



Port of Port Townsend
Regular Commission Meeting Agenda
Wednesday, June 10, 2020, 1:00 p.m.

Via <https://zoom.us/> – or call (253) 215 8782 – and use Webinar ID: 828 4772 5704

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Business Meeting Minutes from May 27, 20201-6
 - B. Approval of Warrants.....7-16
 - C. Resolution 721-20 Surplus of Certain Items..... 17-18
 - D. PoPT - Jeffco PUD Interlocal Agreement19-23
- V. Second Reading
- VI. First Reading
- VII. Regular Business
 - A. Covid-19 Pandemic Update 24-38
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Special Meeting: Wednesday June 17, 2020, Via Zoom
Next Regular Business Meeting: Wednesday, June 24, 2020 at 5:30 PM, TBD
- XI. Executive Session: Discussion with Port legal counsel concerning legal risks of a proposed action or current practice pursuant to RCW 42.30.110(1)(i)
estimated 20 minutes, no action
- XII. Adjournment

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, May 27, 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 Chmelik

- I. CALL TO ORDER (00:00:00)
Commissioner Hanke called the meeting to order at 5:30 PM.
- II. APPROVAL OF AGENDA (00:00:14)
Commissioner Petranek asked to add a discussion revisiting the seasonal Workyard rates to Regular Business section of the agenda.
Deputy Director Toews asked for item IV. D. (JCIA Runway Project Update with Change Orders) to be moved from Consent Agenda to Regular Business.
After assigning item IV.D. to VII.D. and new item re Workyard rates to VII.E.,
Commissioner Putney moved to adopt the Agenda as amended. Commissioner Petranek seconded the motion. Motion carried by unanimous vote.
- III. PUBLIC COMMENTS (00:01:32) sent in via email or given live: none
- IV. CONSENT AGENDA (00:01:49)
 - A. Approval of meeting minutes for Regular Business Meeting & May 13, 2020, and Special Business Meeting, May 19, 2020.⁽¹⁾
 - B. Approval of Warrants⁽¹⁾⁽²⁾
Warrant #062294 through #062301 in the amount of \$14,694.88 and Electronic Payment in the amount of \$71,771.28 for Payroll & Benefits.
Warrant #062302 through #062372 in the amount of \$105,480.08 for Accounts Payable. Electronic Debit in the amount of \$5,064.97 for Combined Excise Tax Return.
 - C. PUD Easement for Fiber near Commission Building
 - D. Acceptance of the Point Hudson Hospital Building Ventilation project
Commissioner Putney asked if the ventilation project was acceptable to WDFW as meeting the requirements for the purpose of the lease. Executive Director Berg replied that although it meets the requirements for that item on the list, the lease agreement has a list of 16 different items required by the Washington State Department of Enterprise Services (DES). He plans discuss the list with DES soon.
Commissioner Putney moved to accept the Consent Agenda.
Commissioner Hanke seconded the motion. Motion carried by unanimous vote.
- V. SECOND READING (00:05:20)
 - A. Approval of rate for newly acquired covered yard space⁽¹⁾
Former Executive Director Pivarnik told the Commission that since the first reading on this item, Operations staff had been consulted and they suggest that instead of charging a deposit, we instead ask for a pre-paid amount. Port staff suggest \$500 prepay (about the same as 6 days in storage) that will be credited to the account if they follow through with

the haulout and use of the reserved covered space. Both Commission and Port staff feel that the rate of \$1.15/foot, with a base charge for 70 feet, or \$80.50/day, plus \$1.15/foot for boats over 70 feet, since the structure is 70 feet long, but will hold a boat up to 90 feet long. The space is rated for the 75 ton lift.

Commissioner Petranek commented that after consulting with marine trades on this, she felt that a flat rate would be better, as it is for a 70' shelter, not a space in the yard, and this would be easier for the Port to plan for as well. She also felt that it would be more fair to charge only 3-day prepay, or \$240, because of high turnover and considering cancellations, a 3-day window would be more manageable and easier to fill.

Commissioner Hanke commented that he was leaning more towards what Port staff had suggested (the \$500 prepay), because people using such a shelter would be using it for at least a week and possibly up to a month or more, and because it is a premium space.

Commissioner Putney felt that the \$500 prepay could also be treated like a no-show deposit, despite the fact that it is not technically a deposit, since there would be no bill to credit it towards if the person reserving the space cancelled.

Other items discussed:

- Cancellations for yard space are usually due to weather, and that would not be a concern with the shelter.
- If a cancelled reservation can be rebooked by the Port, then the prepay could be refunded.
- Try out a 3-day prepay and a waiting list, which could be used to backfill cancelled spots. Better to start low, as this is our first covered space, and this shows good will towards the Port's customers.

Commissioner Putney moved to adopt the rate of \$80.50/day + \$1.15 per foot over 70 feet with a non-refundable prepayment of 3-days storage, depending on length of boat. Commissioner Hanke seconded the motion. Motion carried by unanimous vote.

VI. FIRST READING - none

VII. REGULAR BUSINESS (00:22:33)

A. YTD April Financials⁽¹⁾

Finance Director Berg summarized the year-to-date budget, saying that if you compare to revenues and budget from last year it doesn't look good; however, she prepared a YTD revenue received in cash comparison, and 2020 is only off \$20,000 compared to 2019. On the Expense side, the Port is very close to—in fact a bit under—budget. She stated that overall, the Port is doing pretty well, considering we were closed for part of March and all of April.

B. Covid-19 Update; Ratification of E.O. 2020-08⁽²⁾ (00:25:52)

Executive Director Berg gave 3 highlights to E.O. 2020-08. The Port:

- now has 7 leasees using the deferment plan;
- has offered restaurant tenants temporary extra space around their leased areas, to allow for outdoor dining space to make it easier for Phase 2 safety protocols;
- PUD is running fiber-optic cable and WiFi hotspots to Boat Haven and Point Hudson.

Commissioner Putney asked if it were possible to have a spare conduit installed while they have the trench open, for future use by the Port—essentially a “Common Trench Policy” to save the Port money later & Commissioner Hanke asked about placement of hot-spots and whether they’d be hooking up with the fiber-optic cable already installed at Point Hudson. Executive Director Berg said that he would confer with PUD and get back to the Commission on these questions.

Executive Director Berg informed the Commission that the Port participated in a joint meeting with Jefferson County Board of County Commissioners, Port Townsend City Council, and Public Utility District #1 to talk about a reopening plan. The Port is a part of a joint intergovernmental collaborative process with these four entities to work on a Covid-19 recovery and resiliency plan. He asked the Port if a kick-off meeting on June 17 worked for the Commission. He explained that the specific concept behind that is the creation of an intergovernmental collaboration group that would be the 16 elected officials representing those four entities; within that would be an intergovernmental collaboration committee, which would be a group of 8 including an elected official and an appointed official from each of the four entities, who would interact with community-oriented task forces with specific expertise in an area, tasked by sector to develop recovery recommendations to work together on developing recovery recommendations between now and mid December. He asked the Commission if they were comfortable with this process, and the response was an emphatic yes. He explained that the outcome would be all four entities would adopt a common Covid-19 resiliency plan.

Executive Director Berg explained that the biggest issue to address in the Covid-19 memo is a reduction in our unreserved ending cash balance of about \$500,000. None of this is Covid-19 related; on the Covid-19 side, the model is working well. At an earlier meeting, the Port asked Commission for a target of \$1.9 million, and we’d like to keep that target for now.

Executive Director Berg discussed some unresolved information about Jefferson County moving to Phase 2 with camping / guest moorage linked, and with the decision to wait until both Kitsap and Clallam County move to Phase 2. Kitsap is allowing camping and restaurants at 50%, but Clallam has moved to phase 2, saying overnight camping will open when the rest of the state opens.

Commissioner Putney felt that RV camping is safer as a contained environment than restaurants, which are opening.

Executive Director Berg stated that there is wide variance with other Ports as to whether they are open to guest moorage. Should the Port continue linking guest moorage with RV camping now?

Commission was reluctant to bring people here who wouldn’t normally be here, but it is difficult to close roads, and folks are already arriving here from outside the county. They felt it would be prudent to be proactive on this and talk with County Health Officer, Dr. Locke.

Executive Director Berg said he would reach out to the county and see if they agree with opening guest moorage. This would not change the county’s phase 2 plan; closing guest moorage was done by executive order, so if there is consensus with county, then it can be undone the same way.

He then let Commission know that the Port had hired a consultant to help get the GAAP to cash transition completed beginning 1/1/2020. Port staff will bring back the COVID-19 model

at the second meeting in June. He asked Commission if they were on board with this, and Commission agreed.

Commissioner Hanke moved to ratify and confirm Emergency Order 2020-08.

Commissioner Putney seconded, and motion carried unanimously.

C. JCIA Leasing Update⁽¹⁾ (00:56:36)

Executive Director Berg told the Commission that there was some new interest in building hangars at the airport. There are currently 8 hangars sites – 5 undeveloped and 3 developed. He went over the questions on page 38 of the packet, with #1 being the important one to address first: Would the Commission wish to consider leasing site #6 which it had previously reserved for Port development?

A discussion followed:

- Infrastructure development fees: are payments for sites yet undeveloped being allowed to transfer to another site when it is developed.
- If yes to #1, what sort of rent rate would be approved, since the view hangars might be more of a premium than the others.
- Septic Plan: the system needs to have capacity for complete development of the other sites; might be required to be pumped up towards the museum.
- Sites 1, 2, and 5 would be vacant and available, site 6 would be leased. NW Hangars owner Dave Ward is confident he could have a hangar built on site 6 by October.
- Current lease required rent to be paid since 2008, but none has been paid on this undeveloped site.

Deputy Director Toews suggested that he bring back a letter of intent to commission that spells out the process and preconditions that would need to be fulfilled, including submission and approval of plans, designs, etc. requiring commission approval before bringing lease forward for approval.

Commission agreed that the Port could move forward conceptually on site 6 with a design effort authorized for now, and asked Port staff to bring recommendations back to them at a future meeting for further study.

D. JCIA Runway Project Update with Change Orders (change to agenda)⁽²⁾ (01:19:40)

Deputy Director Toews gave a brief update on the JCIA runway, which had a lot of work done since the last Commission meeting on May 13. He reminded Commission that they had approved a change order for up to \$100,000 for soft subgrade material found; however further excavation and proof rolling has revealed soft subgrade is present in a majority of runway 9/27. Since the FAA has approved 100% funding of this amendment to the Port's grant, if 2018 monies remain available, a change order was done on May 26 to address this issue. He asked for ratification of a change order executed earlier in order to move forward as expeditiously as possible.

Asked what the timing was for completion of the runway, Deputy Director Toews informed commission that the contractor has requested one additional work week to address this issue, and they will not be penalized if they finish by June 19. The carrier for the water main was installed, the weather forecast is good, and contractors are moving ahead as quickly as possible. One other change order includes making the test strip at the end of loop road into a finished parking lot.

Commissioner Hanke moved to ratify and confirm the Change Order executed by the Executive Director regarding excavation and repair soft sub-grade areas necessary to meet FAA design criteria. Commissioner Putney seconded, and motion carried by unanimous vote.

E. Revisiting Work Yard Seasonal Rates (change to agenda)⁽²⁾ (01:33:08)

Commissioner Petranek said she wanted to discuss the idea of extending the seasonal rates for the work yard to the end of June because the do-it-yourself boaters haven't been allowed to return yet, and this would allow those people to use the seasonal monthly rates if they would like.

Executive Director Berg was concerned that since the seasonal rates are set up to be prepaid, there wasn't much time to implement this and only a few days for folks to take advantage of this for the month of June. In addition, at this time the Port is not taking reservations for anyone who isn't based here in Port Townsend. It is a 50% reduction in lay days, and if the goal is to incentivize and it doesn't drive new business to us, what is the purpose of doing this at this time?

Commissioners Hanke & Putney agreed and wondered if there was a lot of demand, we should just take that, rather than lose revenue.

Commissioner Petranek withdrew the suggestion.

VIII. STAFF COMMENTS (01:40:00)

Executive Director Berg commented that the Port continues to move forward on the ramp pass modification that allows pass for 12 months vs. calendar year passes. He mentioned that the CD dock project was moving forward, and that the electrical pedestals are being sourced from one of the marine trades here in the Port yard. He let Commission know that for the June 24 meeting, Port staff are planning a Point Hudson update from engineering team and permit consultant on timing of the project, contracts with scope with design/permitting, proposal from Artifacts on the buildings, and a document that embodies a three-phase plan to address the jetty, infrastructure, and building rehabilitation and maintenance within a historical context. He ended by saying that in general things have become more busy at the Port.

Deputy Director Toews said that this was Former Executive Director Pivarnik's last commission meeting as a member of Port Staff. Mr. Toews stated that he was thankful for the opportunity to work with such a dedicated Port employee over the years and said he'd be missed.

Finance Director Berg echoed these sentiments and said she appreciated all the work he had done for the Port and how easy it is to work with him.

Port Attorney Chmelik commented that Mr. Pivarnik was an influence on the entire Port industry. He also commented that Gov. order 2028, which allows us to meet via Zoom only, expires May 31, and given the situation, it will probably be extended.

Jim Pivarnik calculated that he had attended 475 commission meetings over 19.8 years, with 16 different commissioners at 2 ports. He stated that it had been an honor to work with the team, and thanked Commissioners Hanke, Putney, and Tucker for bringing him back to the Port, and stated he would be around, if anyone needs to consult with him.

IX. COMMISSIONER COMMENTS (01: 51:51)

Commissioner Petranek spoke about an earlier plan to purchase a hydraulic self-propelled boat handler to increase the number of spaces for boats in the yard, which was delayed due to the outbreak of the Corona Virus. She said that there were some people still working on a plan for how and where to place boats – something to look forward to. She thanked Mr. Pivarnik for

choosing to come back during a hostile work environment and restoring the Port's reputation—his care for the Port will always be appreciated.

Commissioner Putney said he'd been in Port Townsend for 9 years and hanging out in Jim's office for a little over 7. He thanked Mr. Pivarnik for choosing to come back, putting up with him, for listening to him, and for his leadership in bringing the Port back from a sad situation.

Commissioner Hanke recalled when he first met Mr. Pivarnik in 2001 and spoke of his leadership through the years: a consistent leader who has managed well and is supportive of ideas and projects. He thanked him for coming back during a really uncomfortable situation and making things run so well. He wished him lots of enjoyment in his retirement

- X. Next Public Regular Business Meeting (01:58:55):
Wednesday, June 10, 2020, Workshop at 9:30 AM; Meeting at 1:00 PM, via Zoom
- XI. EXECUTIVE SESSION - none
- XII. ADJOURNMENT (01:58:58)
The meeting adjourned at 7:29 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

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⁽¹⁾ or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency⁽²⁾, 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.



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 062373 through No. 062383 in the amount of \$39,782.08 and Electronic Payment in the amount of \$144,357.23, are approved for payment for a total amount of \$184,139.31 on this 10th day of June, 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 062384 through No. 062451, are approved for payment in the amount of \$43,862.63 on this 10th day of June, 2020.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Check Register

Journal Posting Date: 6/10/2020

Register Number: CD-000820

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	
062384	6/10/2020	A+E001	A+ Equipment Rentals, Inc					Check Entry Number: 001
			63412-1	5/15/2020	1,722.47	0.00	1,722.47	
062385	6/10/2020	ABB060	Scott Abbott					Check Entry Number: 001
			REFUND 05/27/2020	5/27/2020	11.00	0.00	11.00	
062386	6/10/2020	ADM002	Admiral Ship Supply Inc.					Check Entry Number: 001
			5/31/2020 STATEMENT	5/31/2020	61.63	0.00	61.63	
062387	6/10/2020	AMB001	AMB Tools & Equipment Co					Check Entry Number: 001
			T322498	5/29/2020	719.27	0.00	719.27	
062388	6/10/2020	ARM030	Armstrong Consolidated LLC					Check Entry Number: 001
			2843	5/14/2020	13.55	0.00	13.55	
			2851	5/20/2020	299.02	0.00	299.02	
Check 062388 Total:					312.57	0.00	312.57	
062389	6/10/2020	ARR010	Arrow Lumber Port Townsend					Check Entry Number: 001
			5/28/2020 STATEMENT	5/28/2020	116.95	0.00	116.95	
062390	6/10/2020	BAU040	Gary Bauder					Check Entry Number: 001
			REFUND 05/22/2020	5/22/2020	11.00	0.00	11.00	
062391	6/10/2020	BAY070	Scott Baysinger					Check Entry Number: 001
			REFUND 05/27/2020	5/27/2020	11.00	0.00	11.00	
062392	6/10/2020	BER045	Eron Berg					Check Entry Number: 001
			MOVING EXPENSE	5/31/2020	4,204.05	0.00	4,204.05	
062393	6/10/2020	BOY035	Boyer Towing					Check Entry Number: 001
			REFUND 05/20/2020	5/20/2020	427.93	0.00	427.93	
062394	6/10/2020	BRA035	Joel Brady-Power					Check Entry Number: 001
			REFUND 05/19/2020	5/19/2020	184.84	0.00	184.84	
062395	6/10/2020	BUN030	Dale Bundy					Check Entry Number: 001
			REFUND 05/26/2020	5/26/2020	10.00	0.00	10.00	
062396	6/10/2020	CAR001	Carl's Building Supply					Check Entry Number: 001
			5/31/2020 STATEMENT	5/31/2020	266.79	0.00	266.79	
062397	6/10/2020	CEN010	Central Welding Supply					Check Entry Number: 001
			PT 129046	6/2/2020	22.30	0.00	22.30	
062398	6/10/2020	CHM030	Chmelik Sitkin & Davis P.S.					Check Entry Number: 001
			4/2020	5/19/2020	1,265.00	0.00	1,265.00	
062399	6/10/2020	CIT001	City Of Port Townsend					Check Entry Number: 001
			5/2020	5/31/2020	7,935.57	0.00	7,935.57	
062400	6/10/2020	COK020	Debra Coker					Check Entry Number: 001
			REFUND 05222020	5/22/2020	11.00	0.00	11.00	
062401	6/10/2020	COO050	Cooper Fuel & Auto Repair					Check Entry Number: 001
			5/2020 STATEMENT	6/1/2020	568.66	0.00	568.66	
062402	6/10/2020	COO070	Coon Plumbing					Check Entry Number: 001
			18363A	6/1/2020	150.42	0.00	150.42	
062403	6/10/2020	COR050	Louis Cordonier					Check Entry Number: 001
			REFUND 04/10/2020	4/10/2020	10.00	0.00	10.00	
062404	6/10/2020	ERI040	Karen Erickson					Check Entry Number: 001
			5/2020	5/31/2020	26.22	0.00	26.22	
062405	6/10/2020	EVE060	Tom or Jan Everett					Check Entry Number: 001
			REFUND 05/22/2020	5/22/2020	10.00	0.00	10.00	
062406	6/10/2020	FIT050	Dennis Fitzgerald					Check Entry Number: 001
			REFUND 05/23/2020	5/23/2020	10.00	0.00	10.00	
062407	6/10/2020	GOE030	David Goetez					Check Entry Number: 001
			REFUND 05262020	5/26/2020	11.00	0.00	11.00	

Run Date: 6/4/2020 4:36:35PM

A/P Date: 6/10/2020

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Journal Posting Date: 6/10/2020

Register Number: CD-000820

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	
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062409	6/10/2020	GRE065	Larry Grevstad					Check Entry Number: 001
			REFUND 05/22/2020	5/22/2020	10.00	0.00	10.00	
062410	6/10/2020	GRO001	Groves & Co, Inc					Check Entry Number: 001
			20200547	5/29/2020	124.64	0.00	124.64	
062411	6/10/2020	GUN070	Robert Gunther					Check Entry Number: 001
			REFUND 05/21/2020	5/21/2020	20.00	0.00	20.00	
062412	6/10/2020	HAD001	Hadlock Building Supply					Check Entry Number: 001
			5/25/2020 STATEMENT	5/25/2020	287.99	0.00	287.99	
062413	6/10/2020	HAL060	Mike Hall					Check Entry Number: 001
			REFUND 05/26/2020	5/26/2020	11.00	0.00	11.00	
062414	6/10/2020	HAN040	Pete Hanke					Check Entry Number: 001
			5/2020	5/31/2020	32.20	0.00	32.20	
062415	6/10/2020	HEN002	Henery Hardware					Check Entry Number: 001
			688932	4/27/2020	7.80	0.00	7.80	
			688948	4/27/2020	119.85	0.00	119.85	
			689053	4/28/2020	42.48	0.00	42.48	
			689077	4/29/2020	24.79	0.00	24.79	
			689105	4/29/2020	13.06	0.00	13.06	
			689125	4/30/2020	24.81	0.00	24.81	
			689201	5/1/2020	51.84	0.00	51.84	
			689203	5/1/2020	126.39	0.00	126.39	
			689219	5/1/2020	209.21	0.00	209.21	
			689239	5/1/2020	104.61	0.00	104.61	
			689370	5/4/2020	54.49	0.00	54.49	
			689397	5/4/2020	31.15	0.00	31.15	
			689443	5/5/2020	16.11	0.00	16.11	
			689585	5/7/2020	13.06	0.00	13.06	
			689662	5/8/2020	60.07	0.00	60.07	
			689909	5/12/2020	15.55	0.00	15.55	
			689940	5/13/2020	56.18	0.00	56.18	
			690019	5/14/2020	6.49	0.00	6.49	
			690082	5/15/2020	57.91	0.00	57.91	
			690105	5/15/2020	5.43	0.00	5.43	
			690253	5/18/2020	45.75	0.00	45.75	
			690261	5/18/2020	14.16	0.00	14.16	
			690290	5/19/2020	12.63	0.00	12.63	
			690416	5/21/2020	15.24	0.00	15.24	
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062416	6/10/2020	JAM040	Jamestown Networks					Check Entry Number: 001
			5960	6/1/2020	548.00	0.00	548.00	
062417	6/10/2020	JC0003	Jefferson County - Public Work					Check Entry Number: 001
			6/1/2020 STATEMENT	6/1/2020	555.61	0.00	555.61	
062418	6/10/2020	LES050	Les Schwab					Check Entry Number: 001
			5/30/2020 STATEMENT	5/30/2020	226.49	0.00	226.49	
062419	6/10/2020	MCC055	Brian McCoy					Check Entry Number: 001
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062420	6/10/2020	MCD040	Kathleen McDonald					Check Entry Number: 001
			REFUND 05/26/2020	5/26/2020	10.00	0.00	10.00	

Run Date: 6/4/2020 4:36:35PM

A/P Date: 6/10/2020

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Check Register

Journal Posting Date: 6/10/2020

Register Number: CD-000820

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	
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			REFUND 05/26/2020	5/26/2020	11.00	0.00	11.00	
062422	6/10/2020	NEL001	Sue Nelson					Check Entry Number: 001
			5/2020	5/31/2020	40.02	0.00	40.02	
062423	6/10/2020	NOR010	Northwest Yachting					Check Entry Number: 001
			60107	6/1/2020	1,144.00	0.00	1,144.00	
062424	6/10/2020	OLY002	The Home Depot Pro Institutional					Check Entry Number: 001
			5/29/2020 STATEMENT	5/29/2020	544.22	0.00	544.22	
062425	6/10/2020	OLY005	Olympic Synthetic Products					Check Entry Number: 001
			329031	5/21/2020	3,868.93	0.00	3,868.93	
062426	6/10/2020	PAC004	Pacific Office Equipment Co					Check Entry Number: 001
			5/31/2020 STATEMENT	5/31/2020	271.11	0.00	271.11	
062427	6/10/2020	PAP020	Pape Material Handling Exchang					Check Entry Number: 001
			8371525	4/29/2020	106.25	0.00	106.25	
062428	6/10/2020	PEN009	Alan Pence					Check Entry Number: 001
			REFUND 06/02/2020	6/2/2020	11.00	0.00	11.00	
062429	6/10/2020	PET025	Petrack Lock & Safe					Check Entry Number: 001
			18328	5/22/2020	153.07	0.00	153.07	
			18336	5/26/2020	57.39	0.00	57.39	
			18337	5/26/2020	9.32	0.00	9.32	
			18338	5/26/2020	28.34	0.00	28.34	
Check 062429 Total:					248.12	0.00	248.12	
062430	6/10/2020	PET065	Pam Petranek					Check Entry Number: 001
			5/2020	5/31/2020	34.50	0.00	34.50	
062431	6/10/2020	PHI010	Philips Publishing Group					Check Entry Number: 001
			31595	6/1/2020	885.00	0.00	885.00	
062432	6/10/2020	POR045	Port Townsend Film Festival					Check Entry Number: 001
			REFUND 05/24/2020	5/24/2020	50.00	0.00	50.00	
062433	6/10/2020	PUD001	Pud District #1					Check Entry Number: 001
			5/26/2020 STATEMENTS	5/26/2020	453.51	0.00	453.51	
			5/26/2020.2	5/26/2020	475.65	0.00	475.65	
Check 062433 Total:					929.16	0.00	929.16	
062434	6/10/2020	REA075	Mike Reaves					Check Entry Number: 001
			REFUND 05/26/2020	5/26/2020	11.00	0.00	11.00	
062435	6/10/2020	REI070	Rick Reinertsen					Check Entry Number: 001
			REFUND 05/26/2020	5/26/2020	10.00	0.00	10.00	
062436	6/10/2020	SAF001	Safeway, Inc.					Check Entry Number: 001
			5/16/2020 STATEMENT	5/16/2020	1,464.55	0.00	1,464.55	
062437	6/10/2020	SEA002	Sea Technology					Check Entry Number: 001
			2606	3/4/2020	5,025.00	0.00	5,025.00	
062438	6/10/2020	SHO010	Shold Excavating Inc					Check Entry Number: 001
			53979	5/20/2020	28.34	0.00	28.34	
			54122	5/29/2020	271.14	0.00	271.14	
Check 062438 Total:					299.48	0.00	299.48	
062439	6/10/2020	SMI045	Arden Smith					Check Entry Number: 001
			REFUND 05/23/2020	5/23/2020	10.00	0.00	10.00	
062440	6/10/2020	SPL070	Steve Spleen					Check Entry Number: 001
			REFUND 05/21/2020	5/21/2020	11.00	0.00	11.00	
062441	6/10/2020	SUC020	Doug Such					Check Entry Number: 001
			REFUND 05/26/2020	5/26/2020	11.00	0.00	11.00	

Run Date: 6/4/2020 4:36:35PM

A/P Date: 6/10/2020

Page: 3

User Logon: DLF

Check Register**Journal Posting Date: 6/10/2020****Register Number: CD-000820****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	
062442	6/10/2020	TAR020	Tara Dunford, CPA					Check Entry Number: 001
			2042	6/2/2020	720.00	0.00	720.00	
062443	6/10/2020	THE020	Thermo Fluids, Inc.					Check Entry Number: 001
			83302214	5/22/2020	1,844.75	0.00	1,844.75	
062444	6/10/2020	TWI001	Spectra Laboratories - Kitsap					Check Entry Number: 001
			20-02938	5/18/2020	65.00	0.00	65.00	
062445	6/10/2020	ULI040	ULINE					Check Entry Number: 001
			119862616	5/11/2020	2,619.91	0.00	2,619.91	
062446	6/10/2020	VEN070	VenTek International					Check Entry Number: 001
			121752	6/1/2020	103.55	0.00	103.55	
062447	6/10/2020	VER001	Verizon Wireless, Bellevue					Check Entry Number: 001
			9854700633	5/15/2020	513.09	0.00	513.09	
062448	6/10/2020	WAV040	Wave Broadband					Check Entry Number: 001
			043328901-0008160	5/24/2020	147.75	0.00	147.75	
062449	6/10/2020	WES006	Westbay Auto Parts, Inc.					Check Entry Number: 001
			5/25/2020 STATEMENT	5/25/2020	458.71	0.00	458.71	
062450	6/10/2020	WOO080	Tom Wood					Check Entry Number: 001
			REFUND 05/26/2020	5/26/2020	10.00	0.00	10.00	
062451	6/10/2020	ZEE001	Zee Medical Service Co					Check Entry Number: 001
			68401709	5/22/2020	319.09	0.00	319.09	
Report Total					43,862.63	0.00	43,862.63	

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 \$259.80 on this 10th day of June, 2018.

For: Business License Renewal – Department of Revenue in the amount of \$228.99

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: 5/27/2020
Register Number: MC-000212

Port of Port Townsend (PTA)

Bank: K KITSAP BANK					
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W00431	6/10/2020	WA1804			43.00
Check Comment: Business License Renewal					
CKW0043101					
	6/10/2020	43.00	0.00	43.00	
G/L Account: 721-4400-02 MOORAGE - PERMITS & LICENSING					
					216.80
W00432	6/10/2020	WA1804			
Check Comment: Business License renewal JCIA					
CKW0043201					
	6/10/2020	216.80	0.00	216.80	
G/L Account: 711-4400-22 PERMITS & LICENSING - JCIA					
			0.00	259.80	259.80
Bank K Total:			0.00	259.80	259.80
Report Total:			0.00		



STATE OF WASHINGTON
BUSINESS LICENSING SERVICE

Thank you for renewing online

Your license renewal has been submitted. Please print this receipt for your records and allow 14 days to receive your new business license document in the mail.

Previous Expiration Date: Jun-30-2020

New Expiration Date: Jun-30-2021

Confirmation Number: 0-014-293-877

Filing Date and Time: 05/27/2020 10:19:56 AM

Payment Method: ACH Debit/E-Check

Business Entity Information

Legal Entity Name: PORT OF PORT TOWNSEND

Account ID: 161000044-001-0001

Business Location Information

Location Name: PORT OF PORT TOWNSEND

Business Phone: (360) 385-0656

Business Fax: (360) 385-3988

Location Address: 310 AIRPORT RD PORT TOWNSEND WA 98368-9709

Mailing Address: PO BOX 1180 PORT TOWNSEND WA 98368-0980

Endorsement(s)	Begin	End	Count	Fee
Underground Storage Tank	07/01/2020	06/30/2021	1	\$173.80
Liquid Fuel Meter - Low	07/01/2020	06/30/2021	2	\$32.00
				<hr/>
				\$205.80
Fee Type	Begin	End	Count	Fee
BLS Processing Fee	07/01/2020		1	\$11.00
				<hr/>
				\$11.00
Grand Total:				\$216.80



STATE OF WASHINGTON
BUSINESS LICENSING SERVICE

Thank you for renewing online

Your license renewal has been submitted. Please print this receipt for your records and allow 14 days to receive your new business license document in the mail.

Previous Expiration Date: Jun-30-2020

New Expiration Date: Jun-30-2021

Confirmation Number: 0-014-332-318

Filing Date and Time: 05/27/2020 10:12:07 AM

Payment Method: ACH Debit/E-Check

Business Entity Information

Legal Entity Name: PORT OF PORT TOWNSEND

Account ID: 161000044-001-0002

Business Location Information

Location Name: PORT OF PORT TOWNSEND

Business Phone: (360) 385-0656

Business Fax: (360) 385-3988

Location Address: 199 BENEDICT ST PORT TOWNSEND WA 98368-4638

Mailing Address: PO BOX 1180 PORT TOWNSEND WA 98368-0980

Endorsement(s)	Begin	End	Count	Fee
Liquid Fuel Meter - Low	07/01/2020	06/30/2021	2	\$32.00
				<hr/> \$32.00
Fee Type	Begin	End	Count	Fee
BLS Processing Fee	07/01/2020		1	\$11.00
				<hr/> \$11.00
Grand Total:				\$43.00

RESOLUTION NO. 721-20

A Resolution of the Commission of the Port of Port Townsend

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

WHEREAS: The Port of Port Townsend has in its possession certain old, outdated, and/or non-operable computers, appliances, oil tanks, and a mower, as described in Exhibit A and attached to this resolution; and

WHEREAS: due to continual usage, age and inadequate capacity, this equipment is of little value to the Port, and is not suited for Port purposes; and

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

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

ADOPTED this 10th day of June, 2020 by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

William W. Putney, III, Vice President

APPROVED AS TO FORM:

Port Attorney

EXHIBIT "A"

CERTIFICATE

THAT CERTAIN PORT DISTRICT PROPERTY IS SURPLUS

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

EQUIPMENT TO SURPLUS:

Location	Type	Brand	VIN / Model #	Serial #
Maintenance Shop	Truck	1978 Dodge	D31BJ85271208	257165 Miles
Maintenance Shop	Electric Dryer	Maytag	MLE19PDAYW	51078890AC
Maintenance Shop	Electric Washer	Maytag	MHW19XXAWW	84060248AC
Maintenance Shop	Electric Dryer	Maytag	MLE19PDAYW	51078891AC
Maintenance Shop	Electric Washer	Maytag	MHW19XXAWW	84060249AC
Maintenance Shop	Electric Dryer	Maytag	MLE19PDAYW	51078892AC
Maintenance Shop	Electric Washer	Maytag	MHW19XXAWW	84060250AC
Maintenance Shop	Walk Behind Mower	John Deere	GX48MCXO10766	GX1320XO10782
Maintenance Shop	250 Oil Tank	none listed	no numbers	no numbers
Maintenance Shop	250 Oil Tank	none listed	no numbers	no numbers
Maintenance Shop	Safe	none listed	no numbers	no numbers
Maintenance Shop	Safe	Fire Fyter Safe	FF3005	no numbers
Accounting Office	All in One Computer	MacOS Catalina (incl. keyboard, mouse)	A1418	C02LV093F8J2
Accounting Office	All in One Computer	Mac all in one (incl. keyboard, mouse)	A1311	W8049044D87
Accounting Office	Laptop	Lenovo	Think Pad Yoga	MP-12MHXB16-03

DATED this 23rd day of March 2016.

Eron Berg
Executive Director

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 6/5/2020
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Interlocal Agreement with Jefferson County PUD

ISSUE PRESENTED: Should the Commission authorize the Executive Director to enter into an Interlocal Agreement with Jefferson County Public Utility District No. 1 (PUD) for the provision of engineering services and related procurement of contractors, materials and equipment?

BACKGROUND & DISCUSSION: At the Commission's March 10 meeting, a number of potential IDD funded capital projects were presented and discussed. The notion was to use a fraction of the IDD monies to be collected in 2020 to pursue several high-priority projects that would improve service and operational efficiency. One of the projects discussed was moving forward with preparation of design, engineering, and permitting for Boat Haven Work Yard electrical service improvements. The conduits, wiring, transformers and pedestals in the small yard are in poor condition and require rehabilitation to better serve our customers.

Following the March 10 Commission meeting, staff reached out to the PUD to explore the potential to collaborate on the Work Yard electrical project as well as other future opportunities to cooperate. PUD staff has been exceedingly helpful and receptive to discussing ways to cooperate to improve service delivery.

However, before any such collaborative efforts can proceed, the parties must first execute an Interlocal Agreement (ILA) that specifies the nature of their reciprocal obligations. Agreements of this type are common between local governments, and are authorized under Washington's Interlocal Cooperation Act, RCW 39.34. The Port already has an ILA in place with Jefferson County (2006) which has been helpful in completing a number of projects – most recently removal of an obstruction (i.e., a large tree) adjacent to the Jefferson County International Airport (JCIA). We are currently working with the City of Port Townsend to develop a similar agreement.

Intergovernmental cooperation offers the potential to reduce duplication, provide economies of scale, reduce procurement and administrative overhead costs, and improve overall efficiency.

If authorized by the Commission, work on any project would proceed on a written request/task order basis that describes the scope of the services required, timing, and upset cost limit. Task orders would require written authorization by the executive directors of each entity, with services to be compensated at actual cost, including the current overhead rate.

FISCAL IMPACT: None. Execution of the ILA itself would impose no financial obligation(s) upon the Port. Future work under the ILA would require written authorization of the Executive Director. Any work authorization exceeding the Executive Director's delegated spending authority (\$25,000) would also require prior Commission authorization.

RECOMMENDATION: Staff recommends that the Commission authorize the Executive Director to execute an Interlocal Agreement with Jefferson County Public Utility District No. 1 (PUD).

MOTION: None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute an ILA with the Jefferson County PUD. The form will be substantially similar to the draft ILA included with this agenda item.

ATTACHMENTS: Draft Interlocal Agreement with Jefferson County Public Utility District No. 1

DRAFT June 5, 2020

INTERLOCAL AGREEMENT

BETWEEN THE JEFFERSON COUNTY PUD NO. 1 AND THE PORT OF PORT TOWNSEND

This Interlocal Agreement ("Agreement") made and entered into this ____ day of _____, 2020, pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act, by and between Jefferson County PUD No. 1, hereinafter referred to as the "PUD," and the Port of Port Townsend, hereinafter referred to as the "Port" (collectively referred to as "the Parties").

WHEREAS, RCW 39.34.080 permits public agencies to contract with one another for the performance of certain governmental services, and

WHEREAS, The PUD has engineering experience that the Port seeks to utilize, and

NOW, THEREFORE, based upon mutual covenants to be derived the Parties agree as follows:

1. **Purpose:** It is the purpose of this Agreement to provide for the cooperation between the Parties and make the most efficient use of their resources by enabling the Port to utilize the PUD's engineering services, whether provided internally or contracting out, as well as any related procurement by the Parties for contractors, materials and equipment. The party requesting services shall provide a written request to the party providing such services. The requests shall describe the services, the timing anticipated for the services, and the maximum dollar amount for the services. The party providing such services shall timely respond to any request, and all necessary written documentation authorizing the work to be performed shall be executed by the General Managers of the Parties.

2. **Compensation:** The PUD and Port agree to compensate the other party at the party's actual cost for services rendered including overhead costs at the current rate in use by each party, not to exceed 20% without written agreement of the parties.

3. **Employees:** Employees assigned to work pursuant to this Agreement remain employees of their respective agency at all times and shall perform the work requested under sole supervision of their agency. Procedures used in performance of work pursuant to this Agreement shall be mutually agreed to in writing.

4. **Hold Harmless and Indemnification:** Each party (the "Indemnitor") shall hold the other (the "Indemnitee"), harmless, indemnify and defend the other its board or commission members, officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including, but not limited to, reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the performance of this contract, its employees, agents, or subcontractors or anyone for whose acts any of them may be liable, except for injuries and damages caused by the sole negligence of the Indemnitee. If the claim, suit or action involves concurrent negligence of the Parties, the indemnity provisions provided herein shall be applicable only to the extent of the percentage of each party's negligence. It is further specifically and expressly understood that the indemnification

Interlocal Agreement Between Jefferson County PUD No. 1 and the Port of Port Townsend
Page 1 of 3

Commented [JS1]: I believe the Port title is Executive Director

Commented [JS2]: Do we want to put together a fee schedule? I have costs from Nate for engineering, GIS, and meter readers (for locating)?

Commented [JRP3]: Not sure the compensation is correct!

provided herein constitutes each party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Contract.

5. **Insurance:** The PUD is self-insured through its membership in the Pacific Underwriters Management Services. The Port is insured through is self-insured through its membership in Enduris. Within 30 days of executing this Agreement the JPUD and the Port shall mutually provide to each other certificates of coverage from their respective Risk Pools. Both Parties agree that not less than thirty (30) days prior to cancellation, suspension, reduction or material change in the membership of a party in its respective Risk Pool, notice of same shall be given to the other party by registered mail, return receipt requested and by email. The Parties further agree that their membership in their respective Risk Pools provide coverage for the following categories of risk and with coverage limits that equal or exceed what is listed below:

Commented [JRP4]: We will want to have the insurance section checked by PURMS. I am assuming the Port is self-insured...

General Liability—with a minimum limit per occurrence of one million dollars (1,000,000) and an aggregate of not less than two million dollars (\$2,000,000) for bodily injury, death and property damage unless otherwise specified in the contract specifications.

Business Automobile Liability coverage— with a minimum limit per occurrence of one million dollars(\$1,000,000) and an aggregate of not less than two million dollars (\$2,000,000). Said coverage shall include liability coverage for all owned, non- owned and hired motor vehicles.

Worker's Compensation insurance with minimum limits not less than that required by state law.

Errors and Omissions for Professional Services Provided (to be supplied by PURMS)

Each party to this Agreement agrees that the coverage provided to it by its membership in its respective Risk Pool shall be primary with respect to any third- party claim presented to that party for the alleged negligent act and omissions of its employees, contractors or representatives. With respect to all claims of third- party liability against one party to this Agreement the coverage provided to the OTHER party by its membership in a Risk Pool shall be non- contributory.

6. **Compliance with Laws:** Each party hereto, in its performance of this Agreement, agrees to comply with all applicable local, State, and Federal laws and ordinances.

7. **Relationship of the Parties:** No agent, employee or representative of any party shall be deemed to be an agent, employee or representative of any other party for any purpose, and the employees of one party are not entitled to any of the benefits any other party provides to its employees.

8. **Agreement Not for Benefit of Third Parties:** This Agreement is entered into solely for the benefit of the Parties hereto and vests no rights in, or is it enforceable by, any third parties.

Interlocal Agreement Between Jefferson County PUD No. 1 and the Port of Port Townsend
Page 2 of 3

9. **Dispute Resolution:** In the event any dispute should occur under this Agreement or related to the performance of any person or equipment, the dispute shall be referred to the General Manager of the PUD and the Executive Director of the Port for resolution. If not resolved within (30) days of referral, either party may pursue such legal actions as it may have available to use.

10. **Waiver and Venue:** A failure by any party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement. This Agreement will be governed by the laws of the State of Washington, both as to interpretation and performance. Any action at law, suit in equity or other judicial proceeding for the enforcement of this agreement may be instituted only in a court of competent jurisdiction in the State of Washington, County of Jefferson.

11. **Duration and Termination:** This Agreement shall commence and be effective upon execution and remain in full force and effect until terminated by agreement of the Parties, or by written notice of termination given by one party to the other party at least thirty (30) days prior to the date of such termination.

12. **Severability:** If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

13. **Entire Agreement – Modification:** The written provisions and terms of this Agreement supersede all prior written and verbal agreements and/or statements by any representative of the Parties, and those statements shall not be construed as forming a part of or altering in any manner this Agreement. This Agreement shall contain the entire Agreement between the parties unless modified in writing and signed by authorized representatives of the Parties.

14. **Filing:** Pursuant to RCW 39.34.040, this Agreement shall be posted on the PUD and Port websites and/or filed with the County Auditor.

In Witness Whereof, the parties have executed this Agreement this ____ day of _____, 2018.

JEFFERSON COUNTY PUD NO. 1

PORT OF PORT TOWNSEND

Kevin Streett, General Manager

Eron Berg, Executive Director

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	June 10, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational Items
AGENDA TITLE	Covid-19 Pandemic Update
STAFF LEAD	Erin Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Memo 2. Emergency Order 2020-09. 3. Emergency Order 2020-10. 4. Draft resolution regarding intergovernmental collaboration for COVID-19 recovery planning. 5. JCIA terminal plans.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 6/10/2020
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: COVID-19 pandemic update

ISSUES

1. Provide the Commission with an update on the Port's response to the COVID-19 pandemic.
2. Who should the Commission designate to represent the Port on the Intergovernmental Coordinating Committee, if the proposed resolution is adopted on June 17, 2020?

BACKGROUND

This is the sixth memo providing updated information related to the COVID-19 pandemic, its impact on Port operations and the Port's response. Two additional emergency orders have been issued as of the date this memo was written (June 4, 2020). In addition to updates to the items mentioned in the prior COVID-19 memos, the primary purpose of this memo is to provide the Commission with information related to possible impacts of this pandemic on the Port and details on actions already taken, and to discuss planned actions for 2020.

DISCUSSION

Brief updates since the May 27, 2020, report:

1. Jefferson County is now operating in a modified Phase 2, which includes all Phase 2 activities other than camping on public lands.
2. Consistent with Jefferson County's Phase 2, Emergency Order 9 was issued May 29, 2020, reopening the yard, with restrictions (including mandated physical distancing, use of PPE and prohibiting upland liveaboards). To-date, we have not received any complaints or concerns related to the reopening of the yard.
3. After talking to our county and city partners, Emergency Order 10 was issued on June 4, 2020, reopening guest moorage.
4. The PUD installed fiber optic cable to the PUD's temporary office on June 3, 2020 and is continuing installation of fiber in Boat Haven and Point Hudson to support free, publicly accessible WiFi.
5. The County, City, Port and PUD are planning for a joint meeting on June 17, 2020, at 5:00 p.m. to potentially adopt the attached resolution establishing a formal process of intergovernmental collaboration to develop a community-based COVID-19 recovery plan.

Capital Projects Update:

As part of the Port's early COVID-19 response, a number of projects were paused, including both the JCIA terminal project and the work yard resurfacing project. We are ready to move forward with both projects at this time.

Attached are preliminary plans for the JCIA terminal project. The project is a 320 ft², slab-on-grade, site-built building that will provide a restroom, flight planning area, visitor waiting area and technology closet. The 2020 capital budget, as updated in the COVID-19 projections model, includes \$93,500 in remaining funding for this project. This money is from net operating income, and is not IDD funded.

The work yard resurfacing project is budgeted at \$90,000. We had considering deferring this work until 2021, but believe we should stay on course with regular maintenance in the yard, both because it is needed and to ensure compliance with stormwater requirements. The most recent COVID-19 model, discussed on May 27, 2020, included both of these projects within 2020.

FISCAL IMPACT

As discussed herein.

ATTACHMENTS

1. Emergency Order 2020-09.
2. Emergency Order 2020-10.
3. Draft resolution regarding intergovernmental collaboration for COVID-19 recovery planning.
4. JCIA terminal plans.

RECOMMENDATIONS

1. Provide direction, if any, related to the Port's response to the COVID-19 pandemic.
2. Motion to appoint Commissioner _____ to serve on the Intergovernmental Coordinating Committee, if the proposed resolution is adopted.



**Emergency Order 2020-09
COVID-19 Pandemic Response**

May 29, 2020

Consistent with the Governor's Proclamation 20-25.3, the "Safe Start Washington" Re-Opening plan, and the Jefferson County Phase II Re-Opening Variance approved by the Washington State Department of Health, I am ordering the following:

Commencing Monday, June 1, 2020, Boat Haven Yard & Moorage staff are authorized to make reservations for, and execute, Haul-Out and Yard Tenancy Agreements for all vessel types, without restriction, including "do it yourself" recreational vessels not currently subject to a moorage tenancy agreement with the Port.

Except as specifically modified by this Emergency Order 2020-09, all other currently effective provisions of prior Emergency Orders shall also remain in effect.

Signed May 29, 2020:

Eron Berg
Executive Director



Order Summary:

- **Guest nightly moorage now allowed at all Port marinas**
- **Point Hudson RV camping remains closed until further notice**

**Emergency Order 2020-10
COVID-19 Pandemic Response**

June 4, 2020

Consistent with the Governor's Proclamation 20-25.3, the "Safe Start Washington" Re-Opening plan, and the Jefferson County Phase II Re-Opening Variance approved by the Washington State Department of Health, I am ordering the following:

1. Commencing Thursday, June 4, 2020, guest nightly moorage is allowed at all Port moorage facilities.
2. No new nightly RV park guests will be accepted at Point Hudson until Jefferson County authorizes overnight camping, which date has yet to be established.

Except as specifically modified by this Emergency Order 2020-10, all other currently effective provisions of prior Emergency Orders shall also remain in effect.

Signed June 4, 2020:

Eron Berg
Executive Director



Jefferson County Resolution No. ____-20
City of Port Townsend Resolution No. 20-____
Port of Port Townsend Resolution No. ____-20
Jefferson County Public Utility District Resolution No. 2020-____

**A JOINT RESOLUTION OF JEFFERSON COUNTY, THE CITY OF PORT TOWNSEND, THE
 PORT OF PORT TOWNSEND AND JEFFERSON COUNTY PUBLIC UTILITY DISTRICT #1,
 ESTABLISHING A MULTI-GOVERNMENTAL PROCESS FOR COLLABORATING ON THE
 ESTABLISHMENT OF A COVID-19 RECOVERY AND RESILIENCE PLAN**

WHEREAS, the community of Jefferson County faces a myriad of issues stemming from or exacerbated by the COVID-19 pandemic that are interrelated and involve community groups, individuals, businesses, non-profits and governmental entities; and

WHEREAS, Jefferson County is a political subdivision of the State of Washington formed in 1852 to provide general purpose governmental services throughout Jefferson County;

WHEREAS, the City of Port Townsend is a code city, incorporated in 1860, to provide general purpose governmental services within the city's limits;

WHEREAS, the Port of Port Townsend is a countywide special purpose district formed in 1924 to own and operate facilities including maritime, aviation, commercial and industrial facilities and is specifically charged with a mission of broad economic development throughout Jefferson County;

WHEREAS, Jefferson County Public Utility District Number 1 is a countywide special purpose district formed in 1939 to restore ownership of key public utilities to the people and currently owns and operates water, sewer and fiber optic utilities in parts of Jefferson County and provides electricity throughout Jefferson County;

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State; and

WHEREAS, the long-term and sustainable response to and recovery from COVID-19 will require interjurisdictional partnership and collective action on a range of issues; and

WHEREAS, response and recovery from COVID-19 will also require sustained partnership and collective action on complex pre-existing issues exacerbated by the pandemic, including affordable housing, climate change and inequality; and

WHEREAS, setting the structure for empowering, harnessing and coordinating broad-based, community-wide engagement across sectors will be essential for sustained recovery and resilience; and

WHEREAS, Jefferson County, the City of Port Townsend, the Port of Port Townsend and the Jefferson County PUD desire to establish a formal process of intergovernmental collaboration to address COVID-19 recovery efforts; and

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Commissioners, City Council of the City of Port Townsend, the Port of Port Townsend and Jefferson County PUD as follows:

Section 1. Intergovernmental Collaborative Group (ICG). The collective governing bodies of Jefferson County, the City of Port Townsend, the Port of Port Townsend and Jefferson County PUD, when meeting jointly for the purposes outlined in this resolution shall form the ICG. The express purpose of the ICG is to adopt a COVID-19 Recovery and Resiliency Plan that includes specific projects and initiatives that are tangible, fundable, legal and able to be implemented in the near term. Projects and initiatives should empower community directly to support long-term resiliency with an emphasis on what individuals, organizations and businesses can do together, with an appropriate supportive role by local government to assist those community projects and initiatives. It is anticipated that the ICG will meet a total of three times (including a kick-off meeting and two meetings to review and adopt the proposed Recovery and Resiliency Plan).

Section 2. An Intergovernmental Coordinating Committee (ICC), comprised of two members of each of the four entities, including one elected member to be selected by the entity and the chief appointed officer of that entity, is formed for the purposes identified in this resolution. All meetings of the ICC will be subject to the Open Public Meetings Act, actions will be taken by consensus, meetings may be facilitated, meeting procedures will be established by the group, and actions will be limited to implementing the purpose of this resolution including recommending a Recovery and Resiliency Plan to the ICG. The purpose of the ICC is to work with community task forces representing different sectors and receive recommendations for sector recovery resiliency plans, strategies and actions for review and inclusion into a Consolidated Recovery and Resiliency Plan by the ICC. The ICC will recommend its plan to the ICG for adoption. It is anticipated that the ICC will meet a total of six times.

Section 3. The ICC is charged with establishing Recovery Planning Task Forces representing the following sectors:

- A. Culture & Events
- B. Businesses (chaired by the EDC and Chambers)
- C. Children & Families
- D. Human Services
- E. Food System Security
- F. Broadband

Task Forces will be comprised of people from the community with specific expertise and/or experience in their sector. Task forces are expected to meet weekly for the express purpose of developing recommendations for specific projects or initiatives that are tangible, fundable, legal and able to be implemented that address recovery in their sector. Additional sectors may be added by the ICC.

Section 4. The final recommendation for a COVID-19 Recovery Plan shall be completed no later than December 15, 2020.

Jefferson County Resolution No. ____-20

JEFFERSON COUNTY, WASHINGTON

APPROVED AND SIGNED this ____ day of June, 2020.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton,
Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway
Deputy Clerk of the Board

David Sullivan, Member

DRAFT

City of Port Townsend Resolution No. 20-_____

CITY OF PORT TOWNSEND, WASHINGTON

ADOPTED by the City Council of Port Townsend, Washington, at a regular meeting thereof, held this 1st day of June 2020.

Michelle Sandoval
Mayor

Attest:

Approved as to form:

Joanna Sanders, MMC
City Clerk

Heidi Greenwood
City Attorney

Port of Port Townsend Resolution No. ____-20

PORT OF PORT TOWNSEND

ATTEST:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

William W. Putney, III, Vice President

APPROVED AS TO FORM:

Port Attorney

DRAFT

**PUBLIC UTILITY DISTRICT NO. 1
OF
JEFFERSON COUNTY**

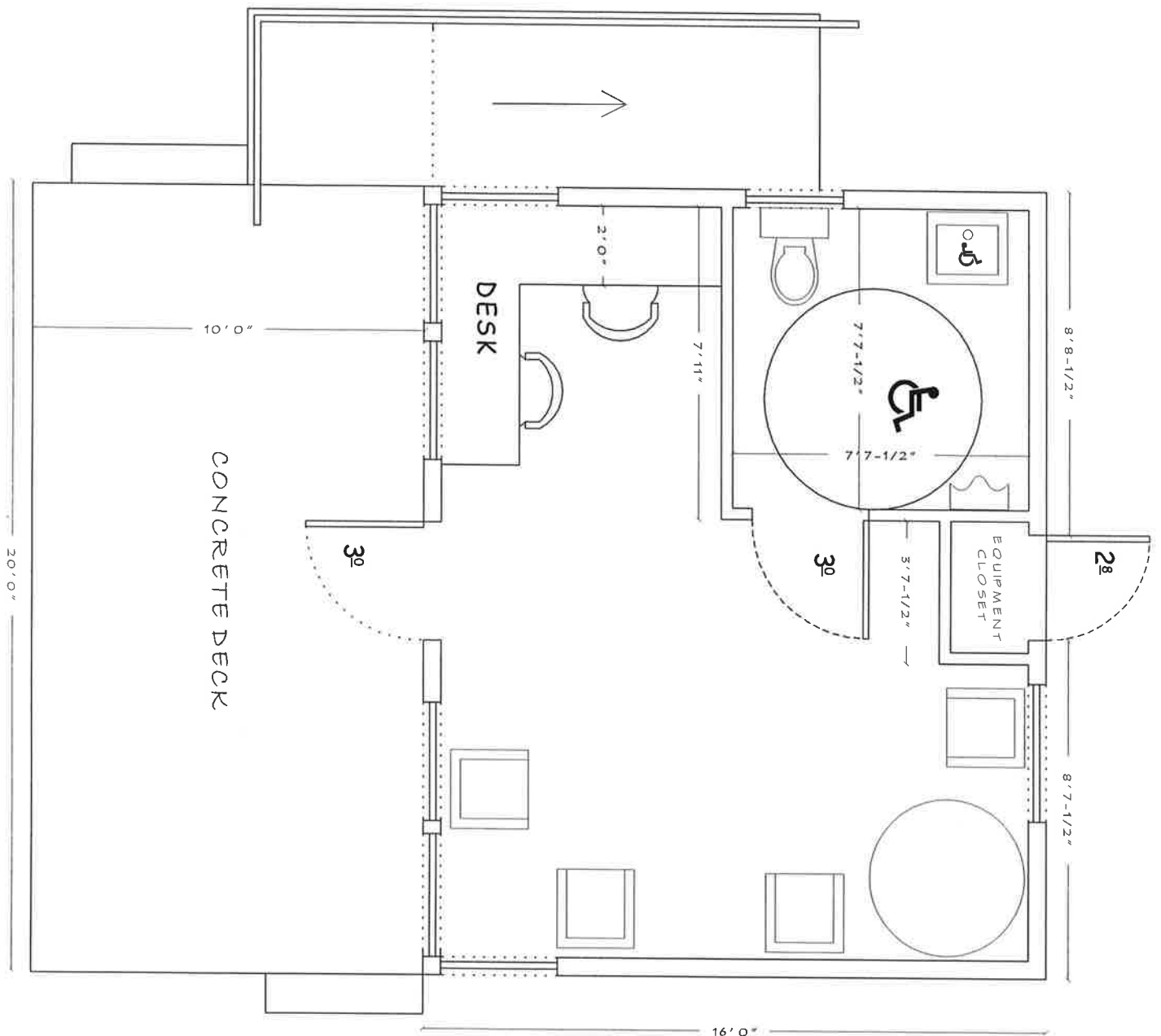
ATTEST:

Dan Toepper, President

Jeff Randall, Secretary

Kenneth Collins, Vice President

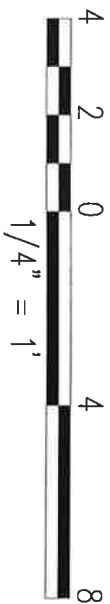
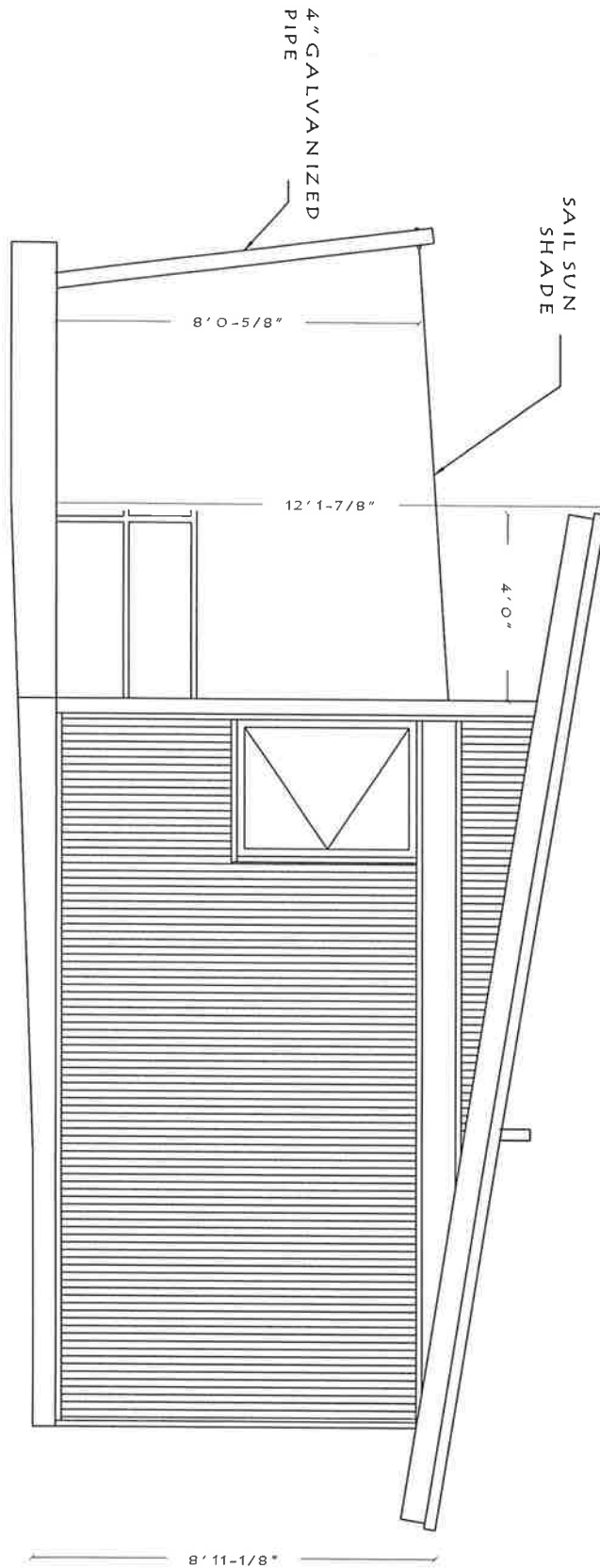
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FLOOR PLAN
320 SQ. FT.

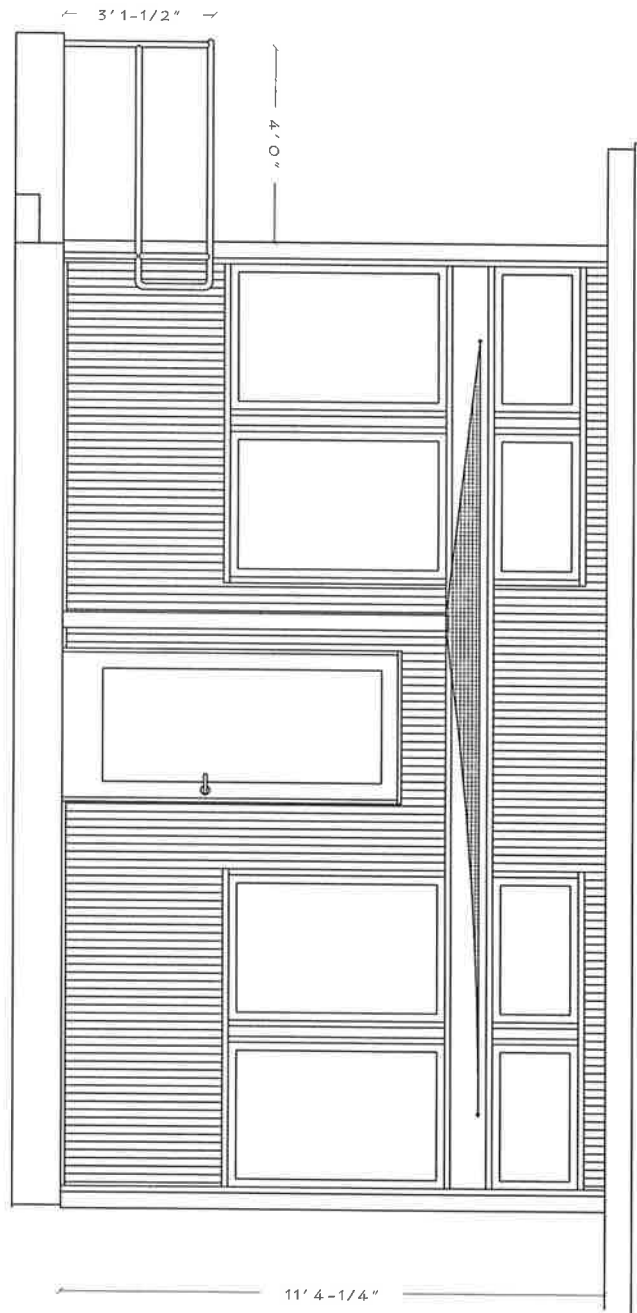
JCIA TERMINAL AND RESTROOM
JEFFERSON COUNTY AIRPORT
PORT TOWNSEND WASHINGTON 98368

EAST ELEVATION



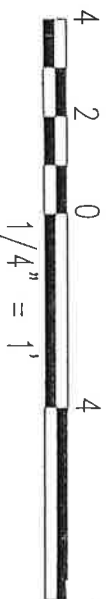
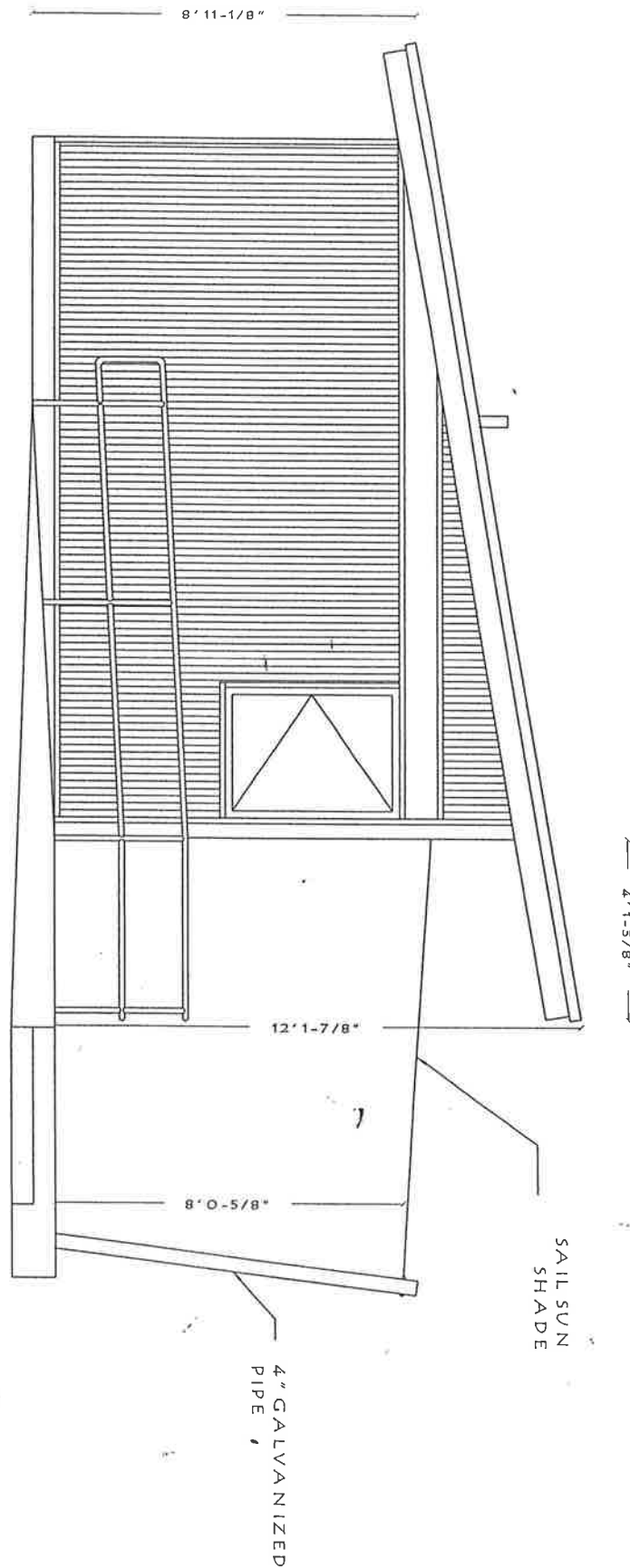
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SOUTH ELEVATION



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WEST ELEVATION



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