

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, March 22, 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 Hanke (appearing virtually) with Petranek and Hasse in person  
Executive Director Eron Berg  
Director of Finance and Administration Abigail Berg  
Harbormaster Kristian Ferrero  
Operations Manager Chris Sparks  
Attorney Seth Woolsen  
Port Recorder Joanna Sanders

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)  
Commissioner Petranek called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:58)  
**The agenda was approved by unanimous consent with the removal of the executive session.**

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:32)  
There were none presented in writing or in person.

IV. CONSENT AGENDA (Rec. 00:02:43)  
A. Approval of Workshop & Business Meeting Minutes from March 8, 2023  
B. Approval & Ratification of Warrants  
Warrant #066511 in the amount of \$45,594.35  
Warrant #066512 in the amount of \$28,911.50  
Warrant 066513 through 066569 in the amount of \$134,355.05  
Warrant #066570 through 066573 in the amount of \$6,680.28 and electronic payments in the total amount of \$113,419.07  
Warrant #066574 in the amount of \$2,267.00  
Wire Approval – Jefferson County Treasurer Orion Marine Contractor's Pay Estimate #05 in the amount of \$332,332.03  
C. Interlocal Agreement (ILA) between the Port of Port Townsend & Jefferson County concerning early closure of the Moderate Risk Waste (MRW) Facility  
D. Resolution 789-23 Designating the Executive Director to Administer the Port's Previously Promulgated Disadvantaged Business Enterprise (DBE) Program  
E. Authorization for Execution of Grant Agreement for American Rescue Plan Act Funds for the Port's Port Townsend Water Walk

**The Consent Agenda was approved as written by unanimous consent. Commissioners had questions about the Moderate Risk Waste facility and the Disadvantaged Business Program. Staff gave abbreviated updates on these items.**

V. SECOND READING ~ none

VI. FIRST READING

A. Updated Organizational Chart. (Rec. 00:08:43)  
Executive Director Eron Berg reported on the need to increase engineering staff to help manage capital projects. He explained the budgeted thirteen capital projects under way as listed in the memorandum and about the work necessary to administer the capital projects. The alternative to increased staffing would be to reduce the number of projects.

Capital Projects and Port Engineer Matt Klontz and Finance Director Abigail Berg spoke about IDD funding and the importance of adhering to the schedule for project deliverables and overseeing contracted work.

Commissioners: There was recognition of the efforts needed to manage projects. Some questions arose as to how this hire might impact rates, benefit the existing Port lessees, and/or necessitate additional maintenance and finance staffing. A minor change to the organizational chart was also noted in the reporting structure under the operations manager which staff noted would be reflected in the next packet. "Confessions of a recovering engineer" was a recommended book by Commissioner Petranek.

Executive Director Berg explained the mutual benefits for taxpayers and tenants to the planned projects. He does not foresee impacts to the rates because the additional engineer would be working on IDD funded projects.

VII. REGULAR BUSINESS (Rec. 00:31:39) - None

VIII. STAFF COMMENTS (Rec. 00:31:40)

Executive Director Eron Berg reported on the following: A Jefferson Transit seat is available to a Port representative. The boatyard is undergoing a shift in the long-term storage yard with some clean up, boat demolition, and maintenance work. The area would be available for 75-ton lift accessible boats. The former MRW area is now used to block boats. Staff further explained that the storage rate increase discouraged some boats from staying. Recycling and reclaiming material from demolished vessels were discussed briefly. Berg noted that an accessible rail line or large-scale events would likely be required to make recycling financially feasible.

Capital Projects and Port Engineer Matt Klontz reported the next West Boatyard Expansion Stakeholder Meeting is on Wednesday. Next week, the advertisement will be posted for bid proposals to construct the new taxiway with the bid opening in mid to late April.

IX. COMMISSIONER COMMENTS (Rec. 00:49:58)

Commissioner Hanke commented on improvements to the long term storage yard. In asking about the taxiway connector, Capital Projects/Port Engineer Klontz reported that staff is checking with the FAA to do stormwater improvements to the infield area. However, technically, that work would be outside the current project.

Commissioner Petranek commented on her attendance at the First Aid at Sea class yesterday. This Saturday is the Chambers Leadership Award. Pete and Kathy Langley have been nominated as business leaders of the year. She has scheduled an appointment for a stakeholder interview as part of the Jefferson Countywide strategic planning project.

Commissioner Hasse recognized Commissioner Petranek for the recent *Working Waterfront* episode on the large schooners. She attended a Chamber Event where Al Cairns presented on the topic of outgrowing our current County transfer facility and she is interested in what role the Port might play in reducing, reusing, and recycling.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:55:34)

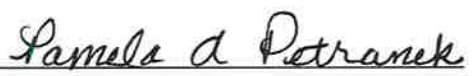
Next Public Workshop and Regular Business Meeting: Wednesday, April 12, 2023 at Pavilion Building and via Zoom, with Public Workshop at 9:30 a.m. and Regular Business Meeting at 1:00 p.m.

XI. EXECUTIVE SESSION (Rec. 00:55:36) - none

XII. ADJOURNMENT (Rec. 00:55:45): meeting adjourned at 6:25 p.m., there being no further business before the Commission.

ATTEST:

  
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 Peter W. Hanke, Secretary

  
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 Pamela A. Petranek, President

  
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 Carol L. Hasse, Vice President