

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, April 13, 2022, 1:00 p.m.

The Port of Port Townsend Commission met for a regular business session at the Port Townsend Yacht Club, 2503 Washington Street, Port Townsend, and also online via Zoom.

Present: Commissioners Petranek
Deputy Director Toews
Director of Finance & Administration Berg
Port Engineer & Director of Capital Projects Klontz
Harbormaster Ferrero
Lease Administrator Nelson
Port Recorder Erickson

Present via Zoom online video: Commissioner Hasse
Executive Director Berg
Operations Manager Sparks
Port Attorney Woolson

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (00:00:05)
Commissioner Petranek called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (00:01:22)
Item V. was changed; recognition will be for Shannon Meehan only. Recognition of Jean Jameson will take place at a subsequent meeting.
Agenda was approved as amended by unanimous consent.

III. PUBLIC COMMENTS (00:02:12)

The following comments were sent in via email:

Linda Fitzgerald commented on a communication problem on March 23 for the meeting on that day. She wrote to remind Commissioners about the Gardiner Community Plan, which has been in effect since 1988, and which mentions the Gardiner Boat Ramp. She wrote that the boat ramp has not been maintained and that what the Port does at the boat ramp affects the Gardiner community.

IV. CONSENT AGENDA (00:3:52)

A. Approval of Regular Business Meeting Minutes from March 23, 2022.

B. Approval & Ratification of Warrants

Warrant #065015 in the amount of \$5,152.44 for Accounts Payable.

Warrant #065016 through #065017 in the amount of \$476.00 for Accounts Payable.

Warrant #065018 through #065023 in the amount of \$27,487.62 and Electronic Payment in the amount of \$192,288.52 for Payroll and Benefits.

Warrant #065024 in the amount of \$1,956.42 for Accounts Payable.

Warrant #065025 in the amount of \$2,808.00 for Accounts Payable.

Warrant #065026 through #065099 in the amount of \$151,327.67 for Accounts Payable.

Electronic Debit for \$3,009.63 to WA St. Employment Security Dept. for Family Medical Leave.

Electronic Debit for \$25,421.70 to WA State Dept. of Labor & Industries for 1st quarter taxes.

C. Reid Middleton Contract - Boatyard West Expansion

D. Resolution 768-22 Adopting County Redistricting after 2020 Census

Commissioner Hasse commented that she would like to see explicit wording on the Reid Middleton contract for design to factor in sea-level rise, making sure the grade is appropriate.

Deputy Director Toews said that sea-level rise is part of the basis for design on any project, that Reid Middleton is doing engineering and cost estimating, and that staff will be responsible for design review. He said staff would reach out to a stakeholder group and possibly the Climate Action Committee to be sure the project would meet these design parameters.

Consent Agenda was then approved by unanimous consent.

V. Special Presentation: Recognition of 15 years at the Port for Shannon Meehan (00:08:44)

Commissioner Petranek said that Shannon had dedicated the last 15 years to awesome, stellar service in every interaction. She said every interaction with Shannon is personal, of quality, and very precise. She said she loved asking her questions, as she is always welcoming and helpful.

Harbormaster Ferrero stated he had worked all of his years at the Port with Shannon, and she had backed him up and helped him grow into the person he is today. He said she is sought out because she's the definition of customer service, a great example to follow. He said she has great relationships with Marine Trades and the commercial fleet, and she is a huge role model with all the Customer Service Representatives (CSR).

Deputy Director Toews said customers love Shannon because she employs the golden rule—do unto others as you would have them do unto you. He said he was glad she had agreed to step into the role of yard lead.

Shannon Meehan said she enjoys the comradery with her coworkers and working on a team where any time you need it, there is someone who will help you out. She said customers make her work fun and it's easy to be nice to a good customer.

Lease Administrator Nelson said that Shannon has been an incredible worker who is dedicated to what is right and is highly respected by everyone with whom she works.

Director of Finance & Administration Berg said that whenever she got a call or email from Shannon, she has always been very specific and gives just the right amount of detail to help her understand the situation. She said that Shannon was very diligent and exacting, which is appreciated by the customers and port staff.

VI. SECOND READING ~ none

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (00:14:19)

A. Point Hudson Jetty Update (00:14:30)

Director of Capital Projects & Port Engineer Klontz said it is hard to believe, but things are getting very real for the Point Hudson Jetty Project:

- A lot of key environmental permits have come in this month, including the Army Corps of Engineers permit that allows us to do in-water work—a huge milestone.
- The timing is great—the Port can still go out to bid and potentially start work this fall after the Wooden Boat Festival.
- Port staff is working hard to finalize the design and specifications.
- Port staff is working closely with US Dept. of Commerce Economic Development Administration (EDA), the primary funding agency (with ~\$7 million), to finalize the funding agreement.
- The goal is to advertise the project to contractors in mid-May and open bids in mid-June.
- Port staff is optimistic about funding, depending on bid opening in June:
 - The latest engineers estimate shows a cost increase of \$2 million.
 - The Port was successful in securing \$1.5 million from the State's supplemental budget, which helps to close the gap in funding.
 - The EDA may still contribute additional funding.
 - The design phase may be paid for by the Dept. of Fish & Wildlife.

Deputy Director Toews noted the Port's positive communications with the EDA and felt that the Port was on track to see the funding agreement soon which would solidify the funding award, allowing the Port to clarify any special conditions required to be in the bid documents. He thanked the City of Port Townsend for expediting permits, which was instrumental in allowing the Port to stay on schedule with permitting.

Port Engineer Klontz said that in the current bid climate contractors are being selective about the work done due to many things, one of which is worker shortages, another consideration is commute time for workers. He planned to place an ad in the Daily Journal of Commerce for an (optional) open-house event on Tuesday, May 3rd, which he hoped would build interest in the project before advertising for bids.

Commissioner Hasse asked what would happen if all the bids come in far above the current engineer's estimate. Port Engineer Klontz said that in that scenario, there is a 60-day period after bid opening when the Port is allowed to reach out to funding agencies and ask for more money. Another option would be to elect to do portions of the project, then work to find funding for other portions.

Commissioner Petranek asked questions about the details of funding, and Deputy Director Toews and Port Engineer Klontz gave details on the project costs and different funding sources. Commissioners and staff celebrated the likelihood of construction starting this fall.

Executive Director Eron Berg cautioned that there will be major impacts to the community. He said it will be loud and dusty, there will be vibrations and light pollution six days a week and for long hours—it's not going to be quiet.

B. IDD Levy Financial Report, Quarter 1, 2022 (00:36:54)

Finance Director Berg referred to page 51 of the packet for this report which she said is a snapshot update for the first quarter of 2022 showing where the Port is with IDD funds, and where it started in 2020. In this first quarter of 2022, the Port has taken in about \$375,000, or about 14% of this year's levy. Spending in the first quarter was about \$106,000; however, the Port anticipates spending \$2 million on the Point Hudson Jetty this year. She asked if the Commission were comfortable with the way the report was presented.

Commissioner Hasse asked about funding for the Point Hudson preservation and dock replacement projects. Port Engineer Klontz said the preservation funding was slated for the

roofs and would be a multi-year, phased project. The dock replacement was for all marinas and is also going to be phased.

Commissioner Petranek said she wanted to be able to see the total IDD funds received, total IDD funds spent, and the total remaining, and went over the report with Ms. Berg.

IX. STAFF COMMENTS (00:49:40)

Deputy Director Toews commented that staff had had a wonderful opportunity to visit two sister ports in the region—Commissioner Hanke drove his company tour boat to the Port of Friday Harbor (PoFH) and the Port of Anacortes (PoA)—to learn from them, build comradery with staff, and see what other ports do. He said that these two ports are well regarded and offer stellar visitor service that we'd like to emulate here. He noted that the signage was first rate at PoFH leaving little ambiguity as to where to go and what to look for at the Port, which is transient-oriented like Point Hudson. They have worked for a long time to get their dock attendant program running at PoFH using high-school students, much like our program in conjunction with the Maritime Center, where they direct traffic and provide eyes & ears on the docks. Mr. Toews noted PoFH has maintenance team of 9 without the breadth of our facilities, enabling them to do dock rehab and maintenance in house. They also have a grant-funded pump-out boat constructed a land base to facilitate the boat. At PoA, staff were justifiably very proud and happy to give a tour of their port. He especially liked the aluminum ladders that PoA has on their docks, which float and are easy to deploy. He found it interesting talking to them about the way they've routinized everything with cameras everywhere (as does PoFH) with real-time information for staff to help people and also catch vandals. He reported lots of lessons learned and hoped to return the favor to them.

Harbormaster Ferrero said the CSRs were all very grateful to do the trip and discuss among themselves places they always hear about from boaters who are coming from those ports, and to meet their counterparts in person. He said it was great for morale; his whole team is full of ideas, and they will brainstorm to decide what to do next with all that they had learned. He said that since one of the two ports will be implementing an RV park and another will be implementing a yard soon, he expected their staff to come visit our Port to see how we work.

Director of Finance and Administration Berg said she enjoyed the trip and agreed with Deputy Director Toews about learning from their signage, floats, and pump-outs. She said Anacortes had 6 staff and 2 commissioners meet them at the dock. She thought it would be nice to visit there in the summer to see their dock program in action. She said Friday Harbor has nine on their maintenance staff just for the marina; they have more maintenance staff dedicated to their airport. In addition to an incredible camera system, they have a dedicated IT staff.

Port Engineer Klontz said he thought the Port of Port Townsend is unique in that we have such a large boatyard and our building facilities are more diverse.

Lease Administrator Nelson referred to her Lease Brief in the packet and highlighted a few things: two new tenants in the Nomura building (PTMTA and Sea Grant); SEA Marine is out of the Cupola Annex and WA Dept. of Fish & Wildlife is talking about adding that to their lease; and annual CPI increases. Commissioner Hasse asked clarifying questions about certain Port buildings available for rent, and then asked what the difference was between market-rate increase and step increase. Ms. Nelson said step increases were a way for lessees to step into the full rate of the lease in increments to get to the market rate.

Port Engineer Klontz gave updates on two projects: (1) the Port is currently soliciting for engineers to help with stormwater system design on the Boat Haven Stormwater Project; (2) the first stakeholders meeting for the Sims Way Gateway & Boatyard Expansion project was yesterday. He said on April 20th staff will interview two engineering firms that submitted Statements of Qualifications to help us with the design on the Gateway project; a contract will be prepared for Commission authorization.

Commissioner Petranek asked about the status of the Pavilion Building HVAC, and Operations Manager Sparks said the building would definitely be done in time for the Commissioners Retreat (which is planned for May 18-19, 2022).

Operations Manager Sparks said that the remodeling of the old Coast Guard building (new Marina office) was coming along: the insulation is in, and sheetrock would be installed next week; his team then plans to do exterior work on the building while waiting for a permit before moving it. He said after the building is moved there will be more work to do until it's ready for occupancy. He reported that mowing season at the airport has begun. He said the Yard & Maintenance teams are working well together. He said that several PUD jobs are in progress to help the Port get more power at Point Hudson.

X. COMMISSIONER COMMENTS (01:12:10)

Commissioner Hasse commented that it was great news about getting a grant from the Sea Tow foundation for loaner life jackets at Point Hudson. She attended the second of three NODC climate sessions to come up with a climate change preparedness report; this session was refining priorities further and looking at regional strategies. She wondered if the Port had ever done any research on our transportation emissions and what mitigation factors we might employ. Among the goals and objectives in the meeting, of interest to her were agricultural sustainability and increased interagency collaboration on wildfire risk & response. She attended the Chamber Café where Jefferson County Library Director Tamara Meredith spoke about what the library is doing to inspire people and partner with school districts in their library program, which she thought should include teaching students about marine trades. She also attended the Climate Action Coalition and wanted to promote two things from that meeting: (1) a June 1 car-free day with a competition between City, County & Port for the fewest people driving; (2) a hazard mitigation plan of our community – specifically in the case of wildfires. She attended a PTMTA Maritime Advisory group meeting where they requested a seasonal yard rate study. She thought it would be a good idea to require special insurance for long-term storage so that if the Port ends up with a derelict boat, we wouldn't have to pay for its demolition. Another concept from the meeting was to have an inter-governmental vision about parking, including location, cost, and how to encourage use of shuttle buses/trolleys, etc. And finally, another idea from this group was to explicitly build into leases acceptable behavior of the lessee, whether it is to do with noise, toxic fumes, or any other safety concerns; this way, when people complain, the Port would have a mechanism to move lessees into compliance with Port policy.

Commissioner Petranek said the Sims Way Gateway project planning group meetings were going well and she had the highest accolades for how all involved (Port, City, PUD & citizens) were working well together. She attended the April 1st NODC Climate Change meeting, where they looked at the highest priorities for climate change that we can make progress on in our region, which she noted were water supply, transportation, and energy usage. On April 5, she represented the Port at the Jefferson County Marine Resource Committee meeting where WSF&W did a presentation on forage fish. She said she made a motion at that meeting to support the installation of a new plankton sculpture at Pope Marine Park. On April 6th she did another KPTZ interview with Chris Bricker, this one with Joel Kawahara, a third generation Quilcene resident with lots of education and fishing experience who works to preserve marine habitat. On April 7th, she attended the EDC board meeting, where an attorney who specializes in non-profits gave a special presentation. She reported that the EDC had sent an area sector analysis survey to county citizens to collect data on economic vs. environmental priorities.


Commissioner Hasse reported that the Chamber of Commerce had organized a Women in Maritime Café that was well attended. Ms. Hasse spoke, along with other women--young and older--who work in and around our Port.

XI. Next Regular Business Meeting (01:27:04): Wednesday, April 27, 2022, at 5:30 p.m. at the PTYC & via Zoom.

XII. EXECUTIVE SESSION ~ none.

XIII. ADJOURNMENT (01:28:17): meeting adjourned at 2:28 p.m., there being no further business before the Commission.

ATTEST:



Peter W. Hanke, Secretary



Pamela A. Petranek, President



Carol L. Hasse, Vice President