

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 25, 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 via Zoom
Executive Director Eron Berg
Director of Finance and Administration Connie Anderson
Director of Capital Projects and Port Engineer Matt Klontz
Harbormaster Kristian Ferrero
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 5:30 p.m.
- II. APPROVAL OF AGENDA (Rec. 00:00:32)
There were no changes.
- III. PUBLIC COMMENTS – GENERAL (Rec. 00:00:41)
Eric Taylor (in writing) commented on the lease rates.
- IV. CONSENT AGENDA (Rec. 00:01:05)
 - A. Approval of Workshop & Business Meeting Minutes from September 11, 2024
 - B. Approval and Ratification of Warrants
Electronic Debit in the amount of \$20,062.68 is ratified
Warrant #069099 in the amount of \$131.20 is void
Warrant #069112 through #069144 in the total amount of \$74,231.30
Warrant #069145 through #069149 and Electronic Payments in the total amount of \$136,631.39
 - C. Best Coast Canvas, Inc. - Point Hudson Building Lease
 - D. Brion Toss Yacht Rigging, Inc. - Point Hudson Building Lease
 - E. Boat Haven Linear Dock Replacement Project – Authorization to Request Cancellation of Grant Funding Agreement

The Consent Agenda was approved as written. There was a brief explanation of Item E. Boat Haven Linear Dock Replacement by Director of Capital Projects and Port Engineer Matt Klontz. He reviewed the desire to seek a better funding scenario.

- V. SECOND READING - None
- VI. FIRST READING - None
- VII. REGULAR BUSINESS (Rec. 00:07:39)
 - A. 1st Draft of 2025 Budget

Director of Finance and Administration Connie Anderson reviewed the first preliminary draft of the Sources and Uses of Funds reports, including areas of cost increases (salaries/wages and insurance). Some discussion ensued about insurance cost increases and raising the topic at WPPA. Executive Director Eron Berg explained the Net Operating Income budgeted minimum of \$526,099 and clarified some of the Capital Projects expenses are charged to general administration rather than applied to capital projects.

During Commission discussion, a suggestion was to consider building a report with estimated revenues of shipyard, workyard and moorage at 90% occupancy.

- B. 1st Draft of Proposed Rates and Fees (00:42:11)

Director of Finance and Administration Connie Anderson reviewed the proposed rates. Executive Director Eron Berg provided an explanation of the proposed revisions to increase the guest nightly rate which would change current practice aside from marine trades. Rounding up from a 3.8% increase was a topic of discussion. He also reviewed Point Hudson parking rate adjustments.

Harbormaster Kristian Ferrero led a discussion of winter rates working well and ongoing challenges in interpreting and applying summer rates. Eighteen new slips will be assigned as long-term licenses between now and December to not only create sustainable revenue but assign Boat Haven moorage to those currently on the waiting list. The change would also limit guest stays to one month in the summer unless they are actively having work done. One suggestion from the Commission was to keep the charge for vessels hauling out to a fixed amount. Another consideration was better funding repair and maintenance due to impacts to the dock from cruise ship visits. There was interest in discussing Moorage/Boatyard/Union Wharf Dock rates at the October workshop to include Rate Policies.

C. Five-Year 2025-2029 Capital Improvement Program (CIP)

Director of Capital Projects and Port Engineer Matt Klontz reviewed the project cost summaries. Executive Director Eron Berg noted that a comprehensive repair and maintenance program permit would be depicted by expanding the chart to cover a ten-year forecast.

III. STAFF COMMENTS (Rec. 01:44:28)

Executive Director Eron Berg discussed preparations for the Boatyard BBQ. The Port crew has been pulling a tremendous amount of reed canary grass along with a team led by Martin Mills.

Joanna Sanders reported on the airport hangar waitlist, managed by Lease and Contracts Administrator Sue Nelson, is now separate from the moorage waitlist on the Port website.

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

Commissioner Hasse reported out on her attendance at the WPPA Environmental Seminar, including kudos to Kimberlie Webber for her presentation about wildlife relocated on the Jetty Project and survey of creatures in the creek at the Short Farm. A potential ICG topic of interest is urban runoff and mortality syndrome, including concerns about the chemical 6PPDQ. Noteworthy were the Everett sediment removal project and announcement of a new ruling related to the Army Corps' wanting 70% of dredge spoils for reuse. She learned a lot about fellow Ports and Washington growers producing 90% of all organic apples and 43% of the nations' hops. The Port of Vancouver also gave a good presentation on hot weather and safety protocols.

Commissioner Petranek also reminded of Boatyard BBQ and encouraged wide participation.

Commissioner Hanke commented on great effort by Executive Director Berg celebrating the 100th centennial. He asked about the possibility for linking the farm to mitigation credits.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:58:58)

Thursday, September 26, 2024 Boatyard Barbeque 4-9 p.m.


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

Thursday, October 10, 2024 Special Intergovernmental Collaborative Group Meeting at 5 p.m.

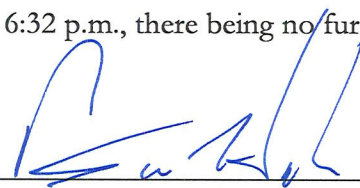
XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT (Rec. 02:01:25): meeting adjourned at 6:32 p.m., there being no further business before the Commission.

ATTEST:



 Pamela A. Petranek, Secretary



 Peter W. Hanke, President



 Carol L. Hasse, Vice President