

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, June 22, 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 (virtually)
Executive Director Berg
Deputy Director Toews (absent)
Director of Finance & Administration Berg
Director of Capital Projects & Port Engineer Klontz
Port Recorder Sanders

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 1 00:00:00)
Commissioner Hasse called the meeting to order at 5:30 p.m.
- II. APPROVAL OF AGENDA (Rec. 1 00:00:33)
Agenda was approved as written by unanimous consent.
- III. PUBLIC COMMENTS (Rec. 1 00:01:00)
There was no public comment.
- IV. CONSENT AGENDA (Rec. 1 00:03:00)
 - A. Approval of Workshop & Regular Business Meeting Minutes from June 8, 2022.
 - B. Approval & Ratification of Warrants
Warrant #065159 – #065334 in the amount of \$3,109.39
Warrant #065364 - #065415 in the amount of \$52,444.85
Warrant #065416 - #065419 in the amount of \$6,108.78 and Electronic Payment in the amount of \$112,122.64 for Payroll & Benefits.
Commissioner Hanke moved to accept the Consent Agenda as written; motion passed unanimously.
- V. SECOND READING ~ none
- VI. FIRST READING ~ none
- VII. REGULAR BUSINESS (Rec. 2, 00:04:00)
 - A. APRIL YEAR-TO-DATE FINANCIAL REPORT (Rec. 2, 00:04:06)
Finance Director Berg referred to the informational memorandum noting the year-to-date numbers reflect the ramping up of projects. One correction was noted to page 42 which should read total debt service for the “current year” versus “2021.” Financial statement reports reflect revenue outperforming the budget by 14%. Expenditures are up but continue to be under budget year to date. Berg responded to a question about what expenses are reflected under the legal and auditing line item.
 - B. 2023 BUDGET SCHEDULE AND PROCESS (Rec. 2, 00:12:00)
Finance Director Berg presented the draft schedule.
Commissioners: There were positive comments regarding the 2022 budget, control of expenses, and good revenues. Given the unprecedented year economically across the nation, there was a brief discussion about what the potential impacts might be of inflation, cost-of-living adjustments, and increased rates. There was a desire to broadly communicate any rate impacts.
Executive Director Berg stated that this will be discussed in full during the 2023 budget process this fall.
Commission Hanke moved to adopt the 2023 Budget Schedule as presented; motion passed unanimously.
 - C. Quilcene Five-Year Capital Improvement Program (Rec. 2, 00:19:00)
Executive Director Berg reviewed the Capital Improvement Program summary noting the program is heavy toward maintenance projects. The sixth year is the most uncertain and depending on the Recreation Conservation Office (RCO) grant, it may be possible to bring 2027 projects into year 2024.
Commissioner Hanke moved to approve the Capital Improvement Program as submitted.

Commissioner discussion ensued about hesitancy in approving the CIP listing potential projects in the 6th year if they are contingent on grant funding. There was also a question about the cost of the landscape screening. Berg responded that the Landscape Screening project would likely be addressed with a combination of funding from Coast Seafood, the RCO grant, as well as community groups/partners. Working with the Public Utility District on water service may also be possible. Staff reassured that the document is not a budget commitment for the sixth year, so the Commission is approving just the five-year projects.

The motion passed unanimously.

VIII. STAFF COMMENTS (Rec. 2, 00:28:00)

Executive Director Berg announced the Rules and Regulations as well as the Comprehensive Scheme, which will soon be posted and keyword searchable on the website. The Executive Director and Attorney can authorize revisions through written directives. The Pavilion Building will soon be usable for business purposes of other public entities for no charge. Staff would monitor impacts of facility setup and cleaning for this intergovernmental use. Although revenue could be enhanced by making the facility available for weddings and other special events, that coordination and marketing is not quite ready. A commissioner suggestion was to work with wedding planners. An Insight Strategy partnership contract amendment of \$50,000 will come before the Commission to assist with federal lobbying associated with dredging and breakwater replacement project initiatives. Last week, the Port worked on a 3D representation of the breakwater. When asked if the Army Corps of Engineers would be involved, Berg noted authorized funding would be needed for the Corps to become involved.

Director of Capital Projects Klontz reported that on June 9 at 4 p.m., there would be a bid opening for the Point Hudson Breakwater Replacement project. The cost for repair of Tailspin Tommy's roof would be \$89,000 versus \$80,000, as first estimated. There was no Commissioner objection to the increase in this expenditure. A suggestion was to explore a colored foam rather than white and there was a brief discussion of cost options for the demolition versus hangar reconstruction.

Director of Finance and Administration Berg spoke about attending the 2022 WPPA Finance and Administration Seminar meeting following a vacation. The Quilcene Marina Host position is being readvertised as well as securing a replacement for the Quilcene Facility Attendant.

IX. COMMISSIONER COMMENTS (Rec. 2, 00:40:00)

Commissioner Hanke complimented Staff for keeping the grounds maintained at the airport. He also witnessed staff reacting quickly to assist 65-foot yacht *Grand Bank Alaskan* as it limped into Point Hudson. Having spoken with Robin Mills, he is in favor of Point Hudson dock attendants using a kiosk space at Puget Sound Express.

Commissioner Petranek expressed gratitude for Commissioner Hasse chairing today's meeting. The *Working Waterfront* interview is scheduled for July with Pete Langley.

Commissioner Hasse. After cruising in a boat up north, there is much to appreciate about the good care of the Port's marina restrooms. Point Hudson restrooms are the best.

X. Next Public Workshop & Regular Business Meeting (Rec. 2, 00:50:22): Wednesday, July 13, 2022, Workshop at 9:30 a.m. & Meeting at 1:00 p.m., at Pavilion Building & via Zoom.

XI. EXECUTIVE SESSION (Rec. 2, 00:51:00) ~ none

XII. ADJOURNMENT: meeting adjourned at 6:21 p.m., there being no further business before the Commission.

ATTEST:



Peter W. Hanke, Secretary



Pamela A. Petranek, President



Carol L. Hasse, Vice President