

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, May 25, 2022

The Port of Port Townsend Commission met for a regular business session the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

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

* *via Zoom online video*

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 1 00:00:21)
Commissioner Petranek called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (Rec. 1 00:01:22)
Agenda was approved as written by unanimous consent.

III. PUBLIC COMMENTS (Rec. 1 00:01:43)

The following comments were sent in via email:

Neil Erickson sent a comment via email saying that he felt the Commissioners should be wearing a mask during their indoor meetings. He said this is strongly recommended by Dr. Allison Berry, our county's public health officer, due to COVID-19 numbers being so high.

Bob Frank, President of Admiral Ship Supply, wrote regarding the Port Haul-out waiting list, saying that he had lost a customer who could not haul his boat out. He said that contrary to what some people think, this waitlist is not job security for the marine trades. He is in favor of letting the seasonal haul-out discount expire, and reissue it, if the need arises in the future.

Pete Langley, President, Port Townsend Marine Trades Association (PTMTA) wrote a letter of support on behalf of the PTMTA requesting the Commission to authorize an extended lease with Ernie Baird and support the continued reinvestment of private money with the Port.

Pete Langley wrote a second letter of support on behalf of the PTMTA requesting the Commission negotiate a new long-term lease for SEA Marine's existing lease space, launch ways, dock space, as well as significant expansion into the "Back 40" to be completed within 90 days and finalized before the Jetty shutdown.

No comments were made live at the meeting.

IV. CONSENT AGENDA (Rec. 1 00:04:11)

A. Approval of Workshop & Regular Business Meeting Minutes from May 11, 2022.

B. Approval & Ratification of Warrants

Warrant #065238 – #065240 in the amount of \$5,970.85 and Electronic Payment in the amount of \$103,196.12 for Payroll & Benefits.

Warrant #065241 - #065289 in the amount of \$56,988.19 for Accounts Payable.

Electronic Debit for \$9,469.11 to WA State Dept. of Revenue for Combined Excise Tax.

Electronic Debit for \$526.58 to WA State Dept. of Revenue for Business License Update.

C. Dave's Mobile Welding / ACI Lease Assignment

Commission Hanke moved to accept the Consent Agenda as written. Motion was approved by unanimous consent.

V. SPECIAL RECOGNITION (Rec. 1 00:04:57):

- Karen Erickson, Retirement

Executive Director Berg thanked Ms. Erickson for helping him transition into the Port. He appreciated how welcoming and friendly she was during his interview process; saying she was calm, friendly, and chatty which helped him relax. Mr. Berg said the Port Recorder's job is a lonely one because of where she's located and the nature of it. She handled the front line of complaints and found a way to help people. She moved the ball forward—Port records, filing, and website are all better due to Ms. Erickson's diligence. [Recording stopped due to technical issues.]

Deputy Director Toews (Rec. 2, 00:00:35) thanked Ms. Erickson and said it's been a pleasure working with her, being greeted each morning with her welcoming face, her quiet, unacknowledged, unnoticed ways of helping him out with many projects and technical issues.

Port Engineer Klontz said Ms. Erickson had been very patient and friendly with him in his short time at the Port, answering many questions and sharing life experiences.

Director of Finance & Administration Berg wished Ms. Erickson a happy retirement and said it was a pleasure to work with her; thanking her for upgrading communications about commission meetings and organized some of our electronic archives.

Commissioner Hanke hoped in retirement Ms. Erickson got to enjoy each and every day, because life is precious.

Commissioner Hasse said she had met Karen when she needed a notary to close the sale of her PT Sails business, and since becoming a Commissioner, Ms. Erickson had been helpful, patient, empathetic, kind, and capable.

Commissioner Petranek echoed what everyone else had said adding that when the Port had to use Zoom, with no in-person meetings, Ms. Erickson had helped bail her out, get organized and log-on early to practice, holding her hand through the mysteries of technology. She also thanked her for making the extra effort to deliver the paper copy of the meeting materials packet to her boat.

- Jean Jameson, Retirement

Director of Finance & Administration Berg said that although Ms. Jameson could not attend today's meeting, she was recognized for her 20 years of service at the last commission meeting. Ms. Berg added that so much could be said about Jean's work ethic, her kindness, her steadfastness--she retires on June 3 and will be setting out on a long-awaited road trip, and she's earned every bit of her retirement. Ms. Jameson has dedicated the last couple of weeks to training her replacement, Jeanine, and will continue that until her last day because she feels very deeply about the Port. Ms. Berg wished Jean the best in her retirement.

Executive Director Berg echoed those comments, saying that the kind of work Jean does doesn't get noticed unless it's not done well; she has quietly been doing her job very well.

Deputy Director Toews used the words steadfast, professional, amazing attention to detail, essential, and quiet to describe Ms. Jameson. He said she gets the job done and models ethics, professionalism and public service. He wished her and her husband the best on the road.

Commissioner Hanke added that customer service where you're met with a smile and a level of kindness, particularly when it comes to paying your bill, is so very important. He said that Jean would fix problems with grace and kindness, and he would miss her.

Commissioner Hasse said Jean deserved acknowledgment, appreciation for her gentle kindness and steadfastness to a job that is so essential to the Port. She wished her all the best in her retirement.

VI. SECOND READING ~ none

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (Rec. 2, 00:14:06)

A. COMMISSION MEETING PROCEDURES (Rec. 2, 00:14:27)

Executive Director Berg noted that he had made changes to the Appendix to draft Resolution 770-22 with track changes turned on and explained each suggested change. He said the "heart" of the proposed change is the new "h." about written public comments.

Commissioner Hanke said he felt it was best if public realizes that everything submitted to the Port is a public record.

Executive Director Berg said that it came down to whether the submitted comments are treated as meeting packet items. He asked if the public needed to be asked whether or not they intended the comment to go with the meeting information when it is posted online; he wondered what the Commission's preference was in comments being posted online. (This is something that is not required, but may be preferred to show transparency.)

Commissioner Hanke said that for years emails that came to Commissioners were treated as direct communication and were not addressed or acknowledged at public meetings.

Commissioner Petranek agreed and said that she had acknowledged these emails by responding to them.

Commissioner Hasse said that it would be good to inform people that public comments are posted on our website. If someone asks for it NOT to be on the website, we should honor that.

Commissioner Petranek said she was fine with all the changes to the Meeting Procedures Appendix to Resolution 770-22, except having written comments listed separately on the

agenda; they should remain as part of the public comments section of the agenda. She said that when the public writes to the commission it should be clear who to write to. She suggested a button on the website entitled, "Submit comments to the Commission here." That button would link to an email that all Port Commissioners and executive staff would receive.

Commissioner Hanke liked this idea and added that there should be instruction, "If you don't want to make your comment public, call your Commissioner," with phone numbers listed. He added, "Any written comments addressed to the Commission except those expressly saying they're not public comment will be included in the packet.

Director of Finance & Administration Berg suggested that the button on the website for comments could go to a shared email "publiccomments@portofpt.com" that all Commissioners and executive staff would receive. Commissioners all agreed that this would be helpful.

Executive Director Berg said he would bring an edited version of the resolution to the June 8 meeting.

B. REFLECTIONS FROM RETREAT; COMMISSION FOLLOW-UP DISCUSSION (Rec. 2, 00:53:33)

Commissioners discussed what they enjoyed about the retreat, and talked about what might be discussed further in future workshops.

IX. STAFF COMMENTS (Rec. 2, 01:15:32)

Executive Director Berg commented on a productive meeting with the former director of the Dept. of Ecology about the former San Juan Grocery site. They have offered \$100,000 to \$150,000 no-match dollars to the Port to do an additional site characterization to understand what's going on with that site. He said he would like to bring back to the Commission an interagency agreement that would allow us to do this, which would help anyone interested in acquiring that site to understand more about that site. This may be a year-long process or longer, and it is clear that patience is required, but the EPA is interested, and this site fits the City's vision of a walkable neighborhood.

Deputy Director Toews says this effort will give real results because there is a workforce housing shortage in this community, so if the Port can help play a role to get this off the ground, it would be a great benefit to the community. He then mentioned an opportunity to participate in Car-free day on June 1, 2022. He said there would be a port-wide email to staff encouraging them to participate with this community-wide contest with prizes from local businesses.

Director of Capital Projects Klontz reported that the pavement repair at Boat Haven would be fixed starting May 31, 2022.

Director of Finance and Administration Berg said she was sorry to miss the retreat (May 18-19) and said she would be out again the week following Memorial Day, and the week after that she would be giving a presentation on reporting to Commissioners, the public and managers at the WPPA Finance Directors' conference. She said Joanna Sanders will be starting at the Port in the position of Administrative Assistant on June 2, 2022, and she comes to the Port from the City of Port Townsend. Ms. Berg mentioned a public comment from Mr. Gillis, saying it is legal to charge an annual (\$60) fee for annual background checks for liveaboard tenants. This was something added to our rate card during the budget process last year. She was also in on the Ecology Zoom meeting with the Port Directors, and we could use some help with the underground fuel tank at the airport, and the response was positive.

X. COMMISSIONER COMMENTS (Rec. 2, 01:33:09)


Commissioner Hasse commented on a climate study done by the NODC and its quite informative looking at concerns from wildfires to energy resilience. She said she plans to attend an energy summit by the NODC this fall, joined by Pacific Northwest National Labs (PNNL), Jefferson County PUD, and UW Sea Grant. She later added that she would be gone May 27 to June 20.

Commissioner Petranek said she'd been actively talking to farmers at the Farmers' Market about their needs and is creating a log; so far, the main need is onsite storage. She said she is leaving for Alaska on June 20 and would be missing the June 22, July 13 and August 10 Commission meetings. She can communicate with the Port through her boat's satellite phone. She asked if another commissioner would like to attend the EDC board meetings in her stead, and Commissioner Hasse volunteered. She reported that the Marine Trades had restarted the 20% campaign to honor our fishing fleet, wishing them a safe, prosperous fishing season, and the ad features Joel Kawahara.

Port Counsel Seth Woolson suggested that the Commission should approve excused absence for Commissioner Petranek, in case she is unable to call in.

- XI. Next Public Workshop & Regular Business Meeting (Rec. 2, 01:39:22): Wednesday, June 8, 2022, Workshop at 9:30 a.m. & Meeting at 1:00 p.m., at Pavilion Building & via Zoom.
- XII. EXECUTIVE SESSION (Rec. 2, 01:40:01) ~ pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; & (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.
Meeting moved to executive session at 7:18 p.m. Commissioners expected to take approximately 30 minutes in Executive Session with no action in public session afterwards.
- XIII. ADJOURNMENT: meeting adjourned at 7:52 p.m., there being no further business before the Commission.

ATTEST:



Peter W. Hanke, Secretary



Pamela A. Petranek, President



Carol L. Hasse, Vice President