

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, November 8, 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 Hasse with Commissioner Hanke (excused)
Executive Director Eron Berg
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
Lease and Contracts Administrator Sue Nelson
Port Recorder Joanna 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 1:02 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:58)
The agenda was approved by unanimous consent.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:14)
There were none.

IV. CONSENT AGENDA (Rec. 00:02:12)

A. Approval of Business Meeting Minutes from October 24, 2023

B. Approval & Ratification of Warrants

Warrant #067613 in the amount of \$48.96 is void

Warrant #067614 in the amount of \$48.96

Warrant #067615 through #067619 and Electronic Payments in the total amount of \$254,746.55

Warrant #067620 through 067686 in the amount of \$93,487.89

C. Resolution 803-23 Authorizing Sale of Vessels (Life's Dream, Wendy, and Silver Linings) and Rescinding 798-23

D. Resolution 805-23 Authorizing Executive Director to file a Sub-Application for a Building Resilient Infrastructure and Communities Program Grant with the State Military Department and Emergency Management Division for the Sea-Level Rise Project with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

E. Authorize Executive Director to Execute Amendment #1 to Professional Engineering Service During Construction Agreement for the Point Hudson Breakwater Replacement Project with Mott MacDonald for \$44,210

F. Resolution 806-23 Authorizing Executive Director to Apply for a Public Infrastructure Fund Grant to Support Phase I (Design) of the Jefferson County International Airport (JCIA) Eco-Industrial Park Project and Expressing Its Commitment to Providing Grant Matching Funds

The Consent Agenda was approved as written by unanimous consent.

V. CONTINUED PUBLIC HEARING DRAFT 2024 OPERATING & CAPITAL BUDGETS, RATES, PROPERTY TAX LEVY AND IDD TAX LEVY AND PUBLIC HEARING ON RESOLUTION 804-23 AMENDING THE PORT OF PORT TOWNSEND'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS TO INCORPORATE THE ACQUISITION OF THE SHORT'S FAMILY FARM AND THE CAPITAL PROJECTS DESCRIBED IN THE 2024 OPERATING & CAPITAL BUDGET (Rec. 00:03:44)

Commissioner Petranek reviewed the rules of the public hearing.

Director of Finance and Administration Abigail Berg distributed a revised Yard Rate Card adding a monthly liveaboard fee of \$130 and liveaboard background check fee of \$63.00. As directed by Commission, the JCIA prevailing ground lease rate was changed to 7 cents per

square foot, and added under Capital Projects was the JCIA Eco-Industrial Park. There were no other changes.

There being no public testimony, the public testimony was closed.

Unanimously approved the Adoption of the 2024 Rate Cards as presented with the added liveboard fee and live aboard background check for the Yard.

Unanimously approved Resolution 802-23 establishing the 2024 Operating and Capital Budgets.

Unanimously approved motion to approve Resolution 800-23 fixing the amount of general property tax to be levied for collection in the year 2024.

Unanimously approved motion to approve Resolution 801-23 fixing the amount of IDD tax to be levied for collection in the year 2024.

Executive Director Berg noted that the public hearing script was revised to include the housekeeping Resolution to reflect the acquisition of the Short Family Farm and capital projects to meet requirements of RCW 53.20.010.

Unanimously approved motion to approve Resolution 804-23 Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Acquisition of the Short Family Farm and the Capital Projects Described in the 2024 Operating & Capital Budgets.

[Recorder note: the public hearing was closed with the approval of the budget resolutions].

VI. SECOND READING ~ none

VII. FIRST READING

VIII. REGULAR BUSINESS (Rec. 00:21:00)

A. Quarter 3, 2023 IDD Levy Project Funding Report (Rec. 00:22:16)

Director of Finance and Administration Abigail Berg gave the staff presentation covering the informational memorandum and IDD tax levy activity report year-to-date, and levy-to-date.

B. Point Hudson Jetty Project Update (Rec. 00:25:40)

Director of Capital Projects and Port Engineer Matt Klontz reported the project is still proceeding according to schedule with pile driving occurring in the next two weeks.

C. Jefferson County International Airport (JCIA) A3 Taxiway Connector Project Update (Rec. 00:29:50)

Director of Capital Projects and Port Engineer Matt Klontz reported that despite most of the taxiway being done in the evening to allow runway access, next Wednesday and Thursday, daytime taxiway paving is scheduled, and the runway will be closed, weather dependent.

IX. STAFF COMMENTS (Rec. 00:31:40)

Capital Projects Engineer Dave Nakagawara: On November 3, staff filed the sub-application for a Building Resilient Infrastructure and Communities Program Grant which is reflected on the Consent Agenda.

Executive Director Eron Berg reported the Short Farm Planning Process applications are due Friday, November 10. Kellie Henwood, Al Latham, and Rebecca Benjamin of the North Olympic Salmon Coalition would be represented. Staff support will include Erik Kingfisher of Jefferson Land Trust, Heidi Eisenhour, and Port staff. A report on appointments will be on the November 21 agenda. The new moorage/yard office will include ADA accessible parking, walkway, rain garden, and another speed bump. The old moorage office will now become the yard shack (for Yard employees) at a minimal expense. Another Port Public Infrastructure Fund application will go in today to address the Sims Gateway project and additional scope and cost (\$300,000) related to the landscaping and sidewalk improvements.

Director of Finance and Administration Abigail Berg expressed appreciation for the attention the Commission gave to the budget.

Operations Manager Chris Sparks reported the final inspection for the new moorage/yard office will be Friday, November 17 with the move complete by November 20.

Director of Capital Projects and Port Engineer Matt Klontz reported that staff will soon submit the building and septic permits for the Pilots Center.

Lease and Contracts Administrator Sue Nelson reported a new tenant in the Nomura Building is Ryan Davis Legato Maritime. WDFW lease will be forthcoming for approval.

X. COMMISSIONER COMMENTS (Rec. 01:57:36)

Commissioner Petranek reported on the PTMTA meeting including new officers. She also attended the monthly EDC Board meeting. They will begin charging membership fees to augment jurisdictional, including state funding. She reported on a Cape George boat.

Commissioner Hasse reported giving a presentation at the local campus of Peninsula College. She spoke about EDC attendance and support of maritime culture by bringing awareness to the marine trades. At last night's MRC meeting, a UW professor was present to report on his study of the environmental and economical assets of kelp. She is excited to continue to work with moorage tenants to improve and value maritime culture.

XI. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:27:50)

Next meetings: Thursday, November 16, 2023 at Pavilion Building and via Zoom Intergovernmental Collaborative Group (ICG)

Tuesday, November 21, 2023 at Pavilion Building and via Zoom with Regular Business Meeting at 1:00 p.m.

XII. EXECUTIVE SESSION (Rec. 00:56:00) - RCW 42.30.110(1)(i) Discussion with legal counsel about current or potential litigation with no expected action for ten (10) minutes.

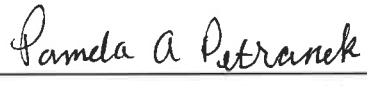
At 1:59 p.m., the Commission went into Executive Session.
At 2:14 p.m., the Commission came back into open session.

XIII. ADJOURNMENT (Rec. 00:58:00): meeting adjourned at 2:10 p.m., there being no further business before the Commission.


ATTEST:



Peter W. Hanke, Secretary



Pamela A. Petranek, President



Carol L. Hasse, Vice President