

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, December 13, 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, Hasse, and Hanke  
Executive Director Eron Berg  
Deputy Director Eric Toews  
Director of Capital Projects and Port Engineer Matt Klontz  
Operations Manager Chris Sparks  
Harbormaster Kristian Ferrero  
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 1:00 p.m.
- II. APPROVAL OF AGENDA (Rec. 00:00:50)  
**The agenda was approved by unanimous consent with the addition of an executive session for a matter pursuant to RCW 42.30.110(1)(c) consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price.**
- III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:50)  
Carol McCreary provided written comment about parking at Point Hudson.
- IV. CONSENT AGENDA (Rec. 00:03:19)
  - A. Approval of Business Meeting Minutes from November 21, 2023
  - B. Approval & Ratification of Warrants
    - Warrant #067744 in the amount of \$1,068.52
    - Warrant #067745 through #067750 and Electronic Payments in the total amount of \$248,925.53
    - Warrant #067751 in the amount of \$8,718.58
    - Warrant #067752 through 067840 in the amount of \$726,706.88
  - C. State of Washington, Department of Fish & Wildlife Lease #SRL 23-0098 at Point Hudson
  - D. A Hangar Condominium Association at JCIA Land Lease Amendment No. 2
  - E. Aurora Aircraft Maintenance & Restoration Lease & Contract for Fuel Operations at JCIA Amendment No. 1
  - F. Northwest Maritime Center PH Land Lease Amendment No. 1
  - G. Resolution #808-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal

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

- V. SECOND READING ~ none
- VI. FIRST READING (Rec. 00:04:48)
  - A. 2024 Organizational Topics

Executive Director Eron Berg led the discussion of five (5) questions as listed in the memorandum, noting the minor changes reflected in the meeting procedures on Commission compensation and to the delegating authority. There was a brief discussion of officer positions, term lengths, and committee assignments. Related to Commissioner compensation, Port Attorney Seth Woolsen clarified that commissioners cannot vote for their own pay increase and referenced RCW 53.12.260. The per diem change recognizes the extra meetings Commissioners attend and is meant to encourage Commissioner engagement. Changes to the delegation of authority were for clarification and updates in statute. The retreat was tentatively set for Feb. 29/Mar.1 with additional topics to include transportation, flood protection, and future planning of decarbonization goals or a climate action strategy. The resolutions would be brought back to the Commission in January for further discussion and action.

- VII. REGULAR BUSINESS (Rec. 00:40:42)

## A. 2024 Legislative Priorities with Insight Strategic Partners (Rec. 00:40:48)

Chelsea Hager and Caron Cargill reported on and led a discussion of carryover priorities from 2023 to 2024 in discussions with legislators. They noted an upcoming shift in legislator leadership in the next election cycle, the legislative session outlook, bills unable to advance in the last session, supplemental budget timeline, as well as expectations for transportation projects. They reviewed three elements of clarity in authorizations pertaining to farmland, including the ability to lease and own farmland. Discussion centered on the 2024 priorities. Questions about derelict vessel demolition and electrification plan. Feb. 2 is WPPA Port Day in Olympia.

- **There was unanimous approval of a motion to approve the 2024 legislative priorities as presented. (Capital Budget Requests for Gardiner Boat Launch and Possibly Others, Support Expanded Opportunities for Port Acquisition of Farmland, Future: SR20/SR19 Project -Access to JCIA at Airport Road and Prospect, Support Electrification Efforts at Ports, Support Funding for Aviation Fuel Tank Removal & Replacement, Support Funding for Model Toxics Control Act, Support Full Ferry Service, and Support Funding for Derelict Vessel Removal Program)**

## B. Point Hudson Jetty Project Update (Rec. 01:27:50)

Director of Capital Projects and Port Engineer Matt Klontz showed a few pictures and reported there have been delays to the in-water work which is now expected to be complete by the end of January. The contractor struggled in building the bedding stone and not all piles are driving in easily. The deployment of the impact hammer will be attempted before resorting to cutting the piling.

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

Director of Capital Projects and Port Engineer Matt Klontz showed photos with new striping and repaired drainage in the infield. It was noted new photos are needed of A2 and A3. New signage will be installed next week.

## VIII. STAFF COMMENTS (Rec. 01:33:00)

Administrative Assistant Joanna Sanders reported that the Port is collecting proposals and bids on improvements to the Pavilion Audio Visual and PA system.

Executive Director Eron Berg reported December 22 holiday staff brunch at 11 a.m. for which the Commissioners are invited. In January, Dave Nakagawara would provide a project update on the status of the Sea Level Rise Project and the related BRIC grant application. Phased improvements are occurring at the Cupola House and the unsightly connection behind the Cupola House to the annex has been removed.

Deputy Director Eric Toews reported the PIF Board is meeting tomorrow afternoon and the Port is hopeful that final project scoring would be favorable for design and engineering for an industrial park at JCIA, as well as the North Sims Way boatyard expansion project.

Director of Capital Projects and Port Engineer Matt Klontz reported that one of the projects for PIF supplemental funding is largely for landscaping on the Sims Way North Boatyard Expansion project. If funded, the Port could move forward with a landscape architect in January and an MOU/MOA with the City who would take the lead. The Commission requested the final design recommendation (from the September meeting). Matt Klontz agreed to send those slides to the Commission and would also report on it at a 2024 workshop.

Operations Manager Chris Sparks reported the ribbon section is gone on the Point Hudson linear dock float.

Harbormaster Kristian Ferrero reported that tenants are receiving an \$11 credit for placing festive lights on their vessels. The Port has reinstated a renewal process for the moorage wait list and those customers have been notified. There has been great customer feedback on the new moorage/yard office space. The old yard shack will be removed, and yard staff will shift to the old moorage/yard office.

Lease and Contracts Administrator Sue Nelson expressed appreciation on lease approvals. Staff met with Commander's Beach House on their future, and they would meet again in March. Many leases would expire in 2024 and staff will be meeting soon with Best Coast Canvas whose lease expires in July.

IX. COMMISSIONER COMMENTS (Rec. 01:56:45)

Commissioner Hanke reported on his desire to see the Commission president rotate next year. He does not expect to run for a fourth term. Mr. Toews was recognized by Greg Englin from Port of Kingston to be the Shakespeare of grant writing.

Commissioner Hasse noted from the WPPA annual meeting that Puget Sound Energy bought electric chargers for Anacortes. The Jefferson County Marine Resources Committee is working on a thorough king tide project/warning system and are seeking elevation heights from governmental entities.

Commissioner Petranek recognized the passing of Carl Chamberlin who received a lifetime achievement award four years ago by the Wooden Boat Foundation. To be featured on *Our Working Waterfront* is the boat, *Arengally* (Orca '38), which just launched and is on D dock. It was a 40-year father/son project through Cape George Boatworks.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 02:06:00)

Wednesday, January 10, 2024 at Pavilion Building and via Zoom with 9:30 a.m. Workshop and Regular Business Meeting at 1:00 p.m.

XI. EXECUTIVE SESSION (Rec. 02:06:25) - RCW 42.30.110(1)(c) to discuss the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price with no expected action until 3:30 p.m. (20) minutes.

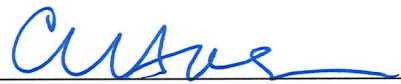
At 3:09 p.m., the Commission went into Executive Session.  
At 3:40 p.m., the Commission came back into open session.

XII. ADJOURNMENT (Rec. 02:07:28): meeting adjourned at 3:41 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