

## PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 10, 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: Commissioner Hasse and Hanke (virtual), Commissioner Petranek (Excused)  
Executive Director Eron Berg (virtual for portion of meeting)  
Deputy Director Eric Toews  
Director of Finance and Administration Connie Anderson  
Director of Capital Projects and Port Engineer Matt Klontz  
Harbormaster Kristian Ferrero  
Operations Manager Chris Sparks  
Projects Administrator Natalie Toews  
Port Recorder Joanna Sanders  
Via Zoom: Attorney Seth Woolsen

### I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)

Commissioner Hasse called the meeting to order at 1:00 p.m.

### II. APPROVAL OF AGENDA (Rec. 00:01:18)

There was no objection to the addition of the carryover workshop item as Regular Business, Item C: 2026 Budget – Discuss Potential and Known Issues, Goals and Assumptions.

### III. PUBLIC COMMENTS – GENERAL (Rec. 00:02:58)

Haylie Hughes provided written comment with concerns disputing her moorage billing.

Dudley Lewis spoke about fire concerns due to use of lithium battery in any Electric Travelift system.

Sean Rankin commented on the lack of unpaid parking at Point Hudson for long-time moorage tenants, had suggestions to address the dangerous slips where large boats collide, and shared concerns about cruise ship traffic.

Peter Robinson, a Port patron, expressed concern about the cost of parking for those working on vessels and any fees passed on to Point Hudson restaurant customers. He expressed appreciation for Port efforts on the Mariner's Memorial. Executive Director Eron Berg noted that paid parking at a rate of \$10 a day applies to three areas and there are various parking places for low or no cost.

Inger Rankin expressed concern about the new paid parking areas shown on Port maps. Addressing the rumors of visiting cruise ships, she encouraged the Port to publish more information about visiting cruise ships.

### IV. CONSENT AGENDA (Rec. 00:21:22)

#### A. Approval of Commission Workshop and Business Meeting Minutes from July 9, 2025

#### B. Approval & Ratification of Warrants

Warrant #068551 in the amount of \$27.27 is void

Electronic Debit of \$73.45 approved in the amount of \$36,206.09

Electronic Debit of \$24,718

Electronic Debit of \$42,547.56

Warrants #070486 through #070529 in the amount of \$223,086.59

Warrants #070530 through #070531 and electronic payment in the total amount of \$158,141.08

Warrants #070532 through #070579 in the amount of \$341,990.33

Warrant #070556 in the amount of \$86.37 is void

Warrants #070580 through #070607 in the amount of \$97,882.89

Warrants #070608 through #070610 and Warrant #070626 through #070628 and electronic payment in the total amount of \$287,756.95

Warrants #070611 through #070625 in the amount of \$15,399.54

Warrants #070629 through #070686 in the amount of \$175,989.72

Warrant #070687 in the amount of \$114,893.09

Warrants #070688 through #070724 in the amount of \$739,979.58

Electronic Debit in the amount of 492.30

Warrants #070725 through #070727 and electronic debit in the total amount of \$159,606.49

Warrant #070728 in the amount of \$155,711.73

Warrant #070729 in the amount of \$16,167.00

Electronic Debit in the amount of \$21,460.80

Electronic Debit from US Bank of \$74.45 and Kitsap Bank in the amount of \$22,119.62

Warrant #070730 through #070778 in the amount of \$247,301.40

Warrant #070779 through #070783 and Electronic Payment in the total amount of \$265,490.30

Warrant #070784 in the amount of \$189,575.85

- C. Resolution 850-25 Establishing an Electronic Funds Transfer Policy
- D. Resolution 851-25 Authorizing Sale of Vessel (Nancy Sue - Lopez)
- E. Authorization for United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107
- F. Authorization for Key City Fish Company Building Lease – 315 10<sup>th</sup> Street (Boat Haven)
- G. Authorization to Execute Memorandum of Understanding (MoU) with the North Olympic Recompete Coalition (NOPRC) Concerning EDA Recompete Pilot Program Management
- H. Authorization to Enter into an Agreement with CERB to Partially Fund Acquisition of an All-Electric 75-Ton Marine Travelift; and Authorization to Proceed with Ordering the Travelift from Kendrick Equipment
- I. Resolution 852-25 Repealing Resolution No. 848-25 and Authorizing the Executive Director to Apply for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support the Boat Haven Western Boat Yard Expansion Project.
- J. Resolution 853-25 Authorizing the Executive Director to File an Application with the U.S. Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Pavement Preservation Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized
- K. Resolution 854-25 Authorizing the Executive Director to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the AVGAS Aircraft Fueling System Project at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized
- L. Authorization for Executive Director to Award the Construction Contract to Vet Industrial, Inc for their Bid in the Amount of \$848,407.79.
- M. Resolution 855-25 Authorizing the Executive Director or Designee of the Port of Port Townsend to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Airport Master Plan Update Phase 2– Environmental Review at the Jefferson County International Airport, Assuring that it will Comply with all Understandings and Assurances of Such Grant Agreement, and Assuring Further that Local Matching Funds are Available and Authorized.

**Unanimous approval of the Consent Agenda as written.**

V. SECOND READING (Rec. 00:23:18) – None

VI. FIRST READING (Rec. 00:23:18) - None

VII. REGULAR BUSINESS (Rec. 00:23:25)

A. Harbormaster Report (Rec. 00:23:25)

Harbormaster Kristian Ferrero gave the staff report on activity in the boatyard (75 and 300-ton) as well as Boat Haven and Point Hudson moorage figures. Point Hudson and Boat Haven data was distributed as an additional handout as it was inadvertently omitted in the published packet. While the data reflects a weaker August in the 300-ton area, stronger September activity is expected. RV transient traffic is down about 3-5% consistently from month-to-month although the overall average traffic remains consistent year to year. Executive Director Eron Berg noted that the activity downturn was related to five weeks of the stormwater project.

## B. July 2025 Year to Date Financials (Rec. 00:36:58)

Director of Finance and Administration Connie Anderson presented the staff report and reviewed the 2025 Year to Date Capital Project Expenses.

## C. 2026 Budget – Discuss Potential and Known Issues, Goals and Assumptions (Rec. 00:59:14)

Director of Finance and Administration Connie Anderson led a detailed budget briefing reviewing operating revenues, expenses, capital projects, equipment/vehicle purchases, 2026 initiatives, and policy considerations. Staff will next bring forward formal recommendations, including what work can be covered by grants versus using net operating income.

In discussing the listed policy considerations, there was Commission support for retiring the 2010 Limited Government Obligation Bond debt in 2026, if possible, and bringing forward a resolution to create a property tax reserve, as well as combining the two cash reserves into one given interest in liquidity but also setting aside a reserve for emergencies with Commission-only authorization. The Commission asked to set the property tax levy at 1%. On the IDD tax levy, the Commission asked for a staff recommendation on the following options: 1) \$3.9 million is still available and could request to have the full amount in 2026 if felt needed specifically for capital, 2) continue with a \$2.6 million as have previously, or 3) take that \$3.9 million and spread it over the next three years. A separate concern and Commission request was to work on a temporary solution for the six-month period where there will be no fuel service at JCIA.

## VIII. STAFF COMMENTS (Rec. 01:59:18)

Deputy Director Eric Toews read a statement by Commissioner Petranek about the mariner's memorial in honor of lost fisherman Joel Kawahara. He and Commissioner Hasse were part of the welcoming event for the Wall that Heals Vietnam Veterans Memorial at the airport. The Short Farm is part of the farm tour on Sunday from 10-4 p.m. with businesses One Straw Ranch, the Grainery, and the Community Boat Project. Staff are exploring an Equipment Plus grant with the Washington State Department of Agriculture for Conex cold storage.

Director of Finance and Administration Connie Anderson reported the federal audit has begun. The Commission will receive an invitation.

Harbormaster Kristian Ferrero said there was traffic to the Port booth and lots of merchandise sold at the Wooden Boat Festival last weekend. Moorage offices will soon move to six days a week.

Operations Manager Chris Sparks spoke about the impressive Wall that Heals display.

Director of Capital Projects and Port Engineer Matt Klontz reported on the stormwater project. They will begin to fill the containers with material and test running the tanks.

Commissioner Hasse led a brief discussion to alter the second October meeting to allow Commissioner attendance at the WPPA Small Ports meeting. There was no Commission objection to moving the meeting to Tuesday, October 21.

## IX. COMMISSIONER COMMENTS (Rec. 02:15:00)

Commissioner Hanke suggested splitting the Staff/Commission two-day retreat into different times of year (one in January and another in the fall) versus consecutive days in the spring. The first could focus on the CIP and maintenance projects and one in September being about accomplishments. On September 10, 1998, he was harbormaster for the Wooden Boat Festival, and 200 people were waiting at Fort Worden for his wedding.

Commissioner Hasse agreed on the idea to reconfigure the Commission retreat. She had a good couple of months of cruising on Glory Be. They first attended the Commissioner's conference at Semiahmoo, where Katie Ohman chief operating officer for NWMC and others presented. She enjoyed the WBF and especially the meeting of elected officials. She spoke about the Haida sail project made from woven cedar and the presentation to Haida representatives of returned James Swan Haida artifacts.

## X. NEXT PUBLIC WORKSHOP &amp; REGULAR BUSINESS MEETING (Rec. 01:07:14)

A. Regular Business Meeting on Wednesday, September 24, 2025 at 5:30 p.m.

B. Special Business Meeting on Thursday, September 25, 2025 from 4-9 p.m. at Port Boat Yard BBQ (potential quorum) 8th Street near Larry Scott Trail entry

XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT (Rec. 02:25:20)

At 3:26 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