



**Port of Port Townsend  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, February 10, 2021, 1:00 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.*

**Agenda**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
  - A. Approval of Special & Business Meeting Minutes from January 27, 2021 ..... 1-5
  - B. Approval & Ratification of Warrants ..... 6-12
  - C. Ratification of Executive Order 2021-01,  
waiving competitive bids for emergency situation at JCIA ..... 13-14
- V. Second Reading ~ *none*
- VI. First Reading ~ *none*
- VII. Regular Business
  - A. Debrief: ICG\* Community Discussion re Strong Towns with Chuck Marohn .....15
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meeting of the Commission: Wednesday, February 17, 2021 Port Retreat from 10:00 a.m.--TBD  
Next Regular Business Meeting: Wednesday, February 24, 2021 at 5:30 p.m., via Zoom
- XI. Executive Session - To discuss with legal counsel representing the Port litigation or potential litigation -  
RCW 42.30.110(1)(i)
- XII. Adjournment

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**Informational Items**

- Thank you note from Port Townsend Main Street Program .....16
- Thank you note from U.S. Census 2020 program.....17
- Commission Contract Update..... 18

*\*ICG = Intergovernmental Collaborative Group*

PORT COMMISSION SPECIAL MEETING– January 27, 2021, 5:00 p.m.

The Port of Port Townsend Commission met for a Special Meeting online via Zoom

Present: Commissioners Hanke, Petranek & Putney  
Executive Director Berg  
Deputy Director Eric Toews  
Finance Director Abigail Berg  
Port Engineer Love  
Recorder Erickson

Guests from the Office of the Washington State Auditor:  
Zachary Wilson, Assistant Audit Manager  
Carol Ehlinger, Audit Manager

I. CALL TO ORDER:

Commissioner Hanke called the Special Meeting to order at 5:04 p.m.

II. AGENDA:

The purpose of this meeting is to have a 2018-2019 Audit Exit Conference with the Office of the Washington State Auditor.

Zachary Wilson, Assistant Audit Manager, and  
Carol Ehlinger, Audit Manager,

presented the results of the Port Financial Statements and Accountability Audits for 2018 & 2019.  
There were no findings in this audit. This was a clean report.

III. ADJOURNMENT:

The Special Meeting adjourned at 5:27 p.m.

ATTEST:

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William W. Putney III, Secretary

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Pamela A. Petranek, Vice President

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Peter W. Hanke, President

## **PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, January 27, 2021**

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 Woolson

### **I. CALL TO ORDER (00:00:01)**

Commissioner Hanke called the meeting to order at 5:30 p.m.

### **II. APPROVAL OF AGENDA (00:00:11)**

**Commissioner Putney moved to approve the Agenda and Commissioner Petranek seconded the motion. The agenda was approved by unanimous vote.**

### **III. PUBLIC COMMENTS (00:01:23)**

Bertram Levy commented on an email he sent prior to the meeting about plans for changes to Boat Haven, including moving or adding a new building for the Moorage / Yard office. He stated that building any more structures before a thorough study of the organization of Boat Haven properties is completed would be counterproductive.

Patricia Jones commented on the Quilcene Planning Process, saying that the Port facilities at Quilcene are more than the Herb Beck Marina, and suggested that planning documents going forward should include a complete description of the Port property (swimming beach, both boat launches, marina, bathrooms, leases, camping area), and associated income and uses. She asked the Commission to build on the history and past community planning efforts and their tremendous volunteer body of work, and include full budget information in planning materials on the Port's website. She also stated that the Port should include a retrospective of investments countywide for the past levy funds and capital funds, as well as future plans, in a side by side report so the public can see the actual investments countywide.

Kit Kitteredge also commented that she wanted to echo what Patricia said about the Quilcene Planning Process. She feels that it needs a full-spectrum look, include due diligence, and is important for Port to review the results of the query to get the full picture and interpret that information accurately. She stated that the community is not looking to put a lot of money into just the docks. What they're looking for and what the Port's needs are should encompass the entire property. She thanked the Port for tending to Quilcene.

Bob Frank of Admiral Ship Supply sent in a comment on lease rates based on the 2018 Kidder Mathews study, which he stated included market comparisons that are quite different than his facility, and that the actual fair market retail lease rate is closer to the study's light industrial rate findings. He requested that the Port hire a professional evaluator in the near future to prepare a study that uses updated and accurate information.

### **IV. CONSENT AGENDA (00:13:39)**

A. Approval of Workshop & Business Meeting Minutes from January 13, 2020.

B. Approval & Ratification of Warrants

Warrants #063319 through #063322 in the amount of \$10,201.60 and Electronic Payment in the amount of \$83,917.83 for Payroll & Benefits.

Warrants #063323 through #063362 in the amount of \$274,307.49 for Accounts Payable.

Electronic Debit in the amount of \$4,614.08 to WA Dept. of Revenue for Combined Excise Tax.

C. Admiral Ship Supply Lease Amendment #1

**Commissioner Putney moved to approve the Consent Agenda and Commissioner Petranek seconded the motion. The Consent Agenda was approved by unanimous vote.**

V. SECOND READING ~ none

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (00:14:43)

A. QUILCENE PLANNING

Deputy Director Toews thanked both Quilcene citizens whose comments focused on the outline presented to the Commission at the January 13 workshop, which has since been revised. He said the earlier version outlined a detailed, intensive process that would extend throughout the summer as a starting point for discussions, and today's agenda item is a revised version, based on conversations with each of the commissioners, that is less complex. Mr. Toews said that the Port must ask the right questions that get the kind of feedback from the community that would be helpful both to the community as well as to the Commission, helping to inform decisions like the operating and capital budget later in the year. He said going forward the Port would use work done previously and all background information necessary to support and facilitate meaningful conversations and that he believes the inventory information included in the Comp. Scheme is a good start on that. (He clarified that when the Port refers to the Herb Beck Marina, it is shorthand for the entire facility, not just the in-water portion.)

Mr. Toews said that based on what he has heard from individual Commissioners, staff is recommending that the process be slowed down to actively engage with the community. Between now and March a questionnaire would be developed that augments the work that was previously done and gets at the questions that need answers. Staff would bring a draft questionnaire back to Commission for approval before administering it later in spring, augment those discussions with in-person community meetings later in summer (if possible), identify common themes from all discussions, and report back to Commission in late autumn.

**Commissioner Hanke moved to authorize staff to proceed with plan outlined in the memo. Commissioner Petranek seconded the motion. Discussion was invited.**

Commissioner Hanke stated that the photo on the Port's website of Quilcene is representative of what the task is before us: the updating of the properties, the dredging, the boat ramp, the marina, the upland properties, and there are a lot of pieces in place and a lot of community involvement that has already been done, and he promised to review that material. He said he was glad the Port was in a fairly aggressive maintenance mode for the docks, but as soon as we can, it would be great to meet in person about this, because it would be more productive to be together on site.

Commissioner Putney said was that although the future is uncertain, this draft is more in line with what he'd like to see. He commended Port Maintenance staff for working hard and being good stewards of Quilcene facilities, and said the questionnaire is an important first step in this process.

Commissioner Hanke suggested we add information to the Quilcene website about the plan, the questionnaire, a comments page, and a list of all Port properties.

Commissioner Petranek suggested that the Comp. Scheme refer to the Quilcene property as just "Quilcene", instead of the Herb Beck Marina. She asked that the website for Quilcene planning include a narrative of the property, a map, a "walking tour", background information, history, and community comments. She asked to also include former planning documents, a list of what the Port is doing now, capital projects that we know are critical, and what the community has already identified as critical needs.

Deputy Director Toews said it was the intent of staff to provide such a website with all these components.

**Motion passed by unanimous vote.**

**B. 2020 NOVEMBER FINANCIALS (00:40:37):**

Finance Director Berg said that the COVID-19 budget model was working well, and each month the Port performance did a little better than the model, progressing well with revenues and staying below budget on operating expenses.

Commissioner Petranek gave kudos to areas of the Port that did very well in 2020 (over and above budget projections): permanent moorage in Boat Haven, Work Yard, Quilcene Marina and properties, Point Hudson moorage, and the overall winner that did the greatest increase for a year was the Boat Haven leases.

**C. QUARTERLY PROJECTS REPORT (00:47:27)**

Port Engineer Love gave the Commission highlights of an extensive list of Port projects for information purposes only. He said that the list relied heavily on the Port's maintenance crew, and noted the labor hours predicted for these projects. He explained that with each weather emergency, or otherwise, the maintenance crew is drawn off these projects to help fix problems, and this needs to be understood when noting costs and times for projects.

Commissioner Hanke thanked staff for the excellent reports and said he was impressed with the detail which helps him see what the projects are. He said that there needs to be a discussion about how we define maintenance vs capital projects sometime in the future. Referring to Commissioner Petranek's list of budget winners, he said a big contributor was the maintenance crew and suggested that the Port consider hiring another crew member.

Commissioner Putney agreed that it was important to monitor personnel/staff expense but supported expansion when its warranted.

Finance Director Berg said that she thought this would be pivotal year with Port Engineer Love onboard to help direct and focus on these capital projects and using Maintenance in a way they've not been used in the past. This will be a beta for us to see how that works.

Commissioner Petranek commended Port Engineer Love on the stellar reports, and brought up the concern about relocation of the Yard Office. Port Engineer Love said that they were looking at all options for improvements needed in the Yard Office, not just relocation.

Commissioner Petranek asked about the impetus behind the storage units, since yard space is at a premium. Port Engineer Love stated that these storage units were a place to safely store tools and equipment out of the weather, and were small enough to be moved by a forklift as needed. This would be a service to provide to help keep the yard clean, and free of debris for stormwater runoff, too. Executive Director Berg stated that currently there quite a few

companies providing these storage units where we have no control over placement, and this would provide security for tools and benefit us in terms of operations. This would be \$25/week rental, and the plan is to build a few and see how well it works.

Port Engineer Love said he could speak in more detail on these projects at the retreat, including work done at Quilcene that may have been overlooked. Commissioner Hanke said for the retreat on Feb. 17<sup>th</sup>, he'd like to see an overall assessment of what it is Maintenance is capable of this year, and what it would look like if another employee were hired this year.

IX. STAFF COMMENTS (01:06:39)

Executive Director Berg commented that our Boat Yard 480 conduit project in partnership with the PUD is moving forward, they've gone out to bid, we have a pre-construction meeting with them maybe as early as Friday this week to compare notes and go over the plan. He thanked the PUD for their partnership. Potential tenants' first question always seems to be, "Is there 480 power?" so the power being available makes the buildings more usable for different tenants. He spoke about a meeting with Betsy Davis of the NWSWB "Boat School" about possible occupancy of the Skookum Building for an auxiliary classroom for Systems classes, as well as on-going continuing education for experienced marine trades people here in Boat Haven. He said it was exciting to discuss the possibility of supporting the development of next-generation marine trades and professional development of all marine trades in that partnership, which is in complete alignment with Port mission. He gave a hiring update, with replacements needed in Customer Service, as well as in the Yard.

Deputy Director Toews commented on the RCO program grant for Gardiner boat launch, a phased project; the Port is phase 1, and DFW is phase 2 with adjacent upland improvements. This is a \$810,000 project and an 80/20 grant, so potentially \$675,000 funding from RCO. The Port is proposing a concrete wedge with adjacent handling float and new ramp. He said that there would be a presentation with the funding board in mid-February and he was hoping for another success with funding to help us with a very underused facility. He also commented that he's working on a new Skookum lease agreement, which is a challenging issue that would be discussed at the retreat in mid-February.

Finance Director Berg commented that MOLO is going quite well; customers are getting used to it. She said that the Port is still struggling with reservations because we're waiting to get that part of the software so we can test drive it before releasing it for public use. She reported that the 2021 LGTO LOC Bond is set to close on Friday. She said she is working on the interview process for CSRs next week, and then will move forward with yard laborer interviews. She will then work on December and annual reports.

Port Engineer Love commented that the stormwater filtration system media ordered in December is installed and the stormwater treatment is up and functioning as it needs to be. He said that after the most recent storm event, the sample results were good.

X. COMMISSIONER COMMENTS (01:18:21)

Commissioner Petranek commented that she attended a Port Townsend Marine Trades Association meeting – the last day as a board member – where they discussed joint marketing with the Port. She said she attended the Marine Resources Committee last week with Commissioner Putney; at the meeting they developed a list of recommendations for the County regarding use of the County's state parks for Navy training. She reminded everyone that the Port

was hosting Chuck Marohn for a “Strong Towns” presentation next week on Thursday, February 4 from 5:00-7:00 p.m. at the Intergovernmental Collaborative Group meeting.

Commissioner Putney commented that he also attended the Marine Resources Committee meeting and gave input on the use of the County’s state parks for Navy training. He was happy to get some input from a constituent on this and stressed the importance of good communication of these concerns with the Navy. He was excited that community members attended the meeting and gave input tonight, and encouraged more participation.

Commissioner Hanke commented that he was excited about Quilcene planning process and getting the community’s expectations aligned with the Port’s as far as what we’re going to do with the properties there. He said he thinks that District 3 is a big district and one area that adds tax revenue to the Port where we have no properties is Port Ludlow. He said his boats had been hauled this past week and gave a shout out to yard staff being so professional with boat hauls.

XI. NEXT REGULAR BUSINESS MEETING (01:24:23)

Next Special Meeting of the Intergovernmental Collaborative Group (ICG), Thursday, February 4, 2021 at 5:00 p.m., via Zoom

Next Workshop & Regular Business Meeting: Wednesday, February 10, 2021; Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom

XII. EXECUTIVE SESSION (01:24:57) - To discuss with legal counsel representing the Port litigation or potential litigation - RCW 42.30.110(1)(i)

Commission Hanke closed the meeting to Executive Session at 6:57 p.m., estimating that the Executive Session would last approximately one hour, with no action to be taken.

XIII. ADJOURNMENT

Meeting was adjourned at 8:08 p.m., there being no further business before the Commission.

ATTEST:

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Peter W. Hanke, President

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William W. Putney III, Secretary

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Pamela A. Petranek, Vice President



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656  
3988

Operations: (360) 385-2355

Fax: (360) 385-

### **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 obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No. 063363 through No. 063370 generated on February 1st, 2021 in the amount of \$33,991.44 and Electronic Payment in the amount of \$146,156.71, for a total amount of \$180,148.15 is ratified.

**Signed and Authenticated** on this 10th day of February, 2021.

**For: Payroll and Benefits**

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

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Commissioner Pam Petranek

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

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





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## **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 063371 through No. 063425, are approved for payment in the amount of \$183,311.08 on this 10th day of February, 2021.

For: **Accounts Payable**

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

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

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Commissioner William W. Putney III

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

## Check Register

Journal Posting Date: 2/10/2021

Register Number: CD-000847

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	
063371	2/10/2021	ABS010	ABS Valuation					
			20-0287A	12/21/2020	2,850.00	0.00	2,850.00	Check Entry Number: 001
063372	2/10/2021	AIR010	Air Flo Heating Co.					Check Entry Number: 001
			17219373	1/25/2021	1,517.28	0.00	1,517.28	
			17221163	1/25/2021	741.20	0.00	741.20	
			Check 063372 Total:		2,258.48	0.00	2,258.48	
063373	2/10/2021	AIR070	Airside Solutions, Inc					Check Entry Number: 001
			33184	1/23/2021	1,416.53	0.00	1,416.53	
063374	2/10/2021	AME030	American Construction Co. Inc					Check Entry Number: 001
			2819-1	1/28/2021	3,172.99	0.00	3,172.99	
063375	2/10/2021	ARR010	Arrow Lumber Port Townsend					Check Entry Number: 001
			1/28/2021 STATEMENT	1/28/2021	256.53	0.00	256.53	
063376	2/10/2021	AVC050	Avcom Company					Check Entry Number: 001
			02010121	2/1/2021	759.73	0.00	759.73	
063377	2/10/2021	BER040	Abigail Berg					Check Entry Number: 001
			1/2021 EXPENSE	1/26/2021	92.27	0.00	92.27	
063378	2/10/2021	BER045	Eron Berg					Check Entry Number: 001
			1/2021 EXPENSE	2/1/2021	60.88	0.00	60.88	
063379	2/10/2021	CAR001	Carl's Building Supply					Check Entry Number: 001
			1/31/2021 STATEMENT	1/31/2021	836.66	0.00	836.66	
063380	2/10/2021	CAS010	Cascade Columbia Distribution Company					Check Entry Number: 001
			798140	1/28/2021	2,592.12	0.00	2,592.12	
063381	2/10/2021	CHM030	Chmelik Sitkin & Davis P.S.					Check Entry Number: 001
			12/2020 STATEMENT	1/21/2021	1,525.25	0.00	1,525.25	
063382	2/10/2021	CIT001	City Of Port Townsend					Check Entry Number: 001
			1/2021 STATEMENTS	1/31/2021	9,514.37	0.00	9,514.37	
063383	2/10/2021	COO050	Cooper Fuel & Auto Repair					Check Entry Number: 001
			1/2021 STATEMENT	2/1/2021	3,623.48	0.00	3,623.48	
063384	2/10/2021	DIR070	DirecTV					Check Entry Number: 001
			075436554X210128	1/28/2021	404.50	0.00	404.50	
063385	2/10/2021	DOU010	Double D Electric Inc.					Check Entry Number: 001
			RS-230	1/25/2021	91.69	0.00	91.69	
063386	2/10/2021	EDE005	Edensaw Woods, LTD					Check Entry Number: 001
			0000506618-002	1/14/2021	16.35	0.00	16.35	
063387	2/10/2021	ERI040	Karen Erickson					Check Entry Number: 001
			1/2021 EXPENSE	1/31/2021	17.02	0.00	17.02	
063388	2/10/2021	GOO002	Good Man Sanitation					Check Entry Number: 001
			110607A	2/1/2021	1,330.00	0.00	1,330.00	
063389	2/10/2021	GOO020	Goodstein Law Group					Check Entry Number: 001
			1/2021 STATEMENT	2/1/2021	6,887.00	0.00	6,887.00	
063390	2/10/2021	GUA080	Guardian Security Systems, Inc.					Check Entry Number: 001
			1102997	2/1/2021	147.16	0.00	147.16	
063391	2/10/2021	HEA060	Paul Headdlee					Check Entry Number: 001
			REFUND 01/28/2021	1/28/2021	8.86	0.00	8.86	
063392	2/10/2021	HEN002	Henery Hardware					Check Entry Number: 001
			703333	12/28/2020	11.95	0.00	11.95	
			703334	12/28/2020	30.98	0.00	30.98	
			703406	12/29/2020	5.22	0.00	5.22	
			703511	12/31/2020	9.80	0.00	9.80	
			703512	12/31/2020	52.18	0.00	52.18	

Run Date: 2/5/2021 10:24:59AM

A/P Date: 2/10/2021

Page: 1  
User Logon: DLF

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			703517	12/31/2020	43.14	0.00	43.14
			703645	1/4/2021	30.49	0.00	30.49
			703801	1/6/2021	6.52	0.00	6.52
			703808	1/6/2021	12.16	0.00	12.16
			703826	1/6/2021	36.83	0.00	36.83
			703841	1/7/2021	28.27	0.00	28.27
			703856	1/7/2021	41.59	0.00	41.59
			703881	1/7/2021	34.86	0.00	34.86
			703923	1/8/2021	73.20	0.00	73.20
			703929	1/8/2021	37.23	0.00	37.23
			703946	1/8/2021	46.85	0.00	46.85
			704099	1/11/2021	75.18	0.00	75.18
			704108	1/12/2021	14.16	0.00	14.16
			704199	1/13/2021	17.20	0.00	17.20
			704250	1/13/2021	32.47	0.00	32.47
			704286	1/14/2021	15.57	0.00	15.57
			704368	1/15/2021	13.05	0.00	13.05
			704370	1/15/2021	5.34	0.00	5.34
			704653	1/20/2021	14.78	0.00	14.78
			704797	1/22/2021	44.21	0.00	44.21
			704862	1/22/2021	12.62	0.00	12.62
			704941	1/25/2021	55.08	0.00	55.08
			704948	1/25/2021	48.10	0.00	48.10
			<b>Check 063392 Total:</b>		<b>849.03</b>	<b>0.00</b>	<b>849.03</b>
063393	2/10/2021	HEN070	Stuart Henigson				
			REFUND 01/25/2021	1/25/2021	74.48	0.00	74.48
063394	2/10/2021	JAM040	Jamestown Networks				
			6324	2/1/2021	548.00	0.00	548.00
063395	2/10/2021	JC0003	Jefferson County - Public Work				
			1/2021 STATEMENT	2/1/2021	1,202.44	0.00	1,202.44
063396	2/10/2021	JC1005	East Jefferson Fire Rescue				
			1ST HALF 2021	1/20/2021	4,590.00	0.00	4,590.00
063397	2/10/2021	JEF045	Jefferson County Chamber				
			17605	2/2/2021	2,000.00	0.00	2,000.00
063398	2/10/2021	LOU050	Martin Louie				
			REFUND 01/19/2021	1/19/2021	14.00	0.00	14.00
063399	2/10/2021	MAR031	Marine Vacuum Service, Inc.				
			73225	2/3/2021	2,250.85	0.00	2,250.85
063400	2/10/2021	MAR077	Marine Resources Consultants				
			REFUND 2/1/2021	2/21/2021	394.94	0.00	394.94
063401	2/10/2021	OES001	OESD 114				
			2021000174	10/15/2020	4,029.00	0.00	4,029.00
			2021000304	11/15/2020	4,029.00	0.00	4,029.00
			2021000408	12/15/2020	4,029.00	0.00	4,029.00
			<b>Check 063401 Total:</b>		<b>12,087.00</b>	<b>0.00</b>	<b>12,087.00</b>
063402	2/10/2021	PAC004	Pacific Office Equipment Co				
			1/31/2021 STATEMENT	1/31/2021	522.46	0.00	522.46
063403	2/10/2021	PAP020	Pape Machinery				
			250113 S	2/3/2021	76,898.06	0.00	76,898.06
063404	2/10/2021	PET025	Petrick Lock & Safe				
			<b>Check Entry Number: 001</b>				

## Check Register

Journal Posting Date: 2/10/2021

Register Number: CD-000847

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	
063405	2/10/2021	PIN010	20049 Pinnacle Investigations Corp	1/25/2021	119.90	0.00	119.90	
063406	2/10/2021	POR008	73385 Port Townsend Yacht Club	2/1/2021	35.00	0.00	35.00	Check Entry Number: 001
063407	2/10/2021	PTM050	2021 AD Port Townsend Muffler & Fab	2/10/2021	135.00	0.00	135.00	Check Entry Number: 001
063408	2/10/2021	PUD001	18317 Pud District #1	1/29/2021	57.45	0.00	57.45	Check Entry Number: 001
			01/19/2021	1/19/2021	475.65	0.00	475.65	Check Entry Number: 001
			01/25/2021 STATEMENT	1/25/2021	822.57	0.00	822.57	
			Check 063408 Total:		1,298.22	0.00	1,298.22	
063409	2/10/2021	QUI001	Quill Corporation					Check Entry Number: 001
			13833313,13830732	1/14/2021	141.20	0.00	141.20	
			13973886	12/28/2020	53.94	0.00	53.94	
			Check 063409 Total:		195.14	0.00	195.14	
063410	2/10/2021	ROB030	Kay Robinson					Check Entry Number: 001
063411	2/10/2021	SAF001	REFUND 1/5/2021 Safeway, Inc.	1/5/2021	274.77	0.00	274.77	Check Entry Number: 001
063412	2/10/2021	SEC010	01/23/2021 STATEMENT Security Services	1/23/2021	1,372.51	0.00	1,372.51	Check Entry Number: 001
063413	2/10/2021	STO050	114815 Stormwater RX	2/1/2021	190.85	0.00	190.85	Check Entry Number: 001
063414	2/10/2021	STR050	119.51.06.1 Strong Towns	1/21/2021	32,765.40	0.00	32,765.40	Check Entry Number: 001
063415	2/10/2021	TOE020	3558 Eric Toews	2/1/2021	2,000.00	0.00	2,000.00	Check Entry Number: 001
063416	2/10/2021	TWI001	1/2021 Spectra Laboratories - Kitsap	2/2/2021	520.70	0.00	520.70	Check Entry Number: 001
			21-00314	1/20/2021	46.00	0.00	46.00	
			21-00457	1/26/2021	276.00	0.00	276.00	
			21-00458	1/26/2021	966.00	0.00	966.00	
			Check 063416 Total:		1,288.00	0.00	1,288.00	
063417	2/10/2021	UPS020	The UPS Store					Check Entry Number: 001
063418	2/10/2021	VER001	12/31/20 STATEMENT Verizon Wireless, Bellevue	12/31/2020	159.91	0.00	159.91	Check Entry Number: 001
063419	2/10/2021	VER020	98713453830 Vernon Publications, LLC	1/15/2021	339.15	0.00	339.15	Check Entry Number: 001
063420	2/10/2021	WAL030	INV02447 Oral Wallace	1/15/2021	1,610.00	0.00	1,610.00	Check Entry Number: 001
063421	2/10/2021	WAV040	REFUND 01272020 Wave Broadband	1/27/2021	559.91	0.00	559.91	Check Entry Number: 001
063422	2/10/2021	WES006	043328901-0008622 Westbay Auto Parts, Inc.	1/23/2021	147.75	0.00	147.75	Check Entry Number: 001
063423	2/10/2021	WIG050	1/25/2021 STATEMENT Wiggins Marine LLC	1/25/2021	458.43	0.00	458.43	Check Entry Number: 001
063424	2/10/2021	WIL023	REFUND 1/28/2021 Dana Wilkes	1/28/2021	212.39	0.00	212.39	Check Entry Number: 001
			REFUND 01/21/2021	1/21/2021	142.47	0.00	142.47	
			Report Total:		183,176.08	0.00	183,176.08	

Run Date: 2/5/2021 10:24:59AM

A/P Date: 2/10/2021

Page: 3  
User Logon: DLF

**Check Register****Journal Posting Date: 2/10/2021****Register Number: CD-000847****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****Run Date: 2/5/2021 10:24:59AM****A/P Date: 2/10/2021****Page: 4****User Logon: DLF**

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
063425	2/10/2021	RUS030	Don Russell					
			REFUND 12/23/2021	12/23/2021	135.00	0.00	135.00	Check Entry Number: 001
				<b>Report Total:</b>	135.00	0.00	135.00	

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 2/5/2021  
**TO:** Port of Port Townsend Port Commission  
**FROM:** Eron Berg, Executive Director  
**SUBJECT:** Finding of Emergency – JCIA/Tailspin Tommy’s Asbestos Remediation

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**ISSUE:** Should the Commission ratify and confirm the Executive Director’s Finding of Emergency 2021-01?

**BACKGROUND & DISCUSSION:** Chapter 39.04 RCW requires that, if an emergency exists, the person designated by the governing body may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts to address the emergency situation. The Commission’s recently adopted delegation of authority (Resolution No. 743-21) also requires that the Executive Director seek Port Commission ratification of the finding of the existence of an emergency.

On January 29, 2021, the Executive Director issued a finding of emergency and authorized staff to waive competitive solicitation and public works bidding requirements. This direction was provided after inspection and analysis of materials delaminating from “Tailspin Tommy’s” at the Jefferson County International Airport (JCIA) revealed the presence of chrysotile asbestos (see attached Finding of Emergency 2021-01 for more detail). Staff has been authorized to immediately retain professional assistance and proceed with further testing, evaluation and remediation efforts to mitigate or eliminate associated threats to public health and safety.

**FISCAL IMPACT:** To date, less than \$5,000 has been expended on materials testing together with collection and disposal of loose/detached chrysotile asbestos. Potential remediation alternatives and their associated costs have not yet been developed.

**ATTACHMENT:** Executive Director’s Finding of Emergency 2021-01.

**RECOMMENDATION:** Staff recommends ratification of the attached Finding of Emergency.

**MOTION:** None required. Approval of this item on the Consent Agenda constitutes ratification of the Finding of Emergency made by the Executive Director.



## **EXECUTIVE DIRECTOR'S FINDING OF EMERGENCY 2021-01:**

### **Authorization to Waive Competitive Solicitation and Public Works Bidding Requirements and to Execute All Necessary Contracts**

In conformance with the Delegation of Authority, Resolution No. 743-21, adopted by the Commission on January 13, 2021, and Washington State statutes RCW 39.04.020, 39.04.280, 53.08.120, and 53.19.030, I, Eron Berg, the Executive Director of the Port of Port Townsend finds that an emergency situation exists which presents a real and immediate threat that may result in bodily injury, illness, or loss of life if immediate action is not taken. Therefore, the competitive solicitation and bidding requirements are hereby waived and the award of all necessary contracts to address this emergency situation are hereby authorized.

The emergency situation was revealed through an inspection and analysis conducted by DH Environmental, Inc., on Thursday, January 28, 2021 at the building commonly referred to as Tailspin Tommy's (hereinafter, "the building"), located at the Port-owned Jefferson County International Airport (JCIA). Following the inspection, preliminary materials-testing and analysis performed on January 29, 2021 showed that an asbestos-laden chrysotile coating previously applied to the roof and exterior walls of the building is delaminating, may be friable, and is being dispersed in the immediate vicinity during wind events. DH Environmental has conducted tests which preliminarily reveal that the material is 68% asbestos.

Based on the foregoing, I have found that an emergency situation exists, and hereby waive any competitive solicitation and bidding requirements that may apply under RCWs 39.04 and 53.19. Further, I hereby direct staff to expedite the award of all contracts necessary to advance further testing, assessment and remediation efforts required to protect the public's health and safety.

Signed: January 29, 2021

Eron Berg, Executive Director  
Port of Port Townsend



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	February 10, 2021
<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.A. Debrief: ICG* Community Discussion re Strong Towns with Chuck Marohn
<b>STAFF LEAD</b>	Executive Director Eron Berg
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	

Debrief on the Special Meeting of the Intergovernmental Collaborative Group (ICG) on Thursday, February 4, 2021 5:00-7:00 p.m.

A Community Conversation series -- we heard from Chuck Marohn, author of Strong Towns.



RECEIVED

FEB 01 2021

Port of Port Townsend  
Administration Office

January 27, 2021

Eron Berg  
The Port of Port Townsend  
2701 Jefferson Street  
Port Townsend, WA 98368

Dear Eron,

We would like to thank you for your sponsorship of our Love Where you Live – Port Townsend marketing campaign. This year-long campaign supports the sustainability of local businesses, increases Port Townsend's visibility and re-establishes customer connections. The campaign is rolling out with a locals focus first, and expand to Seattle/I 5 corridor and beyond as COVID guidelines allow. We have been reaching out for business signups, including the Point Hudson area. We have nearly reached our goal to have 75 businesses registered for the campaign and we are shooting the photos and videos for the websites.

Designed with COVID-19 impacts in mind, the marketing program will promote Port Townsend by implementing new campaign websites, small-scale niche events, experiences, and tours to attract people and spending to town. One website is geared for locals, and one website will have outbound messaging. There are significant media buys scheduled to support both these audiences. The Port Townsend Main Street Program will work with a number of local nonprofits on the tours and experiences and there will be marketing training offerings for businesses in Spring 2021.

We are extremely thankful to the Port of Port Townsend for its sponsorship of the websites in the amount of \$5000. The designs are in progress and we will send the link for the local site soon.

It is with the generous support of businesses like you that we are able to provide these services to our local businesses and keep Port Townsend a vibrant place for locals and visitors alike. We appreciate your support.

The Port Townsend Main Street Program is a 501c3 tax-exempt nonprofit organization therefore your sponsorship may be tax deductible. Our tax-exempt number is 91-1285016.

Sincerely,

Mari F. Mullen  
Executive Director

*Thank you Eron, for your support  
of this campaign which we  
are excited to roll out.  
Hope & health in 2021!*

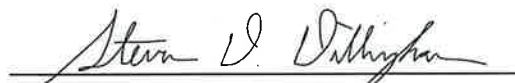
United States®  
**Census  
2020**

*Thank  
you*

THE U.S. CENSUS BUREAU HEREBY RECOGNIZES

**Port of Port Townsend**

as an invaluable member of the 2020 Census Community Partnership and Engagement Program. We appreciate the efforts you made in making the Partnership Program a success and helping achieve a successful 2020 Census.



Dr. Steven D. Dillingham, Director  
U.S. Census Bureau



# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** February 4, 2021

**TO:** Commissioners

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

**CC:** Eron Berg, Executive Director

**SUBJECT:** **February 10, 2021 Commission Meeting** – Commission Update: New/Amended Contracts Under \$50,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 743-21

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Name	Dates	Description	Amount
Strong Towns	2/4/21	Webinar presentation on Strong Town principles	\$2,000.00
WA Project Consultants, PLLC	1/1/21 – 12/31/21	On-call Consulting Support	\$50,000.00
CGI Construction Group International	2/5/2021 until completion of site clean-up	Asbestos clean-up	\$95/hr/pp. Air monitoring equip marked up 15%