

*The Port*  
OF PORT TOWNSEND  
SERVING ALL OF JEFFERSON COUNTY

WEEKLY STATUS REPORT

WEEK OF JANUARY 22, 2018

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EMERGENCY OR LIFE & SAFETY ISSUES

- None noted.

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UNUSUAL EVENTS

- The Jefferson County Sheriff's Dept. plans to tow the missing dock back to the Quilcene marina. Port staff will then secure it back into place. Please join the staff in thanking the Sheriff's staff for their assistance.

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BUSINESS OBSERVATIONS

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MARINAS AND RV'S

- **Guest monthly RV's are fully booked** again starting Feb. 1<sup>st</sup>. Daily RV's has been low due to bad weather.
- **Guest moorage** is also relatively strong; however, it is weather dependent. Customer Service signed 3 new guest monthlies and a one new permanent.
- **Tribal crab opening** may overlap with sport fishing. Crab season has had a late start to allow the crab to fill with meat. Delay means a shorter season within which to harvest the quota however. Low catch rates and low prices so little activity.
- **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 considering a monthly of annual fee in order to encourage small business.

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YARD

Shipyard (300T)

- Vessels CATALYSTS and ADVENTURESS were hauled which opened space at the Work Float for the NEW PACIFIC (PTSC client).
- Completed and scheduled haulouts for January currently stands at 10 (max has been 12 over past 5 years). Well above the 5-year average.
- February Outlook: Five vessels have already been booked for the first week of February. One serious inquiry for an extended stay in the Shipyard.

## Boatyard (75T)

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

## AIRPORT

- No unusual events reported.

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## PROPERTIES

- **Point Hudson assets being readied for leasing** include Armory (aka Sail Loft) building and **Cupola House**. **Resolution of NWMC** will drive timing and direction.
- **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.
- **Armory Bldg**: Demolition of rotting structure on southwest corner of building completed.
- **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.
- **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.

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## 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.
  - **City Dock 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.

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## 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.
  - Ordered parts that will support the new internet connectivity at the port needed for the FSM software.
- **Public Records Requests** – Two (2) have been closed and there are three (3) pending.
- **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. Advertising has been made to local papers and the website as of 1/26.
  - Letters to staff were mailed acknowledging their application for this position and explaining the next steps.
  - **Extended absences or changes**
    - One FTE on administrative leave as of 01/05/18. Commissioners briefed individually as necessary.
- Grant billing prepared and submitted to the RCO for Point Hudson Jetty expenses incurred as of December 2017.
- Grant billing was uploaded to the FAA portal for review and approval for JCIA Runway Rehabilitation expenses incurred as of October 2017. *(There has been difficulty connecting with the FAA on this billing process and was only resolved this week.)* Once approval is received, the November and December grant billing will be completed.
- **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.
- Completed December 2017 financial departmental reports (7) for staffs' review.

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## 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.

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## 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.

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## MARKETING

- Staff is participating in the Seattle Boat Show, January 26<sup>th</sup> through February 3<sup>rd</sup>.
- 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.

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## INTERAGENCY CONTACTS

- A thank you email was sent to the state representatives of the 24<sup>th</sup> District regarding their efforts on passing the capital budget.

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## GENERAL NOTES

- Commissioner Tucker and the ED met with representatives of the Northwest Maritime Center. They presented a draft proposal regarding Point Hudson. Commissioner Tucker and the ED will arrange to have the other commissioners briefed individually. An executive session is scheduled to discuss issues relating to acceptable minimum price of a potential lease agreement.

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## UPCOMING EVENTS AND NEXT WEEK'S CALENDAR

- Seattle Boat Show – January 26 – February 3.
- Special Meeting now scheduled for Wednesday, January 31<sup>st</sup> at 8 am.
- Staff meeting with the Department of Ecology – January 31<sup>st</sup>.
- The ED will attend the Lodging Tax Advisory Committee on January 31<sup>st</sup>. The ED has been appointed as a member of the committee, and this is the first meeting attended in this new capacity.