



**Port of Port Townsend
Public Workshop
Wednesday, January 13, 2022, 9:30 AM**

Via Zoom <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

- Ceremonial Swearing in of Commissioner Hasse with former Commissioner Putney
- 2022 Organizational Topics
 1. Election of Commission Officers
 2. Committee Assignments
 3. Resolution 762-22 Delegation of Management Authority to the Executive Director
 4. Resolution 763-22 Commission Meeting Procedures
 5. Commission Annual Retreat
- Commission Roundtable Discussion

This workshop is open to Commissioners, Management, other Port staff, Consultants and the public. It is not the opportunity to give public testimony, but if Commissioners request input from individuals in the audience, those people may speak. The principal purpose of the workshop is to allow Port staff and the Board of Commissioners to communicate with each other and/or Consultants, answer Commission questions, and get the Commission's opinions and input regarding the subject topic(s).

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 1/12/2022
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: 2022 Organizational Topics – Workshop Discussion

ISSUES

In preparation for 2022:

1. Who will serve as president, vice president and secretary for the Commission?
2. Who will serve on which committees?
3. Should the Commission adopt updated meeting procedures?
4. Should the Commission adopt the attached delegation of authority resolution?
5. When should the annual retreat be scheduled and what topics would the Commission like to have on the agenda?

BACKGROUND

All five of these topics are discussed annually. They are on your agenda today for possible action consistent with the Commission's practice of annual review, update and adoption of these organizational topics.

DISCUSSION

Commission officers: Attached for your information is a table with detail from the last decade.

Committee assignments: Attached are the 2021 committee assignment sheet along with a draft 2022 assignment list with staff recommendations and requests made by commissioners.

Commission meeting procedures: A updated draft of the meeting procedures is attached and includes very minor changes identified in track changes format.

Delegation of authority: A updated draft of delegation is attached and includes very minor changes identified in track changes format.

Annual retreat: When would the Commission like to hold an annual retreat? And in what format (hope for in person/hybrid or plan for Zoom). The list of topics that we have been tracking includes the following:

- Strategic Plan update
- Capital projects update & plan
- Marketing marine trades
- Shoreline Master Program policies
- Identification of new economic opportunities

Other topics that may be of interest, either at the annual retreat, at workshop meetings or business meetings include:

- Addressing the seasonal Workyard discount
- Lease policy as it relates to selection of tenants and prioritization of uses for certain properties
- Communication plan & strategies to maximize engagement
- Separate from the capital projects update, a detailed discussion of the boat yard western expansion project

FISCAL IMPACT

None identified herein.

ATTACHMENTS

1. 2010-2021 Commission officers
2. 2021 Committee Assignment
3. Draft 2022 Committee Assignments
4. Draft updated Commission meeting procedures
5. Draft updated delegation of authority

RECOMMENDATIONS

Note that these items will be on the afternoon agenda for Commission action.