

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, May 10, 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, Hasse and Petranek
Executive Director Eron Berg
Director of Finance and Administration Abigail Berg
Director of Capital Projects & Port Engineer Klontz
Harbormaster Kristian Ferrero
Lease and Contracts Administrator Sue Nelson
Port Recorder Sanders

Via Zoom: Attorney Seth Woolsen

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

II. APPROVAL OF AGENDA (Rec. 00:01:05)
The agenda was approved as written by unanimous consent.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:10)
There were none.

IV. SPECIAL PRESENTATION: Recognition of 5 years' employment for Connor Cunningham (Rec. 00:01:52)

Harbormaster Ferrero spoke about Connor's experience and advancement first working in Customer Service, then the Boatyard, and now in the position of Hoist Operator III.

V. CONSENT AGENDA (Rec. 00:05:23)
A. Approval of Retreat Minutes from April 19/20, 2023
B. Minutes of April 26, 2023
C. Approval & Ratification of Warrants
Warrant #066831 through #066837 in the amount of \$213,464.83
Warrant #066476 in the amount of \$1,045.08
Electronic Debit in the amount of \$10,597.30
Warrant #066838 through 066900 in the amount of \$288,767.79

The Consent Agenda as written approved by unanimous consent.

VI. SECOND READING (Rec. 00:04:40) - None

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (Rec. 00:06:12)

A. 2023 Legislative Update – Insight Strategic Partners (Rec. 00:06:12)

Chelsea Hager gave a wrap up presentation of the legislative session and responded to Commission questions.

B. March 2023 Year-to-Date Financials (Rec. 00:43:30)

Director of Finance and Administration Abigail Berg led a review of the written memorandum and financial reports, including a summary of capital project expenditures, capital purchases, and the line of credit. The intent is to pay off the 2021 line of credit before the south jetty project begins this fall which will come primarily from the Economic Development Administration \$3 million grant reimbursement.

Commission: Staff responded to questions about Point Hudson emergency repairs of \$86,760 for which the Port is seeking FEMA funding as well as completing the final FAA grant closeout carried over from the prior year for the JClA Runway Rehabilitation in the amount of \$15,166. There was discussion about the expenses in the monthly financial report compared to the capital budget where the funding and grant allocations are estimated. Ms. Berg then briefed the Commission on the summary of fund resources and uses followed by the added table in the financial statement notes that show the actual year-to-date Net Income/Expense variance when removing the Department of Commerce grant reimbursements received in January instead of December.

C. Emergency Repair Projects Update (Rec. 01:08:30)

Director of Capital Projects & Port Engineer Klontz showed a map of the ten (10) emergency repair sites, two (2) of which are complete (Tailspin Tommy's and the Boat Haven stormwater materials). The remaining eight (8) were discussed for Point Hudson, docks, erosion, Quilcene, Mats Mats, City Dock, and the Boat Haven Marina bulkheading. He spoke about the challenges with shoreline repairs such as City Dock replacing creosote pilings. The project is expected to be 95% funded although the repairs fall outside the Port's capital improvement program and must be repaired to code and standard.

Commission: Some discussion ensued about insuring these facilities through the Port insurance pool. Eron Berg responded to questions about emergency repair funding. He would like to see more capital reserve funds to cover unexpected repairs.

IX. STAFF COMMENTS (Rec. 01:44:38)

Executive Director Eron Berg reported meeting with representatives and requesting a quote from Marine Travelift for a new model of expandable/collapsible lift. He will be out of the office the month of June.

Director of Capital Projects & Port Engineer Klontz announced bids were opened for the second connector taxiway and stormwater system repairs with the low bid coming in at \$721,096.45. Staff will apply for an additional FAA grant for the project however it is uncertain whether the FAA has the full funding. The bid cannot be awarded until grant funding is secured. He also hopes to have an update for the Commission in June

Harbormaster Ferrero announced we have entered the beginning of the big boating season. Yard staff are carefully balancing capacity with the goal not to cancel or reschedule boats for haulout. He, Kelsey Seiler, and Kimberlie Webber will go to the Port of Everett next week to visit that marina and yard operations for ideas.

Lease and Contracts Administrator Nelson: Involved with miscellaneous issues and lease compliance reviews, meetings with tenants, and lease negotiations with Key City Fish. Net Your Problem is holding a collection event today and Scott Kimmel dropped 700 pounds of nets. The material is recycled into plastic beads for other uses.

X. COMMISSIONER COMMENTS (Rec. 01:56:12)

Commissioner Hasse: In June, the Jefferson County Marine Resources Committee will start holding their meetings in the Pavilion. She asked to be excused for meetings between May 16-28 as she is sailing and may not have internet connectivity. She asked if there are collaborative efforts with Betsy Davis of Northwest School of Wooden Boatbuilding regarding their launch and dingy dock. Executive Director Berg noted that there is a need for a long-term vision at the Hadlock ramp because of the limitations of that facility, including no available parking.

Commissioner Petranek reported that she, Commissioner Hanke, and Eron Berg attended the Port Townsend Marine Trades Association (PTMTA) meeting last night to discuss leases and hope to continue meeting several times a year. The PTMTA would write a letter of support for the Alaska Trolling Fleet after a recent Washington State Judge ruling to close the Chinook fishery in southeast Alaska for southern resident killer whales in Puget Sound. The State of Alaska is appealing the decision and WPPA is reaching out to different ports to see how ports might help in this effort. She attended the National Maritime Heritage Washington event at the Northwest Maritime Center and some data was collected that will later be shared.

XI. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 02:17:22)

Commission regular business meeting Wednesday, May 24, 2023 and May 25, 2023 for the ICG Meeting, both held at the Pavilion Building & via Zoom.

XII. EXECUTIVE SESSION: None

XIII. ADJOURNMENT (Rec. 02:17:53):

The meeting adjourned at 3:20 p.m., there being no further business before the Commission.



Pamela A. Petranek, President

ATTEST:



Peter W. Hanke, Secretary



Carol L. Hasse, Vice President