

PORT COMMISSION WORKSHOP MEETING – Wednesday, August 9, 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, Hanke and Hasse  
Executive Director Eron Berg  
Deputy Director Eric Toews  
Director of Finance and Administration Abigail Berg  
Director of Capital Projects and Port Engineer Matt Klontz  
Capital Projects Engineer Dave Nakagawara  
Operations Manager Chris Sparks  
Harbormaster Kristian Ferrero  
Port Recorder Joanna Sanders

- I. CALL TO ORDER (Rec. 00:00:37)  
Commissioner Petranek called the meeting to order at 9:35 a.m.
- II. 2023 BUDGET – Discuss Potential and Known Issues. 5 Year CIP, Goals and Assumptions (Rec. 00:03:22)

Director of Finance and Administration Abigail Berg reviewed factors in the development of the 2024 budget (interest rates, job market challenges, revenues, equipment and software needs, operating expenditures, and generally inflated costs including an anticipated 4.6% cost of living increase). Actual year-to-date revenues are currently keeping pace with expenses. The first draft of the budget will come in late September.

Commissioners discussed creating a policy or an incentive for continuing to shift away from long-term storage to a working boatyard. Other suggestions were to increase Port capacity, pass on credit card fees to customers, look for opportunities to increase revenues, and implement a 5 or 10-year average rate increase for better predictability.

- III. HERB BECK MARINA UPDATE (Rec. 01:00:00)

Director of Capital Projects and Port Engineer Matt Klontz presented the RCO project to improve accessibility and reviewed a conceptual layout for restoring an RV/camping facility. The proposal is to use PUD federal funding to assist the Port in installing the electrical, water, and septic infrastructure, while renting PUD RV space while they install fiberoptics. With Commission support, a meeting would be scheduled in Quilcene to hear from the community.

- IV. SHORT FAMILY FARM UPDATE (Rec. 01:22:05)

Deputy Director Eric Toews reported on the expected closing September 1. University of Washington staff are working with the Port to develop a scope of services and work plan to begin in 2024 with steering committee and community meetings. A formal recommendation is expected by June 2024 to be formalized July 10, 2024. In September, a draft resolution related to the steering committee and planning objectives will be presented for Commission consideration. Other partners would include Jefferson County, Conservation District, and North Olympic Salmon Coalition.

- V. WPPA, GOVERNANCE AND MANAGEMENT GUIDE –CHAPTER 5 PORT OPERATIONS postponed.

- VI. ADJOURNMENT (Rec. 01:30:50): The meeting adjourned at 11:06 a.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