

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 14, 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  
Lease and Contracts Administrator Nelson  
Attorney Seth Woolsen  
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. 00:00:55)  
There were no changes.
- III. PUBLIC COMMENTS (Rec. 00:01:37)  
There was none.
- IV. CONSENT AGENDA (Rec. 00:02:34)
  - A. Approval of Regular Business Meeting Minutes from August 10, 2022 (Postponed as minutes were unavailable)
  - B. Approval & Ratification of Warrants  
Warrant #065633 – #065635 and Electronic Payments totaling \$108,043.21  
Warrant #065636 – #065675 in the amount of \$513,833.46  
Electronic Fund Transfer in the amount of \$15,844.74  
Warrant #065676 – #065682 and Electronic Payments totaling \$214,967.12  
Warrant #065683 – 065749 in the amount \$204,661.39
  - C. Resolution 772-22 Authorizing Sale of Vessels Located within the Port Moorage Facilities, Declaring, Where Title Reverts to the Port that the Vessels are not Needed for Port Purposes and Authorizing the Executive Director to Sell or Otherwise Dispose of the Vessels
  - D. JCIA Land Lease Assignment and Amendment: David Holt to Puget Sound Express, Inc.
  - E. Resolution 773-22 Establishing the Northwest School of Wooden Boatbuilding (NWSWB) as a Sole Source Provider for Certain Equipment and Services, Stating Findings, and Authorizing a Contract.
  - F. Resolution 774-22 FEMA Authorizing a FEMA Designated Agent to Obtain Federal/State Disaster Assistance Funding
  - G. Execution of Professional Engineering Service Agreement During Construction of Point Hudson Breakwater Replacement Project
- Commissioner Hasse moved to accept the Consent Agenda as written; motion passed unanimously with the removal of Item A. Approval of Minutes from August 10, 2022 and removal of Item D. JCIA Land Lease Assignment and Amendment: David Holt to Puget Sound Express, Inc. (postponed until September 28).**
- V. SECOND READING ~ none
- VI. FIRST READING ~ none
- VII. REGULAR BUSINESS (Rec. 00:04:27)
  - A. July Year-to-Date Financial Report.
  - B. Director of Finance & Administration Berg reviewed the 2022 capital project expenses and capital purchases. Staff fielded Commissioner questions regarding the Old Coast Guard Building. Although year to date expenses total \$195,445, additional funding will be needed for additional work including furnishings, exterior painting, lighting, and a foundation. Staff also explained the \$80,000 in expenses for the JCIA Hangar repair is being addressed through the agreement that was postponed for discussion tonight.

Commissioners asked about budgeting for the Boat Haven breakwater repair and whether permitting is through US Army Corps of Engineers. Staff concurred that permitting was done three or four months ago and American Construction would be the contractor. The budgeted cost of \$350,000 would be funded with a combination of insurance proceeds and the BoatHaven reserve fund.

Director of Finance & Administration Berg continued with a review of ending cash balances and debt service. Referring to the 2022 Summary of Fund Resources (inadvertently omitted from the agenda packet), she gave a detailed review of expenditures to budget. Areas exceeding budget are primarily in repair and maintenance and operating supplies. Responding to questions about facilities and operations expense, it was noted that expenses are more than budget by about \$350,000 and 2022 annual insurance costs will not be reflected until August. There was some discussion about whether there are cost efficiency advantages via the Port insurance pool or savings on interest expense.

#### VIII. STAFF COMMENTS (Rec. 00:25:04)

Executive Director Berg: Point Hudson matters (Back 40, future of the duplex, etc.) would be brought forward for Commission policy direction. Eric Toews would also be bringing forward next steps on the strategic plan and Matt Klontz would report on Mott McDonald's Quilcene Facility Assessment.

Deputy Director Toews: Reported on the following: 1) City/Port and PUD authorized proceeding on the Boatyard West Expansion and Gateway Development. Formation of a stakeholder group on the west expansion would include the current stakeholders, adjacent property owners, and local agency representatives. This would begin in the next month or so; 2) Project scoping for Quilcene Facility improvements would include replacing the existing ramp, ADA accessible restroom and ramp, and dredging the entrance channel -- the cost of which is estimated at \$2 million and a grant deadline of November 1; and 3) Staff plans to engage a stakeholder group for the Strategic Plan in early 2023 so the process of review by the Commission can be completed later in 2023.

Regarding questions about the Gardiner Boat Ramp, Executive Director Berg noted project costs are exceeding budget. The next Port report would have a focus on capital projects.

Director of Capital Projects & Port Engineer Klontz reported the Commission should also expect to receive an update soon on the connector taxiway at JCIA. The Groundbreaking Ceremony is scheduled today at 3:30 p.m. Commission authorization is forthcoming on the BoatHaven Stormwater project consulting agreement with Kennedy Jenks.

#### IX. COMMISSIONER COMMENTS (Rec. 00:36:53)

Commissioner Hanke shared his excitement about Point Hudson activities, including excellent attendance at the Wooden Boat Festival. Staff was congratulated for all the behind-the-scene efforts to coordinate the event.

Commissioner Hasse noted that remarks about Port staff during the festival were very favorable. Congratulations were also given regarding the Hanke family recognition of a lifetime achievement award. Cross jurisdiction collaboration is exciting as is the project activity on the Point Hudson jetty reconstruction. The Marine Resources Committee grant request for a support vessel is encouraging.

#### X. Next Public Workshop & Regular Business Meeting (Rec. 00:40:03):

Groundbreaking Ceremony Point Hudson Jetty Replacement: Wednesday, September 14 – 3:30 p.m., Northern Breakwater, adjacent to 141 Hudson Street

Regular Business Meeting: Wednesday, September 28, 2022; 5:30 p.m., at the Pavilion Building & via Zoom

#### XI. EXECUTIVE SESSION ~ none

XII. ADJOURNMENT (Rec. 00:40:17): meeting adjourned at 1:40 p.m., there being no further business before the Commission.

ATTEST:

  
Peter W. Hanke, Secretary

  
Pamela A. Petranek, President

  
Carol L. Hasse, Vice President