



Port of Port Townsend
Regular Commission Meeting Agenda
Wednesday, April 22, 2020, 5:30 p.m.

Via Zoom.us, use Webinar ID: 913 0228 4767, or call (253) 215 8782 and use ID: 913 0228 4767

This meeting will only be accessible remotely, as per Governor's Proclamation 20-28.

- I. Call to Order
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Regular Business Meeting Minutes – April 8, 2020⁽¹⁾ 1-4
 - B. Approval of Warrants⁽¹⁾ 5-21
 - C. PUD Fiber Easement at JCIA⁽¹⁾ 22-24
- V. Second Reading - *none*
- VI. First Reading - *none*
- VII. Regular Business
 - A. Five-year anniversary for Shannon Broderson⁽¹⁾ 25
 - B. First Quarter Financial Report⁽¹⁾⁽²⁾ 26-32
 - C. Covid-19 Update ⁽²⁾ 33-46
 - Revenue Forecast & 2020 Budget
 - 2020 IDD Spending Plan
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Public Workshop / Regular Business Meeting:
Wednesday, May 13, 2020. Workshop at 9:30 AM (tentative), Meeting at 1:00 PM
Via Zoom
- XI. Executive Session - *none*
- XII. Adjournment

Informational Items:	47
1. Detailed Statement of Activity for YTD March 2020	48-51
2. March 2020 Operations Report	52-56

Please note: Governor's Proclamation 20-28 re Open Public Meetings Act states, "Subject to the conditions for conducting any meeting as required above, agencies are further prohibited from taking "action," as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible."

Agenda items are marked with numbers to show which of these criteria they meet: (1) necessary & routine matters (2) matters necessary to respond to the COVID-19 outbreak and the current public health emergency

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, April 8, 2020

The Port of Port Townsend Commission met for a regular business session via Zoom online.

Present via Zoom online video: Commissioners Hanke, Petranek and Putney
Executive Director Berg
Deputy Director Toews
Former Executive Director Pivarnik
Finance Director & Port Auditor Berg
Port Recorder Erickson
Port Attorney Reardanz

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (00:01:07)

Commissioner Hanke called the meeting to order at 1:22 PM.

II. APPROVAL OF AGENDA (00:02:00)

Commissioner Putney moved to approve the Agenda.

Commissioner Petranek seconded the motion.

Motion carried by unanimous vote.

III. PUBLIC COMMENTS (00:0:34)

Comments sent in via email and read aloud:

Chris Brignoli, of Port Townsend Shipwrights Co-op, commented that Governor Inslee's Stay at Home order has left many of the Marine trades wondering how their businesses can survive, and he was thankful that the Port has offered to help with this. He presented PTSC's own Covid-19 safety guidelines, including using a smaller work force, working on essential business operations, and maintaining strict safety protocols for when they do work. He asked the Port to offer some guidance to businesses that must remain open, and asked other Port businesses to be diligent in how they work and bring vessels, boat owners, and crew into the Port.

Joshua Wheeler, live-aboard in Point Hudson Marina, commented that he was worried about a recent emergency order stating he would have to leave the marina by May 5, because he doesn't have anywhere to go in the current pandemic situation. He hoped that there would be a way to stay in place, and asked for someone with authority to contact him.

Joel Kawahara commented in support of a tenant relief program as a way to promote resilience in the Port's moorage customer base, and gave an example of the Port of Bellingham's policy of tenant rent deferral. He also described how the pandemic is disrupting the fishing industry.

Comments given during Zoom meeting:

Brian Kuh, Executive Director with EDC Team Jefferson, commented about an email that he'd sent outlining resources and information for businesses during the Covid-19 Economic Crisis. He encouraged all who received it to pass it on to others and get the word out about how the EDC can help businesses get through this crisis.

IV. CONSENT AGENDA (00:14:37)

A. Approval of Regular Business Meeting Minutes – March 25, 2020⁽¹⁾

B. Approval of Warrants⁽¹⁾⁽²⁾

Warrant #061857 through #061869 in the amount of \$42,494.89 and Electronic Payment in the amount of \$150,971.83 for Payroll & Benefits.

Warrant #061870 through #061994 in the amount of \$114,672.89 for Accounts Payable.

- C. JeffCo PUD Easement at JCIA⁽¹⁾
- D. Termination of lease agreement with JeffCo Solar Array⁽¹⁾
- E. Ratification of Emergency Orders 2020-03, -04, & -05⁽²⁾

Commissioner Putney moved to accept the Consent Agenda.

Commissioner Petranek seconded the motion. Motion carried by unanimous vote.

V. SECOND READING -- none

VI. FIRST READING -- none

VII. REGULAR BUSINESS (00:15:16)

- A. Revisit extending Work Yard seasonal rate through May⁽¹⁾

Executive Director Berg reminded Commission that they had voted to extend the reduced winter work yard rates through April, and had planned to discuss extending further through May at this meeting. He recommended the Commission consider this extension, since the work yard is currently at 40% capacity, and some Port customers are stranded on the dry, waiting to get work done and could use the reduced rate while they wait for the Governor to lift sanctions on non-essential work.

Commissioner Hanke moved to extend seasonal rates through the end of May, 2020.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

- B. Covid-19 Update with Proposed Amendment to Res. 719-20, Emergency Powers Delegation⁽²⁾ (00:20:20)

Executive Director Berg gave the Commission an update on the Port's response to Covid-19 since their last meeting, giving clear details about what boats the Port is hauling – those deemed essential, those being worked on by essential businesses, and those in an emergency situation. He summarized the updates in Emergency Order 2020-06, especially Item 8 (re who should avoid Port property during the Covid-19 crisis), Item 10 (seeking an exception to the daily deposit of collection requirements), and Item 11 (re deferred moorage payment agreements for commercial & liveaboard tenants). He gave a concise update on the Port's 2020 budget, saying it would be a difficult year, and that budget models suggest that the Port should be planning for a about a \$1,000,000 reduction in revenue this year. With that in mind, the Port is looking for ways to keep costs down. As soon as possible the Port will bring the 2020 IDD budget to the Commission focused on the core projects the Port plans to achieve, along with some ideas for how to maintain the Port with a potential reduction in revenue.

Commissioner Hanke asked staff to provide a cash flow statement at the April 22 meeting showing what's going on with operation costs and revenues. Commission would like a weekly rundown of the trends showing how the budget is progressing, dating back to March and projecting out through the summer what the Port thinks the trends indicate. He stressed that he was requesting high-level indicators of what's going on, including how deferment of rent is affecting the budget.

Executive Director Berg gave an update on the JCIA 9/27 runway project, which is on track for a May 4 mobilization; however, before work begins, Port staff want to ensure that the Port, the contractor and the FAA all have a common understanding about how the pandemic could affect the project. He stated that although the Commission had authorized a change order of an early-completion incentive for the contractor (Scarcella), the Port feels that under the current circumstances this change order should not be executed, in order to save as much money as possible.

Commissioner Hanke asked about how closure of the airport during the pandemic would affect the emergency plan for the county. Executive Director Berg explained that the EOC anticipates need for the helipad, which will be available throughout the project; however, if an emergency landing of a fixed wing aircraft were necessary, there is the possibility that the parallel taxiway could be used.

Executive Director Berg described Resolution 720-20, which modifies leases in a narrow area. It allows the Port to enter into a short-term rental agreement with tenants that find themselves out of business, and are looking to store their equipment somewhere until they can re-open. If certain conditions are met, this would essentially be a storage fee of 25¢/ft² for the few tenants who qualify.

Commissioner Putney moved to ratify and confirm Emergency Orders 2020-03, 2020-04, 2020-05, and 2020-06 issued by the Executive Director.

Commissioner Petranek seconded the motion.

Motion carried by unanimous vote.

Commissioner Hanke moved to adopt Resolution 720-20 amending the delegation of authority and granting additional administrative authority to the Executive Director.

Commissioner Putney seconded the motion.

Motion carried by unanimous vote.

VIII. STAFF COMMENTS (00:39:09)

Executive Director Berg had nothing new to add, stating he would follow up with each commissioner 1:1 about information they'd like to have regarding the Port's revenue projections in advance of the next meeting.

IX. COMMISSIONER COMMENTS (00:39:43)

Commissioner Petranek commented that she's been talking to tenants about their key priorities like safety, finances, and wanting communication from the Port. She has been talking with City Manager, John Mauro, and is in close communication with what the city is doing. She's communicating with County Commissioners about what the County and Port are doing. She's been talking to Executive Director Berg daily, and she is acting as liaison between the Port and tenants about what's going on, because changes are happening daily. One highlight last week was an interview with Executive Director Berg on KPTZ. She emphasized that communication is key right now between the City, County, the Port and its tenants.

Commissioner Putney asked about whether she was working with Greg Brotherton at the County level regarding public sanitation, as it was something he'd been working to resolve, and was particularly constrained during the current situation, since other options are closed. He stated it is a humanitarian problem and he was glad she was having those discussions.

Commissioner Petranek replied that they'd been talking about the possibilities, and an immediate solution had surfaced -- the American Legion Hall has agreed to open during the day

for showers; and homeless people have been relocated to various hotels. She said that the City, County, and Port need to look at a long-term solution to this problem.

Commissioner Hanke thanked Commissioner Petranek for this important work, and gave a shout out to Brian Kuh in his work to get the word out about the resources EDC Team Jefferson has during this time. He asked everyone to be patient, and be sure to call the Commission if you have any questions.

X. Next Public Regular Business Meeting:
Wednesday, April 22, 2020. Meeting at 5:30 PM, Via Zoom

XI. EXECUTIVE SESSION - none

XII. ADJOURNMENT (00:49:12)

The meeting adjourned at 2:08 p.m., there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Pamela A. Petranek, Secretary

William W. Putney III, Vice President



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$1,393.28** on this **22nd** day of **April, 2020**.

For: Washington State, Employment Security Department for
WA State Paid Family Medical Leave – for ***Qtr 1, 2020*** in the amount of
\$1,393.28

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Patranek

S. Abigail Berg, Director of Finance
And Administration

Donna Frary

From: do_not_reply@esd.wa.gov
Sent: Saturday, April 11, 2020 4:44 PM
To: Donna Frary
Subject: Payment Confirmation

Thank you for your recent payment to Paid Family & Medical Leave.

Payment Application: Paid Family & Medical Leave Payment Status: Payment completed successfully.
Confirmation Number: 20041178718431
Payment Date: 04/11/2020

Billing Address: Port of Port Townsend
PO Box 1180
Port Townsend, WA 98368
3603795217

Account Number: x5811
Routing Number: 125102906
Account Type: Checking

Payment Amount: 1393.28 USD
Total Amount: 1393.28 USD

DO NOT REPLY DIRECTLY TO THIS EMAIL.



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of \$20,989.39 on this 22nd day of April, 2020.

For: Washington State Department of Labor & Industries
4th Quarter Tax Return for January - March, 2020 in the amount of
\$20,989.39

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Patranek

S. Abigail Berg, Director of Finance
And Administration



Washington State Department of Labor & Industries

Submit Date: 4/11/2020
Confirmation Number: 7044764

Quarterly Report

1st Quarter: January 1, 2020 – March 31, 2020

Due Date: 4/30/2020

PORT OF PORT TOWNSEND
PO BOX 1180
PORT TOWNSEND, WA 98368

WA UBI: 161 000 044
L&I Account ID: 061,069-00
Phone Number: 360-385-2355 Ext. 0

Account Manager: KEITH CURTISS 360-902-6641

Volunteer Reporting

Class Code	Nature of Work	Number Of Volunteers
6901-00	Volunteers-Excl Law Enf Offcrs	2

Worker Reporting

Class Code	Nature of Work	Gross Payroll (nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$373,531.00	10,925	1.8534	\$20,248.40
5306-07	Counties/Tax Dist Adm/CI Offc	\$156,913.00	3,484	0.2094	\$729.55
6901-00	Volunteers-Excl Law Enf Offcrs	\$0.00	208	0.0550	\$11.44
Total of Premiums					\$20,989.39
Grand Total					\$20,989.39

Preparer's Information

Preparer:
DayTime Phone:
Email:

Donna Frary
360-379-5217
donna@portofpt.com

Payment Information

Method of Payment:
Bank routing information:
Bank account information:
Bank account Type:
Payment Amount:
Scheduled Payment Date:

eCheck
125102906
XXXXXXXXXXXX5811
BusinessChecking
\$20989.39
4/17/2020



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$4,642.72** on this **22nd** day of **April**, 2020.

For: Washington State, Department of Revenue

Combined Excise Tax Return – for ***March, 2020*** in the amount of ***\$4,642.72***

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-013-614-635**

Below is information from your Monthly Return for the period ending March 31, 2020

Filing Date	April 11, 2020
Account Id	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	April 13, 2020
Total Tax	4,642.72
Total Due	4,642.72

Check the status of your return from the **Submissions** tab.

Print a copy of your return below. You can always "Print" your return by navigating to the "Submissions" tab and finding this request.

Give us your feedback



Combined Excise Tax Return

161-000-044
BOAT HAVEN FUEL DOCK
PORT OF PORT TOWNSEND

Filing Period: March 31, 2020

Due Date: April 27, 2020

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	36,135.89	8.52	36,127.37	0.004710	170.16
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	47,068.09	0.00	47,068.09	0.015000	706.02
Total Business & Occupation					876.18

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	36,135.89	81.61	36,054.28	0.065000	2,343.53
Use Tax	1,086.00	0.00	1,086.00	0.065000	70.59
Total State Sales and Use					2,414.12

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	10,504.39	0.00	10,504.39	0.019260	202.31
Water Distribution	921.23	0.00	921.23	0.050290	46.33
Total Public Utility Tax					248.64

Deductions

Tax Classification	Deduction	Amount
Business & Occupation		
Retailing	Motor Vehicle Fuel Tax	8.52
State Sales and Use		
Retail Sales	Motor Vehicle Fuel Sales	81.61

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY	363.37	0.025000	9.08
1601 - PORT TOWNSEND	35,690.91	0.025000	892.27
Total Local City and/or County Sales Tax			901.35

Local City and/or County Use Tax/Deferred Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	1,086.00	0.025000	27.15
Total Local City and/or County Use Tax/Deferred Sales Tax			27.15

Transient Rental Income

Location	Income	
1601 - PORT TOWNSEND	8,764.22	
Total Transient Rental Income		8,764.22

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	8,764.22	0.020000	175.28
Total Special Hotel/Motel			175.28

Total Tax	4,642.72
Subtotal	4,642.72
Total Amount Owed	4,642.72

Prepared By: Donna Frary
E-Mail Address: donna@portofpt.com
Submitted Date: 4/11/2020
Confirmation #: 0-013-614-635

Payment Type: ACH Debit/E-Check
Amount: \$4,642.72
Effective Date: 4/13/2020



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. 061915 in the amount of \$10.00, Warrant No. 061925 in the amount of \$22.00, Warrant No. 061932 in the amount of 73.26, and Warrant No. 061938 in the amount of 20.00 are declared void on this on this 22nd day of April, 2020.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Manual Check and Payment Register
Journal Posting Date: 4/10/2020
Register Number: MC-000206

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE						Distribution Amount	Check Amount
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount		Discount			
061915	REV 4/8/2020	HIC020	David Hickman				10.00-
Check Comment: Wrong amount for refund s/b 11.00							
CK06191501							
	4/8/2020		10.00-	0.00		10.00-	
G/L Account: 761-9300-19							22.00-
			MISC EXPENSE: P. H. MARINA & RV				
061925	REV 4/8/2020	KER085	Tycho Kersten				
Check Comment: Wrong amount s/b 11.00							
CK06192501							
	4/8/2020		22.00-	0.00		22.00-	
G/L Account: 761-9300-19							73.26-
			MISC EXPENSE: P. H. MARINA & RV				
061932	REV 4/8/2020	LUD065	Thomas Ludlow				
Check Comment: Cust had other charges no refund needed							
CK06193201							
	4/8/2020		73.26-	0.00		73.26-	
G/L Account: 721-9300-05							20.00-
			MISC EXPENSE: WORK YARD				
061938	REV 4/8/2020	MIL010	Anne Millman				
Check Comment: Wrong amount s/b 10.00							
CK06193801							
	4/8/2020		20.00-	0.00		20.00-	
G/L Account: 761-9300-19							125.26-
							125.26-
Bank W Total:				0.00		125.26-	125.26-
Report Total:				0.00		125.26-	125.26-



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just due and unpaid obligation against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that these claims, in Warrant No. 061995 through No. 062003 in the amount of \$15,322.21 and Electronic Payment in the amount of \$77,968.93, are approved for payment for a total amount of \$93,291.14 on this 22nd day of April, 2020.

For: **Payroll and Benefits**

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 062004 through No. 062106, are approved for payment in the amount of \$207,626.88 on this 22nd day of April, 2020.

For: Accounts Payable

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
062004	4/22/2020	ADM002	Admiral Ship Supply Inc.				
			3/31/2020 STATEMENT	3/31/2020	233.60	0.00	Check Entry Number: 001 233.60
062005	4/22/2020	ALL035	Heather Allan				Check Entry Number: 001
			REFUND 03/27/20020	3/27/2020	10.00	0.00	10.00
062006	4/22/2020	AQU050	Mike Aquino				Check Entry Number: 001
			REFUND 04/04/2020	4/4/2020	11.00	0.00	11.00
062007	4/22/2020	BAN005	Bank of America				Check Entry Number: 001
			4/5/2020 STATEMENT	4/5/2020	4,518.75	0.00	4,518.75
062008	4/22/2020	BOE070	Matt Boemer				Check Entry Number: 001
			REFUND 03/27/2002	3/27/2020	10.00	0.00	10.00
062009	4/22/2020	BRI001	Bri Communications				Check Entry Number: 001
			02/18/2020 INV	2/18/2020	4,600.00	0.00	4,600.00
062010	4/22/2020	BRO095	William Brown				Check Entry Number: 001
			REFUND 04/04/2020	4/4/2020	20.00	0.00	20.00
062011	4/22/2020	CEN030	CenturyLink				Check Entry Number: 001
			4/1/2020	4/1/2020	93.00	0.00	93.00
062012	4/22/2020	CLA055	Linda Clark				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	11.00	0.00	11.00
062013	4/22/2020	COO050	Cooper Fuel & Auto Repair				Check Entry Number: 001
			4/1/2020 STATEMENT	4/1/2020	3,015.41	0.00	3,015.41
062014	4/22/2020	DEL075	Robert & Anne Delaney				Check Entry Number: 001
			REFUND 04/02/2020	4/2/2020	10.00	0.00	10.00
062015	4/22/2020	DMD005	DM Disposal Co. Inc.				Check Entry Number: 001
			4/1/2020 STATEMENTS	4/1/2020	16,348.98	0.00	16,348.98
062016	4/22/2020	DOY040	James Doyle				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	10.00	0.00	10.00
062017	4/22/2020	ELK030	Dave & Joan Elkins				Check Entry Number: 001
			REFUND 03/26/2020	3/26/2020	11.00	0.00	11.00
062018	4/22/2020	EMM070	Shelly Emmons				Check Entry Number: 001
			REFUND 03/31/2020	3/31/2020	22.00	0.00	22.00
062019	4/22/2020	EVE060	Tom or Jan Everett				Check Entry Number: 001
			REFUND 04/02/2020	4/2/2020	20.00	0.00	20.00
062020	4/22/2020	FAM001	Ferguson Enterprises #3007				Check Entry Number: 001
			8148428	4/9/2020	606.44	0.00	606.44
062021	4/22/2020	FER001	Ferrellgas				Check Entry Number: 001
			3/26/2020 STATEMENT	3/26/2020	448.36	0.00	448.36
062022	4/22/2020	FIC040	Fred Ficara				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	11.00	0.00	11.00
062023	4/22/2020	FIT050	Dennis Fitzgerald				Check Entry Number: 001
			REFUND 03/30/2020	3/30/2020	11.00	0.00	11.00
062024	4/22/2020	FOC030	David Focht				Check Entry Number: 001
			REFUND 03/31/2020	3/31/2020	10.00	0.00	10.00
062025	4/22/2020	FRA055	Karen Franzen				Check Entry Number: 001
			REFUND 03/30/2020	3/30/2020	11.00	0.00	11.00
062026	4/22/2020	GEN060	Lori Gentry				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	10.00	0.00	10.00
062027	4/22/2020	GOO002	Good Man Sanitation				Check Entry Number: 001
			105577A	4/1/2020	540.00	0.00	540.00
062028	4/22/2020	GRE025	Dayna & Lee Gregg				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	11.00	0.00	11.00

				Bank Code: W - WARRANTS PAYABLE			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
062029	4/22/2020	GRO070	Robert Gronenthal				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	11.00	0.00	11.00
062030	4/22/2020	HAL045	John Haley				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	10.00	0.00	10.00
062031	4/22/2020	HAN030	Gary & Janice Hanson				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	10.00	0.00	10.00
062032	4/22/2020	HAR075	Irma Harris				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	11.00	0.00	11.00
062033	4/22/2020	HAR080	Kathy Harwood				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	10.00	0.00	10.00
062034	4/22/2020	HIC020	David Hickman				Check Entry Number: 001
			REFUND 03/25/2020	3/25/2020	11.00	0.00	11.00
062035	4/22/2020	HOL030	Donna Holsman				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	22.00	0.00	22.00
062036	4/22/2020	HOL035	Doug Holst				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	10.00	0.00	10.00
062037	4/22/2020	HOO060	Mary Anne Hoover				Check Entry Number: 001
			REFUND 04/04/2020	4/4/2020	10.00	0.00	10.00
062038	4/22/2020	HOU040	Keith Houchen				Check Entry Number: 001
			REFUND 03/30/2020	3/30/2020	11.00	0.00	11.00
062039	4/22/2020	IRW020	Cathy & Ron Irwin				Check Entry Number: 001
			REFUND 04/03/2020	4/3/2020	11.00	0.00	11.00
062040	4/22/2020	IVE055	Steve & Joyce Ives				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	11.00	0.00	11.00
062041	4/22/2020	JAM040	Jamestown Networks				Check Entry Number: 001
			5870	4/1/2020	538.00	0.00	538.00
062042	4/22/2020	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			4/1/2020 STATEMENT	4/1/2020	488.80	0.00	488.80
062043	4/22/2020	JEF075	Jefferson County Public Health				Check Entry Number: 001
			3/31/2020 STATEMENT	3/31/2020	430.00	0.00	430.00
062044	4/22/2020	KEL040	Gordon & Peggy Kelley				Check Entry Number: 001
			REFUND 3/31/2020	3/31/2020	10.00	0.00	10.00
062045	4/22/2020	KER085	Tycho Kersten				Check Entry Number: 001
			REFUND 03/20/2020	3/20/2020	11.00	0.00	11.00
062046	4/22/2020	KOO010	Andy & Linda Koosman				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	11.00	0.00	11.00
062047	4/22/2020	LAN001	Landau Associates				Check Entry Number: 001
			0043759	7/24/2019	2,461.75	0.00	2,461.75
062048	4/22/2020	LAT040	Heather Latondresse				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	11.00	0.00	11.00
062049	4/22/2020	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4653676	4/1/2020	12.88	0.00	12.88
062050	4/22/2020	LEW035	Judith Lewallen				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	20.00	0.00	20.00
062051	4/22/2020	LIN040	Gary & Sue Linton				Check Entry Number: 001
			REFUND 03/27/2020	3/27/2020	10.00	0.00	10.00
062052	4/22/2020	LUN060	Patricia Lund				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	21.00	0.00	21.00
062053	4/22/2020	MAR090	William & Patricia Marvin				Check Entry Number: 001
			REFUND 3/30/2020	3/30/2020	11.00	0.00	11.00

				Bank Code: W - WARRANTS PAYABLE			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
062054	4/22/2020	MAT045	Linda Matson				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	11.00	0.00	11.00
062055	4/22/2020	MCG060	Jan McGruder				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	11.00	0.00	11.00
062056	4/22/2020	MIL010	Anne Millman				Check Entry Number: 001
			REFUND 3/19/2020	3/19/2020	10.00	0.00	10.00
062057	4/22/2020	MIT020	David Mitchell				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062058	4/22/2020	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			4/1/2020 STATEMENTS	4/1/2020	500.75	0.00	500.75
062059	4/22/2020	NAS070	Rod Nastrom				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062060	4/22/2020	OES001	OESD 114				Check Entry Number: 001
			1920001147	4/15/2020	3,944.00	0.00	3,944.00
062061	4/22/2020	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			233255	4/13/2020	31.45	0.00	31.45
062062	4/22/2020	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			3/31/2020 STATEMENT	3/31/2020	6.35	0.00	6.35
062063	4/22/2020	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001
			008	3/31/2020	1,470.00	0.00	1,470.00
062064	4/22/2020	ORR080	Unriah Orr				Check Entry Number: 001
			REFUND 4/4/2020	4/4/2020	11.00	0.00	11.00
062065	4/22/2020	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			3/31/2020 STATEMENT	3/31/2020	317.23	0.00	317.23
062066	4/22/2020	PAC055	Pacific Catalyst Inc.				Check Entry Number: 001
			REFUND 4/13/2020	4/13/2020	531.54	0.00	531.54
062067	4/22/2020	PAP020	Pape Material Handling Exchang				Check Entry Number: 001
			8287150	4/2/2020	385.53	0.00	385.53
062068	4/22/2020	PEA020	Denise Peasley				Check Entry Number: 001
			REFUND 4/3/2020	4/3/2020	22.00	0.00	22.00
062069	4/22/2020	PER055	Julie Perigard				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062070	4/22/2020	PET025	Petrick Lock & Safe				Check Entry Number: 001
			18262	4/2/2020	26.98	0.00	26.98
062071	4/22/2020	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			70231	4/16/2020	35.00	0.00	35.00
062072	4/22/2020	PIR060	Patty Pimack-Hamilton				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062073	4/22/2020	POR002	Auditor's Revolving Fund - Kitsap Bank				Check Entry Number: 001
			FACE MASKS	4/15/2020	654.00	0.00	654.00
062074	4/22/2020	PRE030	Edie Preston				Check Entry Number: 001
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062075	4/22/2020	PRI001	The Printery				Check Entry Number: 001
			200190	3/28/2020	622.88	0.00	622.88
062076	4/22/2020	PRO010	ProPet Distributors				Check Entry Number: 001
			129297	4/6/2020	1,775.00	0.00	1,775.00
062077	4/22/2020	PUD001	Pud District #1				Check Entry Number: 001
			4/10/20 STATEMENTS	4/10/2020	28,399.86	0.00	28,399.86
			4/10/2020 STATEMENT	4/10/2020	25.65	0.00	25.65
Check 062077 Total:					28,425.51	0.00	28,425.51

Check Register

Journal Posting Date: 4/22/2020

Register Number: CD-000815

Port of Port Townsend (PTA)

				Bank Code: W - WARRANTS PAYABLE			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
062078	4/22/2020	QUI001	Quill Corporation				
			5896152	3/31/2020	31.44	0.00	31.44
062079	4/22/2020	REE040	Jack & Gloria Reed				
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062080	4/22/2020	ROD030	Rodda Paint				
			44152598	3/30/2020	59.39	0.00	59.39
062081	4/22/2020	SCH075	Kurtis Schwaiger				
			REFUND 4/6/2020	4/6/2020	570.00	0.00	570.00
062082	4/22/2020	SEC010	Security Services				
			110861	4/1/2020	190.85	0.00	190.85
062083	4/22/2020	SHE080	Sherwin-Williams				
			4013-7	4/6/2020	432.81	0.00	432.81
062084	4/22/2020	SHI050	Michael & Vivian Shiach				
			REFUND 3/30/2020	3/30/2020	11.00	0.00	11.00
062085	4/22/2020	SNE020	S-Net Communications				
			1632317	4/11/2020	545.56	0.00	545.56
062086	4/22/2020	SOU055	Sound Publishing, Inc				
			7977687	3/31/2020	526.05	0.00	526.05
062087	4/22/2020	SOU070	Sound Storage GC				
			4/14/2020 STATEMENT	4/14/2020	188.00	0.00	188.00
062088	4/22/2020	SUT050	Michael Sutley				
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062089	4/22/2020	SWA040	Heather Swanson				
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062090	4/22/2020	TAL020	DeWayne Talley				
			REFUND 04/04/2020	4/4/2020	22.00	0.00	22.00
062091	4/22/2020	VEN070	VenTek International				
			121027	4/1/2020	103.55	0.00	103.55
062092	4/22/2020	WA1803	State of Washington				
			1ST QTR 2020 LET	4/22/2020	120,267.05	0.00	120,267.05
062093	4/22/2020	WAV040	Wave Broadband				
			10326301-0008065	4/1/2020	1,473.37	0.00	1,473.37
062094	4/22/2020	WAY015	Brian Wayne				
			REFUND 4/6/2020	4/6/2020	641.89	0.00	641.89
062095	4/22/2020	WEA020	Charis Weathers				
			REFUND 4/4/2020	4/4/2020	10.00	0.00	10.00
062096	4/22/2020	WEI040	Gary Weider				
			REFUND 3/27/2020	3/27/2020	11.00	0.00	11.00
062097	4/22/2020	WES045	Western Cascade Container, LLC				
			WCCI20147	4/9/2020	8,612.09	0.00	8,612.09
062098	4/22/2020	WIL010	Blake Williams				
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062099	4/22/2020	WIL015	Andy Williamson				
			REFUND 4/4/2020	4/4/2020	22.00	0.00	22.00
062100	4/22/2020	WIL026	Frank & Lynn Wilson				
			REFUND 3/27/2020	3/27/2020	10.00	0.00	10.00
062101	4/22/2020	WIM001	Wimactel, Inc				
			000191493	4/1/2020	65.64	0.00	65.64
062102	4/22/2020	WIN045	Jeremy Winter				
			REFUND 3/27/2020	3/27/2020	11.00	0.00	11.00

Run Date: 4/17/2020 12:21:41PM

A/P Date: 4/22/2020

Page: 4
User Logon: DLF

Check Register

Journal Posting Date: 4/22/2020

Register Number: CD-000815

Port of Port Townsend (PTA)

				Bank Code: W - WARRANTS PAYABLE			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
062103	4/22/2020	WOL070	Stan Wolfe				
			REFUND 3/30/20020	3/30/2020	132.00	0.00	132.00
062104	4/22/2020	YAT040	Jim Yates				
			REFUND 3/27/2020	3/27/2020	11.00	0.00	11.00
062105	4/22/2020	YOU045	Marynell Young				
			REFUND 4/3/20020	4/3/2020	10.00	0.00	10.00
062106	4/22/2020	ZIM070	Shelly Zimmerman				
			REFUND 3/31/2020	3/31/2020	10.00	0.00	10.00
				Report Total:	<u>207,626.88</u>	<u>0.00</u>	<u>207,626.88</u>

RETURN ADDRESS:
PUD#1 of Jefferson County
P.O. Box 929
Port Hadlock, WA 98339

EASEMENT

GRANTOR: PORT OF PORT TOWNSEND

GRANTEE: PUBLIC UTILITY DISTRICT NUMBER #1 OF JEFFERSON COUNTY.

SHORT LEGAL: SECTION: 28 QTR. SECTION: SE 1/4 TOWNSHIP: 30N RANGE: 1W

ASSESSOR'S PROPERTY TAX PARCEL: 001284006

For and in consideration of One Dollar (\$1.00) and other valuable consideration in hand paid,

PORT OF PORT TOWNSEND ("Grantor" herein), its successors and assigns hereby conveys and warrants to **PUBLIC UTILITY DISTRICT #1 OF JEFFERSON COUNTY**, a Washington Municipal ("Grantee" herein), its successors and assigns for the purposes hereinafter set forth, a nonexclusive perpetual easement over, under, along, across and through the following described real property ("Property" herein) Jefferson County, Washington:

SEE EXHIBIT "A" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

EASEMENT LOCATION: Except as may be otherwise set forth herein, Grantee's rights shall be exercised upon that portion of the Property (the Easement Area" herein) that is ten (10) feet in width (12) feet from the North edge of Jefferson County Road and crossing Jefferson County Road to Airport Weather station. Grantee's systems located as constructed or to be constructed extended or relocated on the Property.

1. Purpose. Grantee shall have the right to use the Easement Area to construct, operate, maintain, repair, replace, improve, remove, and enlarge all utility systems for purposes of transmission, distribution, fiber optic and sale of water. Together with the right of access over and across said Property to enable Grantee to exercise its rights hereunder. As used herein, the term "systems" shall include all appurtenances and facilities as are necessary, in the judgment of Grantee, for the operation and maintenance of said systems.

2. Grantor's Use of Easement Area. Grantor agrees not to erect any structures on said Easement Area, and further agrees not to place trees, rockeries, fences or other obstructions on the Property that would interfere with the exercise of Grantee's rights herein.

DATED this _____ day _____ of 2020:

GRANTOR: BY: _____

BY: _____

STATE OF WASHINGTON)
)SS
COUNTY OF)

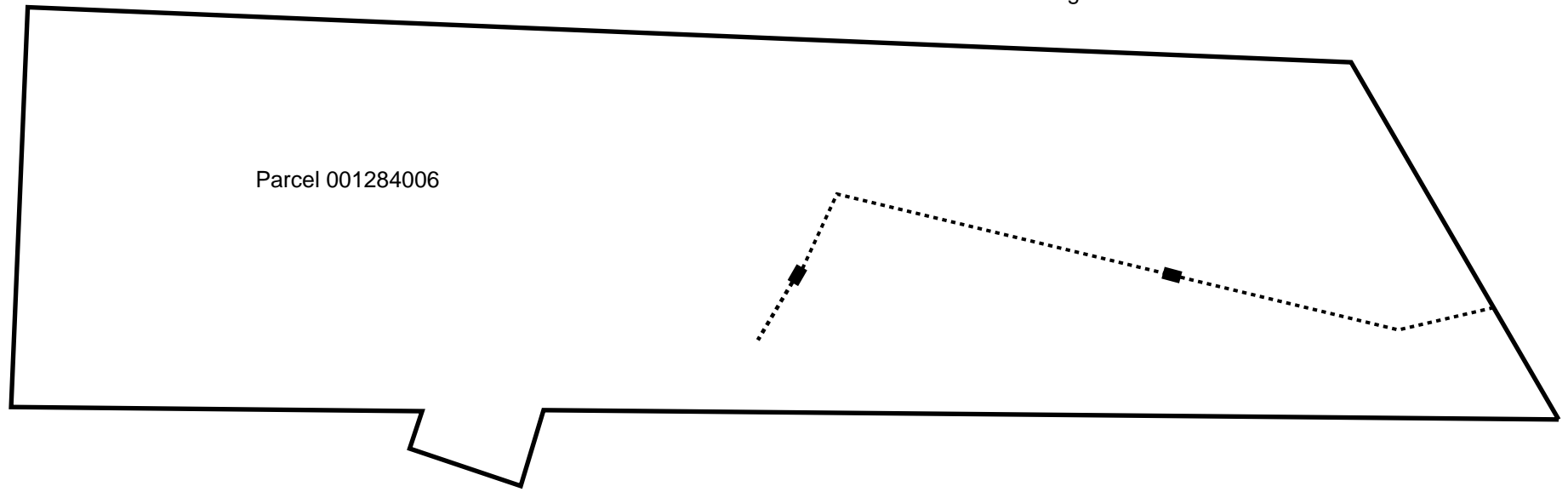
On this ____ day of _____, 2020, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the individual(s) who executed the within and foregoing instrument, and acknowledged that _____ signed the same as _____ free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this hereto affixed the day and year in this certificate first above written.

Print or stamp name of Notary)
NOTARY PUBLIC in and for the State of Washington,
Residing at _____
My appointment expires _____

Notary seal, text and all notations must be inside 1" margins

Total fiber conduit run 1,300 FT. Installation of (2) fiber vaults as shown in drawing. Conduit run will be on North side of County Road. The run will begin at an existing fiber vault along Airport Cutoff Road and end at the Airport weather station. (1) fiber vault will be located near driveway to pit. (1) fiber vault will be located near existing PUD devices.



PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 22, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. A. Five-year Anniversary for Shannon Broderson
STAFF LEAD	Terry Khile, Operations Manager
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion <input type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	

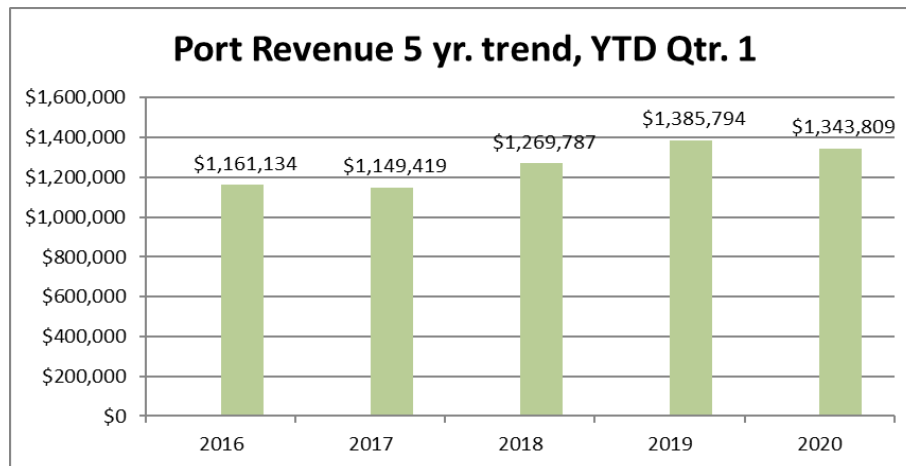
Terry Khile will join the meeting to recognize Shannon Broderson's service with the Port. She has five years with the Port this month and we want to officially recognize her at the 4/22 Port Commission meeting.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

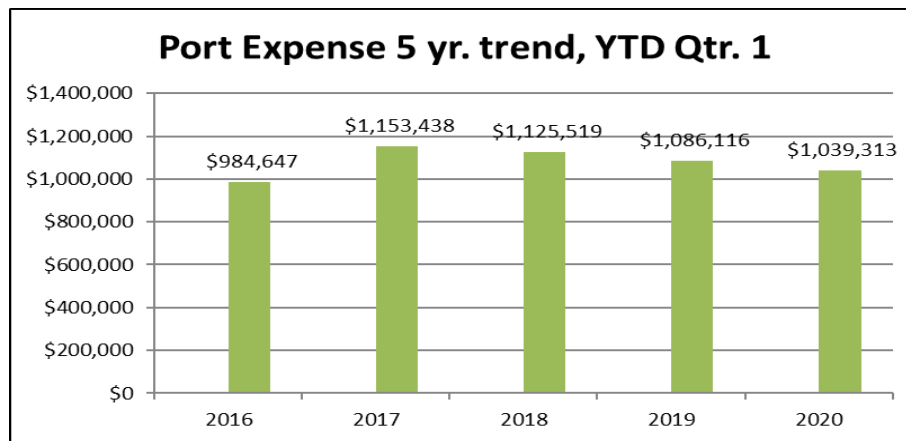
MEETING DATE	April 22, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. B. First Quarter Financial Report
STAFF LEAD	Abigail Berg, Director of Finance
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	A. Staff Report including Financial Statements

DATE: April 22, 2020
TO: Commissioners and Directors
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: Port Financial Results as of Quarter 1, 2020



Revenue Highlights:

- ✓ The Port is below 2019 Operating Revenues by \$41,986, and below 2020 budget by \$70,238.
- ✓ All sectors are down, except Quilcene, but the increase is nominal.
- ✓ The decline in Moorage, \$15,299, when compared to 2019 is primarily the reduction in Monthly Guest revenues of \$14,351. Same is true when comparing to budget.
- ✓ The decline in Yard, \$15,106, when compared to 2019 is a combination of many changes, but the significant line items effected are a reduction in 75/70 Ton Hoist Revenue, \$17,074, an increase in 300Ton Hoist Revenue of \$16,413, an increase in Work Yard Revenue of \$18,786 and combined decrease in Ship Yard Revenue & Electric of \$33,594. The overall Yard Revenues are below budget by \$18,489.
- ✓ Boat Haven Property revenue was less than 2019 by \$4,654. Most of this variance is likely due to the change in accounting from accrual to cash. The 2020 actual is \$16,237, which is more than budget. During the 2020 budget development, this department had a loss in revenues from the beginning of 2019 until September of more than \$5,000 each month progressively (January revenues were \$53,195, September revenues were \$47,700). As such, revenues were reduced in the budget. However, these increases over budget are due to CPI and some are likely related to the new staffing position of Leasing & Contracts Administrator who is facilitating the execution of new leases and renewals.
- ✓ Point Hudson (Marina, RV & Property) was less than 2019 by \$4,680 and below budget by \$28,132. While building lease revenues have started to climb above 2019 revenues by \$6,332, the RV Park (both Monthly and Nightly) was hit hardest with combined losses of \$5,086. The variance of Point Hudson's overall 2020 actual compared to budget is reflected by the higher expectations of revenue in Moorage, RV, building leases and utilities.
- ✓ Quilcene revenues appear to be most stable when comparing year to year (slight increase of \$589) and budget (slight decrease of \$57). The Permanent Moorage and Liveaboard Revenues have carried the other minor reductions in revenue at that facility. This is likely due to having regular full-time staff on-site during season and part-time off season.
- ✓ Ramp revenues were less than both 2019 and budget (\$2,249 and \$2,645, respectively). These losses are primarily related to Ramp Fee sales (\$1,815 less than in 2019, and \$2,341 less than budget), at the time of this report preparation, we could not determine whether the discounted Annual Ramp fees in Qtr. 1, 2020 benefited the Port.
- ✓ JCIA YTD March revenues were only slightly less than 2019, \$587, and just a bit more than budget, \$1,556.



Expense Highlights:

- ✓ Total YTD 2020 Operating Expenses are less than both 2019 and budget (\$33,775 and \$164,001, respectively).
- ✓ Salaries & Wages show a reduction when compared to 2019 of \$36,718. It should show an increase variance of \$54,885 because the last payroll in March wasn't posted in the correct month. The budget variance would then be \$33,288 less than actual instead of \$124,891 less. The \$33,288 variance is primarily due to the budgeted timing of the new Executive Director's start date.
- ✓ The variances in Employee Benefits (when compared to 2019 and budget) are related to the changes in staffing and posting of March payroll as noted in the prior bullet.
- ✓ Many of the budget variances in Operating Expenses are largely related to timing, which aren't always predictable (such as Contract Services, Consulting Services, Legal & Auditing, Facility & Operations, etc.). The more significant line item variances are noted in the financial statement report footnotes.
- ✓ The year to year and budget variances in Facilities & Operations expenses is primarily as the result of the write-off of Bad Debt in the amount of \$48,773. Some of these write-offs were offset by the income from the DNR Derelict Vessel program (in the amount of \$30,589). Most of these write-offs (78%) were from 2019 billings and 22% were from years 2016-2018.
- ✓ Utilities costs were less than both 2019 and budget (\$19,158 and \$9,137, respectively). This is primarily due to the warmer winter in 2020.
- ✓ Travel & Training costs were less than 2019 and budget (\$7,339 and \$4,313, respectively). There has been less travel YTD in 2020 and in 2019 there was a HAZWOPPER training for all relevant staff which cost ~\$4,200.
- ✓ Community Relations are more than 2019 by \$6,747 and were not budgeted for 2020. This included Deck the Docks (from December), Meet & Greet the new ED at NWMC and sponsorship of a high school racing team for Race to Alaska.

YTD Net Operating Income is \$304,496 and when including Non-Operating Revenues and Expenses, there is a Net Profit of \$637,632. This overall increase is reduced by both Capital Expenses and Debt Service principle which are listed in the Cash Flow report.

Non-Operating Revenues:

- ✓ Capital Contributions / Grants revenue exceeded 2019 due to the timing of grant billing and receipting, which varies.
- ✓ Interest income is higher in 2019 than 2020 since interest rates have fallen over the last year. However, compared to budget, 2020 is almost on target.
- ✓ Property and other taxes are significantly more in 2020 than 2019 due to the IDD Tax levy. The year to year variance is almost exactly the amount received YTD for the IDD (\$109,185).

Non-Operating Expenses:

- ✓ The Port's bond interest paid YTD is more than in 2019 since that same bond's interest was paid in December 2018 for January's due date of 2019.

Capital Projects:

During Quarter 1, 2020, the Port expended \$72,746 in various WIP (capital project "Work in Progress"). These projects are listed on the Cashflow report. There was one (1) capital improvement expense in the amount of \$1,000 which was for the installation of the electrical for the shed built to house the DirecTV equipment at Point Hudson.

Capital Purchases:

YTD Quarter 1, 2020 shows one (1) capital purchase which was for jack stands used in the Boat Yard. These cost \$19,969 (as noted in the Cashflow report).

Debt Service Obligations:

YTD Quarter 1, 2020, the following debt service payments were made:

- ✓ January - \$44,625 for interest only on the 2015 LTGO Bond

The remaining debt service due in 2020 is as follows:

- ✓ June - \$93,619 for interest only on the 2010 LTGO Bond
- ✓ July - \$504,625 for principle and interest (\$44,625) on the 2015 LTGO Bond
- ✓ December - \$388,619 for principal and interest (\$93,619) on the 2010 LTGO Bond

Cash & Investment balances:

At the end of the 1st quarter, the cash and investment balances totaled \$3,745,268. Of that total, year-end Reserve Cash & Investment balances were \$1,384,880, of which IDD Levy Tax Reserve is \$109,185. Unreserved Cash & Investments totaled \$2,360,388.

Port of Port Townsend
Summary of Operating & Non-Operating Revenues & Expenses
2020 Activity with Comparison to Prior Year and Budget

	YTD Mar 2019	YTD Mar 2020	Variance to prior year - 2019 v 2020	notes	YTD Budget 2020	Variance to Budget YTD
REVENUES				a		
Boat Haven Moorage	430,651	415,352	(15,299)		450,948	(35,596)
Yard Operations	427,403	412,297	(15,106)		430,786	(18,489)
Boat Haven Properties	173,207	168,554	(4,654)		152,317	16,237
Pt. Hudson Marina, RV & Prop	271,739	267,059	(4,680)		295,191	(28,132)
Quilcene	32,725	33,314	589		33,371	(57)
Ramps	13,504	11,255	(2,249)		13,900	(2,645)
JCIA	36,565	35,978	(587)		37,534	(1,556)
Total Revenues	1,385,794	1,343,809	(41,986)		1,414,047	(70,238)
EXPENSES						
Salaries & Wages	476,652	439,934	(36,718)	b	564,825	(124,891)
Payroll Taxes	50,575	46,860	(3,715)		56,100	(9,240)
Employee Benefits	123,352	132,356	9,004	c	198,769	(66,413)
Uniform Expense	2,975	4,281	1,306		2,157	2,125
Contract Services	66,453	75,309	8,856	d	65,349	9,960
Consulting Services	17,828	-	(17,828)		10,000	(10,000)
Legal & Auditing	38,855	4,776	(34,079)	e	24,999	(20,223)
Insurance	-	228	228		-	228
Facilities & Operations	99,719	157,212	57,493		97,352	59,860
Utilities	174,594	155,436	(19,158)	f	164,573	(9,137)
Marketing	8,235	10,134	1,899		8,208	1,926
Economic Development	-	-	-		-	-
Travel & Training	11,308	3,969	(7,339)	g	8,282	(4,313)
Cost of Goods - Fuel	2,506	2,035	(471)		2,700	(665)
Community Relations	35	6,782	6,747	h	-	6,782
Total Expenses	1,073,087	1,039,313	(33,775)		1,203,313	(164,001)
Income from Operations w/o Depr	312,707	304,496	(8,211)		210,734	93,763
Non-Operating Revenue						
Capital Contributions/Grants	131,223	111,670	(19,553)	i	25,000	86,670
Interest	7,602	5,745	(1,857)		6,600	(855)
Property & other taxes	147,466	254,898	107,432	j	131,087	123,811
Misc Non-Operating Revenue	7,818	5,597	(2,221)		6,955	(1,358)
Total Non-Operating Revenues	294,109	377,911	83,802		169,642	208,269
Non-Operating Expenses						
Bond Interest	-	44,625	44,625	k	44,625	-
Bond Mgmt, Issuance & Misc Exp	150	150	-		370	(220)
Election Expense	-	-	-		-	-
Total Non-Operating Expenses	150	44,775	44,625		44,995	(220)
Net Non-Operating Income (Expense)	293,959	333,136	39,177		124,647	208,489
Net Income (Loss)	606,666	637,632	30,965		335,381	302,251

Notes:

(a) This report is based on the accrual model, not CASH. The Cash report will be rolled out for the April YTD report in May. When comparing 2019 to 2020 Revenues, know that the 2019 revenues are accrued, but the 2020 are not. Expenses are comparable since we do not hold Port payables.

(b) Comparing 2019 to 2020, the timing of PR on a Cash Basis is most of the variance for Personnel costs. March 31 period end payroll (Salaries/Wages) was paid on April 2 in the amount of \$91,603, which is a variance from 2019 of \$54,885. The increase is directly attributable to the addition of three (3) new positions (Lease & Contracts Administrator, Environmental Specialist & Custodian) and a 1/2 month of the replacement ED position, while maintaining the former ED. In addition, there was an empty CSR position in January and February of 2019.

(c) The comparison of 2019 to 2020 Benefits is as expected to be higher (\$9,004) due to the 3 new positions mentioned in item (b). However, 2020 YTD budget is greater than actual for Benefits due to the timing of the March 31 payroll - item (b).

(d) Variance to prior year and budget is directly related to four (4) months of back-charges from Skookum for September - December. During that time, the Port was in negotiations with them regarding ongoing custodial contract for services.

(e) In 2019, approximately \$25,000 was spent on the Seattle Maritime Academy litigation, in addition, YTD 2020 reflects less use/need of this service.

(f) Utilities for 2020 YTD are less when compared to 2019 (by \$19,158), and slightly less than budget YTD by \$9,137. Some of the prior year costs are related to paying off the last months of a contract with CenturyLink in early 2019. In addition, the weather in 2019 was colder so Electricity usage was more.

(g) YTD 2019 Travel & Training was higher than 2020 due to the timing of staff travel reimbursement submittals and payments, in addition, in 2019 all relevant staff participated in HAZWOPPER training (which cost ~\$4,200).

(h) 2020 costs were higher for Community Relations when comparing to 2019 and Budget due to Deck the Docks event held in December, the rental deposit paid for the Executive Director candidate meet and greet held at the NWMC in January, and the sponsorship of the high school sailing team for the Race to Alaska.

(i) The variance between YTD 2019 to YTD 2020 Capital Contributions/Grants is to be expected dependent on grant billing and receipt.

(j) When comparing YTD 2019 to YTD 2020, the amount of Property & Other Taxes line item increase in 2020 is primarily due to the IDD Levy. YTD income for that levy is \$109,185.

(k) Bond interest for January 2019 was paid in December 2018.

Port of Port Townsend YTD Cashflow report

	notes	<u>YTD March 2020</u>
Net Income		637,632
Net Change in Accruals from Balance Sheet*		<u>(25,384)</u>
Less: Capital Expenses:		
WorkYard Resurfacing 2019		(665)
JCIA Runway Replacement project		(12,385)
BH Breakwater Repair 2019		(233)
PH South Jetty 2019-2020		(29,080)
PH 375 Hudson St. - Air Quality Imprvmnts 2019		(30,383)
Improvements		(1,000)
Equipment replacement	a	<u>(19,969)</u>
Total Capital Expenses		<u>(93,715)</u>
Less: Principal Payments on Debt:		
PTBH Marina - 2010 LTGO Bond		-
Point Hudson - 2015 LTGO Refunding Bond		<u>-</u>
Total Principal Payments		<u>-</u>
Increase (Decrease) in Cash Y-T-D		518,533
Beginning Cash at 1/1/2020		3,226,735
Ending Cash at 3/31/2020		<u><u>3,745,268</u></u>
<i>Ending Reserves - Other</i>		<i>1,275,695</i>
<i>Ending Reserve - IDD</i>		<i>109,185</i>
<i>Ending Unreserved</i>		<i>2,360,388</i>

**These are current assets and current liabilities.*

Notes:

(a) Purchase of Jack Stands for the Yard

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 22, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
AGENDA TITLE	VII. C. Covid-19 Update
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1) Staff Informational Memo 2) 2020 Budget to Actual Monthly Consolidated Updated Budget Projections for Covid-19 Pandemic (5 big pages) 3) Capital Project Worksheet & Schedule for: a) Linear Dock Electrical Upgrade, Boat Haven b) D-Dock Structural Renovation Project, Boat Haven

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 4/22/2020
TO: Commission
FROM: Eron Berg, Executive Director & Abigail Berg, Finance Director
SUBJECT: COVID-19 pandemic update & fiscal impact

ISSUES

1. Provide the Commission with an update on the Port's response to the COVID-19 pandemic and its early forecasted impacts on the 2020 budget.
2. Should the Commission approve the proposed 2020 plan for the use IDD funds?

BACKGROUND

This is the third memo providing updated information related to the COVID-19 pandemic, its impact on Port operations and the Port's response. No additional emergency orders have been issued as of the date this memo is written (April 17, 2020). In addition to updates to the items mentioned in the prior two COVID-19 memos, the primary purpose of this memo is to provide the Commission with information related to possible fiscal impacts of this pandemic on the Port, details on actions already taken and to discuss planned actions for 2020.

DISCUSSION

Updates since the April 8, 2020 report:

1. Under the CARES Act, the FAA has offered \$30,000 in funding for eligible costs at JCIA.
2. Yard operations remain at about 40% of typical for this time of year.
3. The Port has received five (5) requests for deferrals of rent for lease tenants, zero (0) requests from moorage tenants, two (2) notices of intent to terminate (one of which has converted to a month-to-month storage use agreement).
4. The PUD is installing fiber to JCIA for the purposes of providing a WIFI hotspot for use by K-12 students. The WIFI is planned to be installed in the AWOS cabinet.
5. The PUD is also installing the planned 480V power to the Yard; work began April 15.

The COVID-19 pandemic has resulted in economic impacts that are easy to predict (i.e., already happened or are happening) and will result in impacts that are unknown. To inform staff and the Commission, we have worked through various scenarios, based on assumptions using the best information available to us at this time. These assumptions will change and these scenarios will need to be updated regularly to be useful as a planning tool. We looked at the timing of the recovery, "quick," "moderate," and "extended," as the basis for our scenarios.

QUICK RECOVERY ASSUMPTIONS

- PTBH: Reduce nightly guest by 40% April-May
- YARD: Reduce 2020 yard overall by 40% April-May
- PT HUDSON: Delete cruise ships, Event Facility & Passenger Fees (April-May)
Increase RV Monthly May (offset from Nightly)
Reduce RV nightly same as moorage - 100% April-May
Reduce moorage nightly by 100% April-May
Reduce moorage nightly by 50% July-December

The quick recovery scenario is based on the assumption that the Governor's order will expire on May 4, 2020, and the lingering effects of any economic slowdown are limited to April and May, 2020, with business as usual beginning June 1.

While provided for illustrative purposes, based on the "light switch" economic theory of the broader economic restart, this seems very unlikely.

Revenue decreases from this scenario total \$406,441.

MODERATE RECOVERY ASSUMPTIONS

PTBH:	Reduce permanent moorage by 10% April-December Reduce nightly guest by 40% April-June Reduce nightly guest July-December
YARD:	Reduce 2020 yard overall by 40% April-June Reduce shipyard lay days by trade with Shipwrights' Co-op
PT HUDSON:	Reduce permanent moorage by 10% April-December Reduce moorage nightly by 100% April-June Reduce moorage nightly by 50% July-December Delete cruise ships, Event Facility & Passenger Fees (April-October) Reduce building leases by 25% (April-December) Increase RV Monthly May-June (offset from Nightly) Reduce RV nightly same as moorage - 100% April-June Reduce RV nightly same as moorage - 50% July-December
PTBH PROP:	Reduce lease revenue by 25% (April-December)
RAMPS	Reduce by 50%

This scenario seeks to balance what is known at this time with a conservative, but not worst-case-scenario outlook for the rest of 2020. It assumes that the Governor's order is extended beyond May 4th and that the effect of the "shut down" runs through June 30, with approximately a 50% recovery of the tourist economy for the last six months of the year. Building and ground leases at PTBH and Point Hudson are reduced by 25% for three quarters to address both deferred rent payments, storage agreements and the loss of tenants.

Staff used this scenario as the basis for the revenue shortfall mitigation strategies discussed later in this memo.

Revenue decreases from this scenario total \$1,037,895.

EXTENDED RECOVERY ASSUMPTIONS

PTBH:	Reduce permanent moorage by 20% April-December Reduce nightly guest by 40% April-September Reduce nightly guest October-December
YARD:	Reduce 2020 yard overall by 40% April-September Reduce shipyard lay days by trade with Shipwrights' Co-op
PT HUDSON:	Reduce permanent moorage by 20% April-December Reduce moorage nightly by 100% April-September Reduce moorage nightly by 50% October-December Delete cruise ships, Event Fac & Passenger Fees (April-December) Reduce bldg. leases by 25% (April-December) Increase RV Monthly May-September (offset from Nightly) Reduce RV nightly same as moorage - 100% April-September Reduce RV nightly same as moorage - 50% October-December
PTBH PROP:	Reduce lease revenue by 25% (April-December)
RAMPS:	Reduce by 50%

This scenario assumes that the Governor's order or the effects of the Governor's order/pandemic last through the summer season in its entirety. It is always possible to imagine an even worse worst-case-scenario, but this one is very grim.

Revenue decreases from this scenario total \$1,494,713.

In developing strategies to address the anticipated declines in revenue, the prime directive used is for the Port to emerge from the economic slowdown in a position of strength, both ready to grow with the improving economy and able to provide a foundation for the growth of Jefferson County's economy through the success of our tenants and use of our facilities.

Using the moderate scenario as our guide, the anticipated loss of revenue is \$1,038,045 in 2020. In developing mitigation strategies, the first question to be resolved is our target for ending-year cash. We used the 2020 beginning-year unreserved cash balance as our target number (\$1,993,540). Our recommendation to the Commission is that the Port end the year with no less than what it started with, in unreserved cash.

With the cuts already taken (outlined below) and additional cuts—e.g. no seasonal staff at Quilcene, reduced outside counsel costs, reduced travel, eliminated funding for the EDC and a few smaller operational cuts—the remaining difference between reduced revenue and 2020 expenditures can be addressed by using IDD funds to complete two priority projects using Port staff. This use of IDD funds meets three key objectives: (1) completes priority projects, (2) costs less than the Port would spend if contracted out, and (3) keeps highly valuable staff working.

Actions taken related to the Port's budget since March 16, 2020, include:

1. Instituted a "spending freeze" intended to limit spending other than those items that are necessary to operations or related to planned capital improvements. Nearly all expenditures are closely scrutinized at this time.
2. Cancelled the agreement for the Terminal Building at JCIA (but still planning for the airport terminal project as part of the regular 2020 capital program).
3. Decreased the scope of the Quilcene design & permitting project.
4. Did not execute the change order to provide early completion incentives for airport runway project to Scarsella Bros., in consultation with the contractor.
5. Worked with six (6) full time employees and their union representative to reduce hours in those positions from 40 hours to 24 hours per week, and moved another employee from 40 hours to 32 hours per week beginning April 20th, for an approximate monthly savings of \$8,500 (fully loaded).

Proposed 2020 IDD Spending Plan:

\$809,054	Expected IDD Levy funds
(326,400)	D-Dock Structural Renovation
(55,050)	Linear Dock Electrical Upgrade
(25,000)	Quilcene Dredging Design
97,396	Boat Haven Reserve Use
<u>\$500,000</u>	Ending Balance – IDD Reserve

Materials related to the D-Dock and Linear Dock projects have a long lead (up to 90 days). Staff is requesting approval of the 2020 IDD spending plan now in order to allow materials to be ordered so these projects may proceed as soon as possible.

FISCAL IMPACT

As discussed herein.

ATTACHMENTS

1. Spreadsheet detail for moderate scenario, including mitigation strategies.
2. Estimate for Linear Dock Electrical Upgrade project.
3. Estimate for D-Dock Structural Renovation Project.

RECOMMENDATIONS

1. Provide direction, if any, related to the Port's response to the COVID-19 pandemic.
2. Provide direction as to the target 2020 ending-year, unreserved cash balance, recommended at \$1,993,540.
3. MOTION to approve the use of IDD funds in 2020 as outlined in this memo.

2020 budget to actual monthly consolidated
Updated Budget Projections for Covid-19 Pandemic

Starting Cash & Investments
Unreserved 1/1/2020 \$ 1,993,540

	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total Actual & Remaining Budget 2020	Total Budget	Above (Below) bdt
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20			
Revenues															
Monthly Guest	20,977	17,780	17,103	31,287	30,714	29,884	33,065	32,379	32,154	31,924	25,540	22,347	325,154	343,803	(18,649)
Liveaboard Fee	2,004	1,724	1,924	1,730	2,311	2,229	2,229	2,229	2,229	2,229	2,061	2,061	24,959	24,749	210
Work Flt/Lift Pier	463	363	52	750	750	750	750	750	750	750	750	750	7,628	9,000	(1,372)
PTBH - Misc Revenue	950	800	1,101	2,100	950	1,300	1,200	1,200	1,100	1,000	1,000	950	13,651	14,500	(849)
PTBH - Showers	603	608	693	1,050	1,200	850	1,250	1,250	1,250	1,050	850	600	11,254	11,200	54
PTBH - Laundry	378	421	490	550	550	550	750	750	650	550	550	300	6,488	6,350	138
PTBH - Restroom Fobs	65	10	45	50	100	100	200	100	100	100	50	50	970	1,000	(30)
PTBH - Promo Sales	16	16	16	50	50	75	75	50	50	50	50	50	548	650	(102)
PTBH - Electric	13,308	3,073	9,505	9,750	8,850	6,500	8,300	7,100	6,300	6,500	8,700	9,300	97,186	106,600	(9,414)
Perm Moorage	109,624	88,735	97,765	97,823	97,875	98,080	93,742	93,373	95,020	97,749	97,880	97,874	1,165,540	1,169,496	(3,956)
Perm Mrg - Est. Decrease	-	-	-	(9,660)	(9,660)	(9,660)	(9,660)	(9,660)	(9,660)	(9,660)	(9,660)	(9,660)	(86,942)	-	(86,942)
Nightly Guest	7,949	6,876	9,917	14,420	28,840	27,810	38,831	35,020	36,050	12,566	6,489	6,489	231,257	232,883	(1,626)
Nightly - Est. Decrease	-	-	-	(9,476)	(9,476)	(9,476)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(52,428)	-	(52,428)
PT Boat Haven Moorage	156,336	120,407	138,609	140,424	153,054	148,992	166,732	160,541	161,993	140,808	130,260	127,111	1,745,265	1,920,231	(174,966)
Yard - Liveaboard Fee	233	314	156	77	77	77	77	77	77	77	77	77	1,396	924	472
Yard - Miscellaneous Revenue	(1,800)	6	61	373	373	373	373	373	373	373	373	377	1,628	4,480	(2,852)
Yard - Enviro Clean-up	-	-	2,210	-	-	-	-	-	-	-	-	-	2,210	-	2,210
Yard - Wrk Yard Enviro Fee	3,868	3,789	4,977	4,800	4,800	4,420	4,360	4,260	4,560	4,300	4,800	4,006	52,940	51,306	1,634
Yard - Ship Yard Enviro Fee	1,391	1,250	696	1,500	932	-	-	-	1,500	2,900	4,100	-	14,269	16,932	(2,663)
Yard - 70/75 Ton Hoist Revenue	11,920	19,111	19,875	39,797	39,061	39,804	30,892	28,140	27,237	35,946	17,068	14,574	323,425	334,479	(11,054)
Yard - 300 Ton Hoist Revenue	23,413	19,354	12,888	12,579	30,667	24,457	16,533	13,335	15,540	14,285	10,915	11,524	205,490	200,291	5,199
Yard - Washdown Revenue	4,826	3,588	6,337	7,400	9,700	9,400	7,000	5,900	8,684	10,300	5,800	5,500	84,436	86,684	(2,248)
Yard - Bilge Water Revenue	36	20	487	380	352	100	-	428	625	725	563	461	4,177	6,480	(2,303)
Yard - Work Yard Revenue	42,825	40,938	52,897	61,560	62,928	59,140	49,140	54,720	54,720	45,004	40,554	37,583	602,009	580,687	21,322
Yard - L/T Storage	6,868	3,248	5,167	6,317	6,317	6,317	6,317	6,317	6,317	6,317	6,317	6,317	72,136	75,804	(3,668)
Yard - Blocking Rent	3,204	2,375	3,428	5,300	5,100	4,800	2,425	2,000	5,200	5,275	5,200	5,230	49,537	56,430	(6,893)
Yard - Off Port Property Tarp Fe	140	-	444	125	125	125	125	125	125	125	125	125	1,709	1,500	209
Yard - WY Electric	2,678	2,357	3,624	3,300	2,700	2,550	2,550	2,400	2,400	2,550	2,550	2,640	32,299	31,980	319
Yard - SY Electric	3,762	2,285	4,172	4,380	4,100	3,120	1,460	1,280	2,680	3,560	4,380	4,300	39,479	43,040	(3,561)
Yard - WY Port Labor	-	-	-	300	400	500	-	-	-	400	250	250	2,100	3,500	(1,400)
Yard - SY Port Labor	600	-	465	1,000	700	400	-	-	-	500	300	-	3,965	4,500	(535)
Yard - Ship Yard Revenue	31,484	25,577	33,752	42,305	40,941	29,122	13,915	18,325	37,435	46,045	47,523	39,723	406,147	419,824	(13,677)
Coop space - Est. Decrease	-	-	-	(2,222)	(2,222)	(2,222)	(2,222)	(2,222)	(2,222)	(2,222)	(2,222)	(2,222)	(20,000)	-	(20,000)
Over-all Est. Decrease	-	-	-	(78,063)	(78,063)	(78,063)	-	-	-	-	-	-	(234,188)	-	(234,188)
Yard Operations	135,449	124,212	151,636	111,208	128,988	104,420	132,945	135,458	165,251	176,460	148,673	130,465	1,645,164	1,918,841	(273,677)

	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total Actual & Remaining Budget 2020	Total Budget	Above (Below) bdtg
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20			
Pt Hudson - Liveaboard Fee	922	1,022	922	882	-	-	-	-	-	772	772	772	6,063	6,084	(21)
Pt Hudson - Monthly Guest	15,955	15,825	15,331	14,665	695	695	695	695	695	14,665	15,911	15,911	111,737	114,876	(3,139)
Pt Hudson - Kayak Racks	862	629	1,014	1,164	1,270	1,180	1,207	920	758	758	758	867	11,387	11,869	(482)
Pt Hudson - Reservation Fee	2,602	2,706	269	3,450	4,510	5,120	6,760	5,720	3,270	3,290	2,050	1,930	41,677	43,150	(1,473)
Pt Hudson - Showers	415	300	598	723	828	857	1,030	1,020	904	736	563	552	8,525	8,740	(215)
Pt Hudson - Laundry	953	688	970	934	976	819	1,461	1,377	964	928	651	686	11,406	11,302	104
Pt Hudson - Promo Sales	12	45	48	50	150	150	150	150	150	50	50	-	1,005	950	55
Pt Hudson - Misc Revenue	272	18	-	200	200	200	200	200	200	(100)	100	100	1,589	1,700	(111)
Pt Hudson - Refndbl Misc Dep	-	-	(1,788)	-	-	-	-	-	-	-	-	-	(1,788)	-	(1,788)
Pt Hudson - Parking	223	241	109	500	1,500	2,200	2,200	2,800	750	-	-	-	10,522	10,150	372
Pt Hudson - Prop Utility Reim	2,886	954	3,812	3,600	3,600	3,400	3,500	3,300	3,500	3,600	3,600	3,600	39,352	42,500	(3,148)
Pt Hudson - Electric	2,582	759	2,347	2,500	2,200	3,050	4,500	4,500	2,950	2,450	2,450	2,610	32,898	34,810	(1,912)
Pt Hudson - Refndbl Secr Dep	-	-	566	-	-	-	-	-	-	-	-	-	566	-	566
Pt Hudson - Perm Moorage	10,594	9,480	10,477	12,235	12,759	13,231	12,965	12,739	12,603	12,322	12,322	11,250	142,977	145,557	(2,580)
PH - Perm Mrg Est. Decrease	-	-	-	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(1,255)	(11,299)	-	(11,299)
Pt Hudson - Nightly Guest	1,122	2,807	3,590	9,512	24,560	33,644	52,197	50,632	32,231	5,617	3,481	2,696	222,090	222,908	(818)
Nightly Est. Decrease	-	-	-	(9,512)	(24,560)	(33,644)	(26,099)	(25,316)	(16,116)	(2,809)	(1,741)	(1,348)	(141,143)	-	(141,143)
Pt Hudson - Monthly R.V.	10,650	6,894	11,105	9,056	5,203	-	-	-	-	5,203	7,924	8,535	64,570	68,604	(4,034)
Monthly RV Est. INCREASE	-	-	-	-	8,333	8,333	8,333	8,333	8,333	8,333	-	-	50,000	-	50,000
Pt Hudson - Nightly R.V.	8,694	10,328	8,589	22,753	39,310	52,090	61,584	59,786	47,744	37,039	14,885	9,812	372,614	382,726	(10,112)
PH - Nightly RV Est. Decrease	-	-	-	(22,753)	(39,310)	(52,090)	(30,792)	(29,893)	(23,872)	(18,520)	(7,443)	(4,906)	(229,578)	-	(229,578)
City Pier & Union Wharf Usage	-	-	-	2,292	3,778	1,762	2,892	2,574	2,636	4,041	-	-	19,975	19,975	-
Cruise Ships Est. Decrease	-	-	-	(2,292)	(3,778)	(1,762)	(2,892)	(2,574)	(2,636)	(4,041)	-	-	(19,975)	-	(19,975)
Pt Hudson - Passenger Fee	-	-	-	1,476	2,418	2,630	3,650	3,230	2,252	1,346	-	-	17,002	17,002	-
PH - Pass Fee Est. Decrease	-	-	-	(1,476)	(2,418)	(2,630)	(3,650)	(3,230)	(2,252)	(1,346)	-	-	(17,002)	-	(17,002)
Pt Hudson - Event Facility Rev	536	-	-	150	600	600	600	700	26,900	500	250	50	30,886	30,700	186
PH - Event Fac. Est. Decrease	-	-	-	(150)	(600)	(600)	(600)	(700)	(26,900)	(500)	(250)	(50)	(30,350)	-	(30,350)
Pt Hudson - Bldg Lease Rev	32,638	29,959	30,462	32,237	32,237	32,237	32,237	32,237	32,237	32,237	32,237	32,236	383,191	386,843	(3,652)
Bldg. Leases Est. Decrease	-	-	-	(8,059)	(8,059)	(8,059)	(8,059)	(8,059)	(8,059)	(8,059)	(8,059)	(8,059)	(72,533)	-	(72,533)
Point Hudson Marina, RV & Prop	91,916	82,653	88,420	72,881	65,147	62,158	122,814	119,886	97,987	97,258	79,256	75,989	1,056,365	1,560,446	(504,082)
PTBH Prop - Lease Revenue	54,061	47,329	51,764	46,031	46,031	46,031	46,031	46,031	46,031	46,031	46,031	46,031	567,432	552,371	15,061
PTBH Prop Leases Est. Decr	-	-	-	(15,344)	(15,344)	(15,344)	(15,344)	(15,344)	(15,344)	(15,344)	(15,344)	(15,344)	(138,092)	-	(138,092)
PTBH Prop - Refdbl Secr Dep	-	-	1,984	-	-	-	-	-	-	-	-	-	1,984	-	1,984
PTBH Prop - Storage Unit Reven	898	898	588	785	705	719	741	693	550	560	650	650	8,437	8,280	157
PTBH Prop - Fuel Dock Lease	1,192	904	1,039	1,200	1,500	1,800	2,700	2,500	2,300	2,300	1,600	1,000	20,034	20,000	34
PTBH Prop - Electric	150	(13)	538	350	300	289	201	310	200	150	200	200	2,876	2,800	76
PTBH Prop - Stormwater Fees	1,086	929	953	650	650	650	650	650	650	650	650	650	8,818	7,800	1,018
PTBH Prop - Other Util, Wtr, Sw	1,684	230	1,169	2,116	2,116	2,116	2,116	2,116	2,116	2,116	2,120	2,120	22,135	25,400	(3,265)
PT Boat Haven Properties	59,070	50,276	58,035	35,788	35,958	36,261	37,095	36,956	36,503	36,463	35,907	35,307	493,623	616,651	(123,028)
Quilcene - Nightly Moorage	77	22	-	80	350	875	775	1,000	260	65	50	(50)	3,504	3,645	(141)
Quilcene - Perm Moorage	3,527	3,230	3,358	4,269	5,502	5,023	5,533	5,922	4,824	4,157	3,200	2,842	51,387	49,222	2,165
Quilcene - Liveaboard Fee	340	160	240	78	78	78	78	78	78	78	78	78	1,443	936	507
Quilcene - Showers	420	280	150	274	228	227	400	400	300	250	200	170	3,299	3,074	225

	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total Actual & Remaining Budget 2020	Total Budget	Above (Below) bdtg
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20			
Quilcene - Reservations	99	22	-	120	50	200	80	50	20	-	-	-	641	700	(59)
Quilcene - Misc Revenue	-	-	-	20	25	35	40	50	45	-	-	-	215	215	-
Quilcene - Lease Revenue	5,324	5,324	5,106	5,308	5,308	5,308	5,308	5,308	5,308	5,308	5,308	5,308	63,526	63,694	(168)
Quilcene - Fuel Sales	1,197	-	445	2,250	1,100	2,092	2,041	2,712	2,400	2,170	1,350	700	18,457	19,500	(1,043)
Quil - Fuel Sales Est. Decr.	-	-	-	(2,250)	(1,100)	(2,092)	(2,041)	(2,712)	(2,400)	(2,170)	(1,350)	(700)	(16,815)	-	(16,815)
Quilcene - Recreatl Ramp Fees	384	320	196	830	2,050	1,521	1,489	1,580	1,270	170	100	100	10,010	10,470	(460)
Quil - Ramp Fees Est. Decr.	-	-	-	(415)	(1,025)	(761)	(745)	(790)	(635)	(85)	(50)	(50)	(4,555)	-	(4,555)
Quilcene - Commercial Use Fees	-	-	-	1,200	600	-	800	-	200	-	-	-	2,800	3,000	(200)
Quilcene - Water	1,058	296	921	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	13,076	14,400	(1,324)
Quilcene - Electric	371	99	347	71	107	85	144	107	75	75	75	75	1,631	1,189	442
Quilcene Marina & Property	12,797	9,754	10,764	13,035	14,473	13,792	15,103	14,905	12,945	11,218	10,161	9,673	148,618	170,045	(21,427)
Ramp Fees	3,810	4,450	2,699	3,200	5,880	5,100	8,662	2,760	2,200	1,398	1,000	200	41,359	43,700	(2,341)
Ramp Fees Est. Decrease	-	-	-	(1,600)	(2,940)	(2,550)	(4,331)	(1,380)	(1,100)	(699)	(500)	(100)	(15,200)	-	(15,200)
PTBH - Commercial Use Fees	-	-	-	-	-	1,200	1,800	600	1,000	1,000	-	-	5,600	5,600	-
Dinghy Float Revenue	26	300	-	350	350	200	200	150	100	50	-	-	1,726	2,000	(274)
Ramp Use	3,836	4,750	2,699	1,950	3,290	3,950	6,331	2,130	2,200	1,749	500	100	33,485	51,300	(17,815)
JCIA - Electric	205	-	-	180	134	289	105	124	75	80	80	80	1,352	1,647	(295)
JCIA - Misc Revenue	-	-	-	8	8	8	8	8	8	8	8	8	75	100	(25)
JCIA - Lease Revenue	9,429	8,954	9,177	9,371	9,371	9,371	9,371	9,371	9,371	9,371	9,371	9,371	111,899	112,452	(553)
JCIA - Hangar Revenue	2,713	2,137	2,492	2,681	2,681	2,681	2,681	2,681	2,681	2,681	2,681	2,684	31,474	32,175	(701)
JCIA - Vehicle Parking	206	-	-	45	75	85	85	85	85	45	45	35	791	720	71
JCIA - Aircraft Parking	399	55	33	80	175	175	350	250	151	50	50	50	1,818	1,476	342
JCIA - Fuel Lease Revenue	96	83	-	250	431	450	343	343	200	200	200	175	2,771	3,165	(394)
JCIA Operations	13,048	11,228	11,702	12,615	12,875	13,059	12,943	12,862	12,571	12,435	12,435	12,403	150,179	151,735	(1,556)
Total Operating Revenues	472,453	403,280	461,864	387,902	413,785	382,632	493,963	482,738	489,450	476,391	417,193	391,048	5,272,699	6,389,249	(1,116,550)
Operating Expenses															
Salaries & Wages	186,128	169,397	84,409	188,275	199,364	199,364	186,694	186,694	186,700	176,860	175,646	175,615	2,115,146	2,240,037	(124,891)
Payroll Taxes	19,956	17,789	9,116	18,900	20,540	20,540	19,540	19,540	19,539	17,899	17,702	17,734	218,794	228,034	(9,240)
Employee Benefits	-	64,363	67,993	67,233	69,732	69,732	66,576	66,577	66,578	64,250	63,737	63,466	730,237	796,650	(66,413)
Maint in Capital (loaded)	-	-	-	-	-	(17,541)	(17,541)	(20,891)	(20,891)	(20,891)	(17,541)	(17,541)	(132,835)	-	(132,835)
No Seasonal Help (2) Est.	-	-	-	(1,000)	(2,000)	(2,000)	(2,000)	(2,000)	(1,000)	-	-	-	(10,000)	-	(10,000)
Uniform Expense	1,234	2,566	481	772	752	712	712	712	712	712	702	712	10,775	8,650	2,125
Contract Services	43,990	20,745	10,575	18,654	21,274	19,953	26,043	20,003	22,305	20,302	21,802	21,331	266,976	257,016	9,960
Consulting Services	-	-	-	2,500	2,500	5,000	2,500	2,500	5,000	2,500	2,500	5,000	30,000	40,000	(10,000)
Legal Services	129	2,667	1,980	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,337	79,777	100,000	(20,223)
Use of In-house Counsel	-	-	-	(7,778)	(7,778)	(7,778)	(7,778)	(7,778)	(7,778)	(7,778)	(7,778)	(7,778)	(70,000)	-	(70,000)
Audit Services	-	-	-	-	-	-	-	-	-	13,200	2,000	2,000	17,200	17,200	-
Insurance	-	228	-	-	-	-	-	-	298,396	-	-	-	298,624	298,396	228
Office/Computer Supplies	790	251	867	200	-	200	900	-	-	500	-	-	3,708	3,000	708
Operating Supplies	5,489	5,441	4,208	2,013	14,091	6,634	4,694	14,096	9,630	8,963	5,758	4,511	85,528	90,000	(4,472)
Enviro Material/Supplies	-	-	-	1,250	-	-	-	-	1,250	-	-	-	2,500	2,500	-

	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total Actual & Remaining Budget 2020	Total Budget	Above (Below) bdtg
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20			
Tarp Pool Expense	-	3,411	5,010	5,270	3,000	6,400	-	-	2,000	2,500	1,000	-	28,591	22,500	6,091
Tarp Pool Est. Decrease	-	-	-	(2,750)	(1,750)	(2,750)	-	-	(750)	(1,000)	(1,000)	-	(10,000)	-	(10,000)
Emp Recog/Relations	191	-	-	50	-	500	100	-	-	-	-	500	1,341	1,200	141
Postage	-	15	551	155	75	910	825	125	635	75	735	880	4,981	5,742	(761)
Janitorial Supplies	1,724	1,223	1,573	2,853	3,553	1,686	1,913	3,020	3,324	2,830	2,955	3,130	29,784	30,250	(466)
Fuel & Lubricants	1,558	3,040	704	1,800	3,990	2,700	2,650	2,530	1,520	1,470	1,730	1,464	25,155	25,964	(809)
Permits	250	960	516	1,400	-	-	50	1,344	694	-	-	-	5,213	6,188	(975)
Equipment Rental	-	-	-	2,000	1,300	200	-	-	1,200	-	-	-	4,700	6,000	(1,300)
Claims & Damages	-	-	-	-	-	-	-	-	1,500	-	-	-	1,500	3,000	(1,500)
Membership & Dues	10,308	641	-	50	920	-	-	-	-	750	-	900	13,569	13,500	69
Bank Charges	5,823	6,557	7,540	7,251	8,089	7,858	7,015	7,373	7,715	7,460	7,276	5,601	85,556	82,650	2,906
Excise Tax	1,772	1,007	1,018	1,842	2,262	2,814	3,645	3,241	3,120	1,893	1,685	1,667	25,966	25,740	226
Bad Debt	-	(200)	48,973	-	5,000	-	-	-	-	-	-	3,000	56,773	8,000	48,773
Miscellaneous Expense	-	854	3,000	125	125	275	175	183	183	133	233	183	5,469	2,249	3,220
Repair & Maint Supplies	3,490	18,842	9,815	8,108	7,334	13,730	7,178	6,628	9,777	9,033	8,019	6,054	108,009	100,000	8,009
Utilities	49,499	57,294	48,643	51,291	45,792	40,259	38,801	38,962	39,056	44,098	49,569	52,699	555,963	565,100	(9,137)
Utilities YARD Est. Decr.	-	-	-	(1,111)	(1,111)	(1,111)	(1,111)	(1,111)	(1,111)	(1,111)	(1,111)	(1,111)	(10,000)	-	(10,000)
Advertising - Legal (2018)	93	2,309	301	1,042	850	100	200	538	429	650	150	-	6,662	5,257	1,405
Marketing	-	3,474	2,997	8,741	2,752	3,006	1,800	3,334	4,114	3,868	2,337	2,338	38,761	35,000	3,761
Promotion	480	240	240	100	1,600	2,000	1,926	1,024	1,150	600	400	-	9,760	13,000	(3,240)
Economic Development	-	-	-	-	15,000	-	-	-	-	-	-	15,000	30,000	30,000	-
Eliminate EDC support	-	-	-	-	(15,000)	-	-	-	-	-	-	(15,000)	(30,000)	-	(30,000)
Travel & Training	144	1,857	1,968	1,868	900	6,000	2,800	2,450	1,500	850	4,100	6,250	30,687	35,000	(4,313)
Reduce Travel May-Aug	-	-	-	-	(900)	(6,000)	(2,800)	(2,450)	-	-	-	-	(12,150)	-	(12,150)
Cost of Goods - Fuel	-	2,035	-	2,900	-	3,200	2,100	-	2,400	1,500	1,200	1,000	16,335	17,000	(665)
Reduce Fuel Cost (Quil)	-	-	-	-	-	(3,200)	(2,100)	-	(2,400)	(1,500)	(1,200)	(1,000)	(11,400)	-	(11,400)
Community Relations	5,118	(336)	2,000	-	-	-	-	-	-	-	-	-	6,782	-	6,782
Total Operating Expenses	338,167	386,669	314,477	392,336	410,588	381,726	353,840	354,977	664,830	358,949	350,939	356,942	4,664,437	5,114,823	(450,386)
Operating Income (Loss)	134,286	16,611	147,387	(4,434)	3,197	906	140,123	127,761	(175,379)	117,442	66,254	34,106	608,262	1,274,426	(666,164)
Non-Operating Revenue															
Grants - FAA	-	69,836	-	-	388,000	350,400	750,000	805,000	250,000	450,000	235,000	60,000	3,358,236	3,288,400	69,836
Other Capital Grants	-	41,835	-	45,000	-	30,000	5,000	-	-	-	-	2,800	124,635	107,800	16,835
Capital Contributions/Grants	-	111,670	-	45,000	388,000	380,400	755,000	805,000	250,000	450,000	235,000	62,800	3,482,870	3,396,200	86,670
ARRA Bond Int Subsidy	-	-	-	-	-	16,000	-	-	-	-	16,000	-	32,000	32,000	-
Investment Interest	2,131	1,968	1,647	2,200	2,200	2,200	2,200	1,600	1,500	1,500	1,000	1,000	21,145	22,000	(855)
Interest	2,131	1,968	1,647	2,200	2,200	18,200	2,200	1,600	1,500	1,500	17,000	1,000	53,145	54,000	(855)
Operating Tax Levy	3,031	49,885	63,564	420,300	50,000	7,000	4,000	7,000	20,000	337,028	65,000	3,000	1,029,808	1,030,000	(192)
IDD Tax Levy	1,078	54,399	53,707	293,449	35,000	3,500	2,000	3,500	15,000	293,000	50,527	2,000	807,160	-	807,160
State Forest Revenues	1,263	9,153	5,949	2,000	2,000	2,500	2,500	2,000	2,000	2,000	2,000	2,000	35,365	24,000	11,365
State Timber Excise Tax	-	10,570	-	-	8,000	-	-	9,000	-	-	8,000	-	35,570	33,000	2,570
Leasehold Excise Tax	-	2,299	-	1,415	-	1,315	-	1,315	-	1,315	-	1,315	8,974	8,090	884
Property & other taxes	5,372	126,305	123,221	717,164	95,000	14,315	8,500	22,815	37,000	633,343	125,527	8,315	1,916,877	1,095,090	821,787
Insurance Recovery	1,150	-	-	-	17,000	-	-	-	50,000	111,850	-	-	180,000	50,000	130,000

	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total Actual & Remaining Budget 2020	Total Budget	Above (Below) bdtg
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20			
Finance Charges	1,448	20	2,979	2,100	2,100	2,150	2,000	2,000	2,000	1,900	1,800	1,250	21,747	24,000	(2,253)
Other Non-Operating Revenues	-	-	-	5	105	205	5	105	105	5	105	105	745	1,000	(255)
Misc Non-Operating Revenue	2,598	20	2,979	2,105	19,205	2,355	2,005	2,105	52,105	113,755	1,905	1,355	202,492	75,000	127,492
LESS: IDD Reserve for 2020				(234,054)						(250,000)	(25,000)		(509,054)	-	(509,054)
Total Non-Operating Revenues	10,100	239,963	127,847	532,415	504,405	415,270	767,705	831,520	340,605	948,598	354,432	73,470	5,146,331	4,620,290	526,041
Non-Operating Expenses															
Int Exp - 2010 LTGO Bond	-	-	-	-	93,619	-	-	-	-	-	-	93,619	187,238	187,238	-
Principal 2010 LTGO	-	-	-	-	-	-	-	-	-	-	-	295,000	295,000	-	295,000
Int Exp - 2015 LTGO Rfdg Bond	44,625	-	-	-	-	-	37,725	-	-	-	-	-	82,350	82,350	-
Principal 2015 LTGO	-	-	-	-	-	-	460,000	-	-	-	-	-	460,000	-	460,000
Bond Interest & Principal	44,625	-	-	-	93,619	-	497,725	-	-	-	-	388,619	1,024,588	269,588	755,000
Bond Management Fees	-	-	-	-	-	250	-	-	250	-	-	250	750	1,000	(250)
Investment Fees	50	50	50	45	45	45	45	45	40	40	40	35	530	500	30
Bond Mgmt, Issuance, Investmt	50	50	50	45	45	295	45	45	290	40	40	285	1,280	1,500	(220)
PH South Jetty project	488	11,468	52,880	10,000	25,000	10,000	37,000	15,000	12,000	7,419	12,500	6,345	200,100	100,000	100,100
JCIA Runway Rehab	11,240	775			388,000	350,400	750,000	805,000	250,000	450,000	235,000	60,000	3,300,415	3,304,000	(3,585)
BH Breakwater Repair	61	142						175,000	124,858				300,061	300,000	61
PH Hudson St. Air Ventilation	-	3,357			4,020								7,377	-	7,377
PH Hudson St. Leashld Imp													-	35,000	(35,000)
2019 WorkYard Resurfacing	665												665	-	665
2020 WorkYard Resurfacing									45,000	40,500		4,500	90,000	90,000	-
Yard Transformers Upgrade					5,000								5,000	5,000	-
JCIA Airport Terminal				6,728					60,000	33,500			100,228	-	100,228
Quilcene Dredging					25,000								25,000	40,000	(15,000)
IDD Funds capital						60,000	80,000	80,000	80,000				300,000	-	300,000
Small Capital projects					25,000	25,000	25,000	25,000	25,000				125,000	125,000	-
PH S. Jetty CONTINGENCY											175,000	75,000	250,000	250,000	-
2020 Capital Project Work	12,454	15,742	52,880	16,728	472,020	445,400	892,000	1,100,000	596,858	531,419	422,500	145,845	4,703,846	4,249,000	454,846
Total Non-Operating Expenses	57,129	15,792	52,930	16,773	565,684	445,695	1,389,770	1,100,045	597,148	531,459	422,540	534,749	5,729,714	4,520,088	1,209,626
Net Non-Oper Income(Exp)	(47,029)	224,171	74,917	515,642	(61,279)	(30,425)	(622,065)	(268,525)	(256,543)	417,139	(68,108)	(461,279)	(583,383)	100,202	(683,585)
Net Income (Loss)	87,257	240,782	222,304	511,208	(58,082)	(29,519)	(481,942)	(140,764)	(431,922)	534,581	(1,854)	(427,173)	24,878	1,374,628	(1,349,750)
Ending Unreserved Cash	2,080,797	2,321,579	2,543,884	3,055,091	2,997,009	2,967,491	2,485,549	2,344,785	1,912,863	2,447,445	2,445,591	2,018,418			
Total Ending Cash	Budgeted	Revised													
Reserve - Other	1,062,234	1,015,799	2020 Ending balances was based on 2019's Budgeted Ending bal., Actual 2019 Ending balance was slightly higher.												
Reserve - IDD	-	509,054	Not in adopted budget since IDD levy was voted in later.												
Unreserved	1,830,180	2,018,418	Diff btwn 2020 Beginning Unreserved Cash is \$24,878												
	2,892,414	3,543,271													



CHRIS SPARKS
MAINTENANCE MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: April 10, 2020

PROJECT: Linear Dock Electrical Upgrade Boat Haven

PROJECT DISCRPTION: Electrical services to our older docks have not been upgraded in over twenty-five years. The repair and replacement has been on a select basis in order to keep the facility running and safe. As parts for these older pedestals become scarce and the outer casings start to rust beyond repair it is essential from both a performance and safety stance that replacement needs to be done. In addition, the large transformers servicing Linier Dock need new marine grade covers to protect them from the marine environment. For this reason, we are looking to replace 25 electrical pedestals and associated connection parts and have 3 new transformer covers manufactured to replace badly rusted ones.

SCHEDULE: Each one of the specified pedestals is custom made and will take time to schedule and manufacture once approvals are obtained. Many of these suppliers require a deposit before fabrication can begin so deposit appropriation time will need to be added. This will be negotiated after approval. The pedestals that we will be using will match the newer pedestals installed on our A-B dock and Point Hudson. These have served us well and will allow our maintenance department to stock repair supplies for just one type of unit.

We are estimating that the manufacture of these pedestals will take approximately 90 days after approval. With that in mind we anticipate a schedule for replacement to begin in August 2020 and take about 150 hours to install. With that in mind the project completion days should be October/November 2020

QUANTITIES:

Item	Qty.	Unit	Total
Custom Marine Grade Electrical Pedestals	25	\$1500	\$37,500
Associated Parts and Connectors			\$1,000
Transformer Covers	3	\$500	\$1,500

LABOR:

Port Staff Labor	150 hours	\$67/Hr.	\$10,050
Project Cost Contingency	10%		\$5,000

TOTAL PROJECT COST: \$55,050

Each one of the specified pedestals is custom made and will take time to schedule and manufacture once approvals are obtained. Many of these suppliers require a deposit before fabrication can begin so deposit appropriation time will need to be added. This will be negotiated after approval. The pedestals that we will be using will match the newer pedestals installed on our A-B dock and Point Hudson. These have served us well and will allow our maintenance department to stock repair supplies for just one type of unit.

We are estimating that the manufacture of these pedestals will take approximately 90 days after approval. With that in mind we anticipate a schedule for replacement to begin in August 20 and take about 145 hours or three and a half weeks to install. With that in mind the project completion days should be September 1, 2020



CHRIS SPARKS
MAINTENANCE MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: April 10, 2020

PROJECT: D-Dock Structural Renovation Project Boat Haven

PROJECT DISCRIPTION: As the structural integrity of the older docks at Boat Haven comes to its expected useful life, the need for replacement structural supports is needed. This includes but is not limited to new whalers; rub boards, and triangle dock fillets. Many of the dock surfaces are also experiencing concrete spalding that will need additional care to remove and re-pour a new concrete surface. This is a procedure that is presently being done at the Port of Everett with great success. In addition to this, utility supports serving water, electrical, and fire suppression systems need to be repaired and or in some cases replaced. This project is a long-term capital maintenance project that will give these older docks ten to fifteen years more of service.

SCHEDULE: The schedule for this project is expected to last thru the end of the year or even early 2021. It is estimated that over 2750 hours of staff time will be needed to accomplish this project. We would be looking at assigning **Four** highly skilled maintenance staff to his project and they would be spending about 2/3rd of their time completing it. The schedule is also dependent on material sourcing. The whalers are custom made and will probably be provided by Bellingham Marine however bids for these supplies have not yet been requested. Estimating two months for supplies to be on site the project could commence in June and run thru the end of the year or even into early 2021 depending on supplies and workload.

QUANTITIES:

This project will require many parts and fittings. Because of the complexity of this project and the unknowns that we will face we have added a 15% contingency to this project.

Item	Qty.	Unit	Total
Whalers and Rub boards	300	\$250	\$75,000
Thru rods and associated hardware	400	\$25	\$10,000
Pile Hoops	40	\$25	\$1,000
Internal Pile Guides	20	\$225	\$4,500
Fiberglass triangle dock fillets and support	52	\$300	\$15,600
Utility hangars	55	\$25	\$1,375
<u>Misc Materials (concrete, rebar, screws, etc)</u>			\$5,000
Material subtotal			<u>\$112,475</u>
LABOR:			
Port Staff Labor	2,750 hours	\$67/Hr.	\$184,250
Project Cost			\$296,725
Contingency	10%		\$29,675
TOTAL PROJECT COST:			<u>\$326,400</u>

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 22, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational Items
AGENDA TITLE	Informational Items
STAFF LEAD	
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion <input type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none">1. Detailed Statement of Activity for YTD March 20202. March 2020 Operations Report

Port of Port Townsend
Summary of Operating & Non-Operating Revenues & Expenses
2020 Activity with Comparison to Prior Year and Budget

	YTD Mar 2019	YTD Mar 2020	Variance to prior year - 2019 v 2020	notes	YTD Budget 2020	Variance to Budget YTD
REVENUES				a		
PTBH - Permanent Moorage	291,224	296,124	4,900		300,080	(3,956)
PTBH - Liveaboard Fee	5,129	5,651	522		5,441	210
PTBH - Work Float/Lift Pier Usage	2,366	878	(1,488)		2,250	(1,372)
PTBH - Monthly Guest	70,212	55,860	(14,351)		74,509	(18,649)
PTBH - Nightly Guest	20,508	24,742	4,234		26,368	(1,626)
PTBH - Miscellaneous Revenue	3,797	2,851	(946)		3,700	(849)
PTBH - Showers	1,811	1,904	93		1,850	54
PTBH - Restroom Key Fobs	-	120	120		150	(30)
PTBH - Laundry	1,219	1,288	69		1,150	138
PTBH - Promotional Sales	146	48	(98)		150	(102)
PTBH - Electric	34,240	25,886	(8,355)		35,300	(9,414)
Boat Haven Moorage	430,651	415,352	(15,299)		450,948	(35,596)
Yard - Liveaboard Fee	228	703	475		231	472
Yard - Miscellaneous Revenue	6,129	(1,733)	(7,862)		1,119	(2,852)
Yard - Work Yard Port Labor	-	-	-		1,400	(1,400)
Yard - Ship Yard Port Labor	-	1,065	1,065		1,600	(535)
Environmental - Clean Up Revenue	-	2,210	2,210		-	2,210
Yard - Work Yard Enviro Fee	8,800	12,634	3,834		11,000	1,634
Yard - Ship Yard Enviro Fee	1,540	3,337	1,797		6,000	(2,663)
Yard - 70/75 Ton Hoist Revenue	67,980	50,906	(17,074)		61,960	(11,054)
Yard - 300 Ton Hoist Revenue	39,242	55,655	16,413		50,456	5,199
Yard - Washdown Revenue	17,267	14,752	(2,515)		17,000	(2,248)
Yard - Bilge Water Revenue	2,624	543	(2,081)		2,846	(2,303)
Yard - Work Yard Revenue	117,874	136,660	18,786		115,338	21,322
Yard - Ship Yard Revenue	119,328	90,813	(28,515)		104,490	(13,677)
Yard - L/T Storage	20,504	15,283	(5,221)		18,951	(3,668)
Yard - Blocking Rent	9,260	9,007	(253)		15,900	(6,893)
Yard - Off Port Property Tarp Fee	920	584	(336)		375	209
Yard - Refundable Misc. Deposits	-	1,000	1,000		-	1,000
Yard - Work Yard Electric	-	8,659	8,659		8,340	319
Yard - Ship Yard Electric	15,298	10,219	(5,079)		13,780	(3,561)
Yard - Garbage	409	-	(409)		-	-
Yard Operations	427,403	412,297	(15,106)		430,786	(18,489)
PTBH Prop - Lease Revenue	158,265	153,153	(5,112)		138,092	15,061
PTBH Prop - Storage Unit Revenue	2,453	2,384	(69)		2,227	157
PTBH Prop - Fuel Dock Lease	3,078	3,134	56		3,100	34
PTBH Prop - Refundable Security Dep.	-	3,157	3,157		-	3,157
PTBH Prop - Electric	487	676	188		600	76
PTBH Prop - Stormwater Fees	1,901	2,968	1,067		1,950	1,018
PTBH Prop - Other Util, Wtr, Swr, Garbg	7,024	3,083	(3,941)		6,348	(3,265)
Boat Haven Properties	173,207	168,554	(4,654)		152,317	16,237
Pt Hudson - Permanent Moorage	31,934	30,551	(1,383)		33,131	(2,580)
Pt Hudson - Liveaboard Fee	2,802	2,865	63		2,886	(21)
Pt Hudson - Monthly Guest	48,779	47,110	(1,668)		50,249	(3,139)

Pt Hudson - Nightly Guest	7,637	7,520	(118)		8,338	(818)
Pt Hudson - Monthly R.V.	31,726	28,649	(3,077)		32,683	(4,034)
Pt Hudson - Nightly R.V.	29,620	27,611	(2,009)		37,723	(10,112)
Pt Hudson - Kayak Racks	2,921	2,505	(416)		2,987	(482)
Pt Hudson - Reservation Fee	6,800	5,577	(1,223)		7,050	(1,473)
Pt Hudson - Showers	1,837	1,312	(525)		1,527	(215)
Pt Hudson - Laundry	2,609	2,610	2		2,506	104
Pt Hudson - Refundable Misc Deposits	-	2,115	2,115		-	2,115
Pt Hudson - Miscellaneous Rev	387	289	(97)		400	(111)
Pt Hudson - Promotional Sales	70	105	35		50	55
Pt Hudson - Building Lease Revenue	86,728	93,059	6,332		96,711	(3,652)
Pt Hudson - Refundable Security Dep.	-	732	732		-	732
Pt Hudson - Parking	200	572	372		200	372
Pt Hudson - Event Facility Rev	150	536	386		350	186
Pt Hudson - Property Utility Reimb	10,508	7,652	(2,856)		10,800	(3,148)
Pt Hudson - Electric	7,033	5,688	(1,345)		7,600	(1,912)
Pt. Hudson Marina, RV & Prop	271,739	267,059	(4,680)		295,191	(28,132)
Quilcene - Permanent Moorage	7,315	10,115	2,800		7,950	2,165
Quilcene - Monthly Moorage	316	-	(316)		-	-
Quilcene - Liveaboard Fee	-	741	741		234	507
Quilcene - Nightly Moorage	934	99	(835)		240	(141)
Quilcene - Showers	561	850	289		625	225
Quilcene - Reservations	170	121	(49)		180	(59)
Quilcene - Lease Revenue	15,477	15,754	277		15,922	(168)
Quilcene - Fuel Sales	2,808	1,642	(1,166)		2,685	(1,043)
Quilcene - Recreational Ramp Fees	990	900	(90)		1,360	(460)
Quilcene - Commercial Use Fees	200	-	(200)		200	(200)
Quilcene - Water	3,605	2,276	(1,329)		3,600	(1,324)
Quilcene - Electric	350	817	467		375	442
Quilcene	32,725	33,314	589		33,371	(57)
Ramp Fees	12,774	10,959	(1,815)		13,300	(2,341)
Ramp Fees - Failure to Pay	-	(30)	(30)		-	(30)
PTBH Ramp - Commercial Use Fees	(200)	-	200		-	-
PTBH Ramp - Dinghy Float Revenue	930	326	(604)		600	(274)
Ramps	13,504	11,255	(2,249)		13,900	(2,645)
JCIA - Miscellaneous Revenue	-	-	-		25	(25)
JCIA - Lease Revenue	27,998	27,560	(438)		28,113	(553)
JCIA - Hangar Revenue	6,626	7,342	716		8,043	(701)
JCIA - Vehicle Parking Revenue	501	206	(295)		135	71
JCIA - Aircraft Parking	119	487	368		145	342
JCIA - Fuel Lease Revenue	386	179	(207)		573	(394)
JCIA - Electric	935	205	(730)		500	(295)
JCIA	36,565	35,978	(587)		37,534	(1,556)
Total Revenues	1,385,794	1,343,809	(41,986)		1,414,047	(70,238)
EXPENSES						
Salaries & Wages	476,652	439,934	(36,718)	b	564,825	(124,891)
Payroll Taxes	50,575	46,860	(3,715)		56,100	(9,240)
Employee Benefits	123,352	132,356	9,004	c	198,769	(66,413)
Uniform Expense	2,975	4,281	1,306		2,157	2,125
Contract Services	66,453	75,309	8,856	d	65,349	9,960
Consulting Services	17,828	-	(17,828)		10,000	(10,000)

Legal & Auditing	38,855	4,776	(34,079)	e	24,999	(20,223)
Insurance	-	228	228		-	228
Office/Computer Supplies	-	1,908	1,908		1,200	708
Operating Supplies	18,643	15,138	(3,504)		19,610	(4,472)
Enviro Materials/Supplies	1,639	-	(1,639)		-	-
Tarp Pool Expense	1,944	8,421	6,477		2,330	6,091
Empl Recog/Relations	503	191	(311)		50	141
Postage	515	566	51		1,327	(761)
Janitorial Supplies	6,101	4,520	(1,582)		4,986	(466)
Fuel & Lubricants	7,482	5,301	(2,180)		6,110	(809)
Permits & Licenses	4,031	1,725	(2,306)		2,700	(975)
Equipment Rental	-	-	-		1,300	(1,300)
Claims & Damages	-	-	-		1,500	(1,500)
Membership & Dues	10,656	10,949	293		10,880	69
Bank Charges	14,612	19,921	5,308		17,015	2,906
Excise Tax	3,441	3,797	356		3,571	226
Bad Debt	-	48,773	48,773		-	48,773
Miscellaneous Expense	660	3,854	3,194		634	3,220
Repair & Maintenance Supplies	29,493	32,148	2,655		24,139	8,009
Facilities & Operations	99,719	157,212	57,493		97,352	59,860
Utilities	174,594	155,436	(19,158)	f	164,573	(9,137)
Advertising (Legal 2018)	1,470	2,703	1,233		1,298	1,405
Marketing	2,503	6,471	3,967		2,710	3,761
Promotion	4,261	960	(3,301)		4,200	(3,240)
Marketing	8,235	10,134	1,899		8,208	1,926
Economic Development	-	-	-		-	-
Travel & Training	11,308	3,969	(7,339)	g	8,282	(4,313)
Cost of Goods - Fuel	2,506	2,035	(471)		2,700	(665)
Community Relations	35	6,782	6,747	h	-	6,782
Total Expenses	1,073,087	1,039,313	(33,775)		1,203,313	(164,001)
Income from Operations w/o Depr	312,707	304,496	(8,211)		210,734	93,763
Non-Operating Revenue						
Grants - FAA	125,471	69,836	(55,635)		-	69,836
Grants - RCO	-	-	-		25,000	(25,000)
Grants - WA State & Jeff Co	5,752	41,835	36,082		-	41,835
Capital Contributions/Grants	131,223	111,670	(19,553)	i	25,000	86,670
Investment Interest	7,602	5,745	(1,857)		6,600	(855)
Interest	7,602	5,745	(1,857)		6,600	(855)
Operating Tax Levy	109,671	116,480	6,808		116,672	(192)
IDD Tax Levy	-	109,185	109,185		-	109,185
State Forest Revenues	22,301	16,365	(5,936)		5,000	11,365
State Timber Excise Tax	13,297	10,570	(2,728)		8,000	2,570
Leasehold Excise Tax	2,197	2,299	103		1,415	884
Property & other taxes	147,466	254,898	107,432	j	131,087	123,811
Insurance Recovery	-	1,150	1,150		-	1,150
Finance Charges	7,782	4,447	(3,335)		6,700	(2,253)
Other Non-Operating Revenues	35	-	(35)		255	(255)
Misc Non-Operating Revenue	7,818	5,597	(2,221)		6,955	(1,358)
Total Non-Operating Revenues	294,109	377,911	83,802		169,642	208,269
Non-Operating Expenses						

Interest Exp - 2015 LTGO Refund Bond	-	44,625	44,625		44,625	-
Bond Interest	-	44,625	44,625	k	44,625	-
Bond Management Fees	-	-	-		250	(250)
Investment Fees	150	150	-		120	30
Bond Mgmt, Issuance & Misc Exp	150	150	-		370	(220)
Election Expense	-	-	-		-	-
Total Non-Operating Expenses	150	44,775	44,625		44,995	(220)
Net Non-Operating Income (Expense)	293,959	333,136	39,177		124,647	208,489
Net Income (Loss)	606,666	637,632	30,965		335,381	302,251

Port Operating Results as of March 31, 2020

Notes:

(a) This report is based on the accrual model, not CASH. The Cash report will be rolled out for the April YTD report in May. When comparing 2019 to 2020 Revenues, know that the 2019 revenues are accrued, but the 2020 are not. Expenses are comparable since we do not hold Port payables.

(b) Comparing 2019 to 2020, the timing of PR on a Cash Basis is most of the variance for Personnel costs. March 31 period end payroll (Salaries/Wages) was paid on April 2 in the amount of \$91,603, which is a variance from 2019 of \$54,885. The increase is directly attributable to the addition of three (3) new positions (Lease & Contracts Administrator, Environmental Specialist & Custodian) and a 1/2 month of the replacement ED position, while maintaining the former ED. In addition, there was an empty CSR position in January and February of 2019.

(c) The comparison of 2019 to 2020 Benefits is as expected to be higher (\$9,004) due to the 3 new positions mentioned in item (b). However, 2020 YTD budget is greater than actual for Benefits due to the timing of the March 31 payroll - item (b).

(d) Variance to prior year and budget is directly related to four (4) months of back-charges from Skookum for September - December. During that time, the Port was in negotiations with them regarding ongoing custodial contract for services.

(e) In 2019, approximately \$25,000 was spent on the Seattle Maritime Academy litigation, in addition, YTD 2020 reflects less use/need of this service.

(f) Utilities for 2020 YTD are less when compared to 2019 (by \$19,158), and slightly less than budget YTD by \$9,137. Some of the prior year costs are related to paying off the last months of a contract with CenturyLink in early 2019. In addition, the weather in 2019 was colder so Electricity usage was more.

(g) YTD 2019 Travel & Training was higher than 2020 due to the timing of staff travel reimbursement submittals and payments, in addition, in 2019 all relevant staff participated in HAZWOPPER training (which cost ~\$4,200).

(h) 2020 costs were higher for Community Relations when comparing to 2019 and Budget due to Deck the Docks event held in December, the rental deposit paid for the Executive Director candidate meet and greet held at the NWMC in January, and the sponsorship of the high school sailing team for the Race to Alaska.

(i) The variance between YTD 2019 to YTD 2020 Capital Contributions/Grants is to be expected dependent on grant billing and receipt.

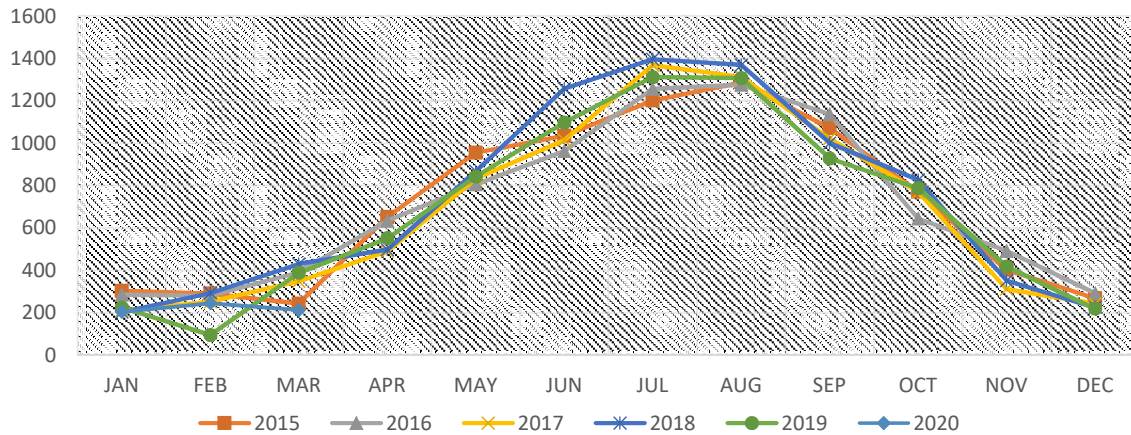
(j) When comparing YTD 2019 to YTD 2020, the amount of Property & Other Taxes line item increase in 2020 is primarily due to the IDD Levy. YTD income for that levy is \$109,185.

(k) Bond interest for January 2019 was paid in December 2018.

Port of Port Townsend

Five Year Comparisons

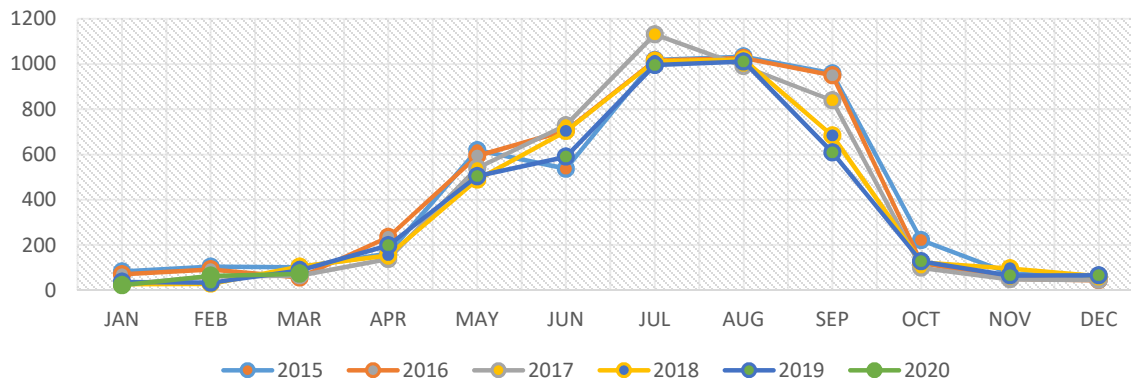
Point Hudson RV Nightly



POINT HUDSON RV PARK - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	304	291	244	652	955	1036	1202	1287	1072	771	403	269	8486
2016	286	281	392	634	806	963	1256	1276	1137	645	492	293	8461
2017	211	253	349	491	833	1015	1368	1314	1022	770	312	243	8181
2018	204	294	430	498	868	1258	1396	1369	1001	828	352	226	8724
2019	225	96	389	552	843	1098	1312	1307	928	788	419	220	8177
2020	205	246	213										664

Point Hudson Moorage Nightly

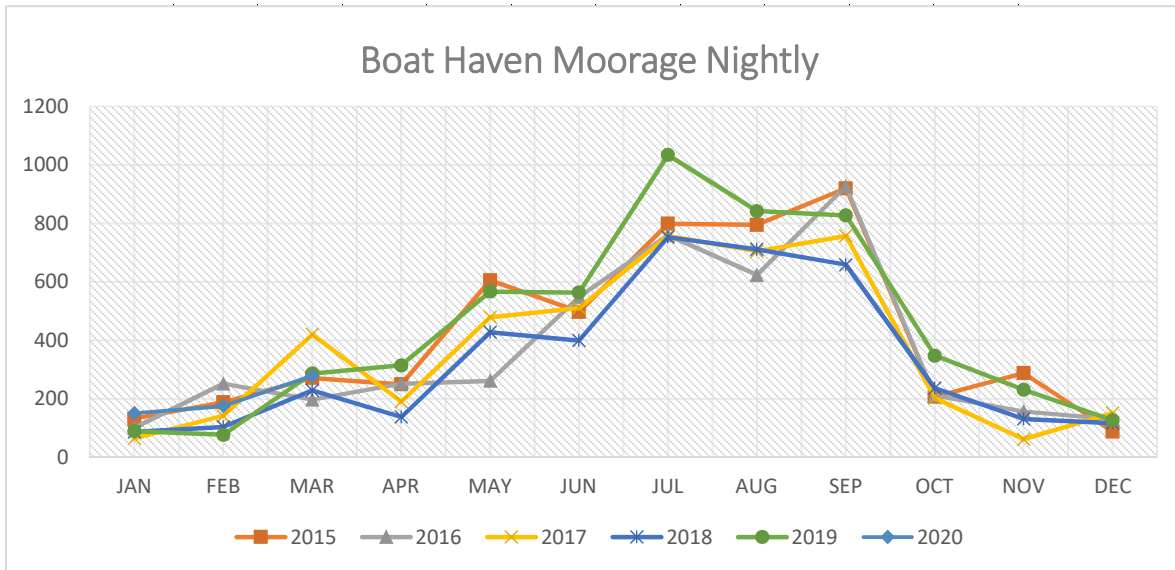


POINT HUDSON MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	83	104	101	163	619	537	1018	1033	958	221	73	60	4970
2016	70	92	56	235	594	706	1015	1026	950	122	51	44	4961
2017	25	60	65	138	540	729	1131	990	839	99	48	45	4709
2018	27	28	104	154	489	703	1013	1019	683	123	96	62	4501
2019	37	33	88	198	504	590	995	1011	609	127	65	66	4323
2020	22	64	72										158

Port of Port Townsend

Five Year Comparisons



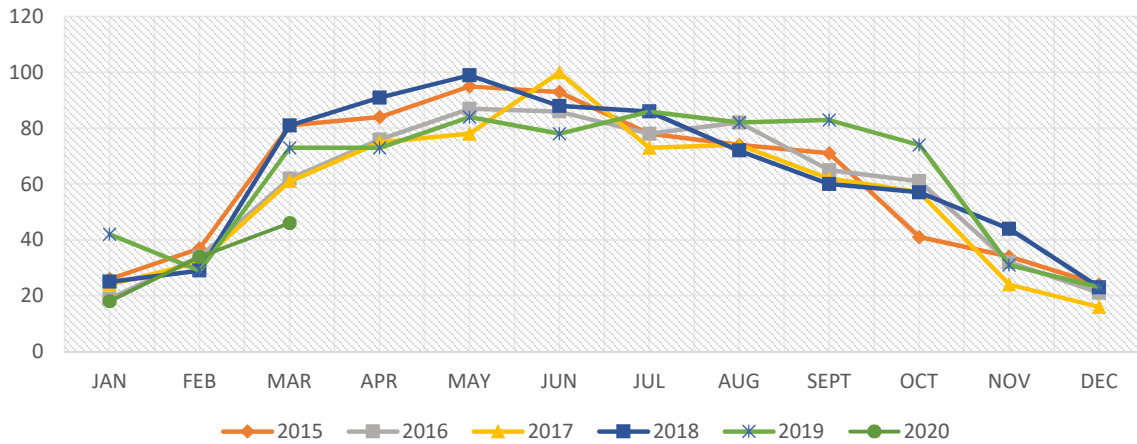
BOAT HAVEN MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	132	188	271	249	605	497	799	795	920	206	287	87	5036
2016	100	251	196	251	261	548	759	623	927	211	156	129	4412
2017	64	141	420	190	479	511	757	704	757	202	61	150	4436
2018	86	103	228	137	427	399	753	711	658	236	131	116	3985
2019	89	76	286	314	567	563	1034	842	827	347	230	126	5301
2020	150	174	278										602

Port of Port Townsend

Five Year Comparisons

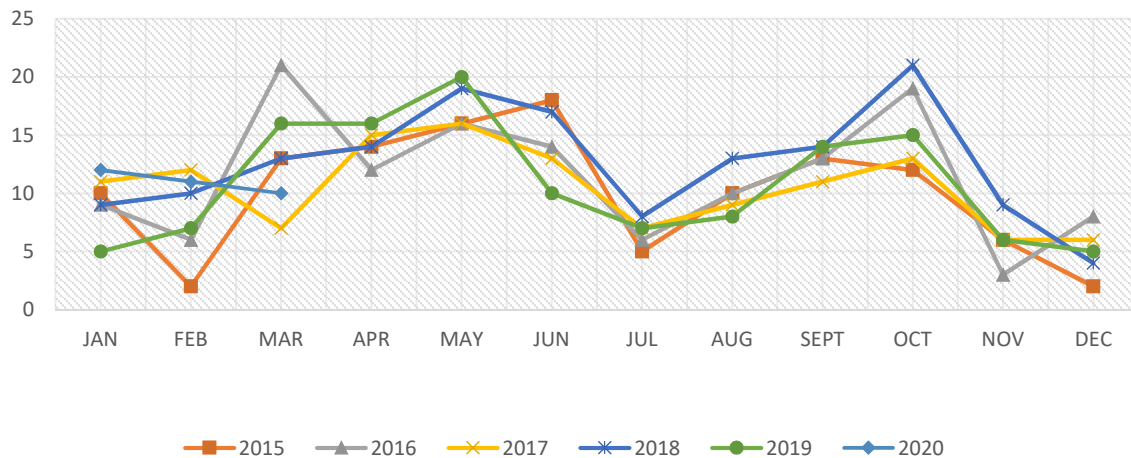
Workyard 75T Haul Outs



WORKYARD - 75T Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
2015	26	37	81	84	95	93	78	74	71	41	34	24	738
2016	19	34	62	76	87	86	78	82	65	61	32	21	703
2017	24	32	61	75	78	100	73	74	62	57	24	16	676
2018	25	29	81	91	99	88	86	72	60	57	44	23	755
2019	42	29	73	73	84	78	86	82	83	74	31	23	758
2020	18	34	46										98

Shipyard 300T Haul Outs



SHIPYARD - 300T - Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
2015	10	2	13	14	16	18	5	10	13	12	6	2	121
2016	9	6	21	12	16	14	6	10	13	19	3	8	137
2017	11	12	7	15	16	13	7	9	11	13	6	6	126
2018	9	10	13	14	19	17	8	13	14	21	9	4	151
2019	5	7	16	16	20	10	7	8	14	15	6	5	129
2020	12	11	10										33

OPERATIONS & OCCUPANCY REPORT

MOORAGE & RV'S

<u>MOORAGE & RV'S</u>	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC		Total Units	Units
PTBH - SLIPS	93%	278	93%	277	94%	281		0		0		0		0		0		0		0		0		0	299	SLIPS
PTBH - LINEAL	77%	2070	83%	2231	71%	1908		0		0		0		0		0		0		0		0		0	2,688	FT
PTBH - CONSTRAINED	19%	130	19%	130	16%	109		0		0		0		0		0		0		0		0		0	683	FT
PTBH - LIMITED	65%	20	63%	19	68%	20		0		0		0		0		0		0		0		0		0	30	SLIPS
PTBH - COM. RAFTING	111%	511	129%	593	122%	561		0		0		0		0		0		0		0		0		0	460	FT
PH- SLIPS 1-12	59%	499	61%	512	72%	604		0		0		0		0		0		0		0		0		0	840	FT
PH - SLIPS 13-32	82%	16	87%	17	89%	18		0		0		0		0		0		0		0		0		0	20	SLIPS
PH - LINEAL	104%	879	100%	850	101%	856		0		0		0		0		0		0		0		0		0	848	FT
PH - LIMITED	49%	573	51%	596	60%	701		0		0		0		0		0		0		0		0		0	1,169	FT
PH - KAYAK	63%	25	58%	23	60%	24		0		0		0		0		0		0		0		0		0	40	SLIPS
PH - RV	55%	25	57%	26	60%	27		0		0		0		0		0		0		0		0		0	46	SITES
QUIL - SLIPS	45%	14	44%	14	44%	14		0		0		0		0		0		0		0		0		0	32	SLIPS
QUIL -LINEAL	42%	88	42%	88	54%	113		0		0		0		0		0		0		0		0		0	210	FT
QUIL - LIMITED	0%	0	0%	0	0%	0		0		0		0		0		0		0		0		0		0	190	FT
WORKYARD	82%	98	91%	109	97%	116		0		0		0		0		0		0		0		0		0	120	SLIPS
SHIPYARD	82%	18	88%	19	92%	20		0		0		0		0		0		0		0		0		0	22	SLIPS
LONGTERM	92%	32	96%	34	91%	32		0		0		0		0		0		0		0		0		0	35	SLIPS

*Percentages reflect monthly averages. Averages are calculated from a combination of lineal feet or slips/spaces occupied compared to the overall capacity of feet/space.

Monthly Counts

POINT HUDSON

Permanent/Business	11
Limited Access	21
Winter RV Monthlies	21
Monthly Moorage	31
Reservation Fees	24

BOAT HAVEN

Permanent	305
Monthly Moorage	38.8
Credit System	22
Annual Ramp	20
Daily Ramp	15

QUILCENE

Permanent	16
Nightly	1
Annual Ramp	0
Daily Ramp	2
	0

YARD

One way Lifts	0
Re-blocks	5
Work Yard OPP	19.5
Ship Yard OPP	5.9
(OPP - Vessels off port property)	

Port of Port Townsend Monthly Counts - 2020

POINT HUDSON

	LIMITED	RV MONTHLY	BUSINESS/ PERMANENT	MOORAGE MONTHLY	RES. FEES
JAN	21	18	11	30	238
FEB	21	19	11	33	249
MAR	23	21	11	31	24
APRIL					
MAY					
JUNE					
JULY					
AUG					
SEPT					
OCT					
NOV					
DEC					

BOAT HAVEN

	PERMANENT	MOORAGE MONTHLY	CREDIT SYSTEM	A - RAMP	D - RAMP
JAN	307	43	8	48	6
FEB	300	39	8	52	36
MAR	305	39	22	20	15
APRIL					
MAY					
JUNE					
JULY					
AUG					
SEPT					
OCT					
NOV					
DEC					

QUILCENE

	BUSINESS/ PERMANENT	MOORAGE NIGHTLY	A - RAMP	DAILY RAMP
JAN	16	0	5	6
FEB	15	1	3	0
MAR	16	1	0	2
APRIL				
MAY				
JUNE				
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				

2019

POINT HUDSON

	LIMITED	RV MONTHLY	BUSINESS/ PERMANENT	MOORAGE MONTHLY	RES. FEES
JAN	26	21	11	32	265
FEB	28	21	11	31	145
MAR	30	20	11	31	287
APRIL	37	16	11	30	369
MAY	38	10	11	1	435
JUNE	40	0	11	1	462
JULY	43	0	11	1	622
AUG	40	0	11	1	529
SEPT	37	0	11	1	356
OCT	27	10	11	26	213
NOV	26	10	11	35	169
DEC	21	17	11	33	96

BOAT HAVEN

	PERMANENT	MOORAGE MONTHLY	CREDIT SYSTEM	A - RAMP	D - RAMP
JAN	301	49	6	59	64
FEB	293	47	7	14	20
MAR	294	52	23	13	98
APRIL	302	53	20	19	57
MAY	307	59	36	39	160
JUNE	306	64	40	31	185
JULY	308	68	59	51	365
AUG	314	72	66	11	165
SEPT	310	67	55	6	182
OCT	317	53	13	2	71
NOV	311	46	11	0	26
DEC	300	46	8	11	23

QUILCENE

	BUSINESS/ PERMANENT	MOORAGE NIGHTLY	A - RAMP	DAILY RAMP
JAN	12	6	6	3
FEB	13	0	1	11
MAR	13	0	6	4
APRIL	18	40	5	39
MAY	37	21	15	195
JUNE	27	49	4	121
JULY	36	43	6	89
AUG	36	22	6	102
SEPT	30	17	0	28
OCT	15	0	0	3
NOV	13	0	0	1
DEC	13	0	0	6