

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, January 24, 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, Hasse, and Hanke
Executive Director Eron Berg
Director of Finance and Administration Abigail Berg
Director of Finance and Administration Connie Anderson
Director of Capital Projects and Port Engineer Matt Klontz
Port Recorder Joanna Sanders
Via Zoom: Attorney Seth Woolsen

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:10)
Commissioner Hanke called the meeting to order at 1:00 p.m.
- II. APPROVAL OF AGENDA (Rec. 00:00:35)
There were none.
- III. PUBLIC COMMENTS – GENERAL (Rec. 00:00:46)
Emiliano Mareno provided written comment and offered assistance in conducting an opening ceremony that is planned to celebrate re-opening the Point Hudson marina after completion of the South Jetty project.
Neville Pearsall provided written comment regarding concerns about gunshots on the Short Farm and a request to move the duck-hunting blinds to a different area of the property.
- IV. CONSENT AGENDA (Rec. 00:04:24)
 - A. Approval of Workshop and Business Meeting Minutes from January 10, 2024
 - B. Approval & Ratification of Warrants
 - Warrant #067957 in the total amount of \$844.71
 - Warrant #067957 in the total amount of \$3,743.68
 - Warrant #067959 through 067960 and Electronic Payments in the total amount of \$144,291.26
 - Warrant #067961 in the amount of \$810.00
 - Warrant #067962 through #068013 in the amount of \$357,215.39
 - Warrant #067871 in the amount of \$810.00 is declared void
 - Electronic Debit in the amount of \$2,778.45

The Consent Agenda was approved as written by unanimous consent.

- V. SECOND READING - None
- VI. FIRST READING (Rec. 00:00:00) - None
- VII. REGULAR BUSINESS
 - A. November Year-to-Date Financials (Rec. 00:04:49)

Director of Finance and Administration Abigail Berg gave the staff report. Actual expenditures are 66% of budget. Ending cash balances are healthy and are up 25% over last year. Also reviewed was debt service and remaining debt in the long-term government obligation bonds. Operating revenues are up 6% over the prior year.

Staff responded to Commissioner questions about leasehold tax, the reasons behind revenue increases, and their desire for additional reporting about the financial status of projects. In looking at the budget detail, there was interest in adding two columns to show the comparison of year-to-date by month Nov. 2022 versus Nov. 2023 to show how we are doing seasonally. Commissioners agreed to set up one-on-one meetings with the Finance Director.
 - B. Point Hudson Jetty Update (Rec. 00:28:27)

Director of Capital Projects and Port Engineer Matt Klontz reported that Monday the consultant reached a milestone with their last in-water workday. The Port received an extension until February 15 for any limited in-water work, such as retrieving rocks

dropped while being placed on the top of the structure. February 6 is the first anticipated day to begin installing the walkway. March 15 is the anticipated grand opening preceding the boats returning to the marina. In late April, a separate ribbon-cutting would occur to include project sponsors and would be the first event to acknowledge the Port’s 100 year anniversary. Overall project feedback is positive, and this is the last week where night work would occur.

VIII. STAFF COMMENTS (Rec. 00:36:41)

Executive Director Eron Berg reported on a Port of Port Angeles tour this morning. The marina opening date has not been set. Commissioners Hasse and Hanke might be attending WPPA Port Day in Olympia with him. Port submitted projects to the legislators include the Point Hudson energy efficiency and maintenance and Union Wharf electrification. Camplife RV reservations opened yesterday with 600 successful bookings and staff were pleased with the software functioning. As of today, there are 800 bookings. Point Hudson Moorage reservations are delayed and will open February 8. Park Mobile app will go live March 1 at Point Hudson.

Director of Finance and Administration Abigail Berg has been working on a transition plan with new director Connie Anderson.

Director of Finance and Administration Connie Anderson is enjoying the time learning from Abigail Berg.

Director of Capital Projects and Port Engineer Matt Klontz reported the project administrator position has been advertised.

IX. COMMISSIONER COMMENTS (Rec. 00:45:00)

Commissioner Hasse reported on meeting with Emeliano Mareno to consider a ceremony along with the reopening of Point Hudson marina. May and September ICG meetings are at the same time as the WPPA spring meeting and environmental seminar. She will meet with a GIS mapping volunteer Susie Brunsel on her mapping project at the Northwest School of Wooden Boatbuilding and also mapping boatyards.

Commissioner Petranek reported on her attendance at the Food Coop meeting last evening and noted their quarterly newsletter features the Shipwrights Coop. *Our Working Waterfront* focused on the Marina Café and other Port businesses.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:54:00)

Wednesday, February 7, 2024 at 2pm Farm Steering Committee (Quorum of Commission) at the Short Farm Tour; Wednesday, February 14, 2024 at Pavilion Building and via Zoom with 9:30 a.m. Workshop, and Regular Business Meeting at 1:00 p.m. and ICG February 15, 2024 at 5pm.

XI. EXECUTIVE SESSION - none

XII. ADJOURNMENT (Rec. 00:57:31): Meeting adjourned at 6:25 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek
Pamela A. Petranek, Secretary

Peter W. Hanke
Peter W. Hanke, President

Carol L. Hasse
Carol L. Hasse, Vice President