

PORT COMMISSION REGULAR BUSINESS MEETING – Tuesday, November 21, 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 Hasse, Hanke, and Petranek
Executive Director Eron Berg
Executive Director Eric Toews
Director of Finance and Administration Abigail Berg
Director of Capital Projects & Port Engineer Klontz
Operations Manager Chris Sparks
Harbormaster Kristian Ferrero
Capital Projects Manager Dave Nakagawara
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 1:00 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:27)
The agenda was amended by unanimous consent with a noted change to the Consent Agenda to remove the State of Washington, Department of Fish and Wildlife Lease from the Consent Agenda. The item would be postponed for discussion and action until December 13.

III. PUBLIC COMMENTS (Rec. 00:02:52)
Eric Taylor commented on the good work by Precision Approach on the taxiway project.

IV. SPECIAL PRESENTATION: Pacific Marine Expo Drawing for 75-Ton and 300-Ton Lifts (Rec. 00:06:41)

The following were the winners of the drawings: Tanner Darr for a 75-ton round trip lift and Kyle Norton won the 300-ton round-trip lift.

V. CONSENT AGENDA (Rec. 00:05:35)
A. Approval of Workshop and Regular Business Meeting Minutes from November 8, 2023
B. Approval & Ratification of Warrants
Warrant #067573 in the amount of \$10,000.00 is declared void.
Warrant #067687 in the amount of \$814.54
Warrant #067688 in the amount of \$10,000
Warrant #067689 through #067739 in the amount of \$339,925.50
Warrant #067740 in the amount of \$10,797.30
Warrant #067741 through #067743 and Electronic Payments in the total amount of \$130,426.50
Electronic Debit in the amount of \$10,080.69
C. Authorization to Sign the Proof of Property Loss for \$95,000 to Settle the Insurance Claim with Enduris on the 2018 Boat Haven Breakwater Storm Damage

The Consent Agenda was approved as amended with the removal of the State of Washington, Department of Fish & Wildlife Lease #SRL 23-0098 at Point Hudson

VI. SECOND READING ~ none)

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (Rec. 00:10:12)

A. Short's Farm Planning Process

Executive Director Eron Berg reviewed the members selected for the Farm Steering Committee.

Deputy Director Eric Toews reported that the agreement with the University of Washington School of Urban Planning is in process. Meetings will be held at the Washington State University office in Port Hadlock.

B. Quarter 3, 2023 Financial Report (Rec. 00:16:06)

Director of Finance and Administration Abigail Berg reported on projects currently in process or planned, cash balances, notes on expenditures and debt service. Financial reporting was delayed due to the 2024 budget process, as well as changes to the reporting to better reflect changes in cash. Operating revenues are up 7% over last year. Expenditures are up 7.6% for the same period last year and up 4.6% according to budget.

Commissioners: Questions related to capital expenditures to date, including those associated with the San Juan Grocery; draws on the line of credit in 2023; noted decrease in launch ramp revenues. It is impressive that revenues are up by \$60,000.

Staff responses: Additional expenses likely before year end. Cancelled crab fishing and shorter salmon fishing season. Selling more annual versus daily launch passes. Other increases were attributed to increased insurance premiums for additional FTEs.

C. Point Hudson Jetty Project Update (Rec. 00:32:57)

Director of Capital Projects & Port Engineer Matt Klontz reported the pile driving has gone smoothly. In the next few weeks, the new jetty structure will take shape. In-water work will be completed by January 15, substantial completion by March 1, and physical completion by March 15.

D. Jefferson County International Airport (JCIA) A3 Taxiway Connector Project Update (Rec. 00:41:54)

Director of Capital Projects & Port Engineer Matt Klontz showed photos of paving, stormwater work and plans for installing signage.

IX. STAFF COMMENTS (Rec. 00:45:39)

Director of Finance and Administration Abigail Berg announced a new marina billing system for taking reservations called CampLife. Implementation would start at Point Hudson, and if successful there is a plan to move away from Molo at the other marinas. She addressed questions about credit card fees, ease in processing, users setting up their own accounts, and insurance to cover breeches of data.

Operations Manager Chris Sparks reported the moorage/yard staff have moved into the new building and only cosmetic changes remain to be completed. Next week, some sandbags will be placed in the boat haven/boat yard in anticipation of storm surges in conjunction with high tides.

Director of Capital Projects & Port Engineer Matt Klontz commented on the great work by Chris Sparks and maintenance crew on the new moorage/yard office.

Harbormaster Kristina Ferrero echoed kudos on the visioning and maintenance staff's hard work on the moorage/yard office. January 16 is the first day 2024 RV reservations would be available. ParkMobile is another phone software that may be deployed for parking in the Back Forty and Landfall areas.

X. COMMISSIONER COMMENTS (Rec. 01:01:17)

Commissioner Hasse spoke about how pleased she is with the farm steering committee applicants as well as living in a peaceful place with democracy.

Commissioner Hanke expressed congratulations on getting the moorage/yard office completed and about the great work occurring at the airport.

Commissioner Petranek reported on the good discussion on the Growth Management Act at the November 16 Intergovernmental Collaborative Group meeting. She is in favor of starting early on setting the next agenda. *Our Working Waterfront* featured Mystic Connecticut Seaport Students and Brian Dafforn, owner and captain of the halibut school *Polaris*.


XI. Next Public Workshop & Regular Business Meeting (Rec. 01:07:39):

Tuesday, December 5-8 Washington Public Ports Association meeting in Vancouver, Washington. Wednesday, December 13, 2023 Commission Workshop at 9:30 a.m. and Regular Business Meeting and 1:00 p.m. at the Pavilion Building & via Zoom.

XII. EXECUTIVE SESSION - None

XIII. ADJOURNMENT (Rec. 01:08:53): 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