

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, February 23, 2022

The Port of Port Townsend Commission met for a regular business session via Zoom online.

Present via Zoom online video: Commissioners Hanke, Hasse & Petranek
Executive Director Berg
Deputy Director Toews
Director of Finance & Administration Berg
Director of Capital Projects and Port Engineer Klontz
Port Recorder Erickson
Port Attorney Woolson

I. CALL TO ORDER (00:00:06)

Commissioner Petranek called the meeting to order at 5:31 p.m.

II. APPROVAL OF AGENDA (00:00:45)

Director of Capital Projects Klontz proposed one change – to remove item VIII. C. Environmental Services On-Call Agreement from the agenda. He said this item would be brought back before the Commission at their March 9 meeting.

Agenda was approved as amended by unanimous consent.

III. PUBLIC COMMENTS (00:02:18)

Rick Jahnke commented via email that the Sims Way Gateway Project was a great opportunity to adapt this area to climate change driven sea level rise.

Karen Sullivan, retired US Fish & Wildlife biologist, wrote a letter asking for the Port to declare its support before Thursday February 24 for Port Townsend resident Lorna Smith, who was appointed to the Washington Fish & Wildlife commission by Governor Inslee in January.

Amy Leitman, citizen of Port Townsend and owner of Marine Surveys & Assessments said she had worked for the Port, but not often for the last ten years. She commented on the Environmental Services On-Call Agreement, saying she encouraged the Port to request proposals to ensure getting bids from other consulting companies that do the kind of work that this \$600,000 3-year contract is going to provide. She felt this would ensure the Port and the taxpayers of Jefferson County get the best value for the price and might include local people who are equally capable.

Gary Lanthrum, president of the Jefferson County Pilots Association, commented that he had participated in the review of new airport engineering services contract, saying that any of the three firms interviewed would do an excellent job. He was pleased with the process and the outcome.

IV. CONSENT AGENDA (00:16:35)

A. Approval of Workshop & Regular Business Meeting Minutes from February 9, 2022.

B. Approval & Ratification of Warrants

Warrant #064824 in the amount of \$9,844.03 for Accounts Payable.

Electronic Debit for \$3,475.64 to WA State Dept. of Revenue for Combined Excise Tax Return.

Warrant #064825 through #064828 in the amount of \$6,155.11 and Electronic Payment in the amount of \$106,228.08 for Payroll & Benefits.

Warrant #064829 through #064885 in the amount of \$77,373.17 for Accounts Payable.

Warrant #064750 in the amount of \$84.00 is declared void.

Commissioner Petranek noted a small change to the minutes, and Recorder Erickson said she had made the change as well as corrected the spelling of two names given to her by Commissioner Hasse.

Minutes were approved as corrected by unanimous consent. Consent Agenda was then approved as written by unanimous consent.

V. SPECIAL PRESENTATION: Terry Khile, Operations Manager, Retirement (00:18:26)

Executive Director Berg expressed his appreciation for Mr. Khile being at the Port for his transition. He stated that Terry gave way more than he ever took in his career working for the Port of Port Townsend and made a lasting difference here in this community. He said there will be generations of people who will benefit from the efforts he put in. He then shared a small token of thankyou, a business card cast in bronze which includes a cell phone number he'd no longer need to answer.

Deputy Director Toews said that Mr. Khile was a cornerstone of this organization, answering calls in the middle of the night; a loyal, hardworking, knowledgeable individual, who can't be thanked enough for all he has done. Mr. Toews said that whenever he had a question and needed to call a friend, Terry was who he called.

Commissioner Hanke said he had hauled and launched his boat in the old 70-Ton Travelift recently – the same Travelift that hauled it the first time in 1986. He recalled many calls to Terry at all hours of the night for emergency boat repairs, getting excellent service countless times over the years. He will miss their friendship and banter and hoped for more good times to come.

Finance Director Berg said she couldn't count how many times someone would come up with an idea and Terry would say it had been tried, and then explain why it hadn't worked. She expressed her

gratitude for his sense of humor, his kindness, and his willingness to share his knowledge and give his all to the Port.

Commissioner Hasse having worked 40 years in Point Hudson, away from the Boat Haven boatyard, said she knew him by reputation and wished she had worked more with him and although she couldn't attend his farewell, she would look forward to raising a glass with him at some future date.

George Yount, former Port Director, thanked Mr. Khile for his many years of service.

Commissioner Petranek thanked Mr. Khile for the legacy, the transition he created – the platform for the staff and crew to be able to work together. She sees a level of excitement and positive energy which is something he passed along – great leaders put people in their place who will carry forward.

Mr. Khile said that he'd tried to leave three years ago but was asked to stay on for the upcoming executive director transition and he'd spent the intervening years making sure there were people in place who would do great work for the Port. He said he'd slept better in the past week than he had in years.

VI. SECOND READING ~ none

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (00:34:34)

A. Airport Engineering Professional Services for 2nd Connector Taxiway (00:35:35)

Director of Capital Projects Klontz said the Port had been successful in selecting a well qualified airport engineering firm for a professional service agreement for design engineering services for a period of five (5) years to help the Port with Federal Aviation Administration (FAA) funded projects at the county airport. Staff is requesting authorization from the Port Commission for Executive Director Berg to enter into an agreement with Precision Approach Engineering for design of the 2nd Connector Taxiway & parallel taxiway projects at the Jefferson County International Airport (JCIA). He let Commission know there is a deadline of April 1, 2022, when the Port must submit a scope of work and a grant application in order to receive the \$150,000 of FAA funding allotted annually for JCIA capital projects. Signing authority is for \$150,000, but staff anticipate the final amount will be less.

Commissioner Hasse asked if Precision Approach Engineering would do a cost estimate and also prepare the grant. Mr. Klontz replied that Precision will provide a fee proposal and that the FAA requires an independent estimate done to validate their fee proposal before we can sign an agreement. Once the design agreement is in place, Precision will handle design work as well as FAA requirements associated with federal grants. There is an April 1 deadline for us to make it into the desired funding cycle—for design in 2022 and construction in 2023.

Commissioner Hasse moved to authorize the Port Director to execute the professional services agreement with Precision Approach Engineering for preconstruction design services of up to \$150,000. Vote was taken and motion passed unanimously.

B. Sims Way Gateway Task Force (00:40:03)

Executive Director Berg said this item was explained in his memo, which asked if the Commission would accept and ratify the City's establishment and selection of members to the Sims Way Gateway Project Stakeholder Advisory Group. He said that the City Council took action at their meeting the evening before (2/22/22) where Commissioner Petranek was in attendance. He said the goal is to continue with robust public engagement in cooperation with our partners as we study options with appropriate design and permitting.

Commissioner Petranek said she had attended the City Council meeting the previous evening (2/22/2022) where this task force was approved. She said the process will be comprehensive, looking at the details of the best direction for City parks, the PUD's responsibilities for reliable and safe power, and for the boat yard expansion. She stated that the intension of the taskforce is to do good work together—our government entities and our community. Ms. Petranek endorsed public engagement in the project as crucial, and said there are many channels for it, including the stakeholders' group, the City's Park committee, and all three governing entities.

Commissioner Hanke moved to accept and ratify the City's establishment and selection of members to the Sims Way Gateway Project Stakeholder Advisory Group. Vote was taken and the motion passed unanimously.

Commissioner Hasse said the taskforce was a wonderful group of people and she is looking forward to participating in the process and seeing the beautiful landscape that we'll create together.

IX. STAFF COMMENTS (00:46:25)

Executive Director Berg commented that Terry Taylor, who is soon retiring as an Environmental Specialist would be rehired in a part-time position as training coordinator. He remarked that the latest Port Report had come out that day and this edition highlights fabricators in the Port. He said the Port had increased its communication efforts and had heard lots of positive feedback on the Port's weekly Hot Sheets created by Scott Wilson. However, Mr. Wilson has decided to do less in his retirement, so the Port will need to transition its communication duties in the not-too-distant future.

Mr. Berg asked Commissioners about in-person meetings with the mask mandate fading away soon; however, the Port's Pavilion building will not be ready until late May. The Port is approximately ten weeks out from getting an HVAC system. Does Commission want staff to make arrangements for an alternative location (like PTYC) using hybrid meetings ASAP, or wait till the Pavilion is ready?

Commissioner Petranek said that she remembered this discussion earlier and she still felt that Commission should wait until the Pavilion is ready, to avoid the extra work of arranging for both online and in-person meetings simultaneously at a facility that would need big screens, strong WiFi, etc.

Commissioner Hanke said he didn't want to wait ten weeks; he didn't feel that the Port was serving the community well not meeting in person and asked that staff prepare an alternative place to meet.

Commissioner Hasse said she had mixed feelings and noted the positive aspects of meeting virtually—less driving and low environmental footprint; and the negative is people not being able to sit with Commission, visually read reactions, and get a sense of the community. She would like more information about the Zoom attendance.

Executive Director Berg said the order is still in effect that would require a hybrid option for public meetings, which is a larger challenge because it requires connectivity. He noted that there were 4 or 5 meetings and a retreat to be held in the intervening weeks before the HVAC is completed in the Pavilion building, which is not a lot to invest in assuring adequate internet. He was excited to move into the Pavilion building and thought the Quilcene community meetings prove that work is so different when you're all in a room together. He said he could bring back options at the next meeting, alternatively staff are also happy to continue to meet virtually.

Commissioner Petranek suggested another option: holding the retreat at the Yacht Club and wait for our regular meetings to be at the Pavilion.

Commissioner Hasse asked what the technical requirements were for a hybrid meeting. Mr. Berg answered that the primary requirement is internet connectivity. The Port has a camera and audio recording device that can integrate with Zoom on a laptop and be simulcast to a big screen TV. He said it would be easier if it is fixed but it can also be mobile. He suggested Port staff test the equipment to understand its portability and internet requirements and bring options to the next Commission meeting for discussion.

Finance Director Berg commented that there was a lot going on in HR with the organizational restructuring; especially providing IT needs in onboarding the new hires so far (there are still a couple of positions yet to be filled). She also reported that she'd finally gotten the entire budget input into the accounting system and reconciled, and she's now starting work on the 2021 annual report.

Port Engineer Klontz reported that the Port had received its signed Biological Opinion for the Point Hudson Jetty project, which allows us to complete our NEPA document and work on signing our documents with the Dept. of Commerce, who have committed \$7 million to the project. He will be working with Steve King from the City of Port Townsend on a request for qualifications to find the facilitator on the Sims Way Gateway Project. He reported that WA State Dept. of Commerce gave the greenlight to advertise for engineering services for Boat Haven Stormwater project. He said that there was a lot going on in the world of Capital Projects.

XI. COMMISSIONER COMMENTS (01:05:26)

Commissioner Hasse commented that she had the most fun watching Commissioner Petranek christen the new 75-ton Travelift. She relayed that she had attended the Intergovernmental Collaborative Group (ICG) and North Olympic Development Council (NODC) meetings, she got to meet John Mauro, and others. She reported on the NODC's three-hour meeting where a consultant put together a group of responsible government workers to prioritize their concerns about pollution, sea-level rise, climate change, homelessness, etc. Using that list, they were to create a toolkit to address these issues, and potential methods for implementation—for instance, through the permitting process. The resulting list was sobering, and she felt it was clear that our governing bodies are committed to providing its citizens the basics of food, shelter and water during a crisis. She was inspired by the people who attended (Marine Resource Committee (MRC), ICG, NODC committee members) and she was grateful for the opportunity to be involved in this effort.

Commissioner Hanke commented with a word of caution about the amazing news of getting the Biological Opinion that will help with the NEPA process and lead to us getting a permit for the Point Hudson jetty. He reminded those present that the Port once had a permit for the jetty and gave it up, so to get to this point again is really phenomenal. He then mentioned a FEMA project: the Port anticipates receiving \$3.1 million to fix the Boat Haven bulkhead that was damaged in the king tide. He said that these projects come about because we hire excellent, professional staff who work hard to accomplish goals like these, and he wanted to be sure that the entire Commission supported them in their endeavors, by keeping transparent communication lines open. He cautioned that if the Commission begins to second-guess staff, we may end up in chaotic times. He then thanked staff for working long hours and getting things done.

Commissioner Petranek commented that she had attended 12 meetings in the last week, and it was a bit overwhelming. One of these was the ICG meeting, which was the first for the Economic Development Council Team Jefferson Director Cindy Brooks. Ms. Petranek was impressed with what is accomplished when all 16 people (elected officials and staff from the four local governmental entities) are at the table doing award-winning work together, especially considering that 25% of that

group was new at that meeting. She also attended the NODC, and like Commissioner Hasse was impressed at our regional efforts—staff and elected officials of the City, County, Port, as well as many organizations—the level of expertise was extraordinary. She recalled the things that topped the list of issues prioritized at that meeting: water availability and water infrastructure; self-reliance (food systems, transportation, energy alternatives); wildfires and related smoke challenging our area; and education in getting everyone on board with this. She relayed that christening the Travelift was not only good fun, but a great “lifting” of spirits for the community.

XI. Next Public Workshop & Regular Business Meeting (01:19:00): Wednesday, March 9, 2022, Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom.

XII. EXECUTIVE SESSION ~ none

XIII. ADJOURNMENT: meeting adjourned at 6:50 p.m., there being no further business before the Commission.

ATTEST:



Peter W. Hanke, Secretary



Pamela A. Petranek, President



Carol L. Hasse, Vice President