

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, October 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: Commissioner Hasse, Hanke, and Petranek  
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  
Operations Manager Chris Sparks  
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 1:00 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:10)  
There were no changes.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:02:00)  
Ashlyn Brown spoke about her concerns on any increase of visits by American Cruise Lines.  
Allison Hero made comments about the history of the uses of Union Wharf and concerns about the larger and long-term negative impacts to the community of the cruise ships.  
Julie Jaman provided written comment with questions about American Cruise Lines docking at City Dock (Union Wharf).

IV. CONSENT AGENDA (Rec. 00:10:12)  
A. Approval of Business Meeting Minutes from September 24, 2025  
B. Approval & Ratification of Warrants  
Warrant #070959 in the amount of \$28,320.42 is void  
Warrant #070954 through #070956 in the amount of \$32,799.34 is void  
Warrant #070891 through #070910 in the amount of \$570,290.01  
Warrant #070911 through #070914, Warrant #070957 through #070958, Warrant #070960 and Electronic Payments for a total amount of \$279,919.74  
Warrant 070915-070953 in the amount of \$586,591.60

**The Consent Agenda approved as presented.**

V. SECOND READING (Rec. 00:10:00) – None

VI. FIRST READING (Rec. 00:10:00) - None

VII. REGULAR BUSINESS (Rec. 00:13:00)

A. Harbormaster Report (Rec. 00:13:41)

Executive Director Eron Berg gave the staff report on activity in the boatyard (75 and 300-ton) as well as Boat Haven and Point Hudson moorage figures.

There was a comment about the value of the six-year average because it factors in long closure periods such as Covid and the jetty replacement project.

B. August 2025 Year to Date Financials (Rec. 00:19:30)

Director of Finance and Administration Connie Anderson presented the staff report with an overview of revenues, expenses, and net operating income as well as increases and decreases. Staff responded to questions about salaries paid for by the IDD levy and increases in insurance costs.

C. 2<sup>nd</sup> Draft of 2026 Budget with 2026-2030 Capital Improvement Program (CIP) and Proposed Rates (Rec. 00:51:00)

Director of Finance and Administration Connie Anderson led a discussion of the updated budget reviewing the packet memorandum, including minor changes to the rate cards from the last meeting. Projected staffing levels are flat with no increase in the 42 FTEs, although there is a small shift to eliminate a customer service representative and replace with permanent farm laborer position. Also discussed in detail were the sources and uses of funds two-page overview and budget detail. Staff responded to questions with an explanation of credit card fees in contracted services with CampLife, Molo, Park Mobile, as well as counter credit card transactions. Following discussion, the Commission wished to add a 3% convenience charge to the rate cards for credit card transactions. The Commission also directed staff to bring forward a proposal prior to the budget hearing to use operating reserves to pay off the 2010 LTGO bond debt in 2026 and then replenish the reserves with property tax.

D. Draft 2025 Amendments to the Port Comprehensive Scheme (Rec. 02:32:00)

Deputy Director Eric Toews reviewed that when the Commission adopts the capital budget and capital improvement plan for 2025, it will effectively approve an amendment to the Comprehensive Scheme of Harbor Improvements (CSHI). This item will come forward as a public hearing at the October 22 board meeting and be presented for adoption following approval of the 2026 budget.

E. M/V Elmore (Rec. 02:34:30)

Executive Director Eron Berg gave the staff report on the unsuccessful attempts at selling the vessel. The Commission discussed foregoing a decision until the next business meeting to hear from a prospective buyer.

**A motion to table action on demolition of the M/V Elmore until the next meeting failed with one in favor and two opposed.**

**A motion to authorize staff to proceed with the demolition of the historic tugboat Elmore unless there is a viable plan (showing financial means) for moving forward by the next Port meeting was approved by unanimous vote.**

VIII. STAFF COMMENTS (Rec. 02:43:20)

Executive Director Eron Berg reported the Shoestring Circus is again asking to come to Point Hudson in July. The Commission was in consensus to authorize this one-time event. The Gardiner Boat ramp ribbon cutting is October 15. He, Heron Scott as well as EDC representatives David Balliff and Phoebe Reid and a dozen manufacturers met October 7 to discuss community needs. A follow up report will come out next week.

Deputy Director Eric Toews noted that there is a potential path forward to replace in-water infrastructure at the Quilcene marina. The CERB deadline for submission is mid-November with a grant decision in mid-January of next year. A resolution might come forward on the next Port agenda as well as a resolution for a WA State Department of Agriculture Equipment Plus grant for acquiring a Conex cold storage box in combination with a generator.

IX. COMMISSIONER COMMENTS (Rec. 02:50:00)

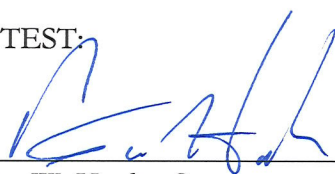
Commissioner Petranek attended a Washington manufacturing bus group tour of the Port Townsend Foundry and Point Hudson site for the mariner's memorial. She also attended an EDC strategic planning meeting where the EDC agreed to regularly participate in ICG meetings and coordinate the entities with a focus on existing and successful businesses to achieve business retention, expansion, and succession.


Commissioner Hasse reported on MRC activities, including an event at the pavilion for the WSU graduate dinner. She attended the WPPA Maritime Washington event in Gig Harbor and shared the Port's Marina Policy for the T-birds and preservation of the culture of boats through legacy boat program. She expressed appreciation for the Boatyard BBQ event. At the NODC meeting, they finished a comprehensive scheme that has now been sent to EDA for approval. At the WPPA environmental seminar, she attended the Friday session about environmental justice and has a better understanding of where projects should be sited. Most interesting was the topic on the Clean Building Act and lease terms that address building energy inefficiencies. She also appreciated the summary of the Industrial Symbiosis trip. In a visit to Chimacum Ridge she appreciated the collaboration that made that project possible. At the candidate forum, the public was interested in the cost of fuel, leaded fuel concerns, size of light industrial lots, and any planned increase in flights due to that activity, as well as interest in transportation alternatives, and restrooms.

- X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 03:08:33)
  - A. Ribbon Cutting Ceremony @ Gardiner Boat Launch, Wednesday, October 15 at 1 p.m.
  - B. Regular Business Meeting on Wednesday, October 22, 2025 at 5:30 p.m.
- XI. EXECUTIVE SESSION – None
- XII. ADJOURNMENT (Rec. 03:08:54)

At 4:09 p.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

  
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Peter W. Hanke, Secretary

  
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Carol L. Hasse, President

  
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Pamela A. Petranek, Vice President

