economic Development Administration (EDA). The EDA requires grant funding to be consistent with the CEDS and Jefferson County uses this list to determine eligibility for PIF funds. An update to the project list was just

completed by the four ICG partner jurisdictions. The list can also be used to advocate for our collective funding needs to other federal and state agencies.

#### **CREATE A NEW CHILDCARE FACILITY TO SUPPORT WORKING FAMILIES**

*Objective:* Provide working families safe, nurturing and affordable childcare options to better serve, recruit and retain qualified employees in our regional workforce.

*Summary:* Building on the planning funds received by existing partners from the State to develop new childcare programming, this effort will work toward the creation of at least one new childcare facility that accepts public assistance subsidy. Increased capacity of quality childcare will help recruit and retain employees, provide stability for parents and nurture healthier kids.

## Weaving the Social Fabric

### **DEVELOP A JEFFERSON COUNTY MENTAL HEALTH COMMUNITY RESILIENCE PROJECT**

*Objective:* Address urgent mental health priorities through suicide prevention, trauma-informed care, and social support for key groups to mitigate stress and prevent mental health crises.

*Summary:* This multi-pronged program will include three main components: 1) suicide prevention, including the development of a suicide prevention strategy and community training in mental health first aid, 2) a trauma-informed approach, including a learning collaborative to help make trauma-informed care the norm for systems and services, and 3) social supports, including parent and youth support groups, and elderly and isolated community member connections.

### **LEVERAGE A COALITION TO BOLSTER YOUTH ENGAGEMENT, CONNECTION AND MENTORSHIP**

*Objective:* Reduce youth isolation and continue sustained skill development in social/emotional relationship-building.

*Summary:* A broad, community-based coalition of youth development organizations, sports & recreation providers, and individuals from diverse sectors will provide activities and programming for youth to engage with peers and adult mentors in order to reduce isolation and continue skill development in social/emotional relationship-building.

### **SUSTAIN A FAMILY RESOURCES NAVIGATOR TO SUPPORT CHILDREN AND FAMILIES**

*Objective:* Support children and families, link them to provided services, and advocate on their behalf to ensure access to resources and improved self-reliance and the ability to thrive.

*Summary:* Community agencies and health care providers are often unaware of services that are available to support the families they serve. Knowing that early intervention is critical in the continuum of care for vulnerable families, finding a way to connect families to all available resources can enable them to move from “in crisis” to “vulnerable” and from “vulnerable” to “thriving.” The Family Resource Navigator will be responsible for developing an outcome-based, centralized approach to support children and families.

### **\*CROSS-REFERENCED WITH INVESTING IN OUR PHYSICAL INFRASTRUCTURE:**

#### **CREATE A NEW CHILDCARE FACILITY TO SUPPORT WORKING FAMILIES**

*Objective:* Provide working families safe, nurturing and affordable childcare options to better serve, recruit and retain qualified employees in our regional workforce.

*Summary:* Building on the planning funds received by existing partners from the State to develop new childcare programming, this effort will work toward the creation of at least one new childcare facility that accepts public assistance subsidy. Increased capacity of quality childcare will help recruit and retain employees, provide stability for parents and nurture healthier kids.

#### **CREATE A START-UP FUND FOR COMMUNITY EVENTS**

*Objective:* Effectively bring back community events post-pandemic by ensuring sufficient and predictable funding for the planning and delivery of key programs and projects.

*Summary:* Long-standing community events have suffered alongside other sectors but generally lack the direct federal-level support and will likely be among the last to reopen after the pandemic. This long and unsupported impact has stretched or depleted reserves, so restoring depleted capital for projects and programs once Phase 4/reopening is possible will jump-start those community events. This, in turn, will generate positive and widespread social and economic outcomes for the region through restored and enhanced visitation, sales, and tax revenues beyond the direct benefits of the events themselves.

#### **OPEN AMERICAN LEGION SHELTER FULL-TIME AND PROVIDE WEEKEND MEALS**

*Objective:* Provide supportive emergency services to our most vulnerable populations.

*Summary:* Most places where unsheltered people congregate during the day are currently closed or have limited capacity; keeping the shelter open 24/7 would provide the unsheltered population a place to be during the day as well as accessible shower and laundry facilities to maintain personal hygiene. Adding weekend meals will help fill a gap left by the inability of providers to hold regular services to collect donations and sustain meal services.

#### **PROVIDE A COVID NAVIGATOR**

*Objective:* Proactively connect individuals to needed post-emergency services to ensure a greater chance of individual success and stability as well as reducing the burden on more reactive and expensive systems.

*Summary:* Many residents struggle with complex and urgent mental, physical, and substance-related health needs, which have only grown more urgent in the COVID era. These individuals often interact with the criminal justice system and are disproportionately likely to have frequent contact with emergency services. A COVID Navigator employs a proactive and preventative approach to bridge the gap between emergency contact and ongoing care, reducing the burden on the justice and emergency service systems and/or reoffences and providing a more likely transition to stability and independence.

#### **PROVIDE UTILITY ASSISTANCE**

*Objective:* Provide direct assistance to households to avoid utility shut-offs.

*Summary:* Household incomes are being negatively impacted by COVID and while shut-offs have been halted, community members are still accumulating past due accounts and will receive shut-off notices when the moratoriums expire. Vouchers for utility assistance are always paid directly to the utility providers on the customer's behalf. Beyond preventing shut-offs, direct utility assistance may help indirectly reduce overall household financial burden (mortgage, insurance, etc.) and challenges that some face in qualifying for assistance.

#### **FACILITATE LINKAGES BETWEEN LOCAL FARMERS AND RESTAURANTS, SCHOOLS AND BUSINESSES**

*Objective:* Promote, incentivize and better understand opportunities to connect local producers and local demand.

*Summary:* Connecting local producers to local demand includes at least three mechanisms: 1) funding the annual Eat Local First Olympic Peninsula campaign to promote local food and its marketing campaign, 2) providing pandemic-responsive incentives and long-term incentives for regional stores to purchase regional food to support the revival and recovery of the agrarian economy and future local food supply, and 3) coalesce current research and identify additional topics and strategies to promote new linkages and distribution models as well as a comprehensive understanding of local food sources for aggregation of sales.

## **RESOURCE LOCAL FARM-BASED ENTERPRISES FOR GREATER SUCCESS**

*Objective:* Provide professional business expertise to the local farming community to successfully navigate and overcome business challenges.

*Summary:* A resource or position with technical, farm-based enterprise experience will help local farmers navigate changing business laws and facilitate the cooperative purchasing of inputs like seeds, supplies and packaging. Mitigating such challenges and locally sharing best practice can lift up our local agrarian capacity, productivity and the sector's overall sustained success.

## **INVEST IN LOCAL CREATIVE ENTREPRENEURS**

*Objective:* Deliver tangible and sustained local economic benefits by bolstering the collective network, brand and platforms of local creative entrepreneurs.

*Summary:* Building upon our strengths and creative identity can diversify our local economy and bring more sustained prosperity. Working together to connect, share and enhance what our creative entrepreneurs already have on offer can increase local production and sales, tourism draw, relocation of new creative talent, and viable training and employment pathways for local youth. This will be done through: 1) enhancing network connectivity through gatherings, apprenticeships, and shared information and knowledge, 2) developing sales platforms and support for shipping and delivery, 3) creating a brand and marketing program for local creative entrepreneurs.

## Designing Better Ways of Working Together

### **PARTNER, SUPPORT AND CLEARLY COMMUNICATE AROUND EVENT PERMITTING**

*Objective:* Ensure the smooth transition to resuming our robust community events scene by sharing information, providing flexibility and deepening collaboration and communication.

*Summary:* Anticipating a variety of ongoing changes to events requirements and guidelines as a result of COVID, better partnership between groups and with local agencies will help make the restart of events more seamless. This includes: 1) front-end engagement with government permitting departments in partnership with the sector to help understand state or federal requirements, 2) flexibility from permitting departments to help bolster and sustain events, and 3) deeper collaboration and communication through the permitting process as a shared knowledge base.

### **DEEPEN COLLABORATIVE EVENT PLANNING AND MARKETING**

*Objective:* Deliver a coordinated, clear and compelling event marketing approach that drives community-wide event outcomes and maximizes investment from local resources.

*Summary:* Creative solutions to co-market and stretch marketing and advertising dollars will continue to be important as budgets remain constrained during recovery. A shared approach will ensure the toolsets and skillsets are in place across a diversity of non-profit partners, that connections are strengthened with local government agencies, that efforts are streamlined and creatively optimize available funding, and that a clear and focused marketing approach/campaign emerges to drive increased event participation and the local social and economic benefits it provides.

### **TARGET HOMEOWNERS WITH SPARE ROOMS/ADUs TO HELP ALLEVIATE THE CONSTRAINED SUPPLY OF AFFORDABLE RENTAL UNITS**

*Objective:* Help local homeowners become landlords to increase the supply of affordable rental housing through a service center approach.

*Summary:* While the region struggles with affordability and supply of housing, already-constructed units currently exist in the form of empty bedrooms and Accessory Dwelling Units (ADUs). Providing support, technical assistance and incentives for those rooms and units to be leased will provide some short-term relief to constrained supply.

### **\*CROSS-REFERENCED FROM WEAVING THE SOCIAL FABRIC:**

### **LEVERAGE A COALITION TO BOLSTER YOUTH ENGAGEMENT, CONNECTION AND MENTORSHIP**

*Objective:* Reduce youth isolation and continue sustained skill development in social/emotional relationship-building.

*Summary:* A broad, community-based coalition of youth development organizations, sports & recreation providers, and individuals from diverse sectors will provide activities and programming for youth to engage with peers and adult mentors in order to reduce isolation and continue skill development in social/ emotional relationship-building.



## Focusing Our Strategic Planning, Policy and Advocacy

### **COMPLETE BROADBAND PLANNING AND IMPLEMENT PILOT PROGRAMS**

*Objective:* Build on existing strategic and business planning efforts to better understand approaches to community-specific and county-wide broadband implementation.

*Summary:* Conduct business case studies and engineering design planning for the construction of expanded broadband infrastructure networks in Jefferson County. The study and planning will include options for the deployment of multiple technologies, such as fiber, wireless, cellular, or low-orbit satellite. Upon completion of the studies, a near-term list of targeted communities will be created for shovel ready pilot projects providing last-mile connections to end-users.

### **DEVELOP A COMPREHENSIVE SHARED RESOURCE MANAGEMENT PLAN FOR THE CULTURE AND EVENTS SECTOR**

*Objective:* Leverage and nurture strong partnerships to prioritize shared investment needs and plan to deploy strategic shared use of new assets for the sector.

*Summary:* A comprehensive shared resource management plan aims to sync up shared resource needs and plan for deployment of shared assets. This shared economy approach will drive down costs for local non-profits to rent, own and/or manage individual items and thus focus more resources on delivery of core missions and community benefits. A plan for sharing resources and assets for cooperative use by the sector complements collaborative event planning and marketing and will help sustain the vibrant arts and culture experiences in our county.

### **COMPLETE AN ARTS AND CULTURE PLAN FOR JEFFERSON COUNTY**

*Objective:* Develop a year-round economy through employment and entrepreneurship in the creative industries.

*Summary:* An Arts and Culture Plan for Jefferson County leverages the recently formed Creative District in Port Townsend and initial planning work underway. This 3-5 year plan aims to help stabilize the region's overall year-round economy, providing both the vision and the concrete steps to get there, including drawing in an artist registry and needs across various creative groups, developing a plan for sustainable funding and providing a single source of information between artist and for audiences. The plan will be divided into the following five areas: literary, culinary, performing, makers and visual arts. This planning syncs closely with the comprehensive shared resource management plan and the deepen collaborative event planning and marketing actions.

### **EXAMINE REGULATORY BARRIERS TO AGRICULTURAL AND FOOD ENTERPRISES**

*Objective:* Better understand and therefore reduce zoning, permitting and local health regulatory barriers to local processing of agricultural products.

*Summary:* Supporting local farmers and farm-based enterprises by better understanding their regulatory constraints will help foster a positive local environment for food-based local businesses. This action syncs closely with the resource local farm-based enterprises action.

### **DEVELOP AND RESOURCE A REGIONAL FOOD SYSTEM RESILIENCE COMMISSION**

*Objective:* Focused strategic planning, policy-making and integrated coordination across multiple agencies and organizations that promotes and creates an equitable and sustainable food system.

*Summary:* A Food System Resilience Commission will create a powerful and unified strategic policy voice for our regional food system. Drawing on multiple agencies, organizations, businesses and groups from across the food system, it will prioritize policies and actions across a range of areas, including procurement, access and accessibility, production, processing, distribution, messaging and campaigns, education and land-use. A direct relationship with a supportive agency or agencies will harness, validate and amplify the voice of the commission and the agencies for the collective aim of a more just, resilient and sustainable food system.

## **IMPROVE BROADBAND ACCESS TO UNDERSERVED RURAL COMMUNITIES**

*Objective:* Provide more direct control to local governments and special purpose districts to serve rural communities and individuals with improved access to broadband.

*Summary:* Engagement with state and federal decision-makers and agencies is required to unlock local governments' and districts' abilities to serve rural communities with better broadband. Changes like allowing public agencies to serve as a retail internet service "provider of last resort," removing restrictions on broadband grant and loan programs and increasing funding for the construction of rural broadband infrastructure would allow us to serve our communities better.

### ***\*CROSS-REFERENCED FROM WEAVING THE SOCIAL FABRIC:***

#### **DEVELOP A JEFFERSON COUNTY MENTAL HEALTH COMMUNITY RESILIENCE PROJECT – SUBCOMPONENT: DEVELOP A SUICIDE PREVENTION STRATEGY**

*Objective:* Better understand short- and long-term interventions for reducing suicide county-wide.

*Summary:* The development of a robust Suicide Prevention Strategy will be driven by a steering body of agencies, non-profits, clubs and groups to share objectives, avoid duplication and maximize resource utilization. With an emphasis on youth suicide, the Strategy will help identify the best interventions to reduce suicide county-wide.

### ***\*CROSS-REFERENCED: FROM WEAVING THE SOCIAL FABRIC:***

#### **CREATE A START-UP FUND FOR COMMUNITY EVENTS**

#### **SUBCOMPONENT: ALLOW FLEXIBILITY IN RELIEF FUNDING AND/OR PROVIDE DIRECTLY TO CULTURE, ARTS AND EVENTS SECTOR**

*Objective:* Provide direct assistance to arts, culture and events organizations that have suffered great losses during the pandemic.

*Summary:* Long-standing community events have suffered alongside other sectors but generally lack the direct federal-level support and will likely be among the last to reopen after the pandemic. This long and unsupported impact has stretched or depleted reserves, so restoring depleted capital for projects and programs once Phase 4/reopening is possible will jump-start those community events. This, in turn, will generate positive and widespread social and economic outcomes for the region through restored and enhanced visitation, sales, and tax revenues beyond the direct benefits of the events themselves.

### **FORTHCOMING:**

**additional agreed advocacy objectives (like .09 sales tax rebate for distressed rural counties)**

## CONCLUSION AND FUTURE OPPORTUNITIES

Forthcoming

## APPENDIX A: COMPLETE COMMUNITY WORKING GROUP RECOMMENDATIONS

Forthcoming –

Not included in order to save space (available from previous ICC meeting documents)

## APPENDIX B: ISSUES IDENTIFIED BUT BEYOND SCOPE OF THIS PLAN

Forthcoming

## APPENDIX C: ICG FORMATION AND COLLABORATION

Forthcoming

<b>MEETING DATE</b>	November 24, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VIII.E. Resolution 737-20 authorizing issuance of checks and warrants
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Staff Memo re Resolution authorizing advance payments</li> <li>2. RCW 42.24.180</li> <li>3. Draft proposed Resolution 737-20.</li> </ol>

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 11/24/2020  
**TO:** Commission  
**FROM:** Eron Berg, Executive Director  
**SUBJECT:** Resolution authorizing advance payments

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### **ISSUE:**

1. Should the Commission adopt the attached resolution implementing RCW 42.24.180 and authorizing advance payments?

### **BACKGROUND**

The Commission does not generally meet the week before Christmas for any purpose other than approving payables. In planning for 2021, there has been interest expressed in limiting meetings in the peak summer months to a single meeting, unless additional business exists or action by the Commission is needed. The port likes to pay its bills and payroll timely and therefore likes to maintain a twice-per-month payable and payroll run (and occasionally in the five Wednesday months, would like to potentially add a third run to maintain current accounts).

### **DISCUSSION**

Resolution 713-20, the delegation of authority, includes authority for the Executive Director to approve checks and warrants in advance of a Commission meeting, as follows:

#### **XVI. ADMINISTERIAL CHECKS AND WARRANTS**

The Executive Director is authorized to approve checks and warrants issued in the nature of administerial expenses for the efficient and proper management of port district operations as delegated in this resolution or reasonably implied from the same. The ED is not authorized to approve checks and warrants in the nature of claims or non-administerial obligations. The ED shall cause the checks and warrants issued under this section to come before the commission for review and approval as to the nature and amount of administerial checks and warrants issued at the next regular meeting following issuance. The Port shall provide for bonding required for faithful discharge of the Executive Director's duties.

This language mostly tracks RCW 42.24.180, but is less clear than the attached resolution. This language also leaves open to interpretation the meaning of "administerial expenses" versus "non-administerial obligations."

Prior to the second payables run of December, it would be helpful to have the attached resolution adopted, which more clearly tracks RCW 42.24.180.

### **FISCAL IMPACT**

None identified herein.



**ATTACHMENTS**

1. RCW 42.24.180
2. Draft proposed Resolution 737-20.

**RECOMMENDATIONS**

1. Motion to adopt Resolution 737-20 implementing RCW 42.24.180 and authorizing advance payments.

**RCW [42.24.180](#):**

**\*Taxing district—Issuance of warrants or checks before approval by legislative body—Conditions.**

In order to expedite the payment of claims, the legislative body of any \*taxing district, as defined in RCW [43.09.260](#), may authorize the issuance of warrants or checks in payment of claims after the provisions of this chapter have been met and after the officer designated by statute, or, in the absence of statute, an appropriate charter provision, ordinance, or resolution of the \*taxing district, has signed the checks or warrants, but before the legislative body has acted to approve the claims. The legislative body may stipulate that certain kinds or amounts of claims shall not be paid before the board has reviewed the supporting documentation and approved the issue of checks or warrants in payment of those claims. However, all of the following conditions shall be met before the payment:

- (1) The auditing officer and the officer designated to sign the checks or warrants shall each be required to furnish an official bond for the faithful discharge of his or her duties in an amount determined by the legislative body but not less than fifty thousand dollars;
- (2) The legislative body shall adopt contracting, hiring, purchasing, and disbursing policies that implement effective internal control;
- (3) The legislative body shall provide for its review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting or, for cities and towns, at a regularly scheduled public meeting within one month of issuance; and
- (4) The legislative body shall require that if, upon review, it disapproves some claims, the auditing officer and the officer designated to sign the checks or warrants shall jointly cause the disapproved claims to be recognized as receivables of the \*taxing district and to pursue collection diligently until the amounts disapproved are collected or until the legislative body is satisfied and approves the claims.

**RESOLUTION NO. 737-20**

**A Resolution of the Commission of the Port of Port Townsend**

**AUTHORIZING THE ISSUANCE OF CHECKS AND WARRANTS PRIOR TO APPROVAL OF THE COMMISSION**

**WHEREAS**, in order for the Port to expedite the payment of claims, it is necessary to issue checks and warrants prior to Commission approval for payroll and related disbursements; and

**WHEREAS**, occasionally the need arises when a check must be issued between Commission meetings for expenditures other than payroll including those months when the Commission meets only once or when there is a large gap between Commission meetings; and

**WHEREAS**, RCW 42.24.180 allows the Port to issue checks and warrants before approval of the Commission if the following conditions are met:

- a. The auditing officer and any officer designated to sign the check or warrant is covered by a minimum of a \$50,000 bond.
- b. Policies are in place to implement effective internal control.
- c. The Commission shall review and approve all checks and warrants issued under this procedure at its next regularly scheduled public meeting.
- d. If a claim is disapproved, the auditing officer shall recognize the disapproved claim as a receivable of the Port and shall pursue collection until the full amount has been collected or the Commission approves the claim.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of the Port of Port Townsend that upon approval of the Executive Director, the Auditor may issue checks and warrants prior to Commission approval in accordance with RCW 42.24.180.

**ADOPTED this 24<sup>th</sup> day of November, 2020 by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

\_\_\_\_\_  
Pamela A. Petranek, Secretary

\_\_\_\_\_  
Peter W. Hanke, President

\_\_\_\_\_  
William W. Putney III, Vice President

APPROVED AS TO FORM:

\_\_\_\_\_  
Port Attorney

<b>MEETING DATE</b>	November 24, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VIII.F. Ten-year Anniversary for Eric Toews, Deputy Director
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	

<b>MEETING DATE</b>	November 24, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Updated New/amended Contracts under \$25,000

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** November 19, 2020

**TO:** Commissioners

**FROM:** Sue Nelson, Lease & Contracts Administrator

**CC:** Eron Berg, Executive Director

**SUBJECT:** **November 24, 2020 Special Commission Meeting**

Commission Update: New/Amended Contracts Under \$25,000,

Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 713-20

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Name	Dates	Description	Amount
Goodstein Law Group	11/6/20 – 11/5/22 +	Litigation	\$270/hr-atty \$50/hr-assist