

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, April 12, 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 and Petranek (in person) with Hanke (excused)  
Executive Director Eron Berg  
Deputy Director Eric Toews  
Director of Finance and Administration Abigail Berg  
Director of Capital Projects & Port Engineer Klontz  
Operations Manager Chris Sparks  
Attorney Seth Woolsen  
Lease and Contracts Administrator Sue Nelson  
Port Recorder Sanders

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)  
Commissioner Petranek called the meeting to order at 1:00 p.m.

Unanimous approval to excuse Commissioner Hanke's attendance. (Rec. 00:03:15)

II. APPROVAL OF AGENDA (Rec. 00:01:09)  
**The agenda was approved as amended by unanimous consent.**

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:28)

There were none.

IV. CONSENT AGENDA (Rec. 00:03:35)

A. Approval of Special Meeting & Regular Business Meeting Minutes from March 22, 2023

B. Approval & Ratification of Warrants

Warrant #066560 in the amount of \$49.25 is void

Warrant #066575 in the amount of \$328.30

Warrant #066576 in the amount of \$748.39

Warrant #066577 through 066584 in the amount of \$35,297.21 and Electronic Payment in the amount of \$197,436.32 in the total amount of \$232,733.53

Warrant #066585 in the amount of \$49,107.00

Warrant #066586 through 066676 in the amount of \$233,492.14

Electronic Debit payment in the amount of \$5,529.46

C. Scheall-Townshend Lease Assignment & Amendment No. 2

D. U.S. Coast Guard Supplemental Lease Agreement No. 0003

E. Jochems Property Management Lease Amendment No. 3

**The Consent Agenda as written approved by unanimous consent.**

V. SECOND READING (Rec. 00:04:40)

A. Updated Organizational Chart

Executive Director Eron Berg provided the staff report according to the Staff memorandum. Minor amendments were made to the chart as noted at the last meeting.

Director of Capital Projects & Port Engineer Klontz displayed the Capital Improvement Program and reviewed projects for which engineering assistance is needed. Staff noted the hired engineer would also assist with meeting the many permitting requirements.

Commissioner questions to which staff responded related to whether IDD funds might support the engineer staffing costs and possibility for an engineering intern.

**There was unanimous approval of the updated organizational chart as submitted.**

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (Rec. 00:20:40)

A. February 2023 Year-to-Date Financials

Director of Finance and Administration Abigail Berg led a review of her report as written (project expenditures and capital purchases). Also reviewed were the notes associated with the financial statement which include an explanation of the Department of Commerce grant reimbursements.

Staff responded to Commissioner questions related to specific project expenses versus budget, FEMA projects, the line of credit used as a cash flow bridge until funding is received, the increase in contract services, staff repair of the fork lift, repair work to the fuel dock, appraisal associated with the Short Family farm, and decreases in legal and auditing costs.

VIII. STAFF COMMENTS (Rec. 00:39:33)

Executive Director Eron Berg reported speaking with Senator Patty Murray last week on the Boat Haven breakwater and waterwalk flood control projects. The prior week, US Representative Kilmer was given a tour of the main Boat Haven breakwater project by Port Staff and Pete Hanke on the *Redhead*. He would present a Port report at the Chamber of Commerce April 18 and would attend the TLab Local 2020 Transportation Conference the same day.

Deputy Director Toews provided an update on the well drilling at San Juan and F Streets with contractor AEG Atlas. The east side of San Juan appears to be clean and a final report is expected to be sent to Ecology by the end of June. The West Boatyard Expansion Stakeholder Committee met recently to review and narrow expansion alternatives.

Director of Finance and Administration Abigail Berg reported hiring a Maintenance Tech II position. Still open are the hoist operator I and moorage clerk positions.

Operations Manager Sparks reported the yard, formally known as the “long-term yard” has been rehabilitated and is now open, the regular yard is full, and the shipyard will be full next week. On June 5, the Port is working with DNR on a vessel turn in event.

Director of Capital Projects & Port Engineer Klontz announced the Port will be accepting bids for the second connector taxiway and add an element to improve drainage. A public hearing before the City hearing examiner is set for May 1 on the Coast Guard building after which the Port expects to have a permit in hand June 1 to begin setting up the foundation and utilities for the new moorage office.

Harbormaster Ferrero has been working on scheduling boats for haul out. There was discussion about the desire to accommodate all the vessels wanting to haul out.

Lease and Contracts Administrator Nelson: April CPI and market rate rent increase letters have been sent. Staff is working on a new Key City Fish lease agreement, as the current lease expires late August of this year.

IX. COMMISSIONER COMMENTS (Rec. 01:06:15)

Commissioner Hasse: Reported that the Jefferson County MRC is excited about the DNR June 5 event. Kristian Ferrero assisted in setting up a remote operated vehicle with side scan sonar to search for and clean up derelict crab pots. She encouraged all to watch Eron Berg’s excellent presentation planned for the Chamber Café from 10-11. Wooden boat insurance coverage is getting hard to access, especially for larger boats.

Commissioner Petranek reported: she will be focused on the fishing fleet for Friday’s *Our Working Waterfront on KPTZ*. The EDC director would be scheduled to attend the next Port Workshop. Port Commissioner representation would be appreciated on the Transit and Broadband board. Chamber of Commerce Business Leader of the Year was awarded to Pete and Kathy Langley. Maritime Heritage Corridor roundtable at NWMC would be held May 4 with Commissioner Hasse and Executive Director Berg. At the last PT Marine Trades Association meeting, there were questions and concerns regarding our lease policy (particularly CPI and market rate adjustments). A future discussion is needed on lease rates.

X. Next Public Workshop & Regular Business Meeting (Rec. 01:23:01)


Wednesday/Thursday, April 19 and 20, 2023 at 10 a.m. Commission Retreat at the Pavilion.  
Wednesday, April 26, 2023 at 5:30 Regular Business Meeting at the Pavilion Building & via Zoom.

XI. EXECUTIVE SESSION: None

XII. ADJOURNMENT (Rec. 01:23:34): meeting adjourned at 2:25 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