

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, April 26, 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 Petranek and Hasse, with Commissioner Hanke arriving at 5:38 p.m.
Executive Director Eron Berg
Deputy Director Eric Toews
Capital Projects and Port Engineer Matt Klontz
Director of Finance and Administration Abigail Berg
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. 00:01:00)
The agenda was approved by unanimous consent with the addition of a second executive session for the purposes of discussion with legal counsel about current or potential litigation (RCW 42.30.110(1)(i)).

III. PUBLIC COMMENTS – GENERAL (Rec. 00:02:11)

David Grainger provided written comment on the location of the anchors formerly at Point Hudson to which staff responded.

IV. CONSENT AGENDA (Rec. 00:03:53)

A. Approval of Workshop & Business Meeting Minutes from April 12, 2023

B. Approval & Ratification of Warrants

Warrant #066770 in the amount of \$22,214.88

Warrant #066771 through #066774 and Electronic Payment in the total amount of \$110,948.76

Warrant #066775 through #066830 in the amount of \$369,616.21

Electronic Debit in the amount of \$4,154.96

Electronic Debit in the amount of \$32,740.14

C. Accounts Receivable/Write Off Register

D. Resolution 790-23, Authorizing Sale of Vessels – Aero (Davis) and Cadenza (Westlund)

The Consent Agenda was approved as written by unanimous consent. Staff responded to several Commissioner questions about the warrants and the write-off register.

V. SECOND READING ~ none

VI. FIRST READING~ none

VII. REGULAR BUSINESS (Rec. 00:15:58)

A. Qtr. 1, 2023 IDD Levy Reserve Report (Rec. 00:16:15)

Finance Director Abigail Berg presented the staff report reflecting IDD funds received and used on projects. She distributed an additional handout with the five-year forecast for 2023-2027 of funding sources of the IDD Levy Reserve from the Capital Budget.

Commissioners: Staff responded to questions about the timeline and funding for the Quilcene dredging project in the additional handout. A local community project might need to be organized to accomplish the dredging project as the facility is not generating enough revenue to accomplish the dredging. RCO funding is only for the bathroom remodel, parking, ramp, ADA improvements, and handling float.

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

Executive Director Eron Berg reported participating in finalist interviews for the WSU Cooperative Extension Director.

Capital Projects and Port Engineer Matt Klontz reported meeting on Monday with a team of FEMA agents on projects as a result of the November storm damage (Point Hudson RV Park shoreline, inside the marina, north breakwater replacement project site, and on the Centennial

Trail). Toward the goal of seeking FEMA reimbursement, a preliminary causation report is expected in early May for Port review and comment.

Attorney Seth Woolsen commented on new legislation pertaining to public works, noting he would provide a summary memorandum of those changes. In 2024, all municipalities would need to apply for an apprentice utilization requirement on public works projects, and update nondiscrimination language in public works' contracts.

IX. COMMISSIONER COMMENTS (Rec. 00:37:50)

Commissioner Hanke commented positively on last week's retreat and he is eager for future conversations addressing City stormwater run off from Sims Way onto Port property.

Commissioner Hasse recognized the learning curve on finances and is excited to be registered for the WPPA Finance & Administration Seminar as well as learning more about the Port's lease policy. Eron Berg gave an excellent presentation at the Chamber Café. The Marine Resource Committee has asked her to do a presentation on the Port's vision about the waterwalk project.

Commissioner Petranek requested a future workshop for a Washington National Maritime Heritage briefing, noting that on May 10, there would be updates from the Northwest Maritime Center and Economic Development Council. Commissioner questions could be forwarded to Eron Berg to relay to those agencies before the workshop.

Additional discussion occurred about the Short Farm. Staff noted workshops would likely come in the fall after which more process/substantive action would be outlined and finalized. A resolution with timeline and goals would be presented for adoption before the more intensive planning in January-June 2024, followed by implementation.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:51:40)

Next Public Workshop and Regular Business Meeting: Wednesday, May 10, 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. 00:52:03)

At 6:25 p.m., the Commission went into Executive Session for 25 minutes to review the performance of a public employee pursuant to RCW42.30.110(1)(g) with potential action.

At 6:50 p.m., the Commission came back into open session and recessed again to Executive Session for 10 minutes for discussion with legal counsel about current or potential litigation pursuant RCW 42.30.110(1)(i) with no expected action.

At 6:59 p.m., the Commission came back into open session.

Commissioners spoke highly of the Executive Director and his performance.

Unanimously approved a motion to increase Executive Director's vacation compensation by two weeks per year.

XII. ADJOURNMENT (Rec. 00:55:45)

The meeting adjourned at 7:03 p.m., there being no further business before the Commission.


ATTEST:



Peter W. Hanke, Secretary



Pamela A. Petranek, President



Carol L. Hasse, Vice President