

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, August 14, 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 Commissioner Hanke with Hasse excused
Deputy Director Eric Toews
Director of Finance and Administration Connie Anderson
Harbormaster Kristian Ferrero
Director of Capital Projects and Port Engineer Matt Klontz
Lease and Contracts Administrator Sue Nelson
Port Recorder Joanna Sanders
Via Zoom: Attorney Seth Woolson

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

II. APPROVAL OF AGENDA (Rec. 00:00:37)
There were no changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:00:45)

Steve Hampton from Admiralty Audubon (written) with questions about Short Farm public access.

Dave Skills (written) requesting for a Short Farm lease for hunting.

Inger Rankins (written) asking whether the heritage vessel program applies to Point Hudson vessels.

IV. CONSENT AGENDA (Rec. 00:01:27)

A. Approval of Regular Business Meeting Minutes of July 10, 2024

B. Approval & Ratification of Warrants

Electronic Debit in the amount of \$17,066.53 is ratified

Electronic Debit in the amount of \$47,239.99 is ratified

Warrant #068733 through #068774 in the amount of \$66,268.99

Warrant #068775 through #068810 in the amount of \$161,906.94

Warrant #068811 through #068813 and electronic payment in the total amount of \$147,345.03

Warrant #068814 through #068840 in the amount of \$60,951.76

Warrant #068841 through #068874 in the amount of \$228,571.14

Warrant #068875 through #068881 and electronic payment in the total amount of \$277,323.70

Warrant #068882 through #068927 in the amount of \$46,037.90

Warrant #068859 in the amount of \$92.99 is declared void

Electronic Debit in the amount of \$5,301.90 is ratified

Electronic Debit in the amount of \$5,130.55 is ratified

C. Authorization to sign Amendment No. 3 to the Professional Services Agreement with Cowling and Company, LLC in the amount of \$140,000

Unanimous approval of the Consent Agenda as written.

V. SECOND READING - None

VI. FIRST READING - None

VII. REGULAR BUSINESS (Rec. 00:02:20)

A. June 2024 Year-to-Date Financials

Director of Finance and Administration Connie Anderson reviewed meeting handouts including consolidated financials, informational memorandum, and detailed financial report. Salaries and benefits are coming in higher than budget due to staff turnover at the beginning of the year. Operations and maintenance supplies are also coming in higher.

B. Harbormaster Report (00:13:14)

Harbormaster Kristian Ferrero presented his report of 75-ton and 300-ton haulout activity. Hudson. Haulout trends remain strong and length of stays are shorter. Referencing pages 9 and 10 of the budget detail report, some discussion ensued about potential contributing factors. At Point Hudson, nightly RV stays are also down.

- C. Authorize the purchase of a new skid steer for no more than \$80,000, tax included, delivered to the Port (Rec 00:29:08)

Director of Capital Projects and Port Engineer Matt Klontz described the equipment needed for boat yard, airport, and farm maintenance.

Unanimous approval of motion to authorize the purchase of a new skid steer for no more than \$80,000, tax included, delivered to the Port.

VIII. STAFF COMMENTS (Rec. 00:31:37)

Deputy Director Eric Toews reported the Joint Growth Management Steering Committee has approved a slate of amendments to be forwarded to the BOCC for review and adoption. The changes update the Countywide Planning Policies to guide area jurisdiction 2024 comprehensive plans.

Director of Finance and Administration Connie Anderson commented on the new Pavilion AV equipment.

Harbormaster Kristian Ferrero announced the moorage office closure August 21 for their move to the Cupola Building. Staff are also preparing for the Wooden Boat Festival weekend.

Lease and Contracts Administrator Sue Nelson recognized the Commission’s approval of the standstill agreement with the US Coast Guard. Key City Fish extended their lease, Sandy Short provided a notice to vacate the farm August 31.

Director of Capital Projects and Port Engineer Matt Klontz reported on stakeholder engagement discussions for the North Boatyard Expansion project.

Attorney Seth Woolson commented on the vast improvements in the AV quality.

IX. COMMISSIONER COMMENTS (Rec. 00:42:02)

Commissioner Petranek: reported attending the EDC Board strategic planning meeting in the Pavilion to review the public sector cabinet report. She announced the September 8 Row Row Row Your Boat event as part of Wooden Boat Festival. September 26 is the 100th Year Celebration as part of the second annual Boatyard BBQ and welcome back to the fleet. *Our Working Waterfront* featured Tucker Piontek, instructor with the Northwest School of Wooden Boatbuilding.

Commissioner Hanke reported on and expressed appreciation to staff on the successful Airport Days Event with attendance of at least 1,100 attendees. At the PIF meeting, the Board approved the EDC funding request.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:47:44)

Wednesday, September 11, 2024 Commission Workshop at 9:30 a.m. & Commission Business Meeting at 1:00 p.m., via Zoom and in Person

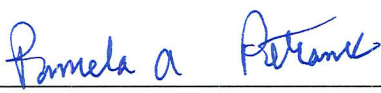
Thursday, September 19, 2024 Intergovernmental Collaborative Group Meeting at 5:00 p.m., via Zoom and in Person

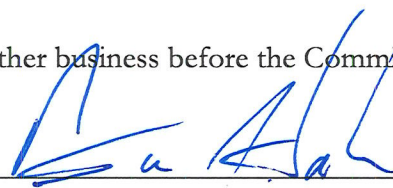
XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT (Rec. 00:48:13)

At 1:49 p.m., the meeting adjourned there being no further business before the Commission.

ATTEST:


Pamela A. Petranek, Secretary


Peter W. Hanke, President


Carol L. Hasse, Vice President