

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, June 8, 2022

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

Present: Commissioners Hanke, Hasse* & Petranek
 Deputy Director Toews
 Director of Capital Projects & Port Engineer Klontz
 Port Recorder Sanders
 Port Attorney Woolson*
 Lease and Contracts Administrator Sue Nelson
 Operations Manager Sparks

* *via Zoom online audio*

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 1 00:05:20)
Commissioner Petranek called the meeting to order at 1:05 p.m.
- II. APPROVAL OF AGENDA (Rec. 1 00:06:30)
Agenda was approved as written by unanimous consent.
- III. PUBLIC COMMENTS (Rec. 1 00:14:14)
The following comments were sent in via email
Liz Hoenig spoke regarding the strategy for the planning process.
The following comments were sent in via email and also made in person:
Julie Jaman spoke to the topic of the Sims Way Poplars as submitted in writing.
Janet Palmer (along with Bill Dudley, Jim Mason, and Sally Gise), Members of Rat Island Rowing reviewed their written request for consideration of the storage of their shells and trailer racks in the Back 40 at Point Hudson.
- IV. CONSENT AGENDA (Rec. 1 00:15:10)
 - A. Approval of Workshop & Regular Business Meeting Minutes from May 25, 2022.
 - B. Approval & Ratification of Warrants
 Warrant #065290 – #065292 in the amount of \$7,103.87
 Warrant #065293 - #065299 in the amount of \$30,987.83 and \$203,215.66 for Payroll & Benefits.
 Warrant #065300 - #065363 in the amount of \$190,749.07 for Accounts Payable.
Commissioner Hanke moved to accept the Consent Agenda as written. Motion was approved by unanimous consent.
- V. SPECIAL RECOGNITION (Rec. 1 00:21:48):
 - Trevor Manners, 5 Years. Operations Manager Chris Sparks recognized the years of service and contributions of Manners and his recent promotion to Hoist Operator III.
 - John Green, 15 Years. Operations Manager Chris Sparks additionally recognized the years of service and contributions of John Green. Several staff and Commission thanked staff for their good work, humor, kindness, and capabilities.
- VI. SECOND READING ~ none
- VII. FIRST READING ~ none
- VIII. REGULAR BUSINESS (Rec. 2, 00:16:58)
 - A. COMMISSION MEETING PROCEDURES UPDATES, Resolution 770-22
Executive Director Berg gave the staff briefing on minor modifications to the meeting format and clarifications to the change in workshops as well as public comment.
Commissioner Hanke moved to approve. Motion was approved by unanimous consent. He noted one possible future modification at the Commission's request on Appendix A to the Resolution. The change would be to abbreviate the text following the Rules of Transaction under 'Public Comment' to eliminate "related to/not related to the agenda."
 There was no public comment.

B. QUILCENE MEETING REPORT (Rec. 2, 00:25:40)

Executive Director Berg summarized yesterday evening's meeting. Although much of the meeting was spent reviewing past topics, the focus was a review of the core maintenance issues

-- Phase I involving modest improvements and Phase II ways to generate more revenue. With Michelle Dew moving to the Customer Service Representative position at Point Hudson, the Port would seek a Quilcene Facility host/boat-based caretaker.

Deputy Director Toews referenced the listed projects in the Five-Year Capital Plan. The project scope reflects what the community wanted with the ongoing challenge of public restroom accessibility. He reported project funding of \$1.2 million with \$1 million coming from grant funds with the proposal reflecting ramp replacement, parking improvements more suitable for modern vehicles, and a portable loo sanitation facility for visitors and beachgoers.

Public Comment

Stephanie Jones, represented as a Quilcene resident, spoke about the need for a restroom and full-time attendant for eyes on the site. Berg noted the next Quilcene meeting would be in August or September once design and dredge recommendations and a grant status are received from the Recreation Conservation Office.

Commissioners asked whether the Port could fabricate/construct a restroom facility, what type of marketing might be done for Dabob Bay; what is the balance between grants and budgeted funding; situation with previous restroom facilities. There were also comments in favor of seeking grant funding.

Port Staff recognized the desire to leverage outside granting agency resources, including the Boating Facilities Program (BFP) application for the restrooms, parking, and new ramp. Filling grant requirements and maximizing the scoring categories, including improving ADA accessibility. There was agreement to return with a Commission update on the Capital Improvement Plan on which to receive Commission input. Berg and Toews acknowledged the community would like to see investments in Quilcene as good public stewards. This is a planned \$1.2 million investment in a facility that has gross earnings of \$60,000/year. Toews noted that after more fully developing, staff would bring forward a formal resolution later in the summer/fall. Operations Manager Sparks noted the Port would do some routine ramp maintenance work next week.

IX. STAFF COMMENTS (Rec. 2, 01:01:10)

Executive Director Berg expressed the Port's willingness to work with the Rat Island Rowing club and potentially siting their shells and racks in the parking lot on Jackson. He sought clearer direction on the strategic planning scope related to space allocation of the Back 40. Noted were tenant requests, including that of Washington Department of Fish and Wildlife for leased storage space in the annex and parking areas. Staff explained a plan for a stakeholder process followed by a community open house and then a wrap up before further refinement by the Commission in late summer/early fall.

Commissioner responses were as follows: more community input/buy in is desired and there was recognition that Commissioners can solicit input directly. Commissioner Hanke disclosed that Puget Sound Express is seeking Back 40 space and some tenants are willing to pay market rate. The different square footage rates are an important financial consideration as is consistent application of leasing policies. There was acknowledgement that Staff has been good in carving out space and accommodating tenant requests with boats and jobs being the focus. Also mentioned was that although vehicle parking may be less desirable, it is a flexible use. Prioritizing land space for haul outs remains important and the Port and Sea Marine are competitors in providing yard storage. A point of interest was what land improvements would be needed in the Back 40 when considering comparable leasing rates to the Boat Haven.

Executive Director Berg further reported on the Quilcene meeting attendance as passionate and engaged.

Deputy Director Toews reported Ecology would be issuing a new general stormwater permit for the Boatyard by July 15 with an effective date of September 1. There are concerns about

benchmarks regarding copper levels in the water. Ecology’s desire is a maximum of 44 micrograms per liter. Would now have six (6) rather than five (5) sampling months. A Level III Stormwater Management Plan analysis is being sought and \$2.6 million has been received for the project (\$2 million of federal pass-through funding to the state and \$600,000 local participation.)

Director of Capital Projects Klontz reported the progress of the request for qualifications for a stormwater management analyst. Three qualified teams are currently being scored and would all be interviewed and would be asking for marine trades association representatives to include in the panel. He noted the stormwater plan needs to consider the additional area as part of the boatyard expansion. Next Tuesday would be the next Sims Gateway Boatyard Expansion stakeholder meeting. Also planned is a Saturday, August 6 open house at the Jefferson County Community Center.

Lease and Contracts Administrator Nelson gave a lease update. Berg noted that part of the Back Forty discussion would be the future of the duplexes – for use as guest accommodations (requiring a code modification for a different zoning use) or to modernize the buildings as office space for marine trades. There was some Commissioner interest in returning the units to their intended use and inquiring with the City using for visitor quarters versus trying to retrofit for marine trades.

X. COMMISSIONER COMMENTS (Rec. 2, 01:56:47)

Commissioner Hasse dropped from the call at 2:56 p.m. due to an internet connectivity issue.


Commissioner Petranek reported the Economic Development Council and three (3) school districts participated in a recent job fair. She announced a recent tour with Representative Derek Kilmer. At 3:30 today, the “Our Working Waterfront” program would feature the boat “the Ocean.” She requested advanced approval for remote attendance between June 20 and August 31 and to approve any absences as excused if unable to attend. There being no objection, the matter could be revisited at the next meeting if needed.

XI. Next Public Workshop & Regular Business Meeting (Rec. 2, 01:39:22): Wednesday, June 22, 2022, Meeting at 5:30 p.m., at Pavilion Building & via Zoom.

XII. EXECUTIVE SESSION (Rec. 2, 01:40:01) ~ none

XIII. ADJOURNMENT: meeting adjourned at 5:30 p.m., there being no further business before the Commission.

ATTEST:



 Peter W. Hanke, Secretary



 Pamela A. Petranek, President



 Carol L. Hasse, Vice President