



P.O. Box 1180 • Port Townsend, Washington 98368-4624

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

**Port of Port Townsend
1st Monthly Regular Meeting Agenda
Wednesday, November 9, 2016, 1:00 p.m.
Port Commission Building
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
 - A. Approval of Special Meeting Minutes – October 24, 2016.....1
 - Approval of Meeting & Budget Public Hearing Minutes.....2-4
 - B. Operations Reports – September 2016.....5-7
 - C. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading
- VI. First Reading
- VII. Potential Immediate Action Items
- VIII. Other Business
 - A. Commission Retreats.....8
 - B. Port Financial Highlights YTD September 2016.....9-15
- IX. Staff Comments
- X. Public Comments
- XI. Commissioner Comments
- XII. **Next Regular Meeting:**
Tuesday, November 22, 2016 at 1:00 pm, Port Commission Building, 333 Benedict Street, Port Townsend, WA
- XIII. Executive Session (if called)
- XIV. Adjournment

PORT COMMISSION SPECIAL MEETING– Monday, October 24, 2016

The Port of Port Townsend Commission met in special session at the Commission Building, 333 Benedict Street, Port Townsend, WA .

Present: Commissioners –Tucker & Clinefelter
Executive Director – Gibboney
Auditor – Berg
Director of Operations & Business Development - Englin
Minutes –Nelson
Present via Speaker Phone: Commissioner Hanke

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the special meeting to order at 1:00 p.m.

II. SECOND READING:

Ms. Berg presented the abbreviated (3rd) draft version of the Budget (included in meeting packet), as requested by the commission. She stated this version reflects a “cash neutral” budget. She also discussed the Budgeted Cashflow projections.

Ms. Gibboney briefed on the Capital Budget and on budgetary goals for the Port. She explained staff would work on rate restructuring and increases after the adoption of the Budget. She asked the commission if the presented draft Operating and Capital Budget reflects their budgetary goals. Ms. Gibboney explained that the approval of the Capital Improvement Plan (CIP) would provide authorization to staff to work on these projects. She stated the numbers would be fine-tuned as the years progress, which may bring about some changes to those figures.

Further discussion ensued amongst the commission and staff, and the following audience members presented comments and questions:

Jack Becker, Ron Hayes, Elizabeth Becker, Jim Heumann, Bill Putney and Frank Converse.

Commissioner Tucker moved to send the Budget, as presented, to the Public Hearing (scheduled for October 26, 2016 at 5:30 p.m.).

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. NEXT MEETING / 2017 BUDGET PUBLIC HEARING:

Wednesday, October 26, 2016 at 5:30 p.m. in the Commission Building, 333 Benedict Street, Port Townsend, WA.

IV. ADJOURNMENT:

The Special Meeting adjourned at 1:46 p.m. with no further business to come before the commission.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President

**PORT COMMISSION MEETING & 2017 BUDGET PUBLIC HEARING –
October 26, 2016**

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter and Hanke
Executive Director – Gibboney
Auditor - Berg
Director of Operations & Business Development - Englin
Director of Planning – Toews
Attorney – O’Malley
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Hanke called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA:

Commissioner Tucker moved to approve the Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

III. CONSENT AGENDA:

A. Approval of Public Workshop Minutes – October 12, 2016

Approval of Meeting Minutes – October 12, 2016

B. Approval of Warrants

Warrant #056791 through #056799 in the amount of \$12,119.00 for Payroll & Benefits

Electronic Payment in the amount of \$55,340.03 for Payroll & Benefits

Warrant #056800 through #056836 in the amount of \$151,235.52 for Accounts Payable

Electronic Debit in the amount of \$10,731.89 for WA State Dept. Of Revenue Combined

Excise Tax Return for September 2016

Commissioner Tucker moved to approve the Consent Agenda as presented.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (0:56):

Pam LaNua Petranek discussed attracting commercial fishers to the Port and moorage rates.

V. PUBLIC HEARING ON 2017 OPERATING & CAPITAL BUDGET AND 2017 PROPERTY TAX LEVY:

Commissioner Hanke opened the Hearing at 5:05 p.m. Finance Director/Port Auditor Berg and Executive Director Gibboney briefed on the Operating & Capital Budget and Cashflow Projections. Ms. Gibboney explained that staff would be developing a complete pricing structure study later (which will be discussed at future commission meetings in open session).

Commissioner Hanke opened the Hearing for public comment. The following people commented (names read from sign-up sheet):

Charley Kanieski & Liz Hoenig Kanieski, Jim Heumann, Jack Becker, Peter Robinson, Kay Robinson, Sue Hoover, Melinda Bryden, Peter Osenberg (sp?), Kit Kitrige and Elizabeth Becker.

After hearing no further public comment, Commissioner Hanke closed the Hearing at 6:08 p.m.

Commissioner Hanke moved to bring the budget, as presented, to the November 22, 2016 Commission meeting for adoption.

Commissioner Clinefelter seconded the motion.

Motion carried by unanimous vote.

Commissioner Hanke commented on the huge budgetary hurdles the Port faces and that the commission has some big issues that need to be resolved.

Audience member George Yount asked if the Port would take any further written testimony prior to the November 22, 2016 adoption of the budget. Commissioner Hanke answered yes.

Commissioner Tucker discussed the challenges that lie ahead. He stated a proposed rate structure would be discussed in open sessions after budget adoption. He talked about the budget and it being a cash neutral one.

Ms. Gibboney reiterated the rate structure is not proposed at this time and that staff is reviewing that comprehensively. She also wanted to clear up a misunderstanding, brought to her attention by Bertram Levy, on his post on the PT Moorage Tenants Union website that showed the Port cashflow projections with an annual rate increase of 5% above inflation, which she said is not correct.

Ms. Gibboney also reiterated that the cash projections show an increase in cash reserves in years (2019 & 2020) as it is not coupled with a realistic capital budget, which staff deliberately left some projects out, as the Port is at bonding capacity limits.

Commissioner Hanke closed the Hearing extension at 6:16 p.m.

VI. SECOND READING (Action Items):

VII. FIRST READING (Discussion Only):

VIII. POTENTIAL IMMEDIATE ACTION ITEMS:

A. Boat Haven Breakwater Bid Results (46:52):

Ms. Gibboney explained the contracted engineering firm Mott MacDonald (formerly Coast & Harbor) will present their briefing on rehabilitation/renovation options for the Boat Haven breakwater later in November. She presented a briefing on the breakwater history, its make-up, deterioration and discussed the threat of cost escalation the longer the project is delayed. Ms. Gibboney stated Port engineer, Harold Andersen, worked up a "band aid" fix, where the lowest, responsive bidder was American Construction Co. who bid \$192K. Ms. Gibboney explained that a work schedule would be supplied to the commissioners upon contract acceptance. Ms. Gibboney stated she recommends awarding this project with confidence as this fix is necessary. She added this repair would add five to ten more years to the structure and that without the fix, there could be a catastrophic failure of the breakwater, even this year.

Commissioner Clinefelter stated that a similar repair was necessary in 2006, and without this current fix, the marina would be unprotected. He added insurance would not cover this repair.

Discussion ensued on the original cost estimate and the amount of the bid received. Engineer Harold Andersen stated this is a big cost but the cost of not repairing the breakwater would be much greater. Mr. Andersen believes the permit from the Corps will arrive within two weeks.

Commissioner Hanke moved to approve immediate action on the breakwater project.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

Commissioner Clinefelter moved to proceed with the breakwater project contract, as presented.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

IX. OTHER BUSINESS:

X. STAFF COMMENTS (37:10):

Ms. Gibboney reported she spoke to airport tenants and pilots at the airport (October 15), at the invitation of the Jefferson County Pilots Association. She thanked Bill Putney and Eric Johnson – not Scott Erickson?? for hosting.

She reported on a meeting with Team Jefferson where she asked for proposals to support their contract to increase specific business assistance and provide the Port with assistance in developing a strategy for the Industrial Development District (IDD).

Lastly, she reported on the WA Public Ports Assoc. Small Ports Conference she recently attended.

Greg Englin reported that ACI Boats approached the Port to solidify their business even more, regarding economic development.

Eric Toews reported staff is progressing on the final disposition of the vessel, John C. Cobb. In-water and out-of-water surveying begins Friday. He has heard from a number of interested potential buyers and is investigating that they meet statutory standards. Mr. Toews said he expects to solicit bids the second or third week of November and hopes to have it wrapped up by Thanksgiving.

Mr. Toews reported we are seeing good headway on the Level 3 Engineering report for the Boatyard Stormwater System. He added Parametrix submitted their draft report and we are on course with the Dept. of Ecology's timeline.

Attorney O'Malley stated he believes the financial analysis presented is exceptional.

Ms. Nelson informed that the video of Ms. Gibboney's presentation at the airport can be found on the Port's website for those interested.

XI. PUBLIC COMMENTS (1:13:27):

Sean Rankins discussed past incentives and soliciting marketing ideas from local trades. Kit Kittrige asked about progression on the Coast Guard lease.

XII. COMMISSIONER COMMENTS (1:17:54):

Commissioner Tucker reported he also attended the Small Ports Conference, where finance and working with local governments were on the agenda. He also reported a commissioner at the conference came up to him and complimented on the outstanding customer service he received from Julie Hayes while vacationing in their RV at Point Hudson recently.

Commissioner Clinefelter asked for an update on the Quilcene septic system study. Mr. Toews explained that Tetra Tech is still in the process of trying to obtain permissions from identified property owners to perform perk tests on their properties. He expects to have this by the end of the year, before the expiration of Tetra Tech's contract.

Commissioner Hanke commented on the budget and invited anyone to contact the commissioners with any of their additional comments. He then reported he would be absent from the November 9 workshop and meeting, as he will be in Haiti on a work mission.

Commissioner Tucker stated he looks forward to receiving budget comments from the public.

XIII. NEXT PUBLIC WORKSHOP & REGULAR MEETING:

Wednesday, November 9, 2016. Workshop at 9:30 a.m. and meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XIV. EXECUTIVE SESSION:

XV. ADJOURNMENT:

The meeting adjourned at 6:53 p.m. there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Brad A. Clinefelter, Secretary

Stephen R. Tucker, Vice President

BOATHAVEN OPERATIONS REPORT/MOORAGE

MONTH: OCTOBER 2016

DATE: 10/3/2016

MONTHLY PERMS: 367

MONTHLY GUESTS: 26

# OF SLIPS BY SIZE	OCCUPIED	empty	% occ.
25' _____ 34	_____ 32	3	94%
27' _____ 11	_____ 10	1	91%
30' _____ 105	_____ 102	4	97%
35' _____ 24	_____ 24	0	100%
40' _____ 44	_____ 44	0	100%
45' _____ 41	_____ 40	1	98%
50' _____ 32	_____ 30	2	94%
OVER 52' _____ 7	_____ 7	0	100%
TOTAL: _____ 298	_____ 287	11	AVG: 97%

LINEAR SPACE/FT	OCCUPIED	% OCCUPIED
LIMITED ACC. _____ 1455	_____ 1436	99%
TOTAL: _____ 3806	_____ 3756	AVG: 100%

	CURR	PREV MO	YTD
NIGHTLY GUESTS:	211	927	4353
CREDIT SYSTEM:	16	33	319
TEMP TIE UP:	4	23	186
FREE NIGHTS:	0	2	2
PTYC:	8	21	200
RAMP/DAILY:	33	142	1148
RAMP/ANNUAL:	2	9	403
RAMP NOT PAID:	2	4	64

WAIT LISTS	
25' PLEA:	<u>24</u>
27' PLEA:	<u>0</u>
30' PLEA:	<u>58</u>
35' PLEA:	<u>37</u>
40' PLEA:	<u>45</u>
45' PLEA:	<u>23</u>
50' PLEA:	<u>25</u>
OVER 52':	<u>9</u>
OVERWID	<u>0</u>
30' COMM.	<u>0</u>
40' COMM.	<u>0</u>
50' COMM:	<u>0</u>

TOTAL OCCUPANCY %: 98%

Port of Port Townsend

POINT HUDSON MARINA & RV PARK

MONTHLY OCCUPANCY REPORT

2016

& 5 YEAR COMPARISON

MARINA NIGHTLY GUEST NIGHTS

	2012		2013		2014		2015		2016		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	28	28	58	58	53	53	83	83	70	70	JAN
FEB	96	124	80	138	57	110	104	187	92	162	FEB
MAR	73	197	95	233	77	187	101	288	56	218	MAR
APRIL	240	437	159	392	209	396	163	451	235	453	APRIL
MAY	541	978	605	997	585	981	619	1070	594	1047	MAY
JUNE	749	1727	606	1603	520	1501	537	1607	706	1753	JUNE
JULY	1035	2762	1089	2692	993	2494	1018	2625	1015	2768	JULY
AUG	1178	3940	1188	3880	996	3490	1033	3658	1026	3794	AUG
SEPT	831	4771	899	4779	778	4268	958	4616	950	4744	SEPT
OCT	175	4946	214	4993	120	4388	221	4837	122	4866	OCT
NOV	86	5032	138	5131	114	4502	73	4910	0		NOV
DEC	65	5097	64	5195	52	4554	60	4970	0		DEC

RV NIGHTLY GUEST NIGHTS

	2012		2013		2014		2015		2016		
	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	MNTH.	CUM.	
JAN	176	176	180	180	285	285	304	304	286	286	JAN
FEB	221	397	261	441	150	435	291	595	281	567	FEB
MAR	229	626	359	800	249	684	244	839	392	959	MAR
APRIL	445	1071	209	1009	546	1230	652	1491	634	1593	APRIL
MAY	638	1709	637	1646	706	1936	955	2446	806	2399	MAY
JUNE	645	2354	910	2556	1015	2951	1036	3482	963	3362	JUNE
JULY	1247	3601	1275	3831	1169	4120	1202	4684	1256	4618	JULY
AUG	1300	4901	1293	5124	1228	5348	1287	5971	1276	5894	AUG
SEPT	1076	5977	1079	6203	1120	6468	1072	7043	1137	7031	SEPT
OCT	580	6557	694	6897	796	7264	771	7814	645	7676	OCT
NOV	290	6847	352	7249	432	7696	403	8217	0		NOV
DEC	246	7093	165	7414	269	7965	269	8486	0		DEC

PERMANENT & SEASONAL TENANT SUMMARY

	AVAIL/GOAL	OCCUPIED	%
LTD ACCESS MOORAGE	40 SLIPS	38 38	95%
COMMERCIAL MOORAGE	850 FEET	817 817	96%
SEASONAL MOORAGE	32 SLIPS	27 27	84%
SEASONAL RV'S	10 SITES	8 8	80%
UNDESIRABLE	3 SLIPS	4 4	133%

STORAGE OPERATIONS REPORT									DATE:	11/4/2016
	OCT 2013	OCT 2014	OCT 2015	OCT 2016	2013 YEAR TO DATE	2014 YEAR TO DATE	2015 YEAR TO DATE	2016 YEAR TO DATE	REMARKS	
HAUL-OUT										
BOAT YARD - OUT	65	70	41	61	681	705	680	650		
BOAT YARD - IN	59	51	54	50	645	693	678	587		
67% RE-BLOCK	6	3	6	5	54	62	50	81		
40% INSPECTION	3	2	3	2	32	32	25	36		
OTHER	5	5	9	7	22	37	42	33		
SUB TOTAL	138	131	113	125	1438	1529	1475	1387		
SHIP - OUT										
SHIP - OUT	17	12	12	19	141	117	113	126		
SHIP - IN	13	12	12	11	123	123	107	114		
SHIP - RE-BLOCK	0	2	2	0	2	11	9	6		
SHIP - INSPECTION	1	0	0	0	6	4	4	4		
SHIP - OTHER	0	0	0	0	5	0	2	3		
SUB TOTAL	31	26	26	30	275	255	235	253		
TOTAL	169	157	139	155	1713	1784	1710	1640		
STORAGE										
PTBH - START	76	71	78	60						
PTBH - END	70	71	53	67						
PTBH-O.P.P.	26	29	22	37						
SHIP-START	14	16	18	15						
SHIP-END	20	15	16	18						
SHIP-O.P.P.	1	3	2	4						
						OFF PORT PROPERTY				
Longterm (Boats)	24	21	30	22						
						GOLD STAR - 9				
						STEPHENS - 0				
						FRY - 1				
						HAVEN - 1				
						PT CO-OP - SHIP - 3				
						PT CO-OP - SMALL - 25				
						CRAFTMAN - 0				
						STEELHEAD - 1				
						CUNNINGHAM -SHIP - 1				
JCIA OPERATIONS REPORT										
HANGERS	13	13	13	12						
TIE DN - PAVED	2	2	1	1						
TIE DN - GRASS	0	0	0	0						
TIE DN - NIGHTLY	0	0	4	0						
W/L - HANGERS	0	0	0	1						

PORT OF PORT TOWNSEND

MEETING OF: November 9, 2016

AGENDA ITEM: VIII. Other Business
A. Commission Retreats

BACKGROUND:

To be presented.

Executive Director's Recommendation:

For discussion.

PORT OF PORT TOWNSEND

MEETING OF: November 9, 2016

AGENDA ITEM: VIII. Other Business
B. Port Financial Highlights YTD September 2016

BACKGROUND:

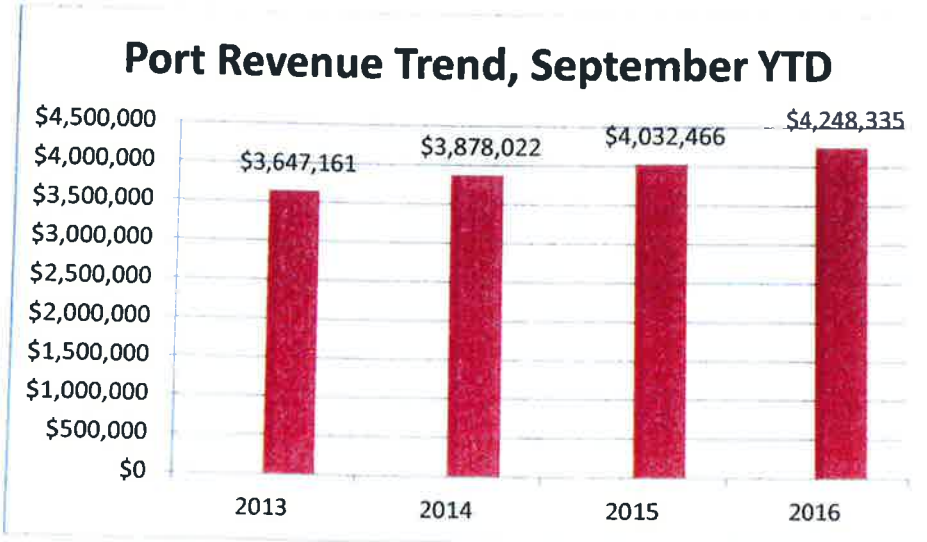
To be presented.

Executive Director's Recommendation:

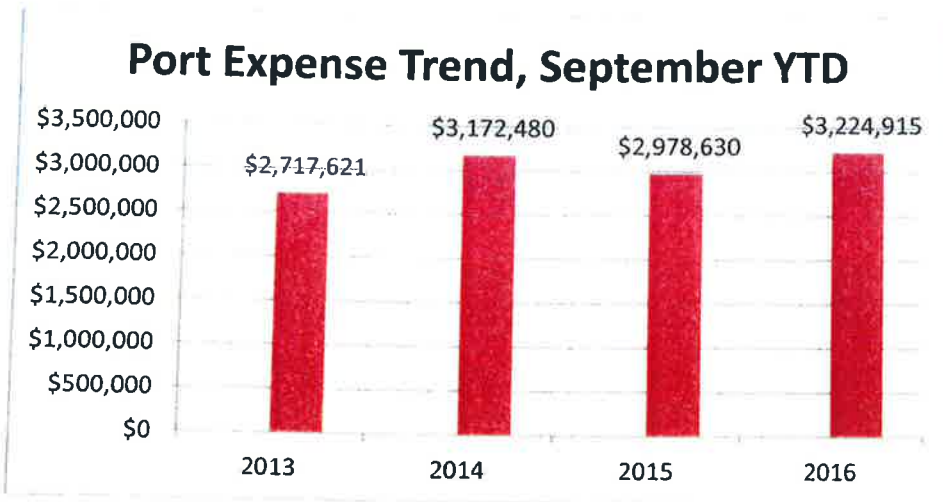
For discussion.

MEMORANDUM

Date: November 4, 2016
To: Commission & Directors
From: Abigail Berg
Subject: Port financial highlights, YTD September 2016



YTD Operating Revenues are up \$214,895 (or 5%) compared to 2015, and are 78.4% of budget (when we're at 75% of budget in the year). July and August's YTD operating revenues, were approximately 1% over the percentage of YTD budget and September is 3.4% over the percentage of YTD budget.



YTD 2016 Operating expenses are \$246,285 (or 8%) more than 2015, though 75% through the year, expenses are 72% of YTD budget (without depreciation).

Before depreciation, we have YTD net operating income of \$1,023,420 and after depreciation the YTD net operating income is a loss of (\$124,914). However the overall net income is \$524,058 (with depreciation) after non-operating revenues and expenses are included. This is \$193,971 more than 2015 YTD and at 75% through the year, we are at 81% of budget.

YTD, the Port expended \$372,563 in WIP costs, which do not show on the Statement of Revenue and Expense, and reduce the amount of the overall increase from Net Income to \$151,495.

YTD, the Port has paid \$395,000 of the \$625,000 total principle debt service for 2016. During the same period, \$275,985 of the \$398,280 total interest debt service has been paid for 2016. The Bond *principal* payments are not reflected in the year to date non-operating results but do result in a reduction in cash.

Cash and investment balances at September 30, 2016 were \$2,712,287, of which \$947,850 were reserves leaving a \$1,764,437 unreserved balance of cash.

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Period Ended September 30, 2016

	Actual thru Sep. 30, 2015	Actual thru Sep. 30, 2016	Variance between YTD year to year	Annual Budget	% of Actual to Budget at 75% of year	Budget Remaining from Actual Results	Remarks
Revenues							
PTBH - Permanent Moorage	721,053	760,271	39,218	1,032,000	73.7%	271,729	
PTBH - Ship Moorage	3,465	0	(3,465)	0	0.0%	0	2016 monthly or nightly
PTBH - Liveaboard Fee	11,400	14,560	3,160	18,000	80.9%	3,440	
Work Float/Lift Pier Usage	1,397	11,206	9,809	18,000	62.3%	6,795	
PTBH - Monthly Guest	114,978	136,289	21,311	159,500	85.4%	23,211	
PTBH - Nightly Guest	172,547	217,609	45,061	231,600	94.0%	13,991	
PTBH - Electric	63,059	66,488	3,429	80,000	83.1%	13,512	
PTBH - Miscellaneous	8,917	18,158	9,241	10,000	181.6%	(8,158)	City water reim \$10,642
PTBH - Enviro Clean-up	135	0	(135)	0	0.0%	0	
PTBH - Showers	16,705	16,494	(211)	20,000	82.5%	3,506	
PTBH - Laundry	3,600	4,248	648	6,000	70.8%	1,752	
Total Moorage Revenue	1,117,256	1,245,322	128,066	1,575,100	79.1%	329,778	
Yard - Liveaboard Fee	140	665	525	500	133.0%	(165)	
Yard - Miscellaneous	5,745	29,527	23,783	15,000	196.8%	(14,527)	
Yard - Enviro Clean-up	15,226	4,014	(11,212)	0	0.0%	(4,014)	
Yard - BMP infractions	0	3,600	3,600	0	0.0%	(3,600)	
Yard - 70/75 Ton Hoist	230,804	232,636	1,832	270,639	86.0%	38,003	
Yard - 300 Ton Hoist	105,720	123,437	17,717	186,735	66.1%	63,298	
Yard - Washdown	59,457	61,829	2,372	75,000	82.4%	13,171	
Yard - Bilge Water	6,348	3,199	(3,149)	12,000	26.7%	8,801	
Yard - Work Yard	420,229	374,643	(45,586)	600,000	62.4%	225,357	
Yard - Ship Yard	258,483	288,050	29,567	360,080	80.0%	72,030	
Yard - L/T Storage	45,772	41,977	(3,795)	70,322	59.7%	28,345	
Yard - Electric	13,109	17,282	4,174	25,000	69.1%	7,718	
Yard - Blocking Rent	10,214	15,121	4,908	16,000	94.5%	879	
Yard - Tarp Pool Fee	265	0	(265)	0	0.0%	0	
Marine Trades 3%	95,147	67,635	(27,512)	81,800	82.7%	14,165	
Total Work Yard Revenue	1,266,658	1,263,615	(3,043)	1,713,076	73.8%	449,461	
PTBH Prop - Leases	379,167	378,258	(909)	509,600	74.2%	131,342	
PTBH Prop - Storage Unit	3,827	3,720	(107)	5,000	74.4%	1,280	
PTBH Prop - Fuel Dock Lease	17,303	16,242	(1,061)	20,400	79.6%	4,158	
PTBH Prop - Electric	10,390	3,858	(6,532)	14,000	27.6%	10,142	
PTBH Prop - Other Utilities	5,914	12,126	6,213	8,200	0.0%	(3,926)	
Total PTBH Property Revenue	416,600	414,204	(8,609)	557,200	74.3%	142,996	

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Period Ended September 30, 2016

	Actual thru Sep. 30, 2015	Actual thru Sep. 30, 2016	Variance between YTD year to year	Annual Budget	% of Actual to Budget at 75% of year	Budget Remaining from Actual Results	Remarks
Pt Hudson Prop - Bldg Leases	281,238	281,889	651	400,000	70.5%	118,111	
Pt Hudson Prop - Utility Reim	0	8,585	8,585	0	0.0%	(8,585)	<i>chg in accounting practice</i>
Pt Hudson - Perm Moorage	90,029	94,284	4,255	124,277	75.9%	29,993	
Pt Hudson - Liveaboard Fee	2,240	1,890	(350)	4,300	44.0%	2,410	
Pt Hudson - Monthly Guest	52,860	57,312	4,452	70,000	81.9%	12,688	
Pt Hudson - Wharf Garbage Reim	0	19,267	19,267	0	0.0%	(19,267)	<i>chg in accounting practice</i>
Pt Hudson - Nightly Guest	215,126	227,056	11,930	235,350	96.5%	8,295	
Pt Hudson - Wharf Usage	4,486	6,722	2,236	10,000	67.2%	3,278	
Pt Hudson - Monthly R.V.	18,263	20,475	2,213	27,100	75.6%	6,625	
Pt Hudson - Nightly R.V.	252,390	285,019	32,628	290,126	98.2%	5,107	
Pt Hudson - Kayak Racks	7,181	8,759	1,578	6,000	146.0%	(2,759)	
Pt Hudson - Reservation Fee	29,099	26,985	(2,114)	26,000	103.8%	(985)	
Pt Hudson - Showers	6,590	7,400	810	8,000	92.5%	600	
Pt Hudson - Laundry	6,522	7,173	652	7,500	95.6%	327	
Pt Hudson - Passenger Fee	2,791	3,560	770	4,000	89.0%	440	
Pt Hudson - Electric	23,297	23,793	496	22,000	108.2%	(1,793)	
Pt Hudson - Miscellaneous	3,064	3,333	269	2,500	133.3%	(833)	
Pt Hudson - Event Facility	4,977	4,422	(554)	5,000	88.4%	578	
Total Pt Hudson Revenue	1,000,152	1,087,923	87,771	1,242,153	87.6%	154,230	
Quilcene - Permanent Moorage	24,791	25,332	541	33,150	76.4%	7,818	
Quilcene - Nightly Moorage	4,184	3,533	(651)	2,600	135.9%	(933)	
Quilcene - Nightly R.V.	1,243	995	(248)	1,200	82.9%	205	
Quilcene - Electric	751	829	77	2,000	41.4%	1,171	
Quilcene - Showers	1,830	1,633	(197)	2,500	65.3%	867	
Quilcene - Fuel Sales	16,567	12,249	(4,318)	28,000	43.7%	15,751	
Quilcene - Ramp fees	0	2,677	2,677	0	0.0%	(2,677)	<i>prev under "Ramps"</i>
Quilcene - Leases	42,669	43,458	789	59,160	73.5%	15,702	
Quilcene - Rental Property	4,500	4,500	0	6,000	75.0%	1,500	
Quilcene - Water	5,186	5,549	363	7,000	79.3%	1,451	
Quilcene - Miscellaneous	0	0	0	200	0.0%	200	
Total Quilcene Revenue	101,722	100,755	(967)	141,810	71.0%	41,055	
Ramps - Passes	32,321	33,438	1,117	53,899	62.0%	20,461	<i>moved Quil to Quil</i>
Ramps - Dinghy Float	840	856	16	1,350	63.4%	494	
Total Ramp Revenue	33,161	34,294	1,133	55,249	62.1%	20,955	
JCIA - Miscellaneous	0	1,842	1,842	100	1841.5%	(1,742)	<i>incl reim damaged lights</i>
JCIA - Leases	77,758	78,905	1,148	105,264	75.0%	26,359	
JCIA - Hangar Revenue	16,556	17,878	1,322	22,404	79.8%	4,526	
JCIA - Vehicle Parking	360	540	180	750	72.0%	210	
JCIA - Aircraft Parking	512	840	328	1,000	84.0%	160	
JCIA - Commercial Landing Fee	0	0	0	0	0.0%	0	
JCIA - Fuel Lease	2,706	2,218	(488)	3,500	63.4%	1,282	
Total JCIA Revenue	97,891	102,222	4,331	133,018	76.8%	30,796	
Total Operating Revenue	4,033,440	4,248,335	208,682	5,417,606	78.4%	1,169,271	

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Period Ended September 30, 2016

	Actual thru Sep. 30, 2015	Actual thru Sep. 30, 2016	Variance between YTD year to year	Annual Budget	% of Actual to Budget at 75% of year	Budget Remaining from Actual Results	Remarks
Operating Expenses							
Salaries & Wages	1,269,757	1,356,430	86,674	1,877,504	72.2%	521,074	
Payroll Taxes	127,525	152,879	25,354	221,100	69.1%	68,221	
Employee Benefits	424,400	460,322	35,922	670,101	68.7%	209,778	
Uniforms	4,777	4,677	(101)	9,908	47.2%	5,232	
Contract Services	200,513	192,933	(7,580)	201,310	95.8%	8,377	Boat Demo ~\$30k, not Patrol
Legal & Auditing	35,716	92,740	57,024	81,600	113.7%	(11,140)	primarily Patrol I
Operating Supplies	129,426	111,940	(17,487)	154,854	72.3%	42,914	
Cost of Fuel Sold - Quilcene	14,750	11,028	(3,722)	20,000	55.1%	8,972	
Moorage Credit System - PTBH	41,366	43,455	2,089	40,000	108.6%	(3,455)	expected to vary
Travel	13,125	11,667	(1,458)	17,100	68.2%	5,433	
Training	8,987	6,016	(2,971)	8,000	75.2%	1,984	retreat Strtgc Plan
Insurance	141,437	146,767	5,330	189,175	77.6%	42,409	
Claims & Damages	0	4,816	4,816	7,000	68.8%	2,184	
Advertising	24,471	49,842	25,371	48,050	103.7%	(1,792)	Exec. Dir. Recruitment
Promotion	5,269	4,308	(961)	5,000	86.2%	692	
Membership & Dues	12,340	11,267	(1,073)	14,670	76.8%	3,403	WPPA dues pd in Jan.
Community Relations	1,366	0	(1,366)	4,000	0.0%	4,000	
Bank Charges	42,649	46,328	3,678	53,320	86.9%	6,992	incr in customer chrgs
Utilities	289,948	355,849	65,901	530,347	67.1%	174,497	
Excise Tax	17,682	18,853	1,171	23,125	81.5%	4,272	expected to vary
Bad Debt	19,291	1,838	(17,454)	19,200	9.6%	17,362	expected to vary
Miscellaneous	325	950	625	4,200	22.6%	3,250	
Repair & Maintenance	128,505	115,009	(13,496)	245,520	46.8%	130,511	
Economic Development	25,000	25,000	0	25,000	100.0%	0	
Operating Expenses w/o Depr	2,978,630	3,224,915	246,285	4,470,084	72.1%	1,245,169	
Income from Operations w/o Depr	1,054,811	1,023,420	(37,603)	947,522	108.0%	(75,898)	
Depreciation Expense	1,135,457	1,148,334	12,877	1,161,116	98.9%	399,813	
Income (Loss) from Oper w/Depr	(80,646)	(124,914)	(44,267)	(213,594)	58.5%	(475,711)	

Port of Port Townsend
Consolidated Statement of Revenue & Expense
For the Period Ended September 30, 2016

	Actual thru Sep. 30, 2015	Actual thru Sep. 30, 2016	Variance between YTD year to year	Annual Budget	% of Actual to Budget at 75% of year	Budget Remaining from Actual Results	Remarks
Non-Operating Revenue							
Grant - FAA	18,364	38,907	20,543	0	0.0%	(38,907)	final AWOS close-out
Miscellaneous Grants	0	20,082	20,082	0	0.0%	(20,082)	Quil WW Study-County
Capital Contributions	0	83,111	83,111	223,740	37.1%	140,629	timing of Boat Ramp proj
ARRA Bond Interest Subsidy	0	16,283	16,283	0	0.0%	(16,283)	2010 LTGO Bond rebate
Investment Interest	2,877	5,363	2,485	4,200	127.7%	(1,163)	
Operating Tax Levy	690,960	700,492	9,533	948,000	73.9%	247,508	
State Forest Sales	44,680	33,188	(11,492)	25,000	132.8%	(8,188)	expected to vary
State Timber Excise Tax	42,018	27,929	(14,088)	39,000	71.6%	11,071	expected to vary
Leasehold Excise Tax	5,469	5,532	63	7,000	79.0%	1,468	
Finance Charges	11,792	15,649	3,857	14,000	111.8%	(1,649)	incr in credit card use
Other Non-Operating	1	463	462	0	0.0%	(463)	
Cash Over/(Short)	(81)	(139)	(58)	0	0.0%	139	
Total Non-Operating Revenue	826,926	951,861	124,935	1,260,940	75.5%	309,079	
Non-Operating Expenses							
Interest Exp - CERB Loan	6,875	3,894	(2,981)	5,500	70.8%	1,606	
Interest Exp - 2005 Rev Ref Bond	23,964	0	(23,964)	0	0.0%	0	
Interest Exp - 2005 LTGO Bond	92,937	0	(92,937)	0	0.0%	0	
Interest Exp - 2006 LTGO Ref Bond	21,066	14,972	(6,095)	17,532	85.4%	2,560	
Interest Exp - 2010 LTGO Bond	159,515	163,620	4,106	226,836	72.1%	63,216	
Interest Exp - 2013 Revenue Bond	14,795	13,316	(1,480)	17,754	75.0%	4,439	
Interest Exp - 2015 LTGO Ref Bond	29,364	83,310	53,946	130,651	63.8%	47,341	
Bond Management Fees	260	1,342	1,082	1,200	111.8%	(142)	
Bond Issue Costs	67,338	0	(67,338)	0	0.0%	0	
Investment Fees	77	243	166	1,000	24.3%	757	
Other Non-Operating	0	22,191	22,191	0	0.0%	(22,191)	Quil WW Study
Total Non-Operating Expenses	416,192	302,889	(113,303)	400,473	75.6%	97,584	
Net Non-Oper Income(Expense)	410,733	648,972	238,238	860,467	75.4%	211,495	
Net Income(Loss)	330,087	524,058	193,971	646,873	81.0%	(264,216)	