

WEEKLY STATUS REPORT

WEEK OF JANUARY 29, 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**

- **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.

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**YARD**

**Shipyards (300T)**

- During the past week we have been attending the Seattle Boat Show. We generated several new vessel inquiries that should be coming to PT for either long term moorage or long term storage including a 100' recreational vessel that may store for an extended period.
- The 300T lift had 3 haulouts and 1 reblock this week.
- 58' Delta limit seiner hauled out for a month.
- 124' charter vessel hauled out and in yard for 2 months. ETD first week of April.
- 100' power vessel was hauled out and this is a "first time," customer. They will be in the yard for 3 months.
- The 300T yard has 19 vessels stored in it.
- SALTS PACIFIC GRACE and PACIFIC SWIFT will both be hauled the week of Feb. 5<sup>th</sup> and here for 2-3 weeks.
- Two large charter vessels are launching the week of Feb 5<sup>th</sup>.

**Boatyards (75T)**

- Goal is additional 20 boatyard haulouts and extended yard storage periods. Focus has been on 300T first. This week we had 14 in-water launches and 9 haulouts.
- We booked a 75' wooden schooner as well.
- The 75T yard has 40 vessels stored in it.

## 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** lease is currently being renegotiated. 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** heat pumps were installed. 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 and have been ordered. They should arrive by end of February. 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.
  - **Puget Sound Express building** being evaluated for maintenance including painting, roof, doors, and locks.
  - **PYR office**: rehab of space completed.
  - **Electrical work and vehicle maintenance** are being distributed due to a staff absence.
  - **WDFW** punch list being worked through to support lease renewal.
- **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 moving forward on the replacement of the current marina and yard management software which includes moving to another internal service provider (ISP).
  - Staff has chosen a new ISP and is in the contract and scheduling stage.
  - Scheduling for the FSM software installation and training is dependent on ISP scheduling.
  - New internet connectivity equipment and parts have been ordered, received and will be assembled by IT over the next few weeks.
- Mr. Toews completed the application to the City of Port Townsend for text revisions to the Land Use Code (Point Hudson). It was submitted to the City on time – Feb 1.
- **Public Records Requests** – One (1) has been closed and there are now eight (8) pending. (Four were received just this week!)
- **Personnel**
  - **Hiring** - The Port is continuing to receive applications for the Customer Service Representative II position.
  - **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.

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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 was submitted to the City of Port Townsend, requesting a **text amendment change to the Comprehensive Plan.**

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## MARKETING & COMMUNITY RELATIONS

- Staff participated in the Seattle Boat Show January 26 - February 3, and will begin the process of building a contact/interest list from visitors that stopped by the Port booth.
- Staff is compiling a list of 2018 special events in the County to determine Commissioner interest in participating.

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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.
- **Public Workshop scheduled for Feb 7 at 1 pm.**

- 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.