

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, June 14, 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, Hanke, and Hasse
Deputy Director Eric Toews
Director of Finance and Administration Abigail Berg
Director of Capital Projects and Port Engineer Matt Klontz
Operations Manager Chris Sparks
Harbormaster Kristian Ferrero
Capital Projects Engineer David Nakagawara
Lease and Contracts Administrator Sue Nelson
Recorder Joanna Sanders
Via Zoom: Attorney Seth Woollen

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:15)

Commissioner Petranek called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:57)

The agenda was approved by unanimous consent.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:30)

Jeff Kelety had concerns about the variable travel lift grant application, unanswered questions about the specific equipment, and anticipated increases to market rates for a discretionary expense.

Brooks Townes provided written comment with concerns about the Port being one of the first to try the new variable travel lift technology and tighter spacing of boats.

Joni Blanchard provided written comment in opposition to a variable travel lift to pack boats tighter and accommodate larger boats at the added expense of widening the entrance channel.

IV. CONSENT AGENDA (Rec. 00:07:42)

A. Approval of Minutes from May 24, 2023

B. Approval & Ratification of Warrants

Warrant #066951 in the amount of \$33,500.00

Warrant #066952 through #066958 and Electronic Payments in the total amount of \$245,627.00

Warrant #066959 in the amount of \$787.00

Electronic Debit Payments in the amount of \$9,304.31

Warrant #066960 through #067034

C. Key City Fish Company, Building & Land Lease

The Consent Agenda was approved as written by unanimous consent.

V. SECOND READING (Rec. 00:11:00)

A. Resolution 792-23 Authorizing the Executive Director of the Port of Port Townsend to Apply for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support Acquisition of a New Variable Width 300-Ton Mobile Travel-Lift to Sustain Boat Haven Haul Out Operations, Retain Existing Jobs in the Marine Trades Economic Sector, and Create New Job Opportunities, and Expressing its Commitment to Providing Local Grant Matching Funds.

Deputy Director Eric Toews gave the staff presentation referencing written materials. He also spoke about the importance of redundancy for continued operations in the event of equipment failure.

Commissioners: Discussion ensued about the opportunities versus downsides or exposure if the application is successful, as well as the importance of the equipment to Port operations. There were differences of opinion about the suitability of the equipment, funding needed, spacing of boats, as well as concerns of constituents, including users of the 300-ton lift. The Commission felt staff has adequately addressed issues raised.

Operations Manager Sparks and Director of Finance and Administration Abigail Berg responded to questions about financing, repair downtime, and the various needs in the yard.

**Approval of Resolution 792-23 authorizing the Executive Director to submit a grant application to the EDA's Economic Adjustment Assistance (EAA) Disaster Recovery Program seeking funding support for travel-lift acquisition.
Commissioner Petranek opposed.**

VI. FIRST READING~ none

VII. REGULAR BUSINESS (Rec. 00:55:45)

A. April 2023 Year-to-Date Financials

Director of Finance and Administration Abigail Berg distributed an updated copy of the informational memorandum and reviewed the report. Staff responded to questions and also referenced the budget detail. There were no changes to capital purchases year to date nor to debt balances. Cash balances are healthy in large part due to IDD money.

Commission: There was a desire to better understand project expenses to date and also concern about increasing the complexity of the reporting.

VIII. STAFF COMMENTS (Rec. 01:14:46)

Deputy Director Toews reported that Eron Berg is recovering well. Mr. Toews will work to finalize the EDA grant application discussed today. The RCO funding for Herb Beck Marina should be finalized in July.

Director of Finance and Administration Abigail Berg reported the Annual Report has been posted on the website and included in this agenda packet. An in-person audit is expected in July or August.

Director of Capital Projects and Port Engineer Matt Klontz: Request for qualifications has been advertised for professional services on the sea-level rise water walk project. Interviews are being scheduled to include Commissioner Hanke.

Capital Projects Engineer David Nakagawara spoke about his involvement in the sea-level rise/waterwalk project and Herb Beck Marina boat ramp project.

Operations Manager Chris Sparks announced that on the first of August, the moorage office would be moved to its future location. Currently, there is work on its foundation.

Harbormaster Kristian Ferrero reported this year's Race to Alaska was seen by the Port as the most flawless launch yet. DNR held their recycling event last week with seven boats processed. DTG Recycling will crush smaller pieces into hog fuel. Eight dock attendants from the NW Maritime Center will start work in about a week. Staff received positive public feedback about the Port's presence/assistance at the first three of the five planned shrimp openings. Four staff as well as Coast Seafood personnel attended.

Lease and Contracts Administrator Sue Nelson expressed appreciation on the Key City Fish lease approval. Armstrong Marine and Best Coast Canvass each exercised their last one-year option and are interested in new leases.

IX. COMMISSIONER COMMENTS (Rec. 01:27:55)

Commissioner Hanke complimented Staff's work on the haulout of *Saratoga*. He recognized the importance of heightened safety protocols given the increased traffic in the yard, the noise of the heavy haulout, and better visibility when operating it with the remote control.

Commissioner Hasse reported that Port of Port Angeles Commissioner Beauvais was the victim of an unfortunate crime where a large number of her alpaca herd were shot.

Commissioner Petranek reported on the following: the latest *Our Working Waterfront* featuring Sea Marine and discussing the history of Point Hudson, attendance at the WPPA Finance Seminar, increased traffic in the boatyard as well as into Port Townsend, visiting the Quilcene boat ramp and the need for gravel on the dirt walkway there, desired visit by Representative Van De Wege to see what is needed at the Port, and representing the State with approval of WPPA in support of the Alaska Chinook Fishery in Washington, D.C.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:38:40)

Next Meetings: Intergovernmental Collaborative Group at Pavilion Building and via Zoom on Monday, June 26 at 5 p.m. The Regular Business Meeting on Wednesday, June 28, 2023 at 5:30 p.m. is cancelled. Public Workshop and Regular Business Meeting on Wednesday, July 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 - none

XII. ADJOURNMENT (Rec. 01:41:25)

The 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