

The Port
OF PORT TOWNSEND
SERVING ALL OF JEFFERSON COUNTY

WEEKLY STATUS REPORT

WEEK OF JANUARY 8, 2018

EMERGENCY OR LIFE & SAFETY ISSUES

- Problem with RV Park guest monthly tenant – forced to evict because of suspected drug use, erratic behavior and threat to staff and other guests.

UNUSUAL EVENTS

- A finger dock at the Quilcene Marina has gone missing. Maintenance and moorage staff have probed the immediate area with no results. We will be coordinating with Jefferson County Sheriff's marine patrol and/or the US Coast Guard.

BUSINESS OBSERVATIONS

MARINAS AND RV'S

- Guest monthly RV's are fully booked at 22 stalls. Generates \$11-\$12K monthly revenue (versus \$4-\$5K last year). Lost business easily backfilled.
- Guest moorage also relatively strong. Weather dependent however.
- Tribal crab opening that may overlap with sport fishing.
- Sport fishing for Chinook severely curtailed or closed by WDFW. See their website for details.
- Box truck pricing and revenues may need to be adjusted. Current pricing too restrictive. Need monthly or annual fee to not choke off small, one-off landings. TQ and TK to provide proposal.

YARD

Shipyards (300T)

- Goal is for 6 additional Shipyards haulouts generated by POPT staff - assuming '17 and '18 demand consistent. All 6 vessels already recruited with extended yard periods.
- Completed and scheduled haulouts for January currently stands at 10 (max at 12 over past 5 years). This is well above the 5-year average. Targeting another 3-5 haulouts of Shipyards (300T) if possible.
- February: already 5 vessels booked for first week.

Boatyards (75T)

- Goal is additional 20 Boatyard haulouts and extended yard storage periods. Focus has been on 300T first.

AIRPORT

- The **AWOS system** was down for a short period. The phone system has been rebooted and it is operational again. Contract being renewed for service.

PROPERTIES

- **New roofs** are needed on the **New Day building** at the Boat Haven commercial basin and **Coast Seafood at Quilcene**. Details are below in Capital Projects.
- **WDFW building** will need new roof within 5-year term of currently-being negotiated lease. Capital costs need to be rolled into lease terms and financials. WDFW R&M punch list being addressed. Creosote issue must be addressed per terms with WDFW. Solution will involve forced air and potentially undercoating of bldg.
- **Point Hudson assets being readied for leasing** include Armory (aka Sail Loft) building and **Cupola House**. **Resolution of NWMC** will drive timing and direction.
- **Armory Bldg**: Demolition of rotting structure on southwest corner of building nearly completed. Leaks behind old meat locker had to be fixed on damage to main building.
- **Cupola** needs improvement for heating, roof, electrical ideally. Financial returns and rents to be determined. Three clients interested.
- **Shanghai building** needs heat and installation of heat requires shoreline permit work. Financial return needs to be addressed. Roof needs replacement. Marina room should be upgraded.
- **Duplex creosote** issue needs to be addressed. Kitchen and appliances need replacement.
- **Washers and Dryers** being replaced at Boat Haven and Point Hudson. Old appliances used as backup in future.
- **Water Street Development Project**: COPT agreement completed for laydown and parking at Point Hudson.

MAINTENANCE

- Several loads of gravel will be ordered this week to repair areas where potholes have developed and to apply a light coating of clean gravel where the existing gravel has been eroded due to traffic and age.
- Compliance or regulatory issues
 - The Port received a letter from Jefferson County Dept. of Health regarding the operation of both the Quilcene septic and water systems. The operational issues regarding the septic have been resolved. Staff is working on a water system management plan regarding the well and water system. Staff will keep the Commission apprised.

ADMINISTRATION & IT

- Outages or Interruptions
 - See note regarding AWOS above.
- Final billing completed and sent to the County for the PIF grant reimbursement on the Quilcene Wastewater Feasibility Study. The final study report has been issued.

- Staff is working to develop a plan to change the marina and yard management software. The plan will address the purchase of the software, implementation including staff training, and connectivity issues.
 - Commissioner Putney has leant his expertise regarding broadband connectivity within and between Port facilities. He and staff are querying local providers. Staff will keep the Commission apprised as efforts develop.
- Personnel
 - Hiring
 - The Port began the internal posting (two-week process) for the currently vacant Customer Service Representative II. This is a newly defined position and is not an addition to the organizational FTE count
 - Extended absences or changes
 - We have one staff member on administrative leave. Due to confidential issues, the ED will brief the Commission individually and as necessary.

CAPITAL PROJECTS

- Staff is recommending that an update to the 2018 Capital Program be the topic of the workshop on January 24th.
- Compliance or regulatory issues
 - Port staff has completed the first stormwater sample for the Boat Haven yard using the new protocol. Lab results are pending.
 - We have confirmed that the tide gate which is designed to protect the Workyard and stormwater system is not working. Malfunction of this gate has been a long-term problem. We are working to assess options and costs for either repair or replacement. Failure to address this issue could result in flooding (with the right tide and rainfall conditions) and damage to our stormwater treatment components.
 - The City of Port Townsend has notified the Port that the backflow preventer at the Boat Haven main bathroom needs to be replaced and upgraded. Staff will brief the Commission on this on Jan. 24th.
- Preliminary estimates for roof repair were received:
 - New Day – 60' x 54' - \$38,000.
 - Coast Seafood at Quilcene – 60' x 68' - \$48,000.
 - It must be stressed that these cost estimates are preliminary.

These items along with others will be discussed at the upcoming workshop on Jan. 24th.
- Project reports
 - **JCIA Runway Repavement Project:** Reviewed scope of work and obstructions at airport with Reid Middleton (ET, LA, GE). Existing specifications for runway are insufficient (1" depth asphalt at one end). Going to crown and new runway. Also incorporating stormwater system. Project schedule estimated at 4 weeks.
 - **Fleet Management:** Two trucks need to be replaced as part of approved capital plan.

PLANNING

- Point Hudson CERB
 - Project reports to CERB are up to date.
 - The project is currently on hold pending Commission direction.
- Quilcene CERB
 - An RFP for this project will be advertised in the coming weeks.
- IPG
 - Pending news of a state capital budget.
- Application requesting a text amendment change to the City of Port Townsend Comprehensive Plan has been made.

MARKETING

- Staff is preparing for the upcoming Seattle Boat Show (SBS), January 26th through February 3rd.
- Ms. Matej is continuing to work with the PTMTA regarding a proposed direct mail project.
- Staff is completing a draft 2018 advertising buy. Staff will provide a copy to the Commission.
- Ms. Matej designed the ad below for the SBS Program Guide:



INTERAGENCY CONTACTS

- Sam met with Dan Worra, Port of Anacortes. The ED's of Anacortes and Port of Skagit meet on a semi-regular basis.

GENERAL NOTES

- Staff is working to follow up, make recommendations and implement items from the retreat.
 - Sam will discuss a draft schedule of workshops with Chair Tucker this week.
 - This is the first of the agreed upon weekly report format.
- Sam made a presentation at the Port Townsend Rotary Club.
- Commissioner Tucker and Sam continue to keep in contact with the facilitator.

UPCOMING EVENTS

- January 23rd – WPPA Ports Day in Olympia. Commissioners, please:
 - Check with Sue regarding accommodations
 - Send Sam issues you would like to see included in the briefing materials.
- Seattle Boat Show – January 26th – February 3rd.

NEXT WEEK'S CALENDAR

- Agenda meeting
- Sam and Greg will be meeting with Jefferson County PUD staff regarding upcoming projects and possible collaboration opportunities.
- Public Records Act Case Law Update webinar will be attended by three staff members.