

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, July 10, 2024

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
Deputy Director Eric Toews
Director of Finance and Administration Connie Anderson
Harbormaster Kristian Ferrero
Lease and Contracts Administrator Sue Nelson
Port Recorder Joanna Sanders
Via Zoom: Attorney Seth Woollen

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

II. APPROVAL OF AGENDA (Rec. 00:01:01)
There were no changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:15)

Tom Ehrlichman provided written comment about the Short Farm resolution and asked for delay of the resolution approval.

IV. CONSENT AGENDA (Rec. 00:07:23)

A. Approval of Regular Business Meeting Minutes of June 26, 2024

B. Approval & Ratification of Warrants

Warrant #068684 through #068695 in the amount of \$36,951.93

Warrant #068696 through #068697 in the amount of \$40,437.96

Warrant #068698 through #068728 in the amount of \$28,091.18

Warrant #068729 through #068732 in the total amount of \$265,985.91

C. Resolution 820-24 Authorizing Cancellation of Warrant

D. Resolution 821-24 for Sale of Vessel

E. Authorization of Agreement with AHBL for Professional Engineering Design Services for the Rural Light Industrial Park (Phase I) at Jefferson County International Airport

F. Review and Approval of Draft 2025 Budget Schedule and Process

G. Best Coast Canvas, Inc. Amendment No. 1

The Consent Agenda was approved as written. There was a brief explanation of the Best Coast Canvas lease amendment. Deputy Director Eric Toews noted there are remaining minor issues to address with the lease regarding holdover status.

V. SECOND READING - None

VI. FIRST READING - None

VII. REGULAR BUSINESS (Rec. 00:03:55)

A. March 2024 Year-to-Date Financials

Director of Finance and Administration Connie Anderson reviewed meeting handouts including consolidated financials, informational memorandum, and detailed financial report. Revenues and expenses are on track with the largest increases in expenses being salary and benefits associated with projects. Reviewing project expenses, she referenced additional expenditures on the South Jetty. The decrease in cash is due to project expenditures awaiting reimbursement from grants. Property tax revenues for the year will be presented in the next report. She responded to specific questions about yard operation revenue, community relations expenses, and the line of credit.

B. Harbormaster Report (00:18:41)

Harbormaster Kristian Ferrero presented his report of 75-ton and 300-ton haulout activity. Yard storage occupancy for the 75-ton is 88% or 127 boats in June compared to 136 in 2023. The numbers should increase in August and September. The reporting now includes data on parking with the implementation of Park Mobile. Additional advertising would help direct visitors to the lots. Some discussion ensued about parking at Point Hudson.

C. Resolution 822-24 Adopting the Short’s Family Farm Plan (Rec 00:45:49)

Commissioners discussed with staff the details of the resolution clause “seeking to achieve a standard rate of return of 9.6% on the Port’s direct investments in the Farm” as well as options for leasing out living quarters on the property, including a potential RV spot for a caretaker.

Executive Director Eron Berg and Deputy Director Eric Toews acknowledged achieving that return would not be immediate. Some actions are more urgent, including property management. The plan identifies these priorities as well as items for further research and investigation. The plan needs to be adopted before exploring the feasibility of those ideas.

Unanimous approval of motion to adopt Resolution 822-24 Adopting the Short’s Family Farm Plan

VIII. STAFF COMMENTS (Rec. 01:02:08)

Executive Director Eron Berg: Capital Projects team is working on the Boat Yard Stormwater project and the Gardiner ramp is also going out to bid. Staff is also working on a selection for airport master plan process. The Port has been invited to participate in the Heritage Capital Program on reroofing Point Hudson building for funding in the 2025 budget. In September, the Port will know about the array of projects. He will attend the WPPA Director’s Seminar in Kalama today through Friday.

Deputy Director Eric Toews: Several leases are in process to be presented to the Commission for authorization in August.

Director of Finance and Administration Connie Anderson: the State audit is underway and fieldwork might be wrapped up next week with a report due end of July or early August. She appreciated being able to attend the WPPA Finance Director’s conference. Tax incremental financing is being used by the Port of Vancouver to create a new hotel, apartments, and office buildings.

IX. COMMISSIONER COMMENTS (Rec. 00:48:00)

Commissioner Petranek: reported the upcoming KPTZ episode of *Our Working Waterfront* will feature owners of Left Coast Charters and the catboat the *Katie M*. She attended the EDC board meeting and they adopted an EDC director succession plan. There are Board openings on that body.

Commissioner Hasse expressed gratitude to Commissioner Petranek for her continued work with KPTZ. She attended an NODC meeting where there was a PNL lab presentation on geoengineering to mitigate carbon emissions and there was discussion of the closure of the Port Angeles mill. She also attended the advisory board meeting and activities discussed at the Washington National Maritime Historic Trust meeting. In meeting with her advisory group, there was interest in the Short Farm Business plan, and discussion of drawing employees and housing crisis.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:19:56)


Monday to Wednesday, July 22-24 Washington Public Ports Assn. Commissioners Seminar, in Richland, WA

Wednesday, August 14, 2024 Commission Workshop at 9:30 a.m. & Commission Business Meeting at 1:00 p.m., via Zoom and in Person

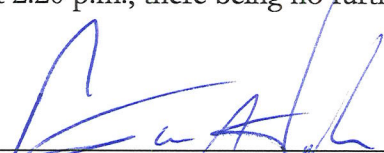
XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT (Rec. 01:19:00): meeting adjourned at 2:20 p.m., there being no further business before the Commission.

ATTEST:



 Pamela A. Petranek, Secretary



 Peter W. Hanke, President



 Carol L. Hasse, Vice President