

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 24, 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, Hanke (Virtual), and Petranek  
Executive Director Eron Berg  
Director of Finance and Administration Connie Anderson  
Director of Capital Projects and Port Engineer Matt Klontz  
Harbormaster Kristian Ferrero  
Operations Manager Chris Sparks  
Capital Projects Manager Dave Nakagawara  
Projects Administrator Natalie Toews  
Lease and Contracts Administrator Heron Scott  
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 5:32 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:05). No changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:22)  
There were none.

IV. CONSENT AGENDA (Rec. 00:02:16)

A. Approval of Workshop and Business Meeting Minutes from September 10, 2025

B. Approval & Ratification of Warrants

Warrant #070773 in the amount of \$601.65 and Warrant #070788 in the amount of \$4,450.05 are declared void

Warrant #070761 in the amount of \$464.44

Electronic Debit held at US Bank in the amount of \$86.20 and Kitsap Bank in the amount of \$13,023.77

Electronic Debit held at Kitsap Bank in the amount of \$492.30

Electronic Debit held at Kitsap Bank in the amount of \$21,655.05

Warrant #070785 through #070843 in the amount of \$164,306.03

Warrant #070844 through #070846 and Electronic Payments in the total amount of \$158,766.10

Warrant #070847 through #070890 in the amount of \$122,612.00

C. Res. 856-25 Establishing Mariner's Memorial Donation Fund

D. Res. 857-25 Authorizing Warrant Cancellation

**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. 00:02:42)

A. 1<sup>st</sup> Draft of the 2025 Budget (Rec. 00:02:44)

Director of Finance and Administration Connie Anderson led the detailed budget briefing of the first preliminary draft for Operational and Non-operational budget items. She noted a 2.7% increase in rates and fees and 2% on leases. Additional adjustments may occur to projected revenues as the budget is further refined and as Staff develops a duplex lease, liveaboard rule changes, and JCIA fueling. The net operating revenue was highlighted. It is projected to be 20% less and reflects increasing expenses that are outpacing revenues. Reviewing nonoperating items, Connie Anderson said additional changes would be made before returning with more detailed information in the department-level budget.

B. 1<sup>st</sup> Draft of Proposed Rates and Fees (Rec. 00:30:10)

Director of Finance and Administration Connie Anderson reviewed the proposed rate changes for 2026 as listed in the summary memorandum. Following discussion and clarification with the background of the proposed changes, a few corrections were noted.

C. Five-Year 2025-2029 Capital Improvement Program (CIP) (Rec. 01:25:47)

Director of Capital Projects and Port Engineer Matt Klontz reviewed the project cost summaries. Staff responded to Commissioner comments to better explain capital project expenses versus other budgeted and grant funds for the Short Farm, Building Preservation at Point Hudson, and Herb Beck. Discussion continued about the five-year funding summary as well as current and future use of the IDD levy.

VIII. STAFF COMMENTS (Rec. 01:52:13)

Executive Director Eron Berg reported on his study tour to Denmark trip. He reminded everyone of the Boatyard BBQ beginning tomorrow at 4pm, the Gardiner Boat Ramp ribbon cutting will be October 15 at 1pm. The next ICG meeting is scheduled for December 4. However, that meeting might move to December 11 to include a broader community group (for a social event with food and drinks). Steve Chapman was recognized with a WPPA Compass Award for his leadership and support of public Ports at a meeting hosted by the Port of Port Angeles

Harbormaster Kristian Ferrero reported that Kevin Ritz led Port staff in an electrical safety education class which will lead to future compliance improvements and electrical upgrades.

Director of Capital Projects and Port Engineer Matt Klontz announced that the stormwater project is expected to conclude by the end of October with paving and plantings starting October 13.

IX. COMMISSIONER COMMENTS (Rec. 02:01:12)

Commissioner Hasse expressed appreciation for all Port staff efforts to bring the Wall that Heals Vietnam War Memorial as well as having a staff presence at the Short Farm as part of the annual Farm Tour.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 02:02:16)


- A. 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
- B. Wednesday, October 8 at 9:30 a.m. Workshop and at 1p.m. Business Meeting at the Pavilion Building & via zoom.

XI. EXECUTIVE SESSION – None


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

At 7:35 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