

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, May 11, 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  
Harbormaster Ferrero  
Operations Manager Sparks  
Lease Administrator Nelson  
Port Recorder Erickson

Present via Zoom online video: Commissioners Hanke & Hasse  
Port Engineer & Director of Capital Projects Klontz  
Port Attorney Woolson

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (00:00:14)  
Commissioner Petranek called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (00:01:22)  
Commissioner Petranek asked that the agenda be changed by adding an Executive Session per RCW 42.30.110 1B to consider the selection of a site or acquisition of real estate.  
**Agenda was approved as changed by unanimous consent.**

III. PUBLIC COMMENTS (00:02:56)  
Scott Walker commented that he had a boat at D dock, and can rarely get a parking space near the ramp to access his boat because ACI is using that area for employee parking, and also a crane and their trucks. He said he was willing to pay for parking, and asked the Commission to work on a parking solution, since currently the Port is giving away parking.  
Ronnie O’Flaherty has a sailboat she is working on, and wonders what it takes to get a monthly rate as opposed to the nightly rate for moorage she has currently.  
Pete Gillis asked whether background checks were really necessary for someone like him who’s lived and worked here in Port Townsend for many years. He asked if it was legal to require one for moorage tenants, and did Commissioners vote for it. He also requested that Commission meetings be held after work hours.  
Commissioner Petranek asked the Commission what their understanding was for public comments. Is every letter written to the commission automatically a public comment? She said she has been checking with each person writing her to see if they want their comments posted as public comments for the next meeting, or just treated as correspondence. Commissioner Hanke said that all correspondence is public record, and acknowledge that their comments were read, and their letters are all on the Port’s website. Commissioner Hasse said if the commentator wants them to be read into the record, they can do that either via Zoom or in person, otherwise it will be posted on the website. Executive Director Berg said his policy has been that anything that comes to the Commission is either in the packet or posted as late materials on the website for transparency’s sake. Commissioners generally agreed that they would consider any letter written to them as a public comment for the next meeting, unless they asked for it not to be; and Commissioners can ask them to confirm that they want their correspondence as a public comment.

IV. CONSENT AGENDA (00:32:17)  
A. Approval of Regular Business Meeting Minutes from April 27, 2022.  
B. Approval & Ratification of Warrants  
Warrant #065164 through #065166 in the amount of \$556.00 for Accounts Payable.  
Warrant #065167 through #065173 in the amount of \$28,351.60 and Electronic Payment in the amount of \$174,636.39 for Payroll and Benefits.  
Warrant #065174 in the amount of \$1,000.00 for Accounts Payable.  
Warrant #065175 through #065237 in the amount of \$179,390.42 for Accounts Payable.

C. Accounts Receivable Write-off/Collection Register  
**Commissioner Hanke moved to approve the Consent Agenda, and it was approved by unanimous consent.**

V. SPECIAL PRESENTATION: RECOGNITION OF 20 YEARS AT THE PORT FOR JEAN JAMESON (00:32:52)  
Director of Finance & Administration Berg said that Jean had worked the entire 20 years in the same position—Accounts Receivable / Billings Accountant—and words to describe her are dedicated, precise, reliable, humble, kind, and generous. She’s a woman who loves decorating for Christmas, provides chocolate for anyone coming to see her, and many of her customers stop to

chat, bring their dogs (who get treats, too). She has moved to three new locations, worked under 4 Executive Directors, 3 Finance directors, and used 3 different brands of marina software. Ms. Berg thanked Ms. Jameson for her unwavering, dedicated work and her generous, gracious attitude to our customers.

Lease & Contracts Administrator Nelson said that she had enjoyed working with Jean all those twenty years together and Jean had helped her a lot with leases.

Executive Director Berg said that Ms. Jameson was a pillar of the Port—a backbone whose work we may not see, but we see the results of her work, which is critical to the Port.

Deputy Director Toews said that Jean is an absolute rock—one of the foundation stones of this organization—and he enjoyed working with her.

Harbormaster Ferrero said that much of where he is today is because of how Ms. Jameson had helped connect the Marina Office with the Accounting Office, and he appreciated all the time she'd spent with him to do this.

Jean Jameson said she didn't know where she'd be if the Port hadn't hired her and would never be able to thank the Port for all it has given her. She said she has loved her job all these years.

Commissioner Hasse thanked Jean for modeling kindness, thoughtfulness, and perseverance in her work, and said and she was sorry she didn't get to work with her more than 20 years.

Commissioner Hanke said that he was often tempted to stop by Jean's desk for the candy and enjoyed their conversations. He commended her for her consistency through the years, her accuracy and dedication, and for dealing so calmly with irate customers having to pay their bills.

VI. SECOND READING ~ none

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (00:42:02)

A. QUILCENE MEETING REPORT (00:43:56)

Executive Director Berg commented that the Commissioners' meeting packet contained everything that was provided at the meeting with the community in Quilcene, including a model which staff developed as a tool. This tool is intended to look forward and help inform potential decisions about investments and revenues. He said ultimately staff hopes to use it as a tool with other port properties to imagine the shape of the future and make decisions. He described the Quilcene community meeting on May 3<sup>rd</sup> as a bit smaller than previous meetings, but it was a positive discussion. He said Deputy Director Toews would give the overview of how the meeting concluded, followed by Ray Canterbury, who would describe the meeting.

Deputy Director Toews said that staff had a great experience meeting with the Quilcene community, starting with a community survey last summer, and almost monthly meetings starting last fall with three alternatives. After 5 meetings, he said that staff had heard the community's request to rehabilitate and maintain Port facilities before doing any substantial change or new developments. What they discussed at the May 3<sup>rd</sup> meeting was a draft of a preferred alternative, and if confirmed by the group, staff would do a cost estimate, draft a multi-year Capital Plan and present it to the Commission as the Quilcene community's preferred plan. To that end, staff plans to return to Quilcene on June 7<sup>th</sup> with a document like the draft presented on May 3<sup>rd</sup>, but augmented with further detail, costs, project timing; they will seek affirmation from the community, and then bring the resulting plan forward.

Ray Canterbury, resident of Quilcene, who attended the meeting gave a report from the community's perspective and said that Mr. Toews stated the situation very well. He said that the general consensus went over the details of the proposal, and Port staff had done a good job coming up with a middle ground on the alternatives. The details on the proposal were well presented and are something the community supports: maintenance of current facilities, dredging, making the boat launch safe and ergonomic, a dry campsite area for small RV's, a "Portland Lou\*" type of plumbed outdoor toilet and an outdoor shower for people who use the beach. He said the community is hoping that the rural nature will be preserved along with public access. \*Mr. Berg described the Portland Lou as a plumbed toilet facility that is unheated and lit, discourages camping out and resists graffiti, but is also easily cleaned & maintained with a hose. He said that this would be a great solution for the head of the Larry Scott Trail, too.

B. FUTURE MEETING FORMAT (00: 55:11)

Executive Director Berg asked what format the Commission would like to use for its meetings following the expiration of the Governor's emergency orders at the end of the month, when hybrid meetings are no longer required. He said that unless the Commission would like to have the Port's general counsel attend in person, the meetings would continue to have equipment and connections for remote attendance, so a hybrid option that is also open to the public will not be difficult for regular meetings and workshops. He noted that Port staff have

heard from the community that they appreciate being able to participate in the meetings remotely. If the Commission desires to maintain this capability, staff will propose an amendment to Resolution 763-22 that includes remote attendance and participation by the public.

Commissioner Hasse would like to stay with the remote option because it is not only safer during times of illness, but greener as no commuting using fossil fuels would be necessary. Commissioner Petranek said she was in favor of the Port Commission meetings being held in hybrid with an online option.

C. INTERGOVERNMENTAL COLLABORATIVE GROUP (ICG) MEETING PREPARATION:  
CAPITAL PROJECT LIST (01:01:05)

Executive Director Berg said he had forwarded a letter from Jefferson County Commissioner Kate Dean regarding capital projects in preparation for the ICG meeting on Thursday, May 19, 2022. He said the agenda for that meeting is matching infrastructure priorities to funding, and non-ICG member governmental agencies had been invited to participate. He asked for a consensus of key priority projects to send to ICG which we would consider for federal funding or partner funding opportunities.

Commissioner Hanke asked if there were a funding amount staff was seeking for each project, for instance the Point Hudson Jetty project. Mr. Berg reminded Commission that no funds would be distributed at the ICG meeting. This is more about educating each other about our critical projects (currently unfunded), how they affect the community and their costs, and hopefully there might be a matching of potential funding, and the ICG would help support its individual members in seeking those dollars.

Commissioner Petranek listed her top five priority projects:

- Anything unfunded for the Point Hudson Jetty
- Northwest Boatyard expansion
- Quilcene – focusing on recreational community-wide projects)
- 300-ton lift backup and replacement
- JCIA Industrial Park infrastructure for marine trades

Commissioner Hanke said he'd pick the same list as Commissioner Petranek.

Commissioner Hasse listed her top five priorities from the Capital Projects list, saying that she concentrated on joint projects.

- Quilcene - recreational park, building maintenance
- Point Hudson building preservation – historical preservation
- Cantilevered esplanade at Point Hudson
- 300-ton southwestern expansion of the Boat Haven boatyard
- Clean/green diesel from Cherry Point, adding a new tank at Boat Haven for this.
- Eco-industrial Park at JCIA, including the pilot terminal
- Climate Change Action Plan, affordable housing and other problems that are facing our community that require all of these government entities to work together.

Executive Director Berg said that the list needs to be whittled down a little. He suggested taking the Point Hudson Jetty off, under the theory that it cannot receive any further federal funding. He then commented on other projects on the list, in an attempt to whittle it down. He heard that Commissioners would like to focus on (1) western boatyard expansion, (2) Quilcene, (3) 300-ton lift, (4) JCIA eco-industrial park, (5) Point Hudson building preservation plan, (6) cantilevered esplanade at Point Hudson, and (7) green fuel facilities, which is 7 projects.

Commissioner Hanke agreed that the fuel needs to be upgraded at both the marina and airport. He felt that the esplanade is crucial in getting people off the road, which would be a great improvement.

Commissioner Petranek would prioritize fixing Port critical infrastructure like historical preservation at Point Hudson, which we've learned is expensive.

Commissioner Hanke asked what's easier to building with other funds, and there followed a discussion regarding what funds might be available for which projects. Commissioners agreed that the first 5 projects Mr. Berg had listed were the top 5 and after discussion and input from staff decided to add the esplanade as the 6<sup>th</sup> project.

IX. STAFF COMMENTS (01:28:47)

Executive Director Berg commented that the latest edition of the Port Report had just come out. He thanked Diana Talley who organized the photo piece and Lease and Contracts Administrator Nelson for coming up with the initial idea to interview a woman captain, which lead to the theme of women in maritime. He noted that the Port Retreat would be on May 18<sup>th</sup> & 19<sup>th</sup> from

10:00 a.m. to 3:00 p.m. each day. He also reported that he had attended the WPPA Spring meeting where he learned quite a bit, including a course on records' management.

Deputy Director Toews commented that he had good news: (1) the EDA grant is signed and delivered to the US Dept. of Commerce Economic Development Administration (EDA) for the Point Hudson Jetty for \$7.031 million; and (2) the Port was successful on a Boating Infrastructure Grant (BIG) Tier II for Boat Haven's linear dock—one of twelve projects funded in the nation, and the only one in Washington. He thanked Lisa Wilson and Ross Widener for their help in putting the BIG grant together. He reported that he and Executive Director Berg had attended a constructive meeting with the local community at the Gardiner Community Center, along with County Commissioner Brotherton and Sheriff Nole discussing a wide range of issues, including the Port's boat ramp project there. He said approximately 60 people attended, and staff received great comments about how to refine the project—they are concerned about parking and scope of the project; the consensus was to do the minimum necessary to repair the boat ramp.

Director of Finance and Administration Berg said the Port had hired a replacement for Karen Erickson; Joanna Sanders (current City clerk) will start at the beginning of June. She said Jean Jameson's replacement, Jeanine Johanson, had started working with Jean and things are going well. She was happy to convey that she had finished the Annual Report (part of today's meeting packet) on time. She said she plans to attend the WPPA Finance Directors' meeting in June where she will be giving a presentation on reporting to the Commission and the public.

Port Engineer Klontz commented that the contractor open house for the Point Hudson Jetty project had been rescheduled to Friday, May 13. The Port will advertise for bids later this month. He reported the evening before he had attended the second Sims Way Gateway and Boatyard Expansion project stakeholders meeting. It was a fruitful discussion; attendees were cordial and civil despite not agreeing on the project, they were willing to listen to other points of view. That group will be meeting about every 3 weeks until late August when they hope to present out, starting with the City Parks & Recreation Department.

Harbormaster Ferrero said that the work yard was still at 101% occupancy through April and staff is doing weekly check-ins on the haul-out schedule, making sure everyone is on schedule to be hauled. He reported that the Point Hudson Marina guest monthly boats had moved to Boat Haven, and that the cruise ships have started coming to Union Dock every Thursday and sometimes on Saturday, carrying 60-80 people.

Operations Manager Sparks said that the Pavilion building would be ready for the Port retreat next week. As for the old Coast Guard building / new Boat Haven Marina Office, the inside was done, and maintenance teams were working on the outside. The current marina office will become the airport terminal, and the project is in septic design phase now. He said he was hoping it would be moved in the fall with occupancy possibly in early 2023. He said that the 300-ton Travelift had a main bearing that may be going out, which was discovered after scheduling down time for routine maintenance this summer.

Lease Administrator Nelson reviewed her lease brief starting with new leases: SEA Marine will begin leasing the Armory Building sail loft space on May 1<sup>st</sup>, Station Prairie, LLC (Seton) will start a 50-year lease at JCIA Hangar site #5, and Sail Port Townsend, a woman-owned business will begin a month-to-month agreement on May 1, 2022, for an office in the Nomura Building. She said there were at least two more office spaces available in the Nomura building. She relayed that Best Coast Canvas had exercised option 2 of 3 for another year through July 31, 2023. She noted that Key City Public Theater is licensed to use a 1600 sq ft parcel of land at Point Hudson for an annual fundraising event June 24 & 25. She said that staff would bring a proposed Lease Assignment of Dave's Mobile Welding to Armstrong Consolidated, LLC to the May 25, 2022, commission meeting.

Port Counsel Woolson said he had attended the Washington Airport Manager Association meeting.

#### X. COMMISSIONER COMMENTS (01:49:09)

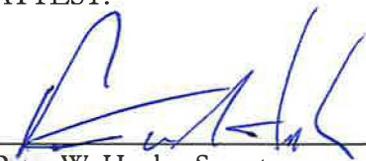
Commissioner Hasse thanked former Commissioner Steve Tucker who volunteered to help the MRC set the eel grass buoys using the Port's boat. She commented that the WPPA Spring Meeting was held in Skamania, near where she grew up, and she thought their classes and speakers were excellent; she learned that the Port of Camas / Washougal has their energy use assessed and dialed in, and she'd like to bring those ideas to our Port.

Commissioner Hanke commented that the WPPA had lost three top people to retirement, one of whom was a lobbyist, and he noted that WPPA's greatest asset is their lobbying capability. He reminded everyone present that the Port's lease policy was formed with the input from a lot of stakeholders throughout the Port in addition to staff; the big message is "fair market value" and "transparency" – it reflects the desire of tenants and doesn't need a complete overhaul.

Commissioner Petranek said that she had attended the monthly EDC Board meeting and reported that the confidentiality rules were still unresolved. The Board is looking at getting Transit on the EDC board to promote Park & Ride and have fewer cars downtown. EDC Director, Cindy Brooks is setting up financial accountability, a small business advisory service. She did a walk-about with representative Derek Kilmer and Port staff at Boat Haven and looked at the Point Hudson Jetty. Executive Director Berg, Deputy Director Toews and she participated in another KPTZ "Our Working Waterfront" interview to be aired Friday 5/13 at noon, with a general theme of community, staff and 'electeds' working together. She attended another EDC meeting "the Area Sector Analysis Work Group", which aims to get economic data for all of Jefferson County.

- XI. Next Meeting of the Commission (01:57:47): Commission Retreat on Wednesday & Thursday, May 18 & 19 from 10:00 a.m. to 3:00 p.m. at the Point Hudson Pavilion, 355 Hudson Street, Port Townsend & via Zoom. The next Regular Business Meeting: Wednesday, May 25, 2022; 5:30 p.m., at the Pavilion Building & via Zoom.
- XII. EXECUTIVE SESSION (01:58:28): per RCW 42.30.110 1B to consider the selection of a site or acquisition of real estate. Commissioner Petranek went into Executive Session at 2:58 p.m. for approximately 30 minutes with no action likely afterwards.
- XIII. ADJOURNMENT: the meeting was reopened and adjourned at 3:21 p.m., there being no further business before the Commission.

ATTEST:

  
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Peter W. Hanke, Secretary

  
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Pamela A. Petranek, President

  
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Carol L. Hasse, Vice President

