

PORT COMMISSION REGULAR BUSINESS MEETING – Tuesday, November 23, 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  
Director of Capital Projects and Port Engineer Klontz  
Port Recorder Erickson  
Port Attorney Woolson

- I. CALL TO ORDER (00:00:02)  
Commissioner Hanke called the meeting to order at 5:30 p.m.
- II. APPROVAL OF AGENDA (00:00:26)  
**Commissioner Putney moved to accept the agenda and motion passed by unanimous vote.**
- III. PUBLIC COMMENTS (00:00:51)  
Fred Nussbaum sent an open letter to the City of Port Townsend, Jefferson County PUD #1 and Port of Port Townsend regarding Sims Way Trees, saying the reasons for cutting them down are baseless.
- IV. CONSENT AGENDA (00:02:06)
  - A. Approval of Workshop & Business Meeting Minutes from November 10, 2021, and Special Meeting Minutes from November 18, 2021 ICG meeting.
  - B. Approval & Ratification of Warrants  
Warrant #064472 through #064476 in the amount of \$10,051.78 and Electronic Payment in the amount of \$88,915.59 for Payroll & Benefits.  
Warrant #064477 through #064522 in the amount of \$85,997.06 for Accounts Payable.  
Electronic Debit in the amount of \$11,428.19 to Dept. of Revenue Combined Excises Tax Return.
  - C. Resolution 759-21 authorizing submission of an application for a Community Economic Revitalization Board (CERB) grant
  - D. Ratification of purchase and sale agreement  
**Commissioner Putney moved to accept the Consent Agenda as presented.**  
Commissioners commented on the purchase of about an acre of land adjacent to the Larry Scott Trail.  
Executive Director Berg commented that Port maintenance staff had been keeping it mowed.  
**Vote was called and motion carried by unanimous vote.**
- V. SECOND READING: LEGISLATIVE PRIORITIES (00:03:40)  
Commissioner Petranek said that she was excited about the third item regarding the derelict vessel removal program, which consists of 2 parts: 1) removal and deconstruction and 2) the opportunity to get funding for recycling. She said that there is a lot of interest in the community to keep this in a closed loop – not only deconstruction but also salvaging and recycling parts. She said the Port of Ilwaco has a recycling program and has a building partially funded by a DNR-sponsored project for “rural area economic development and environmental protection”, and she thought this was a possible avenue for the Port next year.  
**Commissioner Petranek moved to approve the 2022 Legislative Agenda for the Port of Port Townsend. Motion was approved unanimously.**
- VI. FIRST READING ~ NONE
- VII. REGULAR BUSINESS
  - A. Quilcene Report Out (00:06:35)  
Executive Director Berg said he’d let his written report suffice and introduced two participants (Sharon Redmon & Ron Jones) to report out from the meeting, where 25 people from the Quilcene community attended the in-person meeting that he thought was positive and creative. He said they all planned to meet again in Quilcene on December 7.  
Ron Jones reported a significant amount of distrust and feelings of unkept promises and a marina that has not received the support it is due. He said meetings like the one on November 16 go a long way towards repairing these feelings, and there is a lot of interest on the part of Quilcene citizens to help however they can. Significant concerns were: to keep the beach public property, and to allow the yacht club to continue to operate. He said proposed solutions (staff addressed some immediate concerns at the meeting) were: a proposal for online fee collection for some services, private/public projects with Pacific Seafood to improve the condition of the Port’s property, and a campaign to increase Quilcene resident’s knowledge of resources at the marina in order to increase utilization and thereby justify improvements to the marina.  
Sharon Redmon said the community really appreciated the Port staff coming down and thought it was nice to have the community together in person. She reported that Quilcene citizens feel that maintenance has been neglected and would like it to be brought up to a level that is sustainable moving forward, with a plan that incorporates the triple bottom line (economic development, social impact on the community, and environmental impact). She said another important issue was making sure that the community has access to the bathrooms, especially during the summer months. She added that the community appreciates staff coming to their community to speak with them about these issues.  
Commissioner Hanke asked if it was more productive to have Port staff meet without commissioners. He said he would like to meet in Quilcene when possible to do so in person, but it seemed that the

meetings are more effective at this point when only staff are there. Ron Jones said the point of these meetings was to come up with a long-range plan to propose to the commissioners, and the less the commission is involved until they have something to share, the better. He felt it would be far more beneficial to meet when there was a finished product to discuss.

Commissioner Putney felt that informal meetings with staff are better than the formal meetings with Commission with all the rules about how the meetings are to be run. He asked if there were another venue that would be available that is big enough for a larger, more spread-out crowd, for a future in-person Port Commission meeting in Quilcene. Sharon Redmon said that her husband Frank is the superintendent of the Quilcene School District, and he is willing to open up the Multi-Purpose Room to the community; it is larger than the Community Center and their internet is good. She said that she agreed that the more formal meetings can create anxiety in the community and suggested that before you meet with the community, that the commission should have some action items that can be pointed to as being done – these successes would go a long way in a meeting.

Commissioner Petranek thought that these informal meetings allowed more time for the community voices to be heard and thought that ideally these meetings would create some action items for the commission and then meet again, give feedback and more action items, etc.

Ron Jones agreed that a future meeting with the commission would be welcomed, but it would be better to have a list of accomplishments to share at that meeting. He said he'd been working with Deputy Director Toews on grant opportunities.

Commissioner Petranek referred to the November 16 agenda item III. A. Develop a Long-term Vision for the Facility, and B. Identify Actions to Improve the Facility, and asked if that was done at the meeting or if that was still being worked on. Ron Jones said that they had addressed a few immediate action items, and started fleshing out some of the longer-term items. He felt that if the next meeting came with a hard list of things to be actively addressed now as well as a list of longer-term items, it would increase the productivity of the meeting even more than the earlier meeting. Sharon Redmon said one hot topic was dredging and coming to the table with some ideas was important, because the community members know what they want, but don't have the technical expertise about how these things get done.

Executive Director Berg said that hopefully they had received his email that he sent addressing many issues that came up during the Nov. 16 meeting and said that many items would have a multi-layered approach, but they all need to start with mutual understanding. He said one of the lowest hanging fruits was addressing the parking lot issue and reported that gravel had been delivered that day. He had also shared lease and maintenance requests and he said he would keep addressing these. He said it was important to have these meetings and together create a plan that would guide the Port's development of the Quilcene facility in the future and work towards shared goals with the community.

#### B. IDD Quarterly Report (00:36:01)

Finance Director Berg said this was the third quarter IDD Report, which included year-to-date (YTD) activity as of September 30, the activity for this year's levy receipts, capital expenditures that were approved by the Commission, and a YTD balance of the reserve as it stands as of November 17, 2021. She reminded commission that since this is a September report, it is before October activity, which is a big property-tax receipt month.

Commissioner Hanke asked whether the Balance of IDD Reserve Account as of November 17, 2021, was actually as of September 30. Ms. Berg answered that it was as of September 30, less the amount that was transferred in November for IDD reconciliation as of September.

Commissioner Petranek noted that the report was very clear and thanked Ms. Berg.

#### C. Capital Projects Quarterly Report (00:38:32)

Port Engineer Klontz said he was thankful for all the good work that happened before he arrived and wanted to acknowledge Mike Love for his work in getting the Port to these project successes. He spoke of the successful Public Infrastructure Fund (PIF) grant for \$1 M for the joint City/Port/PUD Sims Gateway Project and boatyard expansion project, and said the project is proceeding. He reported that there would be a public meeting on December 15 to continue the conversation and said that this was a time for the community to help provide input on a public engagement process to look at the aesthetics of the corridor (plantings, what the boatyard fence will look like, etc.).

Mr. Klontz then gave a short Capital Project Update to highlight current projects--a snapshot of where the Port is today. He said that there were many projects currently underway: much progress has been made on the Pavilion Building remodel and the Port is targeting January to begin HVAC work.

Commissioner Putney asked if there were discussions about what kind of events would be held there besides Commission Meetings. Executive Director Berg replied that Commission meetings were the primary driver of it being a public space for Port use; in addition, it would be a really creative space for public engagement, including other government partners (City, County, PUD) using it on occasion. He said since Commission meetings are only twice a month, staff would work on ways the Pavilion could be utilized for non-profits (maritime exhibitions, artistic uses consistent with our mission) and for a higher-price, events like weddings, reunions, clubs.

Port Engineer Klontz went on to describe the Coast Guard Building renovation (to be relocated near the restrooms to serve as the moorage/yard office) and the Moorage/Yard office building to be relocated to JCIA to serve as the airport terminal. He said that architectural design and permitting are

planned, Port staff have met with local pilots about the possibility of the terminal building, and that he hoped that this would all be accomplished by the third quarter of 2022.

Commissioner Hanke asked if that were a reasonable estimate; he said that the commission had approved funding for a terminal building a year and a half ago and nothing had happened. Mr. Klontz said that Port maintenance crews were focusing on these two facilities. Commissioner Putney clarified that the current Moorage office was a portable building and said that this would make it easier to get permitting for that move to JCIA. Commissioner Hanke reminded those present that the Commission had approved a budget of \$74,000 for a new terminal building at the airport and said it didn't make sense to spend over \$110,000 for a second-hand building. Executive Director Berg said that he thought the moorage office was bigger than the earlier proposed terminal building (a park model for \$74,000), and would also be a more durable, complete building. He said that the estimated cost was for the move, staff time, and the septic issue (something that became an issue with permitting earlier).

Commissioner Hanke brought up a problem that needs to be added to list for the dock restoration at Point Hudson: the bull rail on the linear float is failing and needs to be addressed. Port Engineer Klontz said he would add it to the list.

Commissioner Petranek asked Port Engineer Klontz if he would be able to give an update on the Point Hudson Jetty to the Marine Resources Committee in early January. Port Engineer Klontz said that the Port is in the midst of National Environmental Policy Act (NEPA) review with the U.S. Fish and Wildlife but that he would still be able to attend and give an update on the project status.

#### VIII. STAFF COMMENTS (00:59:45)

Executive Director Berg commented on the following regarding JCIA:

- He sent an email to airport tenants last week addressing garbage issues, asking them to self-police their use of our garbage facility
- He will send another email tomorrow addressing FAA assurance with aircraft use and timing it with the Based Aircraft Inventory request that would feed the next biennial National Plan of Integrated Airport Systems update. The FAA Assurance requires (for past, present and future grants) that airport hangars have airplanes in them. The Port is aware that some hangars do not house airplanes so we're asking tenants to a) send Port staff their tail number and which hangar it is in, or b) on January 14, 2022, participate in a hangar door-up day for inspection. We're asking for a response by Dec. 10 so the Port can respond to the FAA by their deadline of December 15.
- Met with informal pilots' group along with Commissioner Hanke and introduced Port Engineer Klontz and Commissioner-elect Hasse. It was a good meeting with a tour of the museum afterwards

He reported he had met with the Moorage Tenants that morning along with Customer Service Rep Ferrero for a lively discussion and an active list of items and said they had worked through a number of issues.

Mr. Berg said it was his goal to take moorage staff on a couple of field trips to moorage tenants' favorite marinas that are not too far away, in order to see what it's like there to arrive by boat and see what it looks like from a boater's perspective: signage, tie-ups, greetings by moorage staff; they could also make connections with staff there and ask how it works from their perspective.

Otherwise he said he'd been busy talking about poplars and public records requests.

Deputy Director Toews commented that he and Executive Director Berg had attended a workshop with the Board of County Commissioners (BoCC) regarding the future of the Moderate Risk Waste (MRW) facility; it was a good first discussion on this subject with the BoCC, and he was hopeful that there would be an agreement on an early termination of the Interlocal Agreement and lease agreement with the County. He reported that the Port is moving forward with the Community Economic Revitalization Board (CERB) planning board on the site design and initial phase of permitting for expansion of Boat Haven yard. With the poplar tree removal on the expansion of the yard to north, the stormwater improvements, and the westward expansion, staff will stage these projects so as to minimize disruptions to operations in the yard.

Commissioner Putney said he remembered a concrete ductway or ditch between the fence and the poplars that was part of the stormwater system, and asked if it were still there, and if so, if it were going to be an impediment to the expansion project to the north. Deputy Director Toews said that trench remains there and is responsible for treating between 5 & 10% of the stormwater. He said the Port is investigating the best way to maintain compliance with our boatyard permit while constructing new stormwater infrastructure during expansion of the yard.

Port Attorney Woolson commented that he would be at the WPPA Annual meeting the following week and looked forward to seeing others from this meeting there.

#### IX. COMMISSIONER COMMENTS (01:14:47)

Commissioner Hanke commented (at 00:59:47 before he left the meeting) that he was very excited about what Executive Director Berg and Deputy Director Toews had accomplished in Quilcene; expectations are being met with well grounded logic, and the community and Port will benefit, and most importantly things will get done. He thanked staff for taking this on and said he was looking forward to the outcome.

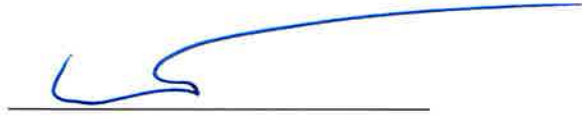
Commissioner Putney commented that it had been fairly quiet; he attended the IGC meeting earlier in the week. He reported on the subject of broadband that the PUD has received a huge grant for rural broadband. He said he would attend the WPPA meeting next week.

Commissioner Petranek commented that she is on the EDC Team Jefferson board, and the next meeting is next Thursday December 2, and asked if anyone from District 3 is interested in being on the board to let

her know so she can let them know how to apply. She has thought of a lot of topics to work on in the future with the Port and suggested a workshop roundtable where Commissioners and the public can bring up and discuss things to work on in 2022.

- X. NEXT REGULAR BUSINESS MEETING (01:20:15):  
Wednesday, December 8, 2021; Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom
- XI. EXECUTIVE SESSION ~ none
- XII. ADJOURNMENT (01:20:20) meeting adjourned at 7:46 p.m., there being no further business before the Commission.

ATTEST:



William W. Putney III, Secretary



Peter W. Hanke, President



Pamela A. Petranek, Vice President