

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, January 11, 2023

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, Hanke and Petranek
Executive Director Berg
Deputy Director Toews
Director of Finance & Administration Berg
Director of Capital Projects and Port Engineer Klontz
Harbormaster Kristian Ferrero
Operations Manager Chris Sparks
Lease and Contracts Administrator Sue Nelson
Port Recorder Sanders
Port Attorney Woolson

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE (Rec. 00:00:18)
Commissioner Petranek called the meeting to order at 1:00 p.m.
- II. APPROVAL OF AGENDA (Rec. 00:01:10)
Added under regular business was the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant authorization associated with Peninsula Trails Coalition.
Commissioner Hanke moved to accept the agenda as revised; passed by unanimous consent.
- III. PUBLIC COMMENTS (Rec. 00:01:55)
Written comment received from Zach Wailand who spoke about the Short Family Farm.
Pete Gillis spoke about his positive experience with the boatyard crew related to his boat an Ocean Alexander. Because of the haulout costs and not allowing liveaboards, he is forced to take his boat to Seattle.
- IV. CONSENT AGENDA (Rec. 00:03:30)
 - A. Approval of Workshop & Business Meeting Minutes from December 14, 2022
 - B. Approval & Ratification of Warrants
 - C. Authorization for Sale of Abandoned Vessels – Resolution 784-23 Solarity (Ehart) and Arrow Post (Rosinbaum)
 - D. Marine Surveys and Assessments (MSA) 2601 Washington St. Building Lease
 - E. Ratify and Confirm Emergency Order 2022-03 waiving competitive bidding requirements and authorizing the Executive Director to award of all necessary contracts to address this emergency.
Commissioner Petranek moved to accept the Consent Agenda as written; motion passed unanimously.
- V. SECOND READING: none
- VI. FIRST READING ~ none
- VII. REGULAR BUSINESS (Rec. 00:05:00)
 - A. October Year-to-Date Financials
Director of Finance & Administration Berg gave the financial report noting differences between projected and actual capital expenses. Reviewing the financial statement, operating revenues are outperforming both the prior year and budget. Expenditures are up significantly over last year, but only up 6.6% compared to budget. The variance-to-budget year to date is just \$1,467. When asked about the variance in revenues, it was noted there was space in the marina that was not utilized by nightly or monthly to accommodate Point Hudson moorage.
 - B. Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant authorization associated with Peninsula Trails Coalition.
Executive Director Berg gave a briefing on the workshop discussion held earlier today on a Puget Sound to Pacific collaboration on a RAISE planning grant with 12 to 24 co-applicants. The Port is being asked to be a co-applicant.

Commissioners noted this is the beginning of the discussion on this project.

Commissioner Hasse moved to authorize staff to coapply for a RAISE planning grant for the Larry Scott Trail realignment on port property and associated planning work for that trail connection; motion passed unanimously.

C. 2023 Organizational Topics (Rec: 00:17:14)

1. Election of Commission Officer. **Commissioner Hasse moved to approve a slate of officers with Petranek as President, Hasse Vice President, and Hanke as Secretary to serve through 2023; motion passed by unanimous consent.**
2. Committee Assignments. Commissioners reviewed the boards on which they would serve representing the Port. **Commissioner Hanke moved to accept the committee assignments for 2023 as presented; passed by unanimous consent.**
3. Resolution 770-22 Commission Meeting Procedures. This previous resolution was provided for reference.
4. Resolution 785-23 Readopting Commission Meeting Procedures **Commissioner Hanke moved to approve Resolution 785-23 as presented; passed by unanimous consent.**
5. Resolution 786-23 Delegating Administrative Powers and Duties to the Executive Director and Designees, Repealing all Prior Resolutions Dealing with the Same Subject Matter (superseding Resolution 762-22). Executive Director Berg noted two minor proposed revisions to sections VI. B associated with professional and consultant services increasing his purchasing authority from \$50,000 to \$100,00 and XIV A. Policy regarding use of Port property allowing collaborating with other agencies.
Commissioner Hasse moved to approve Resolution 786-23 as presented with changes in VI. B and XIV. A as written; passed by unanimous consent.
6. Commission Annual Retreat. Executive Director Berg confirmed the Commission directed him at the workshop to schedule a Commission retreat for March or April 2023.

D. Short's Family Farm (Rec 00:24:49).

Executive Director Berg noted the appraisal is not yet available. A special meeting is set for January 17 at 6PM to share more broadly information that the Commission has received and collect additional public comment. The Phase I executive summary states that there is no need for further analysis or Phase II environmental assessment. He received a comment that a spill occurred at an adjacent truck maintenance facility, but it is not an adjoining property.

Although there has been no contact with nearby property owners, the Port has been collecting/organizing public comment in order to categorize and prepare staff responses to questions.

Commissioner Petranek spoke about her outreach efforts to the farming community. It was noted that the agreement with the Short Family expires January 28. Steve Dowdall introduced himself as the owner of Grey Fox Farm and representative of the Shorts.

E. Point Hudson Jetty Update (Rec. 00:38:58)

Director of Capital Projects and Port Engineer Klontz reported the contractor is in the final stretch of its in-water work January 15. After the 15th, pile caps would be added, a breakdown of the job site, and restoration of the RV park on the point. On March 1, the Port would regain access to the marina. As of February 1, Orion would still be working although there is talk about opening the marina prior to March 1. The Port could then assess the docks and make any needed repairs. Staff responded to questions about the timeline for the in-water work associated with the fish window this year and next. There was a question about the removal of the dolphin between NWMC and the south jetty by the diving community. It was noted that WDFW would be the point of contact.

VIII. RECESS TO A MEETING OF THE INDUSTRIAL DEVELOPMENT CORPORATION OF THE PORT OF PORT TOWNSEND. (Rev. 00:59:45)

At 2:00 p.m., the Commission recessed its meeting.

Commissioners elected Year 2023 IDC Officers, approved January 12, 2022 IDC Minutes, and reviewed the IDC Financial Report for fiscal year ending December 31, 2022, with a net increase in cash and investments of \$2.26 to \$5,022.71.

At 2:03 p.m., the Commission came back into session.

IX. STAFF COMMENTS (01:03:30)

Executive Director Berg reported on the following: Ports met with new WPPA Executive Director Eric ffitich. On December 23, the President signed National Defense Authorization Act, which included the Water Resource Development Act, including language about the Port of Port Townsend and main breakwater. A date has yet to be set for a meeting with the Army Corps of Engineers.

Director of Finance & Administration Berg reported three staff positions are open: customer service representative, janitor, and Maintenance Tech II. The Port received two Commerce grant reimbursements for the jetty project in the amount of \$2.4 million. Commissioners recognized Finance Director Berg's efforts on the excellent financial edition of the Port Report.

Director of Capital Projects and Port Engineer Klontz said consulting agreements are forthcoming with SCJ Alliance for the Sims Way Boatyard Expansion Project as well as a geotechnical engineer. King tides are expected beginning the third weekend in January.

Operations Manager Sparks relayed appreciation from staff to Finance and the Commission for support in the area of safety and maintenance equipment needed to do their work.

Harbormaster Ferrero reported RV reservations open January 17 and there is a 5% discount for paying a year's moorage in advance, and must be paid by Saturday, January 14

Lease and Contracts Administrator Nelson reported work on a lease amendment with Shipwrights Coop for increased space formerly occupied by Haven Boatworks.. Pete Stein and Erik Fahlstrom have formed a cooperative and staff is working on their lease assignment.

X. COMMISSIONER COMMENTS (01:16:00)

Commissioner Hasse reported on the following: referencing the WPPA association Port management and governance guide and she offered to lead the Commission in a discussion one chapter a month at its workshop to best understand changing landscape of Ports and its legal requirements. She asked for ways the Port might help advertise Vessel Turn-In Program and some discussion with staff occurred on the Port's relationship with Department of Natural Resources.

Commissioner Petranek reported attending the Port Townsend Marine Trades Association meeting on an update of the 2018 economic impact study, including a subcommittee of the PTMTA assisting. The Economic Development Commission has new members and long-time members have stepped down. KPTZ Working Waterfront covered PT Maritime Academy on a two-hour tour of boat yard business (Pete Stein and Erik Fahlstrom's shop, PT Shipwrights Coop, Dave Thompson's work, and Pat Mahon boat tour).

XI. Next Meetings: (01:36:00): Special Meeting on Short Family Farm Tuesday, January 17 at 6 pm at Chimacum Grange and Regular Business Meeting on Wednesday, January 25, 2022, at 5:30 p.m. via Zoom.

XII. EXECUTIVE SESSION ~ None

XIII. ADJOURNMENT: meeting adjourned at 2:40 p.m., there being no further business before the Commission.

ATTEST:


Peter W. Hanke, Secretary


Pamela A. Petranek, President


Carol L. Hasse, Vice President