



**Port of Port Townsend
Public Workshop
Wednesday, February 9, 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

- Preparation for the 2/17/2022 Intergovernmental Collaborative Group (ICG) meeting – Economic Framework

- Commission Meeting Procedures
 - Meeting times
 - Pledge of Allegiance

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: 2/9/2022
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Meeting Procedures

ISSUES

1. Does the Commission desire to change the time for the regularly scheduled second meeting of the month?
2. Does the Commission desire to change the standing agenda to eliminate the Pledge of Allegiance?

BACKGROUND

This topic was on your agenda at your January 12, 2022 agenda. Updated meeting procedures were adopted as Resolution 763-22, but the Commission requested that the two topics outlined above be on the next workshop agenda.

DISCUSSION

Meeting time and place is addressed in Paragraph 1 of the procedures:

Effective January 12, 2022, with the exceptions outlined in paragraph 2 immediately below, regular business meetings of the Port of Port Townsend will occur twice a month - on the second Wednesday of each month at 1:00 p.m. and on the fourth Wednesday of each month at 5:30 p.m. in the Port's Pavilion Building, 355 Hudson Street, Port Townsend, Washington, unless otherwise indicated. Public Workshops will occur on the second Wednesday of each month at 9:30 a.m. Meeting and workshop schedules and locations are subject to change with a minimum 24-hour notice to the local newspaper and the Port's website.

The question presented at the last workshop is whether the Commission's night meeting could be shifted to a day meeting or an afternoon meeting. The 2021 meeting attendee count is included in this memo and is summarized here:

2021 Regular Meeting totals:

	<u>Number of Meetings</u>	<u>Total Attendees</u>
DAY MEETINGS:	23	81
NIGHT MEETINGS:	9	70

The three most attended regular meetings of the year were night meetings and included the discussion of siting a homeless camp at the airport (21 attendees) and two others that included discussions of budget, rates and taxes (13 and 9 attendees).

Also discussed at the January 12, 2022, meeting was a question of whether the Commission desires to begin meetings with the Pledge of Allegiance. This provision is in Paragraph 4. a. of the procedure:

Organization of Regular Business Meetings:

A Call to Order will begin with the Pledge of Allegiance.

The decision to include or not include the Flag Salute is entirely within the discretion of the Commission. My observation is that some local government bodies do, and some do not begin their meetings with the Pledge of Allegiance.

FISCAL IMPACT

None identified herein.

ATTACHMENTS

1. Meeting Procedures as adopted by Resolution 763-22
2. 2021 Meeting attendance

RECOMMENDATIONS

Discuss and provide direction for possible changes to Resolution 763-22 for possible action on a future agenda.

2021 Meeting Attendance Count

1/13 workshop: (5)

1/13 meeting: (5)

1/27 special meeting: (2)

1/27 regular meeting: (9)

2/10 workshop: (6)

2/10 meeting: (6)

2/17 special meeting: (4)

2/24 meeting: (4)

3/10 workshop: (8)

3/10 meeting: (8)

3/24 meeting: (8)

4/14 workshop: (2)

4/14 meeting: (3)

4/28 meeting: (3)

5/12 workshop: (14)

5/12 meeting: (3)

5/26 meeting: (3)

6/9 workshop: (0)

6/9 meeting: (6)

6/23 meeting: (21) – discussion of homeless camp at airport

7/14 workshop: (0)

7/14 meeting: (0)

8/11 workshop: (0)

8/11 meeting: (0)

9/8 workshop: (0)

9/8 meeting: (0)

9/22 meeting: (9) – 2022 budget

10/13 workshop: (5)

10/13 meeting: (3)

10/13 special meeting: (16) – Quilcene Community report

10/27 meeting: (13) – public hearings on 2022 budget, rates, taxes

11/10 workshop: (3)

11/10 meeting: (4)

11/23 meeting: (0) (besides 2 Quilcene guests)

12/8 meeting: (0) (besides 2 Quilcene guests)

APPENDIX A to Resolution 763-22
Port of Port Townsend Commission Meeting Procedures

The Commission Meeting Procedures have been adopted by Resolution 714-20, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, 487-07, 532-10, 553-11, 558-11, 561-11, 594-13, 604-14, 624-15, 639-16, 654-17, 674-18, 675-18, 694-19, 714-20, 742-21 and 752-21. Any changes or deletions will require an amendment to the Resolution.

COMMISSION MEETINGS

TIME AND LOCATION OF MEETINGS

1. Effective January 12, 2022, with the exceptions outlined in paragraph 2 immediately below, regular business meetings of the Port of Port Townsend will occur twice a month - on the second Wednesday of each month at 1:00 p.m. and on the fourth Wednesday of each month at 5:30 p.m. in the Port's Pavilion Building, 355 Hudson Street, Port Townsend, Washington, unless otherwise indicated. Public Workshops will occur on the second Wednesday of each month at 9:30 a.m. Meeting and workshop schedules and locations are subject to change with a minimum 24-hour notice to the local newspaper and the Port's website.
2. Any meeting that falls on a holiday will be held the following regular business day. To accommodate Thanksgiving, the second meeting in November shall be held on Tuesday, November 22, 2022 at 1:00 P.M. There is no regular meeting scheduled for the second meeting (fourth Wednesday) in July, August or December.

RULES OF TRANSACTION OF BUSINESS

1. Order of Business shall be as follows:
 - I. Call to Order
 - II. Approval of Agenda
 - III. Public Comments Related to/not related to the agenda (limited to total of thirty (30) minutes; three (3) minutes per person)
 - IV. Consent Agenda
 - V. Special Guests & Presentations
 - VI. Second Reading (Action Items)
 - VII. First Reading (Discussion Only)
 - VIII. Regular Business
 - IX. Staff Comments
 - X. Commissioner Comments
 - XI. Next Meeting
 - XII. Executive Session (if any)
 - XIII. Adjournment
 - XIV. Informational Items
2. All matters which, in the judgment of the Commission, are of a legislative character shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and the original copy shall be signed by the President and Vice President and attested by the Secretary. Resolutions shall be filed by the Executive Assistant and shall be recorded in a book or books

kept for such purpose, which shall be public records.

3. Organization of Workshops:
 - a. Shall have an agenda;
 - b. Will have minutes recording topics discussed either in written and/or audio format;
 - c. Will be used for discussion only, with no binding decisions made by the Commissioners; and
 - d. Rules governing written and spoken input from members of the public for business meetings will not apply to workshops, but public comment may be invited.

4. Organization of Regular Business Meetings:
 - a. A Call to Order will begin with the Pledge of Allegiance.
 - b. The meeting agenda shall be approved at the beginning of the meeting.
 - c. Minutes will record topics discussed and actions taken either in written and/or audio format.
 - d. Any information to be presented before the Commission for consideration will be made available to the public in advance of the meeting. This information will be part of the agenda and meeting packet posted on the Port's website pursuant to RCW 42.30.077.
 - e. Presentations will be allowed by any member of the public indicating a desire to address the Commission, of no more than three (3) minutes, (maximum of thirty minutes per meeting) for Public Comment period on any appropriate topic. Each speaker must state their name and the subject of their comment before beginning. Written comments are encouraged.
 - f. When, in the opinion of a Commissioner, significant information has been presented to the Commission which was not made available to the public in advance, or upon the request of a Commissioner to hear from the public on a particular agenda item or topic, public comment may be allowed in a fashion the presiding officer will make clear.
 - g. No public comment will be entertained once a motion for action has been called and the Commission's deliberation has begun.
 - h. Public comments and presentations shall adhere to common norms of civility and may be cut off by the presiding officer, if in his or her judgment these norms of civility are violated. Disruptions of Port Commission meetings are prohibited. Disruptions include, but are not limited to the following:
 - i. Failure of a speaker to comply with the allotted time established for the individual speaker's comment;
 - ii. Addressing the audience, rather than the commission, by a member of the public who has been recognized by the presiding officer for public comment;
 - iii. Outbursts (e.g., clapping, shouting, cheering) from members of the public who have not been recognized by the presiding officer for public comment;
 - iv. Holding or placing a banner or sign in the meeting room in a way that endangers others or obstructs the free flow of meeting attendees or the view of others attending the meeting; or
 - v. Behavior that intentionally disrupts or otherwise impedes the orderly conduct of Commission business.

5. Conduct of Regular Business Meetings:

- a. The Port Commission, as a governing body, is charged with making decisions that advance the mission of the Port and which are based on sound information and analysis, respect for views of the public, and each Commissioner's best disinterested judgment.
- b. With only 3 elected Commissioners, the Commission can operate with a high degree of informality and need not be bound to all the provisions spelled out in standard codes of parliamentary procedure. However, some formal procedures need to be followed to respect the rights of all 3 Commissioners to participate equally and fully in all Commission business.
- c. Some fundamental principles for conducting Commission meetings include (taken from The Standard Code of Parliamentary Procedure, by Alice Sturgis):
 - i. All Commissioners have equal rights, privileges, and obligations.
 - ii. The majority vote decides.
 - iii. The rights of the minority must be protected.
 - iv. Full and free discussion of every proposition presented for decision is an established right of the members.
 - v. Each member shall have the opportunity to speak before any member speaks twice.
 - vi. Every member has the right to know the meaning of the question before the Commission and what its effect will be.
 - vii. All meetings must be characterized by fairness and by good faith.
- d. Routine and ordinary business may be approved and/or rejected by the Commission by placing it on either the Consent Agenda, or as an item of "Regular Business". Examples of items typically placed on the consent agenda are approval of warrants, meeting minutes, lease amendments, contracts and items that have already come before the Commission.

Examples of items considered as "Regular Business" include monthly financial reports, lease agreements, significant contracts, and grant agreements. Matters of routine and ordinary business may be voted on at the same meeting at which they are introduced.

- e. To facilitate sufficient time for reflective consideration of proposals by Commissioners and members of the public and staff, all proposals for policies* which impact Port customers or members of the public shall be voted on no sooner than the immediate next regular business meeting following introduction of the proposal. The introduction of a proposal at a Commission meeting is the "first reading" and any subsequent meeting where the proposal is considered is the "second reading". This requirement may be waived by a unanimous vote of the Commission.

*Examples of policy actions include adoption of the budget, adoption of strategic and/or comprehensive plans.

- f. Motions do not require a second.
 - g. The presiding officer of the Commission meeting shall have the right to participate fully in the discussion and shall cast a vote on all motions.
 - h. The standard priorities and requirements for main, subsidiary, and privileged motions shall be used.
6. The draft agenda may be available by Friday of the week previous.

7. The Executive Director or his designee would be responsible for keeping track of each issue.
8. Port staff and/or general counsel may serve as parliamentarian in the event the presiding officer, commissioner or commission desire procedural assistance.

All public comments and questions should be directed to the Commissioners. If the Commissioners so desire, they may refer the question to the Executive Director, Port Attorney, and/or other Port Staff in attendance.

MINUTES

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to RCW 42.32.030.

VOUCHER APPROVAL

Voucher approval is incorporated under “Consent Agenda”. See also Resolution 737-20 for details on the issuance and approval of checks and warrants.

COMMISSIONER'S COMPENSATION

Each Commissioner shall be reimbursed or compensated for actual attendance at official meetings of the district and for other official services or duties on behalf of the district up to the maximum rate allowed in accordance with RCW 53.12.260.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 2/9/2022
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Economic Framework and Preparation for 2/17/2022 ICG Meeting

ISSUE

This item is on your agenda to prepare for the next scheduled ICG meeting.

BACKGROUND

The first meeting of the Intergovernmental Collaborative Group (ICG) is scheduled for February 17, 2022, at 5:00 P.M. On the agenda will include a discussion of the most recent draft economic framework.

DISCUSSION

At the last ICG meeting of 2021, the draft framework was discussed, and edits were made at that meeting. The attached update is a clean copy with those changes.

FISCAL IMPACT

None identified herein.

ATTACHMENTS

1. Jefferson County Economic Framework, revised draft 11/18/2021

RECOMMENDATION

Discuss and provide direction in preparation of the February 17, 2022, ICG meeting.

Jefferson County Economic Framework

11/18/21 – Revised Draft

Economic Framework Statement of Purpose & Use: The purpose of this Economic Framework is to provide a shared direction for community leaders from the County, City, Port and PUD to collaborate on issues of economic importance.

Shared values: We endeavor to reflect our community's values. Government sets the table for economic development and we strive to develop infrastructure and services that support a triple bottom line (a balance of the economic, environmental and social consequences of our decisions) and keep climate change adaptation and mitigation in the foreground. Our efforts set the table for economic development a year, a decade, and a century from now.

We come together: to address and collaborate on issues, complex problems and projects that cross jurisdictional boundaries, are bigger than one agency can address alone, and/or that require public/ private partnership.

1. What does each organization do?
 - a. **Jefferson PUD** provides the residents of our community with essential services including water, sewer, electric, and broadband.
 - b. The **Port of Port Townsend** serves the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, to provide community access to Port facilities and services, and to protect and maintain our community resources and maritime heritage.
 - c. **Jefferson County government** strives to provide the social and physical infrastructure for all people, businesses, and families to thrive here.
 - d. The **City of Port Townsend** envisions a thriving community for all. By delivering infrastructure and services, and through engagement with community members and partners, the City of Port Townsend aims to meet and anticipate ongoing and evolving community needs over the long-term. Basic infrastructure and services underpin a healthy natural environment, meaningful economic development, and a high quality of life for residents.
 - e. Each organization retains their separate autonomy while participating in the Intergovernmental Collaborative Group (ICG).
 - f. Each organization maintains its own plans, including:
 - i. Jefferson PUD: Utility System Plans
 - ii. Port of Port Townsend: Comprehensive Scheme of Harbor Improvements
 - iii. Jefferson County: Comprehensive Plan
 - iv. City of Port Townsend: Comprehensive Plan
2. What projects could we collaborate on to help our local economy be more healthy and supportive of the local residents?

- a. Affordable housing, including specifically workforce housing
 - b. Broadband
 - c. Social Infrastructure
 - i. Childcare
 - ii. Parks & Recreation
 - iii. Schools/Educational opportunities
 - iv. Healthcare & wellness for all ages
 - d. Infrastructure resiliency in a changing climate
 - e. Key infrastructure projects & plans such as (not in any particular order):
 - i. Point Hudson Preservation Plan
 - ii. Boat yard expansion plans
 - iii. Glen Cove infrastructure and future
 - iv. Port Hadlock sewer infrastructure and development opportunities
 - v. Jefferson County International Airport (JCIA) industrial development
 - vi. Larry Scott Trail/Olympic Discovery Trail
 - vii. Olympic Gravity Water System
 - f. The administrators are tasked with bringing a list of possible projects to collaborate on and for the ICG to prioritize.
3. How do we engage with the public? We commit to complete transparency and effective public engagement on all projects and plans.
4. What are our principles of communication/working together?
- a. We strive to understand each other's perspective.
 - b. We openly communicate and coordinate on projects that involve voter approval.
 - c. We coordinate on legislative agendas.
 - d. We provide guidance for key projects to be considered for funding opportunities including but not limited to Public Infrastructure Fund (PIF).
5. How do we define success?
- a. Projects support or enhance existing businesses (i.e., infrastructure to support growth within existing businesses).
 - b. Projects fill identified gaps in supply chains or services needed by existing businesses (i.e., locating new businesses that support existing businesses within the community).
 - c. Projects support growth in key sectors that are aligned with the community's vision and support the triple bottom line (a balance of the economic, environmental and social consequences of our decisions).
 - d. Projects actively advance equity and diversity.
 - e. Projects support the foundation of generational economic development.
 - f. Projects prioritize keeping resources within the community (circulating within the community).
 - g. No projects support the mission of the day at the expense of the future.

EXAMPLE:

WORK PLAN

Housing details/tasks:

- I. Seek to get technical assistance from Commerce/USDA Rural Development/the State Housing Finance Commission
- II. Identify models and case studies of rural communities that have moved the needle on workforce housing