

PORT COMMISSION WORKSHOP MEETING – Wednesday, June 14, 2023

The Port of Port Townsend Commission met in workshop 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 excused.
Deputy Director Toews
Director of Finance and Administration Abigail Berg
Director of Capital Projects and Port Engineer Matt Klontz
Capital Projects Engineer Dave Nakagawara
Operations Manager Sparks
Environmental Specialist Kimberlie Webber
Port Recorder Sanders

I. CALL TO ORDER (Rec. 00:01:37)

Commissioner Petranek called the meeting to order at 9:30 a.m.

II. BOAT HAVEN STORMWATER IMPROVEMENT PROJECT (Rec. 00:02:40)

Director of Capital Projects and Port Engineer Matt Klontz gave a project update/presentation. Topics covered were the background, project drivers, challenges, two conceptual design alternatives, systems in other Port jurisdictions, estimated cost (construction \$5,168,000 and annual maintenance \$39,569), and proposed timeline (now estimated to be 2025).

Consultants assisting with the stormwater project Samantha Karpa and Ross Dunning of Kennedy Jenks were present. They assisted in responding to questions.

Commissioners: Discussion and questions related to location, additional staffing needed to maintain the system, and methods of collecting metals and contaminants going into the system. There was recognition of the notable benefits to the location in Alternative 2, including providing access to the location as an educational community resource.

III. WPPA, GOVERNANCE AND MANAGEMENT GUIDE –CHAPTER 4 FINANCE & COMPLIANCE (Rec. 01:21:40)

Commissioners Hasse and Petranek discussed Chapter 4 in light of their attendance (along with Director of Finance and Administration Abigail Berg) at the June WPPA Finance & Administration Seminar. They spoke of grants, loans, and funding opportunities as well as the many resources available through the State Auditor's office including guidance on green energy grants and tax credits. They recognized the importance of communicating to the public the larger story of planning and budgeting capital projects as well as the need to seek funding beyond the IDD tax levy. There was a review of the WPPA guide sample budget calendar and questions about the value of Port property.

Regarding capital projects, Staff referred to strategic planning updates given at the annual retreat and also guidance in the Climate Action Plan and Comprehensive Scheme. Staff also recognized when the Commission adopts its capital budget and any amendments, the scheme is amended. There was interest in exploring a way to track/report capital project amendments.

IV. ADJOURNMENT (Rec. 02:00:57): The meeting adjourned at 11:30 a.m., there being no further business before the Commission.

ATTEST:



Peter W. Hanke, Secretary



Pamela A. Petranek, President



Carol L. Hasse, Vice President