

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, January 8, 2025

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 Hanke, Hasse and Petranek
Executive Director Eron Berg
Deputy Director Eric Toews
Director of Finance and Administration Connie Anderson
Director of Capital Projects and Port Engineer Matt Klontz
Lease and Contracts Administrator Sue Nelson
Port Recorder Joanna Sanders
Via Zoom: Attorney Seth Woolsen

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:01:00)
Commissioner Hanke called the meeting to order at 1:01 p.m.
- II. APPROVAL OF AGENDA (Rec. 00:01:38)
There were no changes.
- III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:45)
- IV. SPECIAL PRESENTATION: Recognition of Five-Year Anniversaries for Rick Heim and Nathan Sherwood. Eron Berg noted staff were unable to attend today; postponed to a future meeting. (Rec. 00:01:58)
- V. CONSENT AGENDA (Rec. 00:03:01)
 - A. Approval of Workshop and Regular Business Meeting Minutes of December 18, 2024, Special Business Meeting Minutes of November 21 and December 20, 2024
 - B. Approval & Ratification of Warrants
 - Warrant #069509 in the amount of \$390.46
 - Electronic Debit in the amount of \$7,340.21
 - Electronic Debits in the amount of \$63.75 and \$17,071.30
 - Warrant #069577 through #069579 and Electronic Payments in the total amount of \$134,721.43
 - Warrant #069580 through #069596 in the amount of \$125,123.75
 - Warrant #069597 through #069601 and Electronic Payment in the total amount of \$267,147.55
 - Warrant #069602 through #069644 in the total amount of \$41,445.84
 - C. Todd Flye d/b/a On The Flye, Boat Haven Land Lease
 - D. Northwest Maritime Center, Marine Thrift Store, Boat Haven Building (#9) Lease
 - E. Authorizing Admiral Ship Lease Amendment #2

Unanimous approval of the Consent Agenda as written with an amendment to page 4 of the minutes of December 18, 2024 to include in the motion text language on the legislative agenda the word “electric.”

- VI. SECOND READING - None
- VII. FIRST READING - None
- VIII. REGULAR BUSINESS (Rec. 00:04:52)

- A. 2025 Organizational Topics
 1. Election of Commission Officers

Unanimous approval of motion on a slate of officers with Carol Hasse as President, Pam Petranek as Vice President, and Pete Hanke as Secretary to serve through 2025.

Commissioner Hasse took over as presiding officer of the meeting.

2. Committee Assignments

Discussed was the removal the Food Resilience Committee, and the meeting day of the North Olympic Development Council to reflect it is held on the 4th Thursday. Commissioner Petranek might attend an occasional NODC meeting.

Unanimous approval of a motion adopting the list of Committee Assignments for 2025 with the changes as noted.

3. Resolution 833-25 Commission Meeting Procedures

Eron Berg reviewed the topics of discussion as detailed in the informational memo. Discussed were modifications to the meeting schedule in May and October to avoid conflicts, rescheduling the May 15 ICG meeting, but leaving the October 22 meeting unchanged, and making an additional change under Voucher Approval section to read Resolution 737-20 (as adopted or amended) to be flexible enough to accept a change coming forward at the next meeting without having to return to revise this procedure.

There was some discussion Commissioner Compensation with comments for and against expanding the number of meetings for which the Commission would receive compensation.

Unanimous approval of a motion to approve Resolution 833-25 Commission Meeting Procedures as amended (changing the May 14 meeting to May 7, leaving the Commission meeting on October 22) and approving an additional amendment to the Voucher Approval section to read Resolution 737-20 (as adopted or amended).

4. Resolution 835-25 Delegation of Management Authority

Executive Director Eron Berg reviewed the proposed changes detailed in the cover memorandum. A minor typographical change will be made to page 6 under item V to read "...Excepting those Covered by Paragraph XIII Below."

Unanimous approval of a motion to approve Resolution 835-25 Delegation of Management Authority (as amended).

Commission Annual Retreat Revisit Dates of March 20/21, 2025

Staff and the Commission considered alternate dates and settled on March 26/27 daytime meetings at the JCIA library and agreed to cancel or modify the time for the evening meeting for any needed business.

IX. STAFF COMMENTS (Rec. 00:41:33)

Executive Director Eron Berg briefed the Commission on a proposed modification and removal of the Larry Scott Trail restroom facilities in the Boat Haven, but retaining the portable toilets. Commission discussion ensued about alternative restroom locations, expanding yard storage in that area, and/or public restroom options. They requested additional discussion.

Deputy Director Eric Toews reported on grant funding opportunities (Western Boat Yard Expansion and commercial basin in-water infrastructure renovation), and a survey assessment of the *Elmore*.

Director of Finance and Administration Connie Anderson reported on efforts for the closure of the 2024 financials.

Lease and Contracts Administrator Sue Nelson noted the accumulative CPI rate will soon be released and will be used to update lease rates. A hangar audit is being conducted and she is working with Port-owned hangar owners to get in compliance with insurance requirements.

Capital Projects and Port Engineer Matt Klontz reported that on February 10, the Port will kick off the Boat Haven Stormwater Project with concrete tanks and a contract will be coming forward to the Commission on the Master Plan Update.

Harbormaster Kristian Ferrero responded to questions about the implementation of vessel buoy testing as part of the Vessel Turn-In Program.

X. COMMISSIONER COMMENTS (Rec. 01:06:00)

Commissioner Petranek reported attending an EDC meeting where they will begin interviewing Executive Director applicants. In February, interviews would be conducted. The

current *Our Working Waterfront* will feature *Elmore* as well as E.L. Burleson who has two vessels in the yard.

Commissioner Hanke commented on the Industrial Development Levy that will be the main feature of the next Port report.

Commissioner Hasse reported she attended a Marine Resources Committee meeting last night where they reviewed Northwest Straits Commission grant funding, including expanding the protection for the kelp beds that are the healthiest in the Salish Sea in this area.

XI. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:12:10)

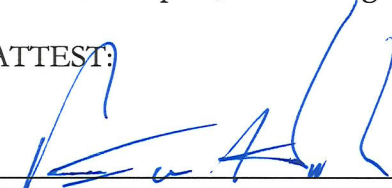
Regular Business Meeting on Wednesday, January 22, 2025 at 5:30 p.m.

XII. EXECUTIVE SESSION – None

XIII. ADJOURNMENT (Rec. 01:12:21)

At 2:15 p.m., the meeting adjourned there being no further business before the Commission.

ATTEST:



Peter W. Hanke, Secretary



Carol L. Hasse, President



Pamela A. Petranek, Vice President