

RESOLUTION NO. 840-25

A Resolution of the Commission of the Port of Port Townsend

ADOPTING OBJECTIVES TO GUIDE AN UPDATE TO THE PORT'S STRATEGIC PLAN; ADOPTING A PROCESS AND SCHEDULE FOR THE PLANNING EFFORT; AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ESTABLISH A "STRATEGIC PLAN REVIEW COMMITTEE" (SPRC) TO HELP UPDATE THE PLAN.

WHEREAS, following many hours of citizen and stakeholder involvement, the Port Commission adopted a Strategic Plan (the "Plan") on March 24, 2010, providing a clear vision and objectives to guide Port activities in a manner responsive to the community's needs (Port Resolution No. 535-10); and

WHEREAS, the process preceding the adoption of the Strategic Plan facilitated in-depth community discussions about the Port's mission and vision; and

WHEREAS, the adopted Plan has provided critical guidance for decision-makers over the ensuing years that has shaped positive outcomes for the Port and community; and

WHEREAS, the Commission wishes to review and update the Strategic Plan to ensure that it continues to provide relevant and effective guidance for the years ahead; and

WHEREAS, the Commission wishes to memorialize its key objectives in updating the Strategic Plan, which are as follows:

- To streamline and simplify the Plan to be more user-friendly;
- To incorporate guidance to help steer Port decision-making in an era of uncertainty (i.e., environmental change and community resilience);
- To ensure that the concept of "triple bottom line" decision-making is affirmed, and that the Port continues to evaluate the social, environmental and economic impacts of key choices; and
- To review and revise the goals and strategies of the Plan as needed to ensure that they remain relevant and provide useful direction to the Port Commission and administration; and

WHEREAS, the Commission desires to affirm its commitment to sustaining a high level of community engagement to build and sustain public trust and better inform its decision-making; and

WHEREAS, the Commission wishes to authorize the Port's Executive Director to identify and select up to thirteen (13) citizens to serve on a broadly representative "Strategic Plan Review Committee" (SPRC) to work with staff and the wider public in developing the updated Strategic Plan;

WHEREAS, the Commission has reviewed and affirmed a proposed work plan and schedule for updating the Strategic Plan (during its annual retreat on March 26, 2025); and

WHEREAS, the Commission considers it to be in the best interests of the public to adopt key objectives for the planning effort, and to formally authorize the Port's Executive Director to identify and select review committee members to help in updating the Strategic Plan,

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Port Townsend, as follows:

1. **Findings:** The recitals above are incorporated into this resolution as findings.

2. **Executive Director Authorized to Form a Strategic Plan Review Committee:** The Port Commission hereby authorizes the Port’s Executive Director to identify and select up to thirteen (13) citizens to work with staff in developing an updated Strategic Plan, hereinafter referred to as the “Strategic Plan Review Committee” or “SPRC.”

3. **Strategic Plan Review Committee Appointment and Composition:** The SPRC should consist of up to thirteen (13) members representing a broad range of perspectives, which shall be identified, and appointed, by the Port’s Executive Director. The composition of the SPRC should be as follows:
 - 3.1 Up to two (2) members representing the Agricultural sector of Jefferson County.
 - 3.2 Up to two (2) members representing tenants and pilots at the Jefferson County International Airport (JCIA).
 - 3.3 Up to three (3) members representing the Marine Trades sector of Jefferson County.
 - 3.4 At least one (1) member representing Port moorage tenants
 - 3.5 Up to two (2) members representing businesses hosted at Port facilities.
 - 3.6 Up to two (2) members representing the interests of Quilcene (i.e., Herb Beck Marina).
 - 3.7 At least one (1) member representing environmental concerns.

4. **SPRC Role and Responsibility:** Consistent with the Planning Process Objectives set forth in Section 5, hereinbelow, the role of the SPRC shall be to collaborate with staff to develop an updated Strategic Plan to be transmitted to the Port Commission for its consideration.


5. **Planning Process Objectives:** The Commission desires that the SPRC focus its efforts on achieving the following key objectives:
 - 5.1 Simplifying and streamlining the Plan to be more accessible and useful to the public, Port staff and the Commission, without sacrificing its core direction.
 - 5.2 Incorporating additional goal and policy guidance to better position the Port to navigate this time of environmental uncertainty and to ensure that the Port is a leader in environmental stewardship.
 - 5.3 Reviewing and affirming that “triple bottom line” decision-making remains a useful basis for evaluating all key decisions made by the Port, and that the social, environmental and economic consequences of choices are considered.
 - 5.4 Reviewing and revising the goals and strategies of the Plan as needed to ensure that they continue to provide useful direction to the Port Commission and administration.

6. **Port Staff Directed to Prepare Updated Draft for SPRC Review:** Consistent with the guidance provided in Section 5, hereinabove, Port staff will prepare a Strategic Plan Update Draft to present and review with the SPRC.

7. **SPRC Meetings - Records:** The SPRC will meet at the times and locations specified in Exhibit “A” to develop and recommend an updated Strategic Plan to the Port Commission. Port staff shall be responsible for maintaining a public record of the SPRC’s deliberations, findings, and recommendations, consistent with the Washington Open Meetings Act.

ADOPTED this 9th day of April 2025, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

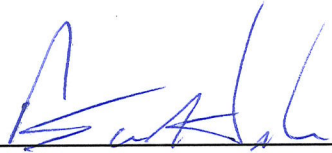
ATTEST:



Carol L. Hasse, President




Pamela A. Petranek, Vice President



Peter W. Hanke, Secretary

APPROVED AS TO FORM:



Port Attorney



EXHIBIT "A"

STRATEGIC PLAN UPDATE PROCESS May – July 2025	
Meeting/Event	Meeting Scope and Objectives
<p><i>Strategic Plan Review Committee (SPRC) Meeting #1</i></p> <p>5:30 pm, May 1 or May 8, 2025 Pavilion Building – Point Hudson</p>	<ul style="list-style-type: none"> • Introductory Meeting for SPRC • Introductions, set expectations, roles and norms • Discuss priorities for the update process as established by Commission Resolution No. 840-25 • Distribute 2010 Strategic Plan & DRAFT Updated 2025 Strategic Plan
<p><i>SPRC Meeting #2</i></p> <p>5:30 pm, May 15 or May 22, 2025 Pavilion Building – Point Hudson</p>	<ul style="list-style-type: none"> • Facilitate SPRC review of DRAFT Strategic Plan Update • Identify gaps and critical deficiencies in DRAFT Strategic Plan • Suggest modifications for Port staff to incorporate • Staff incorporates changes following meeting and prepares DRAFT #2
<p><i>SPRC Meeting #3 - Community Open House/Workshop</i></p> <p>5:30 pm, May 22 or May 29, 2025 Pavilion Building – Point Hudson OR WSU Cooperative Extension – Port Hadlock OR Tri-Area Community Center – Chimacum</p>	<ul style="list-style-type: none"> • Open house style public meeting • SPRC members introduced (attending as "listeners") • Staff presents process, updated Strategic Plan and "Key Themes" • Discussion of what the community wants to see incorporated into the Plan (e.g., at "stations" with notecards, information boards, etc.)

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STRATEGIC PLAN UPDATE PROCESS* - continued
May – July 2025

Meeting/Event	Meeting Scope and Objectives
<p><i>SPRC Meeting #4</i></p> <p>5:30 pm, May 29 or June 5, 2025 Pavilion Building – Point Hudson</p>	<ul style="list-style-type: none"> ● Report back on Community Open House event ● Discussion of possible additional revisions to DRAFT #2 based on community feedback ● SPRC recommends additional revisions ● Staff incorporates changes following meeting and prepares “recommended” DRAFT #3 for Commission consideration
<p><i>Port Commission Workshop Meeting</i></p> <p>9:30 am, June 11 or July 9, 2025 Pavilion Building – Point Hudson</p>	<ul style="list-style-type: none"> ● SPRC representatives present Report and Recommendation to Commission ● Q&A with Commission ● If desired by Commission, final action to adopt the updated Strategic Plan as recommended by the SPRC could be taken during the regular meeting at 1:00 pm on either June 11 or July 9, 2025

* In addition to the process outlined above, the Port will maintain a “Strategic Plan Update” webpage to provide information and solicit public feedback.