

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, August 10, 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 Hasse and Hanke, with Petranek (excused)
Executive Director Berg
Deputy Director Toews
Director of Finance & Administration Berg
Director of Capital Projects & Port Engineer Klontz
Harbormaster Kristian Ferrero
Lease and Contracts Administrator Nelson
Port Recorder Sanders

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)
Commissioner Hasse called the meeting to order at 1:00 p.m.
- II. APPROVAL OF AGENDA (Rec. 00:01:34)
Agenda was amended to remove under Regular Business the May Financial report.
- III. PUBLIC COMMENTS (Rec. 00:02:00)
There was none. Remarks by Lisa Widner were recorded under Regular Business item A.
- IV. CONSENT AGENDA (Rec. 00:06:00)
 - A. Approval of Workshop & Regular Business Meeting Minutes from July 13, 2022.
 - B. Approval & Ratification of Warrants
Warrant #065515 – #065517 and Electronic Payment in the total amount of \$111,393.42
Warrant #065518 – #065579 in the amount of \$387,249.81
Electronic Payment in the amount of \$16,888.38
Warrant #065580 in the amount of \$2,493.55
Warrant #065581 – 065586 Electronic Payment in the amount of \$170,044.01 for a total amount of \$199,918.94
Warrant #065587 – #065632 in the amount of \$75,736.41
Warrant #065354 in the amount of \$7,017.86 is declared void
Electronic Payment in the amount of \$5,791 for payroll and benefits
Electronic Payment in the amount of \$14,932.04
Electronic Payment in the amount of \$27,538.45
Electronic Payment in the amount of \$3,202.94
 - C. Resolution 771-22 Authorizing Warrant Cancellation

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., 00:06:50)
 - A. Request for Benches at Point Hudson by Lisa Widner (Rec., 00:06:50)

Lisa Widner presented her proposal for a community bench-building contest at no cost to the Port. Circulated for the Commission was a simple plank design as well as pictures of existing benches. She requested permission to proceed with the project to create about a dozen benches that would be adopted and maintained by local businesses.

Executive Director Berg reported on the need for Port coordination on the project. Locations are yet to be determined as is the method of authorizing the use such as through a licensing agreement by the Port or the Northwest Maritime Center.

Commissioners spoke in support of the proposal to include benches “in memory of.” Lisa Widner agreed that memorial benches would be one of the categories of the project.

Commissioner Hasse moved to authorize staff to go forward in figuring out the best way to do the project (by Lisa Widner); motion passed unanimously.

B. May 2022 Financial Report. Packet provided (Rec. 00:10:12).

The Commission noted this matter was covered as part of the previous workshop. There was no discussion.

C. June Year-to-Date (Quarter 2) Financial Report (Rec. 00:10:32)

Director of Finance and Administration Berg reviewed the graph of the five-year trend included in the detailed report. Expenses are up just slightly from budget but are keeping pace with revenues. There were questions about unanticipated expenses associated with pavement repair and about vessel destruction. Staff reported that an agreement exists with Department of Natural Resources (DNR) on vessel destruction for which a refund is expected soon. Staff also noted that at the workshop today, there was discussion about the revised quote for the hydraulic lift. Ending cash balances are roughly two million over the prior year mostly due to the IDD levy. A half million in debt service payments were made in July which will be reflected in the July report. Reviewing the summary of fund resources, an increase in paydown of receivables is due to the ease of payment via Molo on-line credit card payment system. Bank processing fees for credit cards are largely offset by the speed at which the Port billings are being paid. Expenditures are slightly over budget year to date.

D. IDD Quarter 2 Report (Rec. 00:20:30)

Director of Finance and Administration Berg referred to the written materials reflecting receipts since the beginning of the levy and the current balance of the reserve fund. Expenditures for the jetty project may not be realized in the reserve until 2023 so the project would come in under budget in 2022. Executive Director Berg also mentioned future impacts to the IDD are the Point Hudson roof replacement and the piling replacement program.

VIII. STAFF COMMENTS (Rec. 00:27:00)

Deputy Director Toews (15:00:00): Reported a good kick-off meeting with Kennedy Jenks the consulting firm selected for the Boat Haven stormwater improvement project. Staff is in the process of negotiating a professional services agreement for Commission approval. Some discussion ensued with staff providing information about project estimates of \$2.75 million as well as project plans and objectives.

Director of Capital Projects & Port Engineer Klontz (00:33:00): Staff would bring to the Commission in September professional services agreements for the Point Hudson Jetty Replacement project (Mott McDonald for engineering support and Tom Coultas for construction management). Regarding the Sims Way Boatyard expansion, somewhere between 50 and 100 people visited during the open house. Next steps are for options to be presented and a recommendation to come from the City Parks Board on August 23. A joint jurisdiction meeting is being scheduled for September 12.

Harbormaster Kristian Ferrero (00:36:48): An update was provided on yard operations and the Point Hudson transition. The Port is back to a two-week time period for transitioning and turning around boats. August and September activity is likely to pick up. He is working to ensure everyone is comfortable with their assignments. There have been notices to kayakers on reassignments to the Boat Haven and efforts to address concerns and options for their displacement for the duration of the jetty project. Aubri Rollins in Quilcene is doing a great job and visitors are encouraged to observe her contributions. When asked about Point Hudson and Quilcene transient moorage, a brief report was provided and midweek is more filled than in the past. Boat Haven is trending similar to usual. Nightly counts could be provided if desired.

Executive Director Berg (00:45:42) The ICG Meeting is scheduled for Thursday, August 18, 2022 Under the Tent at San Juan and 22nd regarding Housing.

Lease and Contracts Administrator Nelson (00:42:35): New lease agreements are in process, including month-to-month arrangements for a consulting firm and art studio. Monthly market rate increases are listed on the report and staff is working on airport leases. A correction was made to the previous contract report with Dave Ward Northwest Custom Hangars. It was noted that an amendment was written for sites 2, 7, and 8 in the name of Northwest Custom Hangar. For sites 7 and 8, the amendment would instead be written to the Condo Hangars Association who currently occupies sites 7 and 8. Ken Brotherton is signing a month-to-month rental contract for the kayak rack in Quilcene. The Northwest Maritime Center would be renting 4,400 square feet in the Back 40 for boat storage and miscellaneous items for the month of September. There would also be some limited camping during the festival in that same location.

IX. COMMISSIONER COMMENTS (Rec. 00:47:10)

Commissioner Hanke: It is exciting to experience a calm Commission meeting despite the current and upcoming activities, including the jetty work.

Commissioner Hasse expressed appreciation for the excellent financial reporting.

X. Next Public Workshop & Regular Business Meeting (Rec. 00:50:22): Thursday, August 18, 2022 ICG Meeting Under the Tent. The Wednesday, August 24 regular meeting is cancelled. Monday, September 12, 2022 at 6:30 p.m. is a Joint Special Business Meeting with the Port, City, and PUD on the Sims Way and Boatyard Expansion. Wednesday, September 14, 2022 Workshop at 9:30 a.m. & Meeting at 1:00 p.m., at Pavilion Building & via Zoom.

Executive Director Berg noted a Groundbreaking Ceremony for the Jetty Project would be planned possibly after the September 14 Commission meeting.

XI. EXECUTIVE SESSION ~ none

XII. ADJOURNMENT: (Rec. 00:51:00) meeting adjourned at 1:52 p.m., there being no further business before the Commission.

ATTEST:


Peter W. Hanke, Secretary


Pamela A. Petranek, President


Carol L. Hasse, Vice President