

The Port
OF PORT TOWNSEND
SERVING ALL OF JEFFERSON COUNTY

WEEKLY STATUS REPORT

WEEK OF JANUARY 15, 2018

EMERGENCY OR LIFE & SAFETY ISSUES

- None noted.

UNUSUAL EVENTS

- Late breaking news - the finger dock at the Quilcene Marina has been located. It has been found on a beach in Quilcene Bay. Staff will be making arrangements to get tow it back to the marina.
- The cold and flu season hit staff with full force these past couple weeks. Some delays in deliverables can be expected due to absences.

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 was easily backfilled.
- **Guest moorage** is also relatively strong; however, it is weather dependent.
- **Tribal crab opening** may overlap with sport fishing.
- **Sport fishing for Chinook severely curtailed** or closed by WDFW. More info available on the WDFW website.
- **Box truck pricing and revenues may need to be adjusted.** Current pricing may too restrictive. Staff is looking into a monthly or annual fee in order to encourage small business.

YARD

Shipyard (300T)

- Goal is for 6 additional Shipyard 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). Well above the 5-year average. Targeting another 3-5 haulouts of Shipyard (300T) if possible.
- February Outlook: Five vessels have already been booked for the first week of February.

Boatyard (75T)

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

AIRPORT

- No unusual events reported.

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

- **Work Orders**
 - **Sail Loft**: finishing up the external southeast corner wall; repair all 30 windows; create punch list of additional work.
 - **Schooner Martha building** improved by boarding up and siding doorway on north side.
 - **Puget Sound Express building** being evaluated for maintenance including painting, roof, doors, and locks.
 - **PYR office**: completing rehab of space for tenant including new flooring, demising wall, bathroom, lighting, painting interior, and load bearing loft.
 - **Electrical work and vehicle maintenance** are being distributed due to a staff absence.
 - WDFW punch list being worked through to support lease renewal.
 - **Annual fire extinguisher** inspections being serviced.
- **Emerging Issues**
 - **Boat Haven / PUD electrical** evaluating installation scope and costs for yard.
 - **Citydock and Union Wharf Floating Docks** evaluating scope and costs.
- **Compliance or Regulatory Issues**

- **Quilcene Septic.** 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. Commission will be kept apprised.

ADMINISTRATION & IT

- Staff is working to develop a plan to replace the current marina and yard management software. The plan will address the purchase of the software, installation, data conversion, 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.
 - The contract for the FSM software was fully executed.
- **Public Records Requests** – There are currently four open requests being worked on.
- **Personnel**
 - **Hiring** - The Port is moving forward on filling the currently vacant Customer Service Representative II position. Internally it is available for application through 1/25. Subsequently it will be advertised in the local papers. This is a newly defined position and is not an addition to the organizational FTE count.
 - The contract with the **Human Resources Consultant** was fully executed.
 - **Extended absences or changes**
 - One FTE on administrative leave as of 01/05/18. Commissioners briefed individually as necessary.
- **Grant Opportunity** – Washington State Archives has opened its first grant cycle which closes on 2/28/18. The Port is reviewing requirements in consideration of applying for funding towards public records organization, imaging and technology tools.

CAPITAL PROJECTS

- **Compliance or Regulatory Issues**
 - **Boat Haven Stormwater Program.** Port staff has completed the first stormwater sample for the Boat Haven yard using the new protocol. Lab results are pending.
 - Department of Ecology staff will be visiting on January 31. Items on the agenda include: sampling results from their visit in the fall, sampling results from our new protocol; and stormwater discharge at outfalls A and B. Staff will brief the Commission after this meeting.
- **PUD Electrical Infrastructure on Sims Way.** PUD has requested Port assistance to upgrade electrical infrastructure at Haines & Sims including replacement and repositioning of transformers and routing of power to yard. PUD is looking to improve and loop power for Safeway. Project not currently budgeted for in capital program.
- **Point Hudson Electrical Infrastructure.** PUD believes it has trunk line at Point Hudson that could be used to provide improved service for tenants (including Sea Marine).

- **Broadband & PUD.** PUD has also discussed running broadband throughout Port facilities and wants to partner with Port.
- **PUD Septic – Termination of Service Likely.** is likely opting out of services related to septic and water systems compliance with the Port (in Quilcene for example).
- **PUD / JCIA Easement for Electrical Infrastructure.** PUD will continue to work with Port on easement to install power through 18-acre parcel. PUD will loop power out at airport to support Kala Point residents.

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**
 - The State Capital Budget has been passed, and includes \$200,000 for Port Townsend. Staff will be in contact with Dept. of Ecology regarding the scope and timing of this project.
- An application is being prepared to the City of Port Townsend, requesting a **text amendment change to the Comprehensive Plan.** The application must be submitted by February 1.

MARKETING

- Staff is preparing for the upcoming Seattle Boat Show, January 26th through February 3rd.
- Staff is completing a draft 2018 advertising buy. Staff will provide a copy to the Commission.
- Rate/service sheets are being re-designed for ease of use and updated with 2018 numbers.
- Kimberly designed the ad below for the Leader’s 2018 Working Waterfront section:

Leave the heavy lifting to us.

At the Port of Port Townsend, you'll find flexible workspace with do-it-yourself opportunities, or you can consult the superior craftsmanship of on-site marine trades.

With our experienced lift crew, you'll get the best value pricing in Puget Sound. Call us today to book your haul-out, reserve storage or schedule moorage.

Your vessel is in good hands, so leave the heavy lifting to us.

The Port
OF PORT TOWNSEND
SERVING ALL OF JEFFERSON COUNTY
www.portofpt.com | 360.385.6211

Pictured are the Port's 75 Ton and 300 Ton Truss Lifts hauling the F/V Resolution and F/V Discovery, respectively. Photo by Kimberly Madig.

INTERAGENCY CONTACTS

- Ms. Matej and Ms. Gibboney have prepared briefing packets for the Commission for the visit to Olympia.
- Port of Friday Harbor Executive Director and Commissioner visited on Friday the 19. They are examining likely acquisition of Jensen Boatyard (35T Travelift included with 2.5 ac facility). It has been losing a great deal of business to Anacortes. Port looking at whether they should buy the yard and manage themselves or buy and have a third party operate it.

GENERAL NOTES

- A Capital Budget was passed in Olympia on Thursday, January 18. Staff has prepared correspondence to the delegation thanking them for their efforts.
- The Northwest Maritime Center has informed Chair Tucker and the ED that they will be submitting a written proposal regarding Point Hudson by this Friday the 26.
- The Chair Tucker and the ED have discussed a draft schedule for upcoming workshops. The ED will send this out to the Commission this week. Sam will discuss a draft schedule of workshops with Chair Tucker this week.
- The ED will follow up with Western Washington University regarding a draft scope of work for an economic study. Due to staff illness and absences, it is unlikely that this will be

UPCOMING EVENTS AND NEXT WEEK'S CALENDAR

- January 23 – WPPA Ports Day in Olympia.
- Workshop and Regular Business Meeting this week on the 24.
- Seattle Boat Show – January 26 – February 3.