

The Port
OF PORT TOWNSEND
SERVING ALL OF JEFFERSON COUNTY

**Port of Port Townsend
1st Monthly Business Meeting
Wednesday, November 14, 2018, 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. Public Comments (related to/not related to the agenda)
- IV. Consent Agenda
 - A. Approval of Regular Business Meeting & Public Hearing Minutes – Oct 24, 2018...1-4
 - B. Approval of Warrants
 - C. Resolution No. 688-18, Authorizing Sale of Abandoned Vessels.....5
 - D. Resolution No. 689-18, Declaring Certain Items Surplus.....6-7
- V. Second Reading
- VI. First Reading
 - A. 2019 Rates.....8-20
- VII. Regular Business
 - A. Acceptance of the 2017 Workyard Resurfacing Project.....21-22
 - B. Staff Organizational Chart.....23-25
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Regular Business Meeting:
Wednesday, November 28, 2018, 5:30 pm
Port Commission Building, 333 Benedict Street, Port Townsend, WA
- XI. Executive Session
- XII. Adjournment

PORT COMMISSION REGULAR BUSINESS MEETING & PUBLIC HEARING – October 24, 2018

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

Present: Commissioners – Tucker, Hanke and Putney
Executive Director Pivarnik
Auditor Berg
Planning Director & In-house Counsel Toews
Attorney Chmelik (via Skype audio/video)
Minutes – Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

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

II. APPROVAL OF AGENDA:

**Commissioner Hanke moved to approve the Agenda as presented.
Commissioner Putney seconded the motion.
Motion carried by unanimous vote.**

III. PUBLIC COMMENTS:

None

IV. CONSENT AGENDA (00:01:11):

A. Approval of Special Meeting Minutes – October 11, 2018

B. Approval of Warrants

Warrant #059691 through #059699 in the amount of \$12,565.42 for Payroll & Benefits
Electronic Payment in the amount of \$68,172.58

Warrant #05970 through #059746 in the amount of \$277,370.11 for Accounts Payable
Electronic Debit in the amount of \$11,632.15 for WA State Dept. of Revenue Combined
Excise Tax Return for September 2018

Electronic Debit in the amount of \$18,635.27 for WA State Dept. of Labor & Industries
3rd Quarter Tax Return for July-September 2018

C. Accounts Receivable Write-off

**Commissioner Putney moved to approve the Consent Agenda as presented.
Commissioner Hanke seconded the motion.
Motion carried by unanimous vote.**

V. RECOGNITION OF PORT MAINTENANCE MANAGER LARRY AASE (00:01:23)

Mr. Pivarnik provided a brief history of the Port during the twenty-nine and one-half years Mr. Aase has been employed at the Port. Mr. Pivarnik and Commissioner Tucker congratulated Mr. Aase and presented him with recognition items, a card and gift certificate. Other Port staff expressed their appreciation of Mr. Aase.

VI. PUBLIC HEARING ON DRAFT 2019 OPERATING & CAPITAL BUDGET (00:10:38):

The business meeting recessed into the Public Hearing at 5:40 pm. Commissioner Tucker read the rules of the Hearing and introduced Port Auditor and Finance Director Abigail

Berg who presented the budget (third draft). She highlighted certain items, including the few changes that were made between the second and third drafts.

Commissioner Tucker opened the Hearing for Public Comment and the following audience members commented:

Jeff Kelety representing the "Jefferson County Moorage Tenants Association", George Yount, and Charley Kanieski. (Liz Hoenig and Charley Kanieski also emailed written comments prior to the meeting.)

Hearing no further comment from the audience, Commissioner Tucker closed the Public Hearing and reconvened the Regular Meeting at 5:57 pm.

VII. SECOND READING (Action Items):

VIII. FIRST READING (Discussion Only):

IX. REGULAR BUSINESS:

A. 2019 Operating & Capital Budget, 3rd Draft (00:27:22):

Commissioner Tucker explained the Commission would decide whether to continue the Public Hearing to November 14 or adopt the Budget tonight.

Mr. Pivarnik apologized for naming the budget, "Operating & Capital Budget". He explained that the Operating Budget presented, includes a "wish list" of Capital Projects. He added that staff would work on the Capital Budget and five-year plan within the next few months. Responding to a previous comment from Mr. Kanieski, Mr. Pivarnik stated he asked Ms. Berg to prepare Cost Center reports monthly for inclusion on the Port's website (beginning January 2019).

Commissioner Hanke asked Attorney Chmelik if it was allowable to pass the Operating Budget without a Capital Budget. Mr. Chmelik replied that only the Operating Budget is required for Commission adoption by statute. He added there is no similar requirement for a capital budget. Ms. Berg confirmed that the adopted 2019 Operating Budget must be received by the County Auditor no later than November 30, 2018.

Commissioner Hanke moved to adopt the 2019 Operating Budget as presented.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

B. Northwest Maritime Center (NWMC) Floats (34:15):

Mr. Pivarnik explained that over the years the Port has partnered with the NWMC on different projects, including the removal of their floats. The NWMC paid full price for the recent haul out of their floats and would normally receive free storage in exchange for Wooden Boat Festival (WBF) sponsorship. He added this did not happen last year, as the Port was not a sponsor of the WBF. Mr. Pivarnik added one of his goals as Port Director is to collaborate with community organizations and this is one example. He stated he met recently with NWMC Director Jake Beattie to discuss partnership ideas. Mr. Pivarnik asked the Commission to consider their plan in exchange for NWMC free float storage and the Port would receive a combination of WBF sponsorship and one year of advertising in the publication 48 North. The advertising could market Point Hudson and

the Yard, for instance, with possible co-op marketing with Port tenants. Mr. Pivarnik stated the value of the six months of float storage is \$13K and \$7K for WBF sponsorship. Commissioner Tucker shared his concern that it can be easy to lose track when deals are exchanged and not put in writing. He likes the plan but he would like to see the hard numbers for tracking. Commissioner Hanke asked about the area where the floats are stored and whether the Port would lose revenue. Mr. Pivarnik explained the floats are stored next to the 300-ton lift and the Larry Scott Trail in an undesirable location for boats to be worked on. He then explained this is within his delegation of authority, and he would like to pursue this opportunity for partnership. Commissioner Putney suggested a Memorandum of Understanding. Commissioner Tucker added he likes the plan of supporting locals but wants an accounting of sponsorship fees.

X. STAFF COMMENTS (00:41:09):

Ms. Berg briefed on the September Financials, stating revenues and expenditures are looking good. She reported there are a couple of big debt service payments coming up. Mr. Pivarnik called attention to the reduced revenue and boats in the small yard. He added staff would focus on marketing the yard more to increase business. He stated, however, overall yard revenue is up \$107K, with the shipyard carrying most of that. Ms. Berg stated she believes the decreased revenue in the workyard might be related to the storage discount.

Commissioner Putney asked about the gravel replacement schedule in the yard.

Commissioner Hanke asked about bond interest payments.

Mr. Toews reported he is working on the FAA supplemental grant application for the runway project, which is due October 31.

Mr. Pivarnik discussed the Team Jefferson hosted "Emerald Coast Opportunity Zone" meeting he attended and briefed on this Federal Government project. He explained the City, the County, PUD, the Port and five tribes co-manage these zones. A final ruling on the Opportunity Zone is expected from the IRS in January. Commissioner Putney added this was presented at the NODC meeting and discussed it further. Mr. Pivarnik reported the Jamestown S'Klallam tribe is creating a website on the Opportunity Zone, anticipated to be online in January.

Commissioner Tucker observed this is another way local governments are collaborating - Mr. Pivarnik with the Opportunity Zone, Commissioner Putney's participation with the NODC, and his involvement with the Jefferson County Public Infrastructure Funding (PIF) board.

XI. COMMISSIONER COMMENTS (00:58:00):

Commissioner Putney reported he recently had a tour and briefing of Port facilities with Mr. Pivarnik (and new Maintenance Manager Chris Sparks). He informed he attended the WPPA Small Ports Conference and would attend the NODC meeting tomorrow in Forks.

Commissioner Tucker announced he attended the PIF meeting today. He is excited about the energy amongst the board. They are looking to enhance infrastructure funding within the area.

Commissioner Tucker also informed that Robert D'Arcy has been researching the possibility of historical designation of the Point Hudson Jetty. This could potentially provide funding and could free up permitting for rehabilitation of the caged rock structure jetty. Commissioner Tucker added this type of jetty rehab would benefit the habitat and provide wave reduction. Both Commissioners Putney and Tucker reported they met with Mott MacDonald Engineers at the Small Ports Conference.

XII. NEXT PUBLIC WORKSHOP / BUSINESS MEETING:

Public Workshop: Wednesday, November 14, 2018 at 9:30 am
Business Meeting: Wednesday, November 14, 2018 at 1:00 pm
Port Commission Building, 333 Benedict St, Port Townsend.

XIII. EXECUTIVE SESSION:

The regular session recessed at 6:31 pm and the Executive Session began at 6:36 pm, once the audience cleared the room, to discuss the minimum price by lease or purchase of real estate, pursuant to RCW 42.30.110 (1) (c), duration of fifteen minutes with no action.

XIV. ADJOURNMENT:

The meeting reconvened and adjourned at 6:51 pm there being no further business to come before the Commission.

ATTEST:

Stephen R. Tucker, President

William W. Putney III, Secretary

Peter W. Hanke, Vice President

RESOLUTION NO. 688-18

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE SALE OF ABANDONED VESSELS

WHEREAS: The Port of Port Townsend has in its possession two (2) boats described as follows:

| <u>VESSEL</u> | <u>OWNER</u> | <u>ACCOUNT #</u> |
|---------------|----------------|------------------|
| NAHWITKA | William Foster | 245958 |
| ISLAND TIME | Torren Snyder | 21639 |

WHEREAS: Efforts have been made to locate the true owner of each said vessel, and proper notices have been sent to the person believed to be the true owner, or to anyone who might claim an ownership interest in the boat and no person or persons or entity has responded claiming ownership and willingness to pay the charges owing for storage, and ninety (90) days have elapsed since the sending of such notices,

NOW, THEREFORE BE IT RESOLVED:

1. That the above designated vessels are declared to be abandoned; and
2. The Port Interim Executive Director is directed to sell the said boats at public sale to the highest and best bidder for cash pursuant to the procedures set forth in RCW 53.08.320 (5); and
3. That the date of public auction shall be December 7, 2018 at 10:00 AM
4. Auction to be held at the Port of Port Townsend Work Yard located at 2790 Washington Street, Port Townsend, Washington.

ADOPTED this 14th of November 2018 by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

William W. Putney III, Secretary

Stephen R. Tucker, President

Peter W. Hanke, Vice President

APPROVED AS TO FORM:

Port Attorney

RESOLUTION NO. 689-18

A Resolution of the Commission of the Port of Port Townsend

**RESOLUTION DECLARING CERTAIN ITEMS SURPLUS AND
AUTHORIZING THEIR SALE AND/OR DISPOSAL**

WHEREAS: The Port of Port Townsend has in its possession file cabinets that are no longer needed, as described in Exhibit A and attached to this resolution; and

WHEREAS: due to continual usage and age, these cabinets are of little or no value to the Port and is therefore no longer needed for Port purposes; and

WHEREAS: such property having been certified in writing as not needed for Port purposes by the Executive Director, its managing official, a copy of said certification is marked Exhibit A and attached to this Resolution,

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend that the said property be declared surplus, and that the Interim Executive Director is authorized to sell, donate or dispose of the property in the best manner which he, in his discretion, shall determine, including by negotiation or informal bidding from members of the public, or direct disposal or donation.

ADOPTED this 14th day of November 2018 by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

William W. Putney III, Secretary

Stephen R. Tucker, President

Peter W. Hanke, Vice President

APPROVED AS TO FORM:

Port Attorney

Port of Port Townsend
11/14/18 Commission Meeting

20181114Res689-18

EXHIBIT "A"

CERTIFICATE

THAT CERTAIN PORT DISTRICT PROPERTY IS SURPLUS

The undersigned, Jim Pivarnik, Interim Executive Director, the managing official of the Port District of the Port of Port Townsend, hereby certifies that the following property is surplus and is not needed for Port District purposes.

EQUIPMENT TO SURPLUS:

| <u>LOCATION:</u> | <u>TYPE:</u> | <u>BRAND:</u> | <u>MODEL:</u> | <u>SERIAL #</u> |
|---------------------------|---------------------|----------------------|----------------------|------------------------|
| Point Hudson archive room | File Cabinet | Hon | 4 drawer vertical | NA |
| Point Hudson archive room | File Cabinet | Hon | 4 drawer vertical | NA |
| Point Hudson archive room | File Cabinet | Hon | 4 drawer vertical | NA |
| Point Hudson archive room | File Cabinet | Gem | 4 drawer vertical | NA |
| Point Hudson archive room | File Cabinet | Gem | 4 drawer vertical | NA |
| Point Hudson archive room | File Cabinet | Shaw Walker | 3 drawer vertical | NA |

Jim Pivarnik, Interim Executive Director

PORT OF PORT TOWNSEND AGENDA COVER SHEET

| | |
|---------------------|--|
| MEETING DATE | November 14, 2018 |
| AGENDA ITEM | <input checked="" type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business |
| AGENDA TITLE | VI. A) 2019 Rates |
| STAFF LEAD | Jim Pivarnik, Interim Executive Director |
| REQUESTED | <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion |
| ATTACHMENTS | A. Info Memo B. Rate Sheets(Boat Haven, Point Hudson, Yard, Quilcene, JCIA, Union Wharf/City Dock/Event Facilities, Miscellaneous Fees) |

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/14/2018
TO: Commission
FROM: Jim Pivarnik, Interim Executive Director
SUBJECT: 2019 Rates and fees

BACKGROUND

At the Commission Meeting on the 24th of October the Commission approved the 2019 Operating Budget. That budget was prepared using a formula that would increase rates and fees by 3.3%, which is the current CPI-U for Seattle/ Tacoma/ Bellevue. With that direction, Staff has prepared rate cards that reflect those increases. RCW 53.08.070 gives the Commission and only the Commission the authority to set these rates and fees.

DISCUSSION

Staff would like to review with the Commission these rates for possible adoption.

RECOMMENDATION

Adopt 2019 rates for all Port facilities.

ATTACHMENTS

Rate Cards:

Boat Haven, Point Hudson, Quilcene, Airport, Boatyard/Shipyard, Miscellaneous Rates, and Union Wharf/City Dock/Event Facilities.



BOAT HAVEN

360.385.6211

Service Rates – Effective January 1, 2019
 Approved by Port Commission on xx/xx/xxxx

MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.

NIGHTLY MOORAGE

Vessels Under 18' Wide \$ 1.30 ft/night
 Over Wide Vessels (18' +) \$ 1.80 ft/nt

TEMPORARY TIE-UP \$10.00/20.00 over 35'
 (Up to 4 hours)

NIGHTLY ELECTRIC \$ 5.00/10.00 over 55'

PERMANENT MOORAGE

25' \$ 219.00/month*
 27' \$ 242.65/month*
 30' \$ 274.26/month*
 35' \$ 335.16/month*
 40' \$ 383.86/month*
 45' \$ 456.95/month*
 50' \$ 508.24/month*
 Linear Rate Under 25' \$ 8.76 ft/mo*
 Linear rate 51'+ \$ 10.95 ft/mo*

Active Commercial Fishing

Up to 70' \$ 7.22 ft/mo*
 71'+ \$ 8.22 ft/mo*
 Limited Access \$ 7.15 ft/mo*
 Undesirable \$ 6.19 ft/mo*

Business/Ltd Access Same as permanent rate,
 per ft/mo*

Overwide Vessels (18'+ wide) Vessel length + 50% of
 beam x Established Rate*

Reservation Fee \$ 10.00
 Liveaboard Fee \$ 77.82/month*

ELECTRICAL FEES

Nightly Electric \$ 5.00/10.00 over 55'
 Electric Connect Fee \$ 30.00
 Metered Electric/Base Fee \$ 10.00/mo + KWHs used
 Electric Charges @ \$ 0.107 per KWH (subject
 to change with utility increases).
 Non-metered Electrical \$ 1.50 ft/mo

***12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. If stay does exceed 30 days, the Leasehold Tax will be added to the first 29 days.**

BOAT HAVEN (cont.)

360.385.6211

WINTER GUEST MONTHLY, based on availability

| | |
|-----------------------|------------------|
| 25' | \$ 253.34/month* |
| 27' | \$ 280.03/month* |
| 30' | \$ 316.65/month* |
| 35' | \$ 384.69/month* |
| 40' | \$ 442.54/month* |
| 45' | \$ 524.35/month* |
| 50' | \$ 608.44/month* |
| Linear Rate Under 25' | \$ 10.13 ft/mo* |
| Linear Rate 51'+ | \$ 13.14 ft/mo* |

SUMMER GUEST MONTHLY, based on availability

| | |
|-----------------------|------------------|
| 25' | \$ 308.61/month* |
| 27' | \$ 339.99/month* |
| 30' | \$ 384.58/month* |
| 35' | \$ 469.29/month* |
| 40' | \$ 536.46/month* |
| 45' | \$ 639.64/month* |
| 50' | \$ 711.22/month* |
| Linear Rate Under 25' | \$ 12.34 ft/mo* |
| Linear Rate 51'+ | \$ 15.88 ft/mo* |

***12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. If stay does exceed 30 days, the Leasehold Tax will be added to the first 29 days.**



360.385.2828

POINT HUDSON

Service Rates – Effective January 1, 2019

Approved by Port Commission on xx/xx/xxxx

Moorage rate is based on overall length or slip length, whichever is greater.

YEAR-ROUND NIGHTLY MOORAGE

| | |
|----------------------------|---------------|
| Vessels under 18' in width | \$ 1.30 ft/nt |
| Overwide Vessels (18'+) | \$ 1.80 ft/nt |

RESERVATION FEE \$ 10.00 per reservation

TEMPORARY TIE-UP (up to 4 hrs) \$ 10.00/\$20.00 over 35'

WINTER MONTHLY MOORAGE (Oct-Apr)

| | |
|-----------------------|------------------|
| 25' | \$ 253.34/month* |
| 27' | \$ 280.03/month* |
| 30' | \$ 316.65/month* |
| 35' | \$ 384.69/month* |
| 40' | \$ 442.54/month* |
| 45' | \$ 524.35/month* |
| 50' | \$ 608.44/month* |
| Linear Rate Under 25' | \$ 10.13 ft/mo* |
| Linear Rate 51'+ | \$ 13.14/ft/mo* |

LIMITED ACCESS MOORAGE \$ 7.61 ft/mo*

BUSINESS MOORAGE same as PTBH Permanent Rate, per ft/mo*

LIVEABOARD FEE \$ 77.82/month*

ELECTRICAL FEES

| | |
|------------------------|---|
| NIGHTLY ELECTRIC | \$ 5.00/\$10.00 over 55' |
| ELECTRIC CONNECT FEE | \$ 30.00 |
| ELECTRIC BASE FEE | \$ 10.00 per mo + KWHs Used (subject to change w/utility rate increases) |
| ELECTRIC CHARGES @ | \$.107 per KWH (subject to change w/utility rate increases) |
| NON-METERED ELECTRICAL | \$ 1.50 ft/mo |

COMMERCIAL PASSENGER FEE \$ 1.00/person
(payable monthly during season)

KAYAK OR ROWING SHELL STORAGE \$ 26.00/month*
DORY ON DOCK \$ 62.00/month*

***12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. If stay does exceed 30 days, the Leasehold Tax will be added to the first 29 days.**

****Subject to 9% Sales Tax**

POINT HUDSON (cont.)

360.385.2828

RV PARK - SUMMER (May-Sept)

Nightly – Premium Waterfront \$ 61.00/night
Nightly - Hookup \$ 50.00/night

RV PARK – WINTER (Oct-April)

Nightly – Premium Waterfront \$ 50.00/night
Nightly - Hookup \$ 43.00/night

RV PARK – BACK ROW (Year-round) \$ 43.00 per night

RV PARK – DRY CAMP (Year-round) \$ 31.00 per night

RV PARK – WINTER GUEST MONTHLY

Oct-Jun, back row only \$ 505.14/month*

Nov-Apr, front row \$ 593.76/month*

RV Space - Extra Vehicle \$ 5.00/night

RV Holding Tank – Dump Fee \$ 10.00

EVENT PARKING

Short Term \$5/day**/\$25/week**

Monthly \$50.00/month*

***12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. If stay does exceed 30 days, the Leasehold Tax will be added to the first 29 days.**

****Subject to 9% Sales Tax**



YARD RATES

360.385.6211

Service Rates – Effective January 1, 2019
 Approved by Port Commission on xx/xx/xxxx

70/75 TON LIFTS

| | |
|---|-------------------------------|
| 31' or less | \$ 9.00 per ft. * |
| 32'-41' | \$ 10.00 per ft. * |
| 42'-51' | \$ 11.00 per ft. * |
| 52'-61' | \$ 12.00 per ft. * |
| 62'+ | \$ 14.00 per ft. * |
| Minimum Hoist | \$200.00* |
| Off-Port Blocking <i>(subject to Tarp Fee)</i> | \$ 2.00 ft/mo*, ** |
| One-way Haul Out | 75% RT or Minimum Hoist* |
| One-way Launch | 50% RT or Minimum Hoist* |
| Re-block Fee | 75% RT or Minimum Hoist* |
| Inspections | Roundtrip Rate* |
| Hang Overnight | Roundtrip Rate |
| Wash Down | \$ 2.00 per ft/30 mins |
| Environmental Fee | \$ 20.00 haul/mo |
| Delay of Lift | \$ 60.00 per half hour |
| Labor Rate | \$ 65.00 per person per hour* |
| Overtime Rate & | |
| Call-in Labor Rate | \$ 92.50 per person per hour* |

STORAGE

| | |
|---|------------------|
| Daily | \$ 0.75 ft/day |
| Monthly | \$ 0.60 ft/day** |
| Seasonal Workyard <i>(Sept 1, 2018-Mar 31, 2019 - 2 month minimum)</i> | \$ 0.35 ft/day** |
| Non-working Long-term <i>(3-month minimum, No power)</i> | \$ 8.00 ft/mo** |
| Non-working Long-term <i>(6-month minimum, No power)</i> | \$ 6.50 ft/mo** |
| Trailer Vessel <i>(storage only)</i> | \$ 6.50 ft/mo** |

***Subject to 9% WA State Sales Tax**

****12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the Leasehold Tax will be added to the first 29 days.**

300 TON TRAVEL LIFT

| | |
|-------------|------------------|
| 70' or less | \$ 17.86 per ft* |
| 71'-89' | \$ 19.22 per ft* |
| 90' or over | \$ 23.76 per ft* |

SEASONAL SHIPYARD STORAGE RATE

Sep 1, 2018-Apr 30, 2019 \$ 0.81 per ft

| | |
|--------------------|--|
| Minimum Hoist | \$800.00* |
| Off-Port Blocking | \$ 2.00 per month*, ** <i>(subject to Tarp Fee)</i> |
| Multihulls | 150% RT or minimum* |
| One-way Haul Out/ | |
| Reblock | 75% RT or minimum* |
| Inspections | Roundtrip Rate* |
| Hang Overnight | Roundtrip Rate |
| Wash Down | \$ 3.00 ft/hr |
| Delay of Lift | \$ 60.00 per half hour |
| Labor Rate | \$ 65.00 per person per hour* |
| Overtime Rate & | |
| Call-in Labor Rate | \$ 92.50 per person per hour* |
| Storage – daily | \$ 1.15 ft/day* |
| Storage – monthly | \$ 0.92 ft/day** |

SEASONAL SHIPYARD STORAGE RATE

9/1/18-4/30/19 \$ 0.81 per ft**

(Requires two months prepayment)

| | |
|------------------|-----------------------|
| Metered Electric | \$ 5.00 per day + KWH |
| KWH | \$ 0.1007 |

(subject to utility increases)

MISCELLANEOUS

| | |
|---------------|--------------------|
| Misc. Storage | \$ 0.85 sq ft/mo** |
| Mast Storage | \$ 0.75 sq ft/mo** |

TARP FEES

| | |
|---------|----------|
| 20 x 20 | \$ 25.00 |
| 20 x 30 | \$ 35.00 |
| 20 x 40 | \$ 45.00 |
| 26 x 40 | \$ 60.00 |
| 30 x 40 | \$ 70.00 |
| 30 x 60 | \$100.00 |
| 40 x 60 | \$135.00 |

**Subject to 9% WA State Sales Tax*

***12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the Leasehold Tax will be added to the first 29 days.*



HERB BECK MARINA QUILCENE

360.765.3131 or 360.385.6211

Service Rates – Effective January 1, 2019
Approved by Port Commission on xx/xx/xxxx

NIGHTLY MOORAGE \$.80 ft/nt
TEMPORARY TIE-UP \$ 5.00/\$10.00 over 35'

PERMANENT MOORAGE

Up to 24 ft. \$ 6.71 ft/mo.*
25-29 ft. \$ 7.23 ft/mo*
30-35 ft. \$ 7.74 ft/mo*
36-45 ft. \$ 8.27 ft/mo*
46-50 ft. \$ 9.30 ft/mo*
Limited Access – Up to 18' \$ 4.65 ft/mo*

LIVEBOARD FEE \$ 77.82/month*
RESERVATION FEE \$ 10.00

ELECTRICAL FEES

Nightly Electric \$ 5.00/\$10.00 over 55'
Connect Fee \$ 30.00
Base Electric Fee \$ 10.00/month
Metered Electric @ \$ 0.107 per KWH (subject to
change with utility rate
increase)

LAUNCH RAMP

Launch ramp fee \$ 10.00 per day**
Annual Ramp Pass \$100.00 per year**

**Free with verified DVA determination

CAMPING/RV SITES

Nightly Tent Camping \$ 20.00 per night
Nightly RV Camping \$ 30.00 per night

STORAGE

Empty Boat Trailer \$ 5.00 per day
(1 day included w/launch fee) \$ 25.00 per week
\$ 50.00 per month

***12.84% WA State Leasehold Excise Tax assessed in
addition to Port charges for stays of 30 days or more.
If stay does exceed 30 days, the Leasehold Tax will be added to the
first 29 days.**



UNION WHARF & CITY DOCK, EVENT FACILITIES, GOODS & GUEST SERVICES

360.385.6211

Service Rates – Effective January 1, 2019
Approved by Port Commission on XX/XX/XXXX

NIGHTLY MOORAGE (3 night maximum stay)

Vessels up to 35' \$ 25.00/night
Vessels 35'-79' \$ 35.00/night
*Vessels over 80' \$ 1.80 ft/nt
* Union Wharf only, advanced notice required

TEMPORARY TIE-UP (up to 4 hours)

\$ 5.00/\$10.00 over 35'

COMMERCIAL PASSENGER FEES

\$ 1.00 per person
(payable monthly during season)

EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK

Daily Rental Fee \$300.00/day

EVENT FACILITIES -POINT HUDSON MARINA ROOM

Daily Rental Fee - Individual \$150.00/day (8 am – 11 pm)
Daily Rental Fee – Group \$ 50.00/day (8 am – 11 pm)
Hourly Rental Fee (2 hr min.) \$ 25.00/hour
Damage & Cleaning Deposit \$ 50.00 (refundable)

GOODS & GUEST SERVICES

PORT OF PT GIFT ITEMS

Port of PT Logo Baseball Cap \$ 16.00/ea
Port of PT Logo Stocking Cap \$ 12.00/ea
Port of PT Logo Mug \$ 12.00/ea

GOODS & GUEST SERVICES

Laundry Soap (Point Hudson only) \$ 1.00/ea
Dryer Sheets (Point Hudson only) \$ 1.00/ea

GUEST AMENITIES

Showers \$ 0.25 per 90 seconds (0.50/3 minutes)
Laundry \$ 2.75 Washer / \$2.00 Dryer



JEFFERSON COUNTY INTERNATIONAL AIRPORT

360.385.6211

Service Rates – Effective January 1, 2019
Approved by Port Commission on XX/XX/XXXX

Prevailing Ground Lease Rate \$ 0.57 sq ft/year*

Daily Tie-down \$ 6.00

Monthly Grass Tie-down \$ 40.29*

Annual Grass (must pay in advance) \$425.00*

Monthly Paved Tie-down \$ 56.82*

Monthly Hangar \$185.94*

Commercial Landing Fee \$ 0.30/1000# of
max loaded gross weight

VEHICLE PARKING

Weekly (7 or more days) \$ 10.00

(rate includes WA State Sales Tax)

Monthly \$ 31.00

(rate includes Leasehold Tax)

Annual \$200.00

***12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. If stay does exceed 30 days, the Leasehold Tax will be added to the first 29 days.**



360.385.6211

Service Rates – Effective January 1, 2019
Approved by Port Commission on xx/xx/xxxx

MISCELLANEOUS RATES & FEES

| | |
|-------------------------------|------------------------|
| Mini Storage Units | \$ 1.00 sq ft/mo* |
| Port Labor Rate | \$ 65.00 hr/per person |
| Overtime Labor Rate | \$ 92.50 hr/per person |
| Docking Fee | \$ 1.80 ft/day |
| Commercial Vessel Pass. Fee | \$ 1.00 per person |
| Relocate Vessel by Hand | \$ 75.00 |
| Relocate Vessel w/ Port Skiff | \$ 150.00 |
| Emergency Pumps | \$ 125.00 |
| Bail Skiff Fee | \$ 50.00 |
| Bilge Water | \$ 0.75 per gallon |

LAUNCH RAMP

| | |
|-------------|--------------------|
| Daily Pass | \$ 10.00 |
| Annual Pass | \$ 100.00 per year |

(free with DAV determination)

Commercial Truck Fee

| | |
|---------|--------------|
| Daily | \$ 200.00** |
| Monthly | \$ 600.00** |
| Annual | \$ 1500.00** |

Best Management Practices Violation Fees

| | |
|-------------------------|-----------|
| 1 st Offense | \$ 200.00 |
| 2 nd Offense | \$ 500.00 |
| 3 rd Offense | \$1000.00 |

Chain-up Fee

| | |
|-------------------------|-----------|
| 1 st Offense | \$ 150.00 |
| 2 nd Offense | \$ 250.00 |
| 3 rd Offense | \$ 400.00 |

Impound Fee

| | |
|-------------------------|-----------|
| 1 st Offense | \$ 200.00 |
| 2 nd Offense | \$ 300.00 |
| 3 rd Offense | \$ 500.00 |

Wait List Fee

| | |
|-------------------------|-----------|
| Sign-up Fee | \$ 100.00 |
| Renewal Fee or Pass Fee | \$ 50.00 |

Leave of Absence \$ 100.00

Illegal Garbage Dump Fee \$ 320.00

* 12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. If stay does exceed 30 days, the Leasehold Tax will be added to the first 29 days.

** Subject to 9% Sales Tax

MISCELLANEOUS RATES & FEES (cont.)

| | |
|--------------------------|--------------------------|
| Late Charge | \$ 10.00 minimum or 1.5% |
| NSF Check Charge | \$ 50.00 per occurrence |
| | |
| Fax – first page | \$ 2.50 |
| Fax-Each additional page | \$ 1.25 |
| Notary Service | \$ 10.00 |

PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP

| | |
|-------|-----------------------------|
| Dock | \$ 25/monthly, \$145/annual |
| Beach | \$ 20/monthly, \$ 90/annual |

WORK FLOAT MOORAGE/LIFT PIER ACCESS

(Reserve with Yard Office)

| | |
|--------------------------------------|-------------------------|
| Daily Rate, includes Top Aide Access | \$2.10 ft/day, \$50 min |
| Lift Pier Access/Top Side Usage | \$26.00 one hour |
| | \$50.00 per extra hour |

* 12.84% WA State Leasehold Excise Tax assessed in addition to Port charges for stays of 30 days or more. *If stay does exceed 30 days, the Leasehold Tax will be added to the first 29 days.*

** Subject to 9% Sales Tax

PORT OF PORT TOWNSEND AGENDA COVER SHEET

| | |
|---------------------|---|
| MEETING DATE | November 14, 2018 |
| AGENDA ITEM | <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business |
| AGENDA TITLE | VII. A) Acceptance of the 2017 Workyard Resurfacing Project |
| STAFF LEAD | Abigail Berg, Director of Finance & Administration |
| REQUESTED | <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion |
| ATTACHMENTS | A. Info Memo |

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/14/2018
TO: Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: Acceptance of the 2017 Workyard Resurfacing project

ISSUE

Commission's approval to accept the 2017 Workyard Resurfacing project.

BACKGROUND

In accordance with RCW 60.28.051 – Duties of disbursing officer upon completion of contract, I have notified the Department of Revenue, Employment Security Department and the Department of Labor and Industries that this project has been completed and requested a release from those state agencies which will allow me to disburse the contract retainage to the general contractor, Olympic Peninsula Construction, Inc.

Further, in accordance with RCW 39.08.030 – Conditions of Bond – Notice of Claim – Action on Bond – Attorney's fees, the governing body, Port Commission, is required to officially accept the project completion.

DISCUSSION

As of October 29, 2018, the last Notice of Completion (NOC) release was received from the Department of Revenue. NOC releases were received by L&I and the ESD several months earlier. Once the Commission approves the project, retainage can be released to the contractor, Olympic Peninsula Construction, Inc. The warrant for this retainage was included in this meeting's Consent Agenda in anticipation of this action.

FISCAL IMPACT

Retainage release in the amount of \$7,701.82.

RECOMMENDATIONS

We are requesting the Commissioners accept the completed work of the 2017 Workyard Resurfacing project.

PORT OF PORT TOWNSEND AGENDA COVER SHEET

| | |
|---------------------|---|
| MEETING DATE | November 14, 2018 |
| AGENDA ITEM | <input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business |
| AGENDA TITLE | VII. B) Staff Organizational Chart |
| STAFF LEAD | Jim Pivarnik, Executive Director |
| REQUESTED | <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion |
| ATTACHMENTS | A. Info Memo B. Draft Organizational Chart |

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/14/2018
TO: Commission
FROM: Jim Pivarnik, Interim Executive Director
SUBJECT: Staff Organizational Chart

BACKGROUND

With the pending resignation of the Port's Director of Operations and Business Development, staff will need to reorganize how we do business. Senior staff has met and are recommending that for the time being we re-allocate our management responsibilities.

DISCUSSION

The Port of Port Townsend has operated with a four person plus Executive Assistant staff for the last 9 years. This has offered us the opportunity to complete a large number of important projects and handle the ever-rising amount of administrative duties and responsibilities. With the resignation of Mr. Eglin our administrative staff in essence will be cut by 25%. Although in our recommendations we are not recommending replacing this position, we all have to be aware that we will need to prioritize our projects and our expectations must be aligned with realities. Your staff stands ready to support the Commission and community to the best of our ability as we enter into this very pivotal year.

RECOMMENDATION

Adopt new Organizational Chart.

ATTACHMENTS

Organizational Chart

PORT OF PORT TOWNSEND

Organizational Chart

