

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, August 9, 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 Hanke with Hasse excused  
Executive Director Eron Berg  
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 Woolson

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:15)  
Commissioner Petranek called the meeting to order at 1:02 p.m.

**Unanimous approval to excuse Commissioner Hasse's absence.**

- II. APPROVAL OF AGENDA (Rec. 00:01:10)  
**The agenda was approved by unanimous consent as written.**

- III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:25)  
Jeff Kelety provided comments on 2024 moorage rates.  
Bertram Levy provided comments on 2024 moorage rates.

- IV. Consent Agenda (Rec. 00:07:42)  
A. Approval of Minutes from July 12, 2023 Workshop and Regular Business Meeting and June 14, 2023 Workshop  
B. Approval & Ratification of Warrants  
Warrant #063277 in the amount of \$79.57  
Warrant #067039 in the amount of \$82,077.37  
Warrant #067228 through #067233 and electronic payments in the total amount of \$238,995.55  
Warrant #067235 through #067294 in the amount of \$498,928.57  
Warrant #067159 through #067162 and electronic payments in the total amount of \$124,452.08  
Warrant #067163 in the amount of \$36,181.09  
Warrant #067164 through #067225 in the amount of \$308,173.68  
Warrant #067226 in the amount of \$57,738.85  
Warrant #067227 in the amount of \$105.75  
Electronic Debit in the amount of \$18,324.77  
Electronic Debit in the amount of \$37,591.26  
Electronic Debit in the amount of \$4,518.98  
C. Resolution 796-23 Authorizing Warrant Cancellation  
D. Authorize Amendment No. 2 for Gardiner Boat Ramp Reid Middleton Contract  
E. Authorize Amendment No. 1 for Sims Way Gateway Implementation and Boat Yard Expansion SCJ Alliance  
F. Accounts Receivable Write-Off/Collection Register

**The Consent Agenda was approved as written by unanimous consent.**

- V. SECOND READING - None  
VI. FIRST READING- None  
VII. REGULAR BUSINESS (Rec. 00:03:45)  
A. JUNE 2023 YEAR-TO-DATE FINANCIALS

Director of Finance and Administration Abigail Berg reviewed slight modifications to the financial reporting and led a review of the comparative year-to-date report. Noted were debt obligations. The Port received the first EDA reimbursement in the amount of \$2.9 million for the jetty project to pay down the line of credit. On September 1, the capital reserve and operating reserve would be used to cover the Short Farm purchase initially. She reviewed the financial statement and notations.

Commission: There were questions about setting the amount in the Port-wide capital reserve as well as about Point Hudson expenditures shown on the 5-year Capital Improvement Program.

B. QUARTER 2, 2023 IDD LEVY PROJECT FUNDING REPORT (Rec. 00:23:00)

Director of Finance and Administration Abigail Berg reviewed the notes of IDD activities of 2020, 2021, and 2022. The report now reflects individual locations and major expenses paid by the IDD for the jetty project.

Commissioner questions related to the 2023 annual budget accumulated balance. For future budget discussion of revenues and costs, a request was whether staff could report on the spending categories. There was also a desire to see how much of the budget represents a financial return on the investment.

C. POINT HUDSON JETTY UPDATE (Rec. 00:38:10)

Director of Capital Projects and Port Engineer Matt Klontz reported the contractor would move the barge to stage the south jetty project a week earlier than last year (Sept. 4 or 5). There is coordination with partners including the Northwest Maritime Center. Harbormaster Ferrero is reaching out to tenants on slip assignments. The marina should be vacated between August 13 and Wooden Boat Festival. The contractor is expecting to work Monday through Saturday. Marine animal relocation so far is about 1,400, including sunflower sea stars.

Eron Berg reported that a change order is anticipated for the removal of the submarine net and anchoring system to allow for additional habitat.

D. FOLLOW UP ON QUILCENE REPORT FROM MORNING WORKSHOP (Rec. 00:45:14)

Executive Director Eron Berg solicited Commission input on proceeding with the addition of eight (8) RV sites at Herb Beck Marina in partnership with the Jefferson County PUD with federal funding assistance. Staff noted that previously there was discussion with the Quilcene community on the idea. This project would generate additional revenue.

Commissioners were supportive of this project which was seen to have mutual community benefit and for beach access across from the Quilcene yacht club.

VIII. STAFF COMMENTS (Rec. 00:50:50)

Executive Director Eron Berg reported attending a RAISE Grant meeting in Port Angeles. On Friday, US Congressman Kilmer would visit. An art parklet is proposed next to Key City Public Theatre where garbage is currently located and he solicited Commission input on City/Port coordination. Commissioners requested no impediment to this access point into Point Hudson and consulting with Port tenants on the idea. *Gunther* is nearing completion on Union Wharf.

Deputy Director Toews reported that a contract is in process with RCO on the boating program and upland rehabilitation project. Picnic tables and other site improvements are within the scope of the project. Staff anticipates adding benches and signage in conjunction with the project.

Director of Finance and Administration Abigail Berg reported the audit is substantially done.

Operations Manager Chris Sparks reported the Moorage office should be moving in two weeks. It will take another month or two before it is fully completed.

Harbormaster Kristian Ferrero said he is currently working on Point Hudson to Boat Haven transitions. Salmon season went well with lots of traffic. There were many comments about parking.

Lease and Contracts Administrator Sue Nelson reported Haven Boatworks moved into the Johnson Fabrication site. Alan Katz is increasing his format slightly. An Art installation is going into the Boat Haven Launch Ramp area of a crab zoa. The Port is advertising the MRW space for rent by a marine trades business. Staff will attend a Port Townsend Marine Trades Association meeting August 15.

Dave Nakagawara reported meeting with City Historic Preservation Commission to get preapproval to cover all work anticipated at Point Hudson.

IX. COMMISSIONER COMMENTS (Rec. 01:11:04)

Commissioner Petranek reported Pete and Kathy Langley were selected as business leaders of the year. A monthly Economic Development Board meeting was held on projecting costing skills. She attended the WPPA Commissioners seminar and shared highlights. Regarding today's budget workshop, she will continue to advocate for affordable public access and moorage rate stability/predictability for moorage tenants. Pacific North Waterways Association received a Staff tour of the Port this week. She received a letter asking about mowing practices at the airport.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:22:04)


Next Meetings: Workshop Wednesday, September 13, 2023 at 9:30 a.m. and Regular Business Meeting at 1:00 p.m.

XI. EXECUTIVE SESSION - none


XII. ADJOURNMENT (Rec. 01:23:00)

The meeting adjourned at 2:25 p.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