

Port of Port Townsend Meeting Agenda Wednesday, June 24, 2020, 5:30 p.m.

Port Commission Building

Via https://zoom.us/ – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651 This meeting will only be accessible remotely, as per Governor's Proclamation 20-28.

I.	Call to Order / Pledge of Allegiance							
		The Port welcomes your comments in writing before the meeting	(which will be					
II.	Approval of Agenda	presented to the commission and made available and part of the r	ecord), or live					
III.	Public Comments during the meeting - you can 'raise your hand' electronically during ou meeting. Please click here for more information. Consent Agenda							
IV.	A. Approval of Special Business Med	eting Minutes, June 17, 2020eting Minutes, June 10, 2020						
	B. Approval of Warrants		5-15					
V.	Second Reading - none							
VI.	First Reading - none							
VII.	Regular Business A. Five-year Anniversary for Abigail	Berg	16					
	B. Hudson Point Café Lease		17-34					
	C. Covid-19 Update		. 35-36					
	D. YTD May Financials		. 37-44					
	Preservation Plan: Phase 1: JJetty Engineering and Permit	etty, Phase 2: Buildings, Phase 3: Infrastructure Upgrades tting Update e assessment agreement with Artifacts, Inc.	. 45-77					
VIII.	Staff Comments							
IX.	Commissioner Comments							
Χ.	Next Public Workshop / Regular Busi Wednesday, July 8, 2020. Worksho	ness Meeting: p at 9:30 AM, Meeting at 1:00 PM, Place TBD						
XI.	Executive Session - none							
XII.	Adjournment							
Infor								
•								
•	Summary of Fund Resources & Uses,	as of May 31, 2020	84-87					

PORT COMMISSION attended a Joint Special Meeting of Jefferson County Board of County Commissioners, Port Townsend City Council, Port of Port Townsend, and Public Utility District #1 on Wednesday, June 17, 2020, at 5:00 p.m.

This meeting was held live online at www.co.jefferson.wa.us following the links under "Quick Links: Videos of Meetings". You may find the recorded video of this meeting there.

Present: Commissioners Hanke, Petranek & Putney

Executive Director Berg

I. CALL TO ORDER:

Pamela A. Petranek, Secretary

Jefferson County Board of County Commissioners, Port Townsend City Council members, Commissioners of the Port of Port Townsend, Commissioners of the Public Utility District #1, and Jefferson County Board of Health called the Special Meeting to order beginning at 5:00 PM.

<u>II.</u>	AGENDA:		
1.	Call to Order	Chairs/Mayor	
2.	Introduce Members & Staff	Chairs/Mayor	
3.	Acknowledge Written Public Comments	Chair Brotherton	
4.	Purpose of Meeting	Chair Brotherton	
5.	 Staff Presentations: Opportunity & Need for Collaboration Recovery & Resiliency Focus Areas Walk Through Proposed Joint Resolution 	John Mauro Eron Berg & Kevin Street Philip Morley	
6.	 Comments by Elected Officials: Port Commission PUD Commission City Council County Commission 		
7.	 Adoption of Joint Resolution Port Commission - approved PUD Commission - approved City Council - approved County Commission - approved 	The Port commission adopted Resolution 722-20, by motion from Commissioner Petranek, second from Commissioner Putney, passed unanimously.	
8.	 Intergovernmental Coordinating Committee Representatives, Organization & Staffing Set Initial Meeting of ICC Representatives: Kate Dean, David Faber, Eron Berg, Jeff Randall, Pete Hanke, John Mauro, Philip Morley, and Kevin Streett 	Chair Brotherton & staff	
9.	Next Steps and Future Meetings June 25, 2020 at 12:00 PM	Chair Brotherton	
Adj	ourn	Chairs/Mayor	
<u>III.</u>	ADJOURNMENT:		
The	Special Meeting adjourned at 6:25 PM.		
ATT	EST:		

Peter W. Hanke, President

William W. Putney III, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING - Wednesday, June 10, 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

Finance Director & Port Auditor Berg

Port Recorder Erickson

Port Attorneys Chmelik & Reardanz

I. CALL TO ORDER (00:00:00)

Commissioner Hanke called the meeting to order at 1:02 PM.

II. APPROVAL OF AGENDA (00:00:11)

Commissioner Putney moved to approve the Agenda as submitted. Commissioner Petranek seconded the motion. Motion carried by unanimous vote.

- III. PUBLIC COMMENTS (00:00:45) none
- IV. CONSENT AGENDA (00:00:57)
 - A. Approval of Regular Business Meeting Minutes from May 27, 2020
 - B. Approval of Warrants

Warrant #062373 through #062383 in the amount of \$39,782.08 and Electronic Payment in the amount of \$144,357.23 for Payroll & Benefits.

Warrant #062384 through #062451 in the amount of \$43,862.63 for Accounts Payable. Electronic Debit in the amount of \$259.80 for business license renewal.

- C. Resolution 721-20 Surplus of Certain Items
- D. PoPT Jeffco PUD Interlocal Agreement

Commissioner Putney had questions about two warrants (Olympic Synthetics and Sea Technology), and Finance Director Berg gave him details on these expenditures.

Commissioner Hanke moved to accept the Consent Agenda.

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

- V. SECOND READING none
- VI. FIRST READING none
- VII. REGULAR BUSINESS (00:03:33)
 - A. Covid-19 Pandemic Update

Executive Director Berg summarized the update by saying that not a lot had changed since the last update, except that the Port opened the yard with restrictions on June 1, and reopened guest moorage on June 4. He reminded them that there will be a joint meeting of the Intergovernmental Coordination group on June 17 at 5:00 PM; the draft resolution to be considered that night was in the meeting packet (p. 29-34). He asked the Commission to choose a commissioner to be the Port's elected representative for the "group of 8" following next week's meeting of the four governing bodies.

Executive Director Berg updated the commission on two projects that are moving forward, after thawing the spending freeze a bit: \$90,000 as part of a multi-year, unit-priced contract for yard resurfacing to address concerns about water quality; and \$93,500 for the JCIA terminal project. Included in the packet (p. 35-38) is a design layout for the JCIA terminal which is

planned to be next to the Spruce Goose restaurant, and is designed to match it in style. It would be a place for pilots to prepare flight plans, wait for ground transportation, and will contain a restroom, and a closet for technical equipment where the Port plans to move the AWOS to protect it from the elements. He asked the Commission for approval to continue with the design and permitting, and said he would bring back the finished plans for their approval.

Executive Director Berg then brought up for discussion the fact that the county is now in a modified Phase 2 of the Covid-19 recovery plan, and would be eligible to move to phase 3 later this week. Jefferson county commissioners have chosen to move in concert with the neighboring counties on opening overnight camping. Having the RV facility closed is costing the Port approximately \$2,000 per day.

The Commission addressed each subject separately.

As relates to choosing a Commissioner to serve as the representative on the "group of 8" or the Interlocal Community Council (ICC), the Commission agreed that it was fitting to have the President represent their body at the ICC (currently Commissioner Hanke) and to organize special Commission meetings regularly before or after each ICC meeting so all viewpoints could be heard, and the Commission could all be on the same page. Commissioners not on the ICC could also engage as a community member in one of the Recovery Planning Task Forces.

As pertains to the Yard Resurfacing project, Commission felt that keeping up with this project had been a key to the Port's successful stormwater treatment, and agreed it was a good idea to go ahead.

As pertains to the JCIA Terminal Building project, Commission discussed the design plans and came up with a few changes: (1) to easily access the deck from any direction, widen and extend a step that goes all the way from the end of the ADA ramp, around the front and the side; (2) move the desk to the NE corner away from the SW corner, to make it easier to read a monitor; (3) make the SW corner a sunny place to sit and wait for transport; (4) add ADA parking near the ADA ramp, beside the building on the newly paved area; move the iron ranger next to this terminal. Commission asked about restroom access and cleaning, and Executive Director Berg said that it would be put on rotation with all the Port restrooms and cleaned regularly, and that it could be open during certain hours and in off hours be treated like the restrooms at the marina, with code access for guests, and fob access for regular tenants.

As relates to RV camping at Point Hudson, there was a discussion about Jefferson County wanting to be in concert with neighboring counties, but these counties are not on the same page – Kitsap and Island Counties have opened overnight camping, but Clallam has not.

Commissioner Hanke asked how the Port could move forward, and is there a good precedent for keeping RV camping closed? Commissioner Putney said overnight RV camping was lumped in with tent camping, but these campers are completely self-contained and much safer in that respect. Commissioner Petranek asked if hotels and B&Bs were open in Port Townsend as this might give some direction. The Commission directed Executive Director Berg to write a letter to the Jefferson County Board of Health and County Commission laying out our concerns with the continued modified Phase 2, asking for clarification about the process as it relates to RV camping, and requesting formal variance to open our RV Park with restrictions. They requested this letter be written soon, so that officials could consider the Port's request in discussions about moving to Phase 3 in Jefferson County.

Commissioner Hanke moved to ratify and confirm Emergency Order 2020-08. Commissioner Putney seconded, and motion carried unanimously.

VIII. STAFF COMMENTS (01:01:40)

<u>Deputy Director Toews</u> gave an update on the JCIA Runway Project: Paving began today, test strip is finished, and paving will proceed tomorrow through Saturday, and possibly into next week, depending on weather (rain is predicted). Striping is planned for mid-week next week with plans to open the runway by end of day, Friday, June 19. The Port has not heard back from FAA formally on their acceptance of the update to the FAA grant to cover the additional costs of the runway rehab.

<u>Executive Director Berg</u> commented that that the theme for Commission meeting on June 24 is Point Hudson. He plans to bring information on marina protection, preservation plan, buildings and everything in between.

<u>Port Attorney Chmelik</u> commented on in-person meetings after the current Governor's order regarding public meetings expires at midnight on June 17, and predicted the order would be extended. A discussion on this topic followed.

IX. COMMISSIONER COMMENTS (01: 05:50)

<u>Commissioner Putney</u> commented that he had driven by the airport and saw the asphalt trucks lined up on Hwy 20, which he thought was a good sign of progress on the runway.

<u>Commissioner Petranek</u> commented that she had been focusing on the Yard, talking to workers, and working on an overall plan for safety and better utilization of the yard. She gave an overview of the Point Hudson project at the Marine Resources Committee meeting last week, and looked forward to the update on June 24.

<u>Commissioner Hanke</u> commented on the situation with RVs and stated that he wants to be collaborative and follow the law, but wants clarity regarding how we decide to move forward, stating that the Board of Health may not be aware of the affect of their decision to close camping in Jefferson County.

- X. <u>Next Public Regular Business Meeting</u>: Special Joint Meeting on Wednesday, June 17, 2020, at 5:00 PM online. Regular Business Meeting Wednesday, June 24, 2020, at 5:30 PM, TBD.
- XI. <u>EXECUTIVE SESSION (01:18:40)</u>: moved into 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. <u>ADJOURNMENT:</u> Reconvened without decisions from Executive Session at 2:56 PM. The meeting adjourned at 2:58 PM, there being no further business 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

WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissione	ers 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 des	scribed herein, and that the claims are
just due and unpaid obligation against t	the Port of Port Townsend, that we are
authorized to authenticate and certify t	o said claim and that these claims, ir
Warrant No <u>062452</u> through No. <u>062</u>	459 in the amount of \$14,937.56
and Electronic Payment in the amoun	t of \$72,830.26 _, are approved for
payment for a total amount of\$	87,767.82 on this <u>24th</u> day of
<u>June</u> , 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



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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 <u>062460</u> through No. <u>062529</u>, are approved for payment in the amount of <u>\$69,678.23</u> on this <u>24th</u> day of <u>June</u>, <u>2020</u>.

For: Accounts Payable

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance And Administration

Journal Posting Date: 6/24/2020 Register Number: CD-000821

Port of Port Townsend (PTA)

				Bank Code: W - W/	ARRANTS PAYABLE		
			Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
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			REFUND 6/4/2020	6/4/2020	11.00	0.00	11.00
062461	6/24/2020	BAN005	Bank of America				Check Entry Number: 001
			6/5/2020 STATEMENT	6/5/2020	1,271.26	0.00	1,271.26
062462	6/24/2020	BAR035	,				Check Entry Number: 001
			REFUND 6/4/2020	6/4/2020	11.00	0.00	11.00
062463	6/24/2020	BAT035	Jeff Bates				Check Entry Number: 001
			REFUND 6/4/2020	6/4/2020	10.00	0.00	10.00
062464	6/24/2020	BAU070	Roger Bauer			5	Check Entry Number: 001
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062465	6/24/2020	BEA070	Debbie Beatenbough				Check Entry Number: 001
			REFUND 06/03/20020	6/3/2020	10.00	0.00	10.00
062466	6/24/2020	CAH010	Anna Cahali				Check Entry Number: 001
			REFUND 6/3/2020	6/3/2020	20.00	0.00	20.00
062467	6/24/2020	CAS055	Martin Cassidy				Check Entry Number: 001
			REFUND 06032020	6/3/2020	10.00	0.00	10.00
062468	6/24/2020	CAT070	Thomas & Edite Cates	i			Check Entry Number: 001
			REFUND 06/08/2020	6/8/2020	709.82	0.00	709.82
062469	6/24/2020	CEN010	Central Welding Suppl				Check Entry Number: 001
			PT 129117	6/4/2020	67.22	0.00	67.22
062470	6/24/2020	CEN030) CenturyLink				Check Entry Number: 001
			6/1/2020 STATEMENT	6/1/2020	93.00	0.00	93.00
062471	6/24/2020	CEN035			33.00	5100	Check Entry Number: 001
			6/8/2020 STATEMENTS	6/8/2020	776.45	0.00	776.45
062472	6/24/2020	CHI055	Shalline Chism	V. 5. 2 V 2 5	110110	0.00	Check Entry Number: 001
			REFUND 06/03/2020	6/3/2020	10.00	0.00	10.00
062473	6/24/2020	COA050			10.00	5.00	Check Entry Number: 001
			100339-10	6/8/2020	24,144.00	0.00	24,144.00
062474	6/24/2020	COH050		010.2020	21,11100	0.00	Check Entry Number: 001
			0392	6/9/2020	62.13	0.00	62.13
062475	6/24/2020	COR055		0/3/2020	02.10	0.00	Check Entry Number: 001
			REFUND 6/10/2020	6/10/2020	10.00	0.00	10.00
062476	6/24/2020	COU030		0/10/2020	10.00	0.00	Check Entry Number: 001
	0/2 1/2020		REFUND 06/04/2020	6/4/2020	10.00	0.00	10.00
062477	6/24/2020	DMD005		0/4/2020	10.00	0.00	Check Entry Number: 001
	0/21/2020		6/1/2020 STATEMENTS	6/1/2020	6,684.86	0.00	6,684.86
062478	6/24/2020	DUE040		0/1/2020	0,004.00	0.00	
,0 <u>L</u> 170	O/E-1/LUZU		REFUND	6/24/2020	10.00	0.00	Check Entry Number: 001 10.00
062479	6/24/2020	DUN070		0/24/2020	10.00	0.00	
70 <u>2</u> 47 5	O/Z-1/ZOZO		REFUND 6/3/2020	6/3/2020	10.00	0.00	Check Entry Number: 001 10,00
062480	6/24/2020	HOP045		0/3/2020	10.00	0.00	
702400	012412020		REFUND 6/4/2020	£14/0000	11.00	0.00	Check Entry Number: 001
062481	6/24/2020	JEN025	Glenn Jenne	6/4/2020	11.00	0.00	11.00
70270 I	014714040		REFUND 06/8/2020	E/D/ANAN	10.00	0.00	Check Entry Number: 001
062482	6/24/2020	JOH045		6/8/2020	10.00	0.00	10.00 Charle Fotos Number 201
JULTUL	UILTILULU		REFUND 06/10/2020	6/10/0000	00.40	0.00	Check Entry Number: 001
062483	6/24/2020	K&L005	K&L Gates LLP	6/10/2020	98.40	0.00	98.40
02700	U12912U2U			E/E/OOOO	0.500.00	0.00	Check Entry Number: 001
62404	CIONIODO		2022502	6/5/2020	9,500.00	0.00	9,500.00
62484	6/24/2020	KIN070	Laurie King-Harris	6144/0000	F0.00	2.00	Check Entry Number: 001
			REFUND 6/14/2020	6/14/2020	50.00	0.00	50.00

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52485	6/24/2020	LIE040	Kim Lierman				Check Entry Number: 001
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2486	6/24/2020	MAC030	Kimo Mackey				Check Entry Number: 001
			REFUND 06/08/2020	6/8/2020	22.00	0.00	22.00
2487	6/24/2020	MCC06	5 Todd & Cindy McCla	in			Check Entry Number: 001
			REFUND 06/03/2020	6/3/2020	20.00	0.00	20.00
2488	6/24/2020	MEA040	Hal Meadows				Check Entry Number: 001
			REFUND 06/10/2020	6/10/2020	10.00	0.00	10.00
2489	6/24/2020	MOR07					Check Entry Number: 001
		,	REFUND 06/08/2020	6/8/2020	10.00	0.00	10.00
2490	6/24/2020	MUR00					Check Entry Number: 001
_ 100	0/2 //2020	11101100	6/1/2020 STATEMENT	6/1/2020	474.10	0.00	474.10
2491	6/24/2020	NEL015		O/ I/LOCO	17 1.10	5.00	Check Entry Number: 001
2431	0/24/2020	NEEDIS	REFUND 06/03/2020	6/3/2020	10.00	0.00	10.00
2492	6/24/2020	NOR00			10,00	0,00	Check Entry Number: 001
2492	0/24/2020	NONO			309.34	0.00	309.34
0.400	CIONIDODO	OFCOO	S010157243.001	6/11/2020	309.34	0.00	Check Entry Number: 001
2493	6/24/2020	OES00		6/45/0000	0.044.00	0.00	3,944.00
		01.004	1920001380	6/15/2020	3,944.00	0.00	· ·
2494	6/24/2020	OLS040					Check Entry Number: 001
			REFUND 06/03/2020	6/3/2020	20.00	0.00	20.00
2495	6/24/2020	OLY003					Check Entry Number: 001
			05/31/2020	5/31/2020	17.33	0.00	17.33
2496	6/24/2020	OLY03	5 Olympic Peninsula (Communications, LLC			Check Entry Number: 001
			009	6/1/2020	2,445.00	0.00	2,445.00
2497	6/24/2020	ORT01	5 Bob & Sylvia Orth				Check Entry Number: 001
			REFUND 06/03/2020	6/3/2020	10.00	0.00	10.00
2498	6/24/2020	PEN03	Peninsula Paint Co.				Check Entry Number: 001
			F0180960	6/4/2020	69.20	0.00	69.20
2499	6/24/2020	PET029	Petrick Lock & Safe				Check Entry Number: 001
			18358	6/10/2020	250,70	0.00	250.70
2500	6/24/2020	PIT001		l Fin. Svcs.			Check Entry Number: 001
	0.0		3311322479	5/30/2020	550,93	0.00	550.93
2501	6/24/2020	PLA040		0.00.2020			Check Entry Number: 001
-500 I	VILTILULU	TOTO	0J85521	5/27/2020	496.18	0.00	496.18
2502	6/24/2020	POW05		V. E. 1 EVEV	100110	2.00	Check Entry Number: 001
,2002	UILTILULU	1 01100	REFUND 06/04/2020	6/4/2020	10.00	0.00	10,00
52503	6/24/2020	PRI001		01712020	10.00	0.00	Check Entry Number: 001
12303	012412020	rniuu i	· · · · · · · · · · · · · · · · · · ·	A/20/2020	616.41	0.00	616.41
-0504	CIONICOCO	DUDAA	200322	4/29/2020	010.41	0,00	Check Entry Number: 001
52504	6/24/2020	PUD00		614410000	04140	0.00	314.10
	e (a) (a a a a	DEAGA	6/11/2020	6/11/2020	314.10	0.00	
52505	6/24/2020	REA02	· ·	61418888	40.00	0.00	Check Entry Number: 001
			REFUND 06/04/2020	6/4/2020	10.00	0.00	10.00
52506	6/24/2020	REY08					Check Entry Number: 001
			REFUND 06/082020	6/8/2020	22.00	0.00	22.00
52507	6/24/2020	ROD03	0 Rodda Paint				Check Entry Number: 001
			44153846	6/1/2020	586.04	0.00	586.04
52508	6/24/2020	SAF00	1 Safeway, Inc.				Check Entry Number: 001
			06/13/2020	6/13/2020	1,223.33	0.00	1,223.33
52509	6/24/2020	SEC01	0 Security Services				Check Entry Number: 001
			111521	6/1/2020	190.85	0.00	190.85

Run Date: 6/18/2020 1:53:46PM

A/P Date: 6/24/2020

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		E	Bank Code: W - WAR	IRANTS PAYABLE		
heck Number	Check Date	Vendor Invoice Number	Invoice Date	nvoice Amount	Discount Applied	Payment Amount
62510	6/24/2020	SNE020 S-Net Communications	2:			Check Entry Number: 001
		1691991	6/11/2020	553.33	0.00	553.33
62511	6/24/2020	SOU055 Sound Publishing, Inc				Check Entry Number: 001
		7985394	5/31/2020	301.00	0.00	301.00
62512	6/24/2020	SOU070 Sound Storage GC				Check Entry Number: 001
		6/12/2020	6/12/2020	188.00	0.00	188.00
062513	6/24/2020	SPA070 Chris Sparks				Check Entry Number: 001
		MARINA CAFE WINDOW	6/24/2020	84.86	0.00	84.86
062514	6/24/2020	STA040 Gary Stack				Check Entry Number: 001
		REFUND 06/10/2020	6/10/2020	10,00	0.00	10.00
62515	6/24/2020	STO050 Stormwater RX	0, 10, 2020	10.00	0.00	Check Entry Number: 001
02010	0/24/2020	119.51.04.1	6/9/2020	1,831.20	0.00	1,831.20
			6/9/2020			1,493.30
		119.51.05.1		1,493.30	0.00	The second secon
			k 062515 Total:	3,324.50	0.00	3,324.50
62516	6/24/2020	STR025 Dean Strong				Check Entry Number: 001
		REFUND 06/03/2020	6/3/2020	11.00	0.00	11.00
62517	6/24/2020	TER030 Terrapin Architecture PC				Check Entry Number: 001
		20-185	6/3/2020	72.75	0.00	72.75
62518	6/24/2020	TWI001 Spectra Laboratories - K	itsap			Check Entry Number: 001
		20-03409	6/5/2020	81.00	0.00	81.00
62519	6/24/2020	ULI040 ULINE				Check Entry Number: 001
		120438809	5/28/2020	5,954.15	0.00	5,954.15
62520	6/24/2020	VAN030 Larry VanCamp		•		Check Entry Number: 001
		REFUND 06/08/2020	6/8/2020	11.00	0.00	11.00
62521	6/24/2020	VOO020 Brad Voorhees	0,0,2020	11100	0.00	Check Entry Number: 001
02021	0/2-1/2020	REFUND 06/04/2020	6/4/2020	10.00	0,00	10.00
62522	6/24/2020	WAL065 George Walsh	0/4/2020	10,00	0,00	Check Entry Number: 001
102322	0/24/2020	REFUND 06/03/2020	6/3/2020	10.00	0.00	10.00
COEOO	c in a innon			10,00	0,00	
62523	6/24/2020	WAS016 Washington Tractor, Inc.		474.04	0.00	Check Entry Number: 001
		2109053	6/8/2020	174.81	0.00	174.81
		2116622	6/15/2020	92.11	0.00	92.11
		Che	ck 062523 Total:	266.92	0.00	266.92
62524	6/24/2020	WAS017 Marc Horton - Washington	on Project Consultant	S		Check Entry Number: 001
		053120-8	6/1/2020	1,852.50	0.00	1,852.50
062525	6/24/2020	WAV040 Wave Broadband				Check Entry Number: 001
		103263301-0008171	5/31/2020	1,473.37	0.00	1,473.37
062526	6/24/2020	WEN030 Erik Wennstrom				Check Entry Number: 001
		REFUND 6/16/2020	6/16/2020	190.20	0.00	190.20
062527	6/24/2020	WIL013 Harold Williams				Check Entry Number: 001
		REFUND 06/03/2020	6/3/2020	10.00	0.00	10.00
062528	6/24/2020	WIL026 Frank & Lynn Wilson				Check Entry Number: 001
	SIE II EULU	REFUND 06/03/2020	6/3/2020	10,00	0.00	10.00
062529	6/24/2020	ZAV020 Carol Zavalney	01012020	10,00	5,00	Check Entry Number: 001
いとうとう	012 4 12020	REFUND 06/03/2020	6/3/2020	11.00	0.00	11.00
		NET-UND 00/03/2020	9°			· · · · · · · · · · · · · · · · · · ·
			Report Total:	69,678.23	0.00	69,678.23



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. <u>062385</u> in the amount of <u>\$11.00</u>, Warrant No. <u>062391</u> in the amount of <u>\$11.00</u>, warrant No. <u>062395</u> in the amount of <u>\$10.00</u>, and Warrant No. <u>062450</u> in the amount of <u>\$10.00</u> are declared <u>void</u> on this on this <u>24th</u> day of <u>June, 2020</u>.

For: Accounts Payable

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance

And Administration

Check Number/	ANTS PAYABLE Check Date Vendor	Number Invoice Amount	Discount	Distribution Amount	Check Amount
Invoice Number	Invoice Date				11.00-
062385 Check Comment: CK06238501	REV 6/10/2020 ABB060 Credit used by CSR as payment	Scott Abbott on account			
G/L Ac	6/10/2020 ccount: 761-9300-19	11.00- MISC EXPENSE: P. H. MARINA & RV	0.00	11.00-	11.00
062391 Check Comment: CK06239101	REV 6/10/2020 BAY070 Credit used by CSR as payment	Scott Baysinger on account			
G/L A	6/10/2020 ccount: 761-9300-19	11.00- MISC EXPENSE: P. H. MARINA & RV	0.00	11.00-	10.00
062395 Check Comment: CK06239501	REV 6/10/2020 BUN030 Credit used by CSR as payment	Dale Bundy on account			
	6/10/2020 ccount: 761-9300-19	10.00- MISC EXPENSE: P. H. MARINA & RV	0.00	10.00-	10.0
062450 Check Comment: CK06245001	REV 6/10/2020 WOO080 Credit used by CSR as payment				
	6/10/2020	10.00-	0.00	10.00-	
G/L A	ccount: 761-9300-19 Bank W Total	MISC EXPENSE: P. H. MARINA & RV	0.00	42.00-	
	Report Total		0,00	42.00-	42.0

Run Date: 6/18/2020 8:45:06AM

A/P Date: 6/18/2020

Page: 1

User Logon: DLF



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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 \$5,581.58 on this 24th day of June, 2020.

For: <u>Washington State, Department of Revenue</u>
Combined Excise Tax Return – for *May, 2020* in the amount of \$5,581.58

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance and Administration

6/18/2020 Export

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is 0-014-694-702

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

Filing Date

June 18, 2020

Account Id

161-000-044

Primary Name

BOAT HAVEN FUEL DOCK

Payment Method ACH Debit/E-Check

Payment Effective June 25, 2020

Total Tax

5,581.58

Total Due

5,581.58

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: May 31, 2020

Due Date: June 25, 2020

Filing Frequency: Monthly

Dusiness & Occupation	Business	&	Осси	pation
-----------------------	-----------------	---	------	--------

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	46,373.16	90.87	46,282.29	0.004710	217.99
Service and Other Activities (\$1 million greater in prior year)	or 57,531.97	0.00	57,531.97	0.017500	1,006.81
			Total Business &	Occupation	1,224.80
State Sales and Use					
Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	46,373.16	687.48	45,685.68	0.065000	2,969.57
			Total State Sa	les and Use	2,969.57
Public Utility Tax					
Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	12,567.77	0.00	12,567.77	0.019260	242.06
Water Distribution	59.93	0.00	59.93	0.050290	3.01
			Total Publi	c Utility Tax	245.07
Deductions					
Tax Classification Deduc	tion				Amount
Business & Occupation					
Retailing Motor	Vehicle Fuel Tax				90.87
State Sales and Use					
Retail Sales Motor	Vehicle Fuel Sales				687.48
Local City and/or County Sal	es Tax				
Location			Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY			1,334.32	0.025000	33.36
1601 - PORT TOWNSEND			44,351.36	0.025000	1,108.78
		Total Local	City and/or County	Sales Tax	1,142.14

Total Tax	5,581.58
Subtotal	5,581.58
Total Amount Owed	5,581.58

No Transient Rental Income to Report No Special Hotel/Motel Activity to Report

Prepared By:

Donna Frary

E-Mail Address:

donna@portofpt.com

Submitted Date:

6/18/2020

Confirmation #:

0-014-694-702

Payment Type:

ACH Debit/E-Check

Amount:

\$5,581.58

Effective Date:

6/25/2020

PORT OF PORT TOWNSEND AGENDA COVER SHEET

MEETING DATE	June 24, 2020					
AGENDA ITEM	☐ First Reading	☐ Second Reading	⊠ Regular E	Business		
AGENDA TITLE	VII. A. Five-year Anniversary for Abigail Berg					
STAFF LEAD	Eron Berg, Executive Director					
REQUESTED	☑ Information	☐ Motion	☐ Action	☐ Discussion		
ATTACHMENTS						

Eron Berg will take a moment to recognize Abigail Berg's service with the Port. She has five years with the Port this as of June 22 and we want to officially recognize her at the 6/24 Port Commission meeting.

PORT OF PORT TOWNSEND AGENDA COVER SHEET

MEETING DATE	June 24, 2020				
AGENDA ITEM	☐ First Reading	☐ Second Reading	☑ Regular Business		
AGENDA TITLE	VII. B. PALLCO, Inc., d/b/a Hudson Point Café				
STAFF LEAD	Eric Toews, Deputy Director				
REQUESTED		☐ Action	☐ Discussion		
ATTACHMENTS	A. Info MemoB. Term SheetC. Hudson Point Ca	fe Lease Agreement			

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: 6/24/2020

TO: Port Commission

FROM: Sue Nelson, Lease & Contracts Administrator

SUBJECT: PALLCO, Inc. d/b/a Hudson Point Cafe – New Lease Agreement

BACKGROUND: Jacki Pallister has been a restaurant tenant in good standing at the Port's Point Hudson facility since 2007. On May 1, 2020, the 2007 lease, which was in holdover status, was terminated and a new month-to-month storage agreement was established. This was due to the economic impact of the COVID-19 pandemic. Throughout May and June, Ms. Pallister cleaned, painted, refinished the wood floors, pulled out booths, installed new restaurant equipment and has reorganized her way of business to work with these new times. Ms. Pallister is ready to re-open her restaurant in July. Provisions will also be sold at the café to boaters and RV guests.

<u>DISCUSSION</u>: The space occupied by Hudson Point Café includes approximately 1,600 square feet of restaurant space and 132 square feet of storage space.

The proposed lease term is for five (5) years with one (1) five (5)-year option.

In the event the Hudson Point Café were to become a "holdover" tenant at the end of the lease term, the rent would increase to 125% of that paid in the month preceding lease termination.

The proposed security deposit is equal to three (3) months' rent.

Staff is impressed with the amount of energy and speed Ms. Pallister has put into the restaurant's reorganization and restructuring and is very pleased to see the Café return as a Port tenant.

RECOMMENDATION: Authorize the Executive Director to execute the attached lease with PALLCO, Inc. d/b/a Hudson Point Café, a Washington State Profit Corporation.

ATTACHMENTS

- Summary of Key Terms
- Proposed Port/Hudson Point Café Lease Agreement (including Exhibit "A", depicting the premises)

PORT OF PORT TOWNSEND:

Summary of Key Terms – Hudson Point Café Building Lease (June 2020)

- **1. TENANT:** PALLCO, Inc. d/b/a HUDSON POINT CAFÉ, a Washington State Profit Corporation.
- **2. PREMISES:** Approximately 1,600 sf of restaurant space and 132 sf of restaurant-related storage space located in the southwest corner of Main Building, Point Hudson.
- **3. TERM:** Five (5) years, beginning on July 1, 2020, and ending on June 30, 2025. Option to extend the lease term by one (1) additional five (5)-year term. Notification to extend the Lease to be done in writing ninety (90) days prior to the end of the lease or any extended term.
- **4. RENT:** Rent per square foot of \$0.80 at lease inception and increasing to \$0.86 by the beginning of month thirteen (13); CPI-U applied beginning in year 2 and each year thereafter in any extended lease term. Market rate adjustment may be applied at beginning of year 3, and every three years after.

Months 1-6: July 1, 2020 – December 31, 2020:

1,732 sf x \$0.80/sf = \$1,385.60 + \$177.92 (12.84% Leasehold Excise Tax "LET") = \$1,563.52

Months 7-12: January 1, 2021 – June 30, 2021:

1,732 sf x \$0.83/sf = \$1,437.56 + \$184.59 LET = \$1,622.15

Month 13 (Year two): Beginning July 1, 2021:

1,732 sf x \$ 0.86/sf = \$ 1,489.52 + \$ 191.26 LET = \$ 1,680.78 + then current CPI-U + LET

- **5. HOLDING OVER:** In the event Lessee allows the lease to expire without negotiating a new agreement with the Port, the tenancy will roll over into a month-to-month basis, with all other provisions of the lease agreement remaining in effect, except that the rent will increase to 125% of the rent due in the month preceding the holdover (e.g., if the rent were \$1,385.60 + LET at the time of lease expiration, the rent in holdover status would be + 25% (\$346.40), or \$1,732.00 + LET).
- **6. USE OF PREMISES:** Restaurant operations, sales of provisions, and restaurant-related storage.
- **7. SECURITY:** Three months' security + LET would be required at lease inception (\$5,042.33). Because Lessee already has a deposit of \$2,428.52 on file with the Port, an additional \$2,613.81 would be required. The Port would allow the deposit balance to be paid in eighteen (18) installment payments of \$145.22, the first installment to be due at lease inception.

- **8. UTILITIES:** All utilities are the responsibility of the Lessee.
- **9. MAINTENANCE & REPAIR:** All maintenance and repairs are the Lessee's responsibility.
- **10. INSURANCE:** Per Port policy. Commercial General Liability of \$1,000,000 combined single limit; Workers Compensation Insurance of not less than \$1,000,000 per occurrence; insurance certificates naming the Port as an additional insured; proof of insurance must be provided prior to occupancy.
- **11. ASSIGNMENT/SUBLEASE:** Permitted only by prior written consent of the Port.
- 12. **DEFAULTS/TERMINATION:** Time is of the essence. Failure to pay rent, or to abide by the covenants/agreements contained in the lease, may serve as a basis for termination. Lessee will be provided with fifteen (15) days' written notice to cure defaults. Port may also terminate upon one hundred and twenty (120) days' written notice, at its sole discretion, for public or private use in connection with the operation of the business of the Port.

PORT OF PORT TOWNSEND POINT HUDSON BUILDING LEASE

THIS LEASE AGREEMENT made this	day of	, 2020 by and between the PORT OF PORT
TOWNSEND, a municipal corporation o	rganized and	existing under the laws of the State of Washington,
Lessor, hereinafter referred to as "the F	ort," and PAI	LCO, INC. d/b/a HUDSON POINT CAFE, a Washington
State Profit Corporation, hereinafter re	ferred to as "	Lessee,"

WITNESSETH:

That the parties hereto do mutually agree as follows:

1. LEASED PREMISES: The Port hereby leases to Lessee, and Lessee hereby hires and leases from the Port, the following described premises situated in the City of Port Townsend, Jefferson County, State of Washington:

The southwest corner of the Main Building, located in the Port's Point Hudson facility, consisting of approximately 1,600 square feet of restaurant space, plus an approximately 132 square feet of restaurant-related storage space (unit #7), 1,732 square feet total, located in the south wing of the Main Building, 130 Hudson Street, Port Townsend, WA.

hereinafter referred to as "the premises." The premises are depicted on Exhibit "A" which is attached hereto and which by this reference is incorporated herein as if fully set forth herein.

- **2. TERM:** The term of this Lease is five (5) years, beginning July 1, 2020, and ending at midnight, June 30, 2025, unless extended or sooner terminated as provided in this Lease. The Lessee shall also have an option to extend the lease term by one (1) additional five (5)-year term. Notification to extend the Lease will be done in writing 90 days prior to end of the initial or any extended lease term.
- **3. RENT:** Lessee agrees to pay as rental for the leased premises \$0.80 per square foot at lease inception and increasing to \$0.86 by the beginning of month thirteen (13), plus all applicable taxes. Rent schedule as follows:

Months 1-6: July 1, 2020 – December 31, 2020:

1,732 sf x \$0.80/sf = \$1,385.60 + \$177.92 (12.84% Leasehold Excise Tax "LET") = \$1,563.52

Months 7-12: January 1, 2021 – June 30, 2021:

1,732 sf x \$0.83/sf = \$1,437.56 + \$184.59 LET = \$1,622.15

Month 13: Beginning July 1, 2021:

1,732 sf x \$0.86/sf = \$1,489.52 + 191.26 LET = \$1,680.78 + then current CPI-U + LET

The rent for each month shall be paid to the Port in advance on or before the first day of each and every month of the lease term and shall be payable at such place as the Port may hereinafter designate. Beginning in year three (3) and every three (3) years thereafter, the rental rate may be adjusted to the fair market rental rate than prevailing for comparable commercial and/or industrial property in the Western Washington area, bearing in mind all allowable uses of the property and all services and amenities available to the property by virtue of its location. The rental rate beginning in year two (2) and annually throughout the term of the lease will be

adjusted by an amount equal to the accumulative amount found on the Consumer Price Index for all urban consumers (CPI-U) for Seattle-Tacoma-Bellevue, which is compiled by the Department of Labor, Bureau of Statistics. In no event shall any rent adjustment result in a reduction in rent from the rate paid in the prior year.

- **4. LATE CHARGE:** In the event that any installment of rent remains unpaid more than twenty (20) days after it is due, then Lessee shall also be obliged to pay a "late charge" as per the Port of Port Townsend Rate Schedule then in effect.
- DEPOSIT: Lessee shall deposit with the Port security in the amount of Five Thousand Forty-Two Dollars and Thirty-Three Cents (\$5,042.33) including Leasehold Excise Tax (LET)¹. Lessee has an existing deposit of Two Thousand Four Hundred Twenty-Eight Dollars and Fifty-Two Cents (\$2,428.52) currently on file with the Port under an agreement now superseded by this Lease. Accordingly, Lessee shall deposit an additional Two Thousand Six Hundred Thirteen Dollars and Eighty-One Cents (\$2,613.81) in order to satisfy the requirements of this Paragraph 5 ("the additional deposit"). The additional deposit shall be made in eighteen (18) equal monthly installment payments of One Hundred Forty-Five Dollars and Twenty-Two Cents (\$145.22) concurrent with the monthly rental payments set forth in Paragraph 3 hereinabove. The deposit shall be held by the Port as security for Lessee's faithful performance of all its obligations under this Lease. Any interest earned on amounts deposited shall be retained by the Port. The deposit shall be returned to Lessee upon termination of this Lease, less any charges owing to the Port or expenses incurred by the Port in repairing damage caused by Lessee or restoring the leased premises to the condition required upon termination of this Lease.
- 6. USE OF PREMISES: Lessee shall use the premises for the purposes of restaurant operations, sales of provisions, and restaurant-related storage and shall not use them for any other purposes without the prior written consent of the Port. Lessee understands that this use restriction is a material condition of this Lease and that the Port intends to preserve the maritime character of Point Hudson and that this Lease is expressly conditioned upon Lessee conducting a business which is compatible with Point Hudson and the businesses conducted by other Lessees at Point Hudson. Lessee shall use the entire premises for the conduct of said business in a first-class manner continuously during the entire term of this Lease, with the exception of temporary closures for such periods as may reasonably be necessary for repairs or redecorating or for reasons beyond Lessee's reasonable control. Lessee agrees that it will not disturb the Port or any other tenant of the Port's by making or permitting any disturbance or any unusual noise, vibration or other condition on or in the premises.
- **7. CONDUCT COVENANTS AND WARRANTIES:** In addition to the requirements of Paragraph 10 and Paragraph 21, below, Lessee specifically covenants and warrants to the Port as follows:
 - a. Quiet Conduct. The conduct of Lessee and such others for whom Lessee is responsible shall not, in any manner, disturb the quiet enjoyment of other Tenants, invitees, or visitors, in or near where the Premises are located, including common areas.
 - b. Damage. The conduct of Lessee and such others for whom Lessee is responsible shall not result in or cause destruction or damage to the Premises, or any part thereof including, but

HUDSON POINT CAFÉ
POINT HUDSON BUILDING LEASE

¹ Required security for all Port leases is three (3) months (minimum + LET, calculated as follows: \$1,489.52 per month x 3 = \$4,468.56; $$4,468.56 \times 12.84\%$ LET = \$573.77 = \$4,468.56 + \$573.77 = \$5,042.33.

not limited to any and all common areas, or the property of other Tenants, their invitees, and visitors.

- **8. UTILITIES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all utility services furnished to the premises, including, but not limited to, light, heat, electricity, gas, water, sewerage, garbage disposal.
- 9. ACCEPTANCE OF PREMISES: Lessee has examined the leased premises and accepts them in their present condition "as is" and without further maintenance liability on the part of the Port. The Port makes no representations or warranties with respect to the condition, suitability, zoning restrictions, or usability, except the Port's right to grant a lease of the premises. Lessee acknowledges that Lessee has fully inspected the premises and is not relying on any statement or representation made by the Port or the Port's agents with respect to the condition of the premises, and Lessee assumes the responsibility and risks of the same, including any defects or conditions that cannot be observed by casual inspection.
- 10. MAINTENANCE AND REPAIR: Maintenance and repair of the premises and all improvements thereon is the sole responsibility of Lessee. Accordingly, at the expiration or sooner termination of this Lease, Lessee shall return the premises to the Port in the same condition in which received (or, if altered by Lessee with the Port's consent, then the premises shall be returned in such altered condition), reasonable wear and tear and damage by fire or unavoidable casualty excepted. Lessee's obligation to make repairs shall not extend to any repairs to the roof (structure or covering), to the foundations of the building or structure and exterior walls, of which the leased premises are a part, unless such repairs are necessitated by Lessee's negligence or failure to maintain the interior. Lessee shall, at its' own expense, and at all times:
 - a. Keep the premises, and the adjoining roadways and sidewalks, neat, clean and in a safe and sanitary condition;
 - b. Maintain and keep the leased premises in a good state of repair; and
 - c. Not commit waste of any kind.
- 11. ALTERATIONS AND IMPROVEMENTS: Lessee shall make no alterations or improvements to or upon the premises or install any fixtures (other than trade fixtures which can be removed without injury to the premises) without first obtaining written approval from the Executive Director of the Port. When seeking the Port's approval, Lessee shall submit full plans and specifications for any proposed alterations and shall furnish proof of compliance with all applicable building codes and other regulations and shall apply for and obtain all necessary permits for such work. If the proposed improvements are estimated to cost more than \$25,000, the Port may require the posting of a completion bond as security for the completion of the improvements. Upon conclusion of the alterations, Lessee shall furnish "as-built" drawings of all improvements and alterations. The Port's approval of alterations shall also include agreement for disposition of the improvements upon termination of this Lease.
- 12. INSPECTION "FOR RENT" SIGNS: The Port reserves the right to inspect the leased premises at any and all reasonable times throughout the term of this Lease, PROVIDED, that it shall not interfere unduly with Lessee's operations. The right of inspection reserved to the Port hereunder shall impose no obligation on the Port to make inspections to ascertain the condition of the premises and shall impose no liability upon the Port for failure to make such inspections. The Port shall have the right to

place and maintain "For Rent" signs in conspicuous places on the premises for thirty (30) days prior to the expiration or sooner termination of this Lease.

possession: If the Port shall be unable for any reason to deliver possession of the premises, or any portion thereof, at the time of the commencement of the term of this Lease, the Port shall not be liable for any damage caused thereby to Lessee, nor shall this Lease thereby become void or voidable, nor shall the term specified herein be in any way extended, but in such event Lessee shall not be liable for any rent until such time as the Port can deliver possession, PROVIDED, that if Lessee shall, in the interim, take possession of any portion of the premises, it shall pay as rental the full rental specified herein reduced pro rata for the portion of the premises not available for possession by Lessee, AND PROVIDED FURTHER, that if the Port shall be unable to deliver possession of the premises at the commencement of the term of this Lease, Lessee shall have the option to terminate this Lease by at least thirty (30) days written notice, unless the Port shall deliver possession of the premises prior to the effective date of termination specified in such notice. If Lessee shall, with the Port's consent, take possession of all or any part of the premises prior to the commencement of the term of this Lease, all of the terms and conditions of this Lease shall immediately become applicable.

14. DAMAGE OR DESTRUCTION:

- a. Should the premises or the buildings or structures of which the premises are a part be damaged by fire or other casualty, and if the damage is repairable within four (4) weeks from the date of the occurrence (with the repair work and the preparations therefore to be done during regular working hours on regular work days), the premises shall be repaired with due diligence by the Port, and in the meantime the monthly minimum rental shall be abated in the same proportion that the untenantable portion of the premises bears to the whole thereof, for the period from the occurrence of the damage to the completion of the repairs.
- b. Should the premises or any buildings or structures of which the premises are a part be completely destroyed by fire or other casualty, or should they be damaged to such an extent that the damage cannot be repaired within four (4) weeks of the occurrence, the Port shall have the option to terminate this Lease on thirty (30) days' notice, effective as of any date not more than sixty (60) days' after the occurrence. In the event that this paragraph shall become applicable, the Port shall advise Lessee within thirty (30) days after the happening of any such damage whether the Port has elected to continue the lease in effect or to terminate it. If the Port shall elect to continue this Lease in effect, it shall commence and prosecute with due diligence any work necessary to restore or repair the premises. If the Port shall fail to notify Lessee of its election within said thirty (30) day period, the Port shall be deemed to have elected to terminate this Lease, and the lease shall automatically terminate sixty (60) days after the occurrence of the damage. For the period from the occurrence of any damage to the premises to the date of completion of the repairs to the premises (or to the date of termination of the lease if the Port shall elect not to restore the premises), the monthly minimum rental shall be abated in the same proportion as the untenantable portion of the premises bears to the whole thereof.
- 15. INDEMNIFICATION AND HOLD HARMLESS: The Port, its employees and agents shall not be liable for any injury (including death) to any persons or for damage to any property, regardless of how such injury or damage be caused, sustained, or alleged to have been sustained by the Lessee or by others as a result of any condition (including existing or future defects in the premises) or occurrence whatsoever related in any way to the premises and the areas adjacent thereto or related in any way to Lessee's use or occupancy of the premises and of the areas adjacent thereto except to the extent

attributable to the negligence or other wrongdoing of the Port or its employees, contractors or agents. Lessee agrees to defend and to hold and save the Port harmless from all liability or expense of litigation in connection with any such items of actual or alleged injury or damage.

- **16. INSURANCE:** Lessee agrees to maintain during the lease term liability insurance as set forth below, at Lessee's sole expense. All such insurance shall name the Port of Port Townsend as an additional insured and shall be with insurance companies acceptable to the Port.
 - a. Comprehensive General Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000.00 combined single limit for each occurrence. Such insurance shall include but not be limited to bodily injury liability, personal injury liability, property damage liability, broad form property damage liability, contractual liability, and products/completed operations liability.
 - b. Workers Compensation Insurance as will protect tenant's employees from claims under Washington Workers Compensation Act as well as all Federal Acts applicable to the tenant's operations at the site such as but not limited to U.S. Longshoremen and Harborworkers Act, Jones Act, and Federal Employers Liability section of the Washington Workers Compensation Policy and all Federal Acts Insurance shall not be less than \$1,000,000.00 for each occurrence.

The Lessee agrees to supply the Port with appropriate evidence to establish that its insurance obligations have been met, and that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice to the Port. The conditions set forth in subparagraphs (a) and (b) of this paragraph 16 shall be met prior to occupancy.

- 17. LIMITED WAIVER OF IMMUNITY UNDER WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW AND OTHER SIMILAR INDUSTRIAL INSURANCE SCHEMES: For purposes of the indemnification provision set forth in paragraph 15, above, and only to the extent of claims against Lessee by the Port under such indemnification provision, Lessee specifically waives any immunity it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW, The United States Longshore and Harbor Workers Compensation Act, 33 USC §901-950, or any other similar workers' compensation schemes. The indemnification obligation under this lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts. The foregoing provision was specifically negotiated and agreed upon by the parties hereto.
- 18. WAIVER OF SUBROGATION: The Port and Lessee hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance contracts, including any extended coverage endorsements thereto, PROVIDED, that this paragraph 18 shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of the Port or Lessee.
- 19. INCREASE IN COST OF INSURANCE: Lessee shall not use the demised premises in such a manner as to increase the existing rates of insurance applicable to the buildings or structures of which the premises are a part. If it nevertheless does so, then, at the option of the Port, the full amount of any resulting increase in premiums paid by the Port with respect to the buildings or structures of which the leased premises are a part, and to the extent allocable to the term of this Lease, may be added to the

- amount of rental hereinabove specified and shall be paid by Lessee to the Port upon the monthly rental day next thereafter occurring.
- **20. TAXES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all license and excise fees and occupation taxes covering the business conducted on the premises, and all taxes on property of Lessee on the leased premises and any taxes on the leased premises or leasehold interest created by this Lease Agreement.
- applicable rules and regulations of the Port pertaining to the building or other realty of which the premises are a part now in existence or hereafter promulgated for the general safety and convenience of the Port, its various tenants, invitees, licensees and the general public. Lessee also agrees to comply with all applicable federal, state, and municipal laws, ordinances, and regulations. Lessee further agrees that all buildings, structures or other improvements, approved by the Port, will be properly permitted by Jefferson County. Any fees for any inspection of the premises during or for the lease term by any federal, state or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.

22. ASSIGNMENT OR SUBLEASE:

- a. Lessee shall not assign or transfer this Lease or any interest therein nor sublet the whole or any part of the premises, nor shall this Lease or any interest thereunder be assignable or transferable by operation of law or by any process or proceeding of any court, otherwise, without the written consent of the Port first had and obtained.
- b. If Lessee is a corporation, Lessee further agrees that if at any time during the term of this Lease more than one-half (1/2) of the outstanding shares of any class of stock of Lessee corporation shall belong to any stockholders other than those who own more than one-half (1/2) of the outstanding shares of that class of stock at the time of the execution of this Lease or to members of their immediate families, such change in the ownership of the stock of the Lessee shall be deemed an assignment of this Lease within the meaning of this paragraph.
- c. Lessee shall reimburse the Port, within thirty (30) days of presentment of a bill for attorney fees incurred by the Port regarding a consent to assignment for the purpose of obtaining a loan or other consideration from a third party.
- d. If the Port shall give its consent to any assignment or sublease, this paragraph shall nevertheless continue in full force and effect and no further assignment or sublease shall be made without the Port's consent.
- 23. DEFAULTS: Time is of the essence of this Lease Agreement, and in the event of the failure of Lessee to pay the rentals or other charges at the time and in the manner herein specified, or to keep any of the covenants or agreements herein set forth to be kept and performed, the Port may elect to terminate this Lease and reenter and take possession of the premises with or without process of law, PROVIDED, however, that Lessee shall be given fifteen (15) days' notice in writing stating the nature of the default in order to permit such default to be remedied by Lessee within said fifteen (15) day period. If upon such reentry there remains any personal property of Lessee or of any other person upon the leased premises, the Port may, but without the obligation so to do, remove said personal property and hold it for the owners thereof or may place the same in a public garage or warehouse, all at the expense and risk of the owners thereof, and Lessee shall reimburse the Port for any expense

incurred by the Port in connection with such removal and storage. The Port shall have the right to sell such stored property, without notice to Lessee, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, and third to the payment of any other amounts which may then be due from Lessee to the Port, and the balance, if any, shall be paid to Lessee. Notwithstanding any such reentry, the liability of Lessee for the full rental provided for herein shall not be extinguished for the balance of the term of this Lease, and Lessee shall make good to the Port any deficiency arising from a re-letting of the leased premises at a lesser rental than that hereinbefore agreed upon. Lessee shall pay such deficiency each month as the amount thereof is ascertained by the Port. Any failure by the owners, officers, or principals of Lessee to pay rentals, storage fees, moorage or any other charges owed to the Port under separate contract shall constitute default under provisions of this Lease Agreement.

- 24. TERMINATION BY PORT: In the event that the Port, at its sole discretion, shall require the use of the premises for any purpose for public or private use in connection with the operation of the business of the Port, then this Lease may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee sixty (60) or more days before the termination date specified in the notice. The Lessee and the Port's Executive Director will agree to appropriate compensation to be provided Lessee for loss of use, cost of relocation, and/or cost of improvements. In the event that the parties are unable to reach agreement on the compensation to Lessee, the amount shall be determined by arbitration before a single arbitrator who shall be jointly selected by the parties or by the Jefferson County Court if the parties cannot agree.
- 25. TERMINATION FOR GOVERNMENT USE: In the event that the United States Government or any agency or instrumentality thereof shall, by condemnation or otherwise, take title, possession or the right to possession of the premises or any part thereof, the Port may, at its option, terminate this Lease as of the date of such taking, and, if Lessee is not in default under any of the provisions of this Lease on said date, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.
- **26. TERMINATION BECAUSE OF COURT DECREE:** In the event that any court having jurisdiction in the matter shall render a decision which has become final and which will prevent the performance by the Port of any of its obligations under this Lease, then either party hereto may terminate this Lease by written notice, and all rights and obligations hereunder (with the exception of any undischarged rights and obligations that accrued prior to the effective date of termination) shall thereupon terminate. If Lessee is not in default under any of the provisions of this Lease on the effective date of such termination, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.
- 27. SIGNS: No signs or other advertising matter, symbols, canopies or awnings shall be attached to or painted or within the leased premises, including the windows and doors thereof, without the approval of the Executive Director of the Port first had and obtained. At the termination or sooner expiration of this Lease, all such signs, advertising matter, symbols, canopies or awnings attached to or painted by Lessee shall be removed by Lessee at its own expense, and Lessee shall repair any damage or injury to the premises, and correct any unsightly condition, caused by the maintenance and removal of said signs, etc.

- 28. INSOLVENCY: If Lessee shall file a petition in bankruptcy, or if Lessee shall be adjudged bankrupt or insolvent by any court, or if a receiver of the property of Lessee shall be appointed in any proceeding brought by or against Lessee, or if Lessee shall make an assignment for the benefit of creditors, or if any proceedings shall be commenced to foreclose any mortgage or any other lien on Lessee's interest in the premises or on any personal property kept or maintained on the premises by Lessee, the Port may at its option, terminate this Lease.
- 29. WAIVER: The acceptance of rental by the Port for any period or periods after a default by Lessee hereunder shall not be deemed a waiver of such default unless the Port shall so intend and shall so advise Lessee in writing. No waiver by the Port of any default hereunder by Lessee shall be construed to be or act as a waiver of any subsequent default by Lessee. After any default shall have been cured by Lessee, it shall not thereafter be used by the Port as a ground for the commencement of any action under the provisions of paragraph 23 hereof.
- **30. PROMOTION OF PORT COMMERCE**: Lessee agrees that throughout the term of this Lease it will, insofar as practicable, promote and aid the movement of passengers and freight through facilities within the territorial limits of the Port. Lessee further agrees that all incoming shipments of commodities that it may be able to control or direct shall be made through facilities within the territorial limits of the Port if there will be no resulting cost or time disadvantage to Lessee.
- surrender to the Port the possession of the premises and all improvements. Surrender or removal of fixtures, trade fixtures and improvements shall be as directed in paragraph 11 of this Lease on ownership of improvements at termination. Lessee shall leave the surrendered premises and any other property in broom-clean condition except as provided to the contrary in provisions of this Lease on maintenance and repair of improvements. All property that Lessee is required to surrender shall become the Port's property at termination of this Lease. All property that Lessee is not required to surrender but that Lessee does abandon shall, at the Port's election, become the Port's property at termination. If Lessee fails to surrender the premises at the expiration or sooner termination of this Lease, Lessee shall defend and indemnify the Port from all liability and expense resulting from the delay or failure to surrender, including, without limitation, claims made by any succeeding tenant founded on or resulting from Lessee's failure to surrender.
- **32. ATTORNEY'S FEES:** In the event that the Port shall be required to bring any action to enforce any of the provisions of this Agreement, or shall be required to defend any action brought by Tenant with respect to this Agreement, and if the Port shall be successful in such action, Tenant shall, in addition to all other payments required herein, pay all of the Port's actual costs in connection with such action, including such sums as the court or courts may adjudge reasonable as attorney's fees in the trial court and in any appellate courts. This provision shall survive the termination of this Agreement.
- **33. HOLDING OVER:** Any holding over by the Lessee after the expiration of this Lease shall be construed as a tenancy at sufferance (unless such occupancy is with the written consent of the Port) in which event the Lessee will be a tenant from month to month, upon the same terms and conditions of this Lease, except at a rent for such holdover period of 125% of the rental rate in effect for the month preceding such holdover. Acceptance by the Port of rent after such termination shall not constitute a renewal.

- **34. ADVANCES BY PORT FOR LESSEE:** If Lessee shall fail to do anything required to be done by it under the terms of this Lease, except to pay rent, the Port may, at its sole option, do such act or thing on behalf of Lessee, and upon notification to Lessee of the cost thereof to the Port, Lessee shall promptly pay the Port the amount of that cost.
- **35. LIENS AND ENCUMBRANCES:** Lessee shall keep the leased premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the said premises by Lessee. At the Port's request, Lessee shall furnish the Port with written proof of payment of any item that would or might constitute the basis for such a lien on the leased premises if not paid.
- **36. NOTICES:** All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

To Lessor:

THE PORT OF PORT TOWNSEND P.O. Box 1180 Port Townsend, Washington 98368

To Lessee:

PALLCO, INC. d/b/a HUDSON POINT CAFÉ Jacqueline Pallister 130 Hudson Street PO Box 2047 Port Townsend, WA 98368 (360) 379-8527 / (360) 301-6231

or to such other respective addresses as either party hereto may hereafter from time to time designate in writing. Notices sent by mail shall be deemed to have been given when properly mailed, and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing.

- **37. JOINT AND SEVERAL LIABILITY:** Each and every party who signs this Lease, other than in a representative capacity, as Lessee, shall be jointly and severally liable hereunder.
- **38.** "LESSEE" INCLUDES LESSEE, ETC.: It is understood and agreed that for convenience the word "Lessee" and verbs and pronouns in the singular number and neuter gender are uniformly used throughout this Lease, regardless of the number, gender or fact of incorporation of the party who is, or of the parties who are, the actual Lessee or Lessee under this Lease Agreement.
- **39. CAPTIONS:** The captions in this Lease are for convenience only and do not in any way limit or amplify the provisions of this Lease.
- **40. SEVERABILITY:** If any term or provision of this Lease Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease Agreement or the application of such term or provision to persons or circumstances other than those

as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.

41. NON-DISCRIMINATION - SERVICES: The Lessee agrees that it will not discriminate by segregation or otherwise against any person or persons because of race, creed, color, sex, sexual orientation, or national origin in furnishing, or by refusing to furnish, to such person, or persons, the use of the facility herein provided, including any and all services, privileges, accommodations, and activities provided thereby.

It is agreed that the Lessee's noncompliance with the provisions of this clause shall constitute a material breach of this Lease. In the event of such noncompliance, the Port may take appropriate action to enforce compliance, may terminate this Lease, or may pursue such other remedies as may be provided by law.

- **42. NON-DISCRIMINATION EMPLOYMENT:** The Lessee covenants and agrees that in all matters pertaining to the performance of this Lease, Lessee shall at all times conduct its business in a manner which assures fair, equal and non-discriminatory treatment of all persons without respect to race, creed or national origin and, in particular:
 - Lessee will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of racial or other minorities, and
 - b. Lessee will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all patrons or customers without discrimination as to any person's race, creed, color, sex, sexual orientation, or national origin.
- 43. LESSEE'S ACKNOWLEDGEMENT OF PRESENCE OF CERTAIN SUBSTANCES: Lessee acknowledges that, because the buildings at Point Hudson were constructed many years ago, that they may contain asbestos, creosote, lead paint and other substances that would not be allowed in modern construction. The Port will comply with the directives of any lawful authority that may require the removal or remediation of such substances and will not use any such substances during the renovation or remodeling of the Point Hudson facility, but Lessee agrees not to demand the removal of any such substances which do not impose a hazard to the health of Lessee and its employees, guests and invitees. In the event that any such substances need to be removed from the leased premises, Lessee agrees to cooperate with the Port and allow the removal of such materials, including the temporary cessation of Lessee's business activities, Lessee's rent shall be abated during any such period of disruption, but Lessee shall not be entitled to any damages or compensation for business interruption or loss of revenue, PROVIDED the Port moves expeditiously to complete such activities.
- 44. EASEMENTS: The Parties recognize that the Port facilities are continuously being modified to improve the utilities and services used and provided by the Port. The Port or its agents shall have the right to enter the demised premises of the Lessee, and to cross over, construct, move, reconstruct, rearrange, alter, maintain, repair and operate the sewer, water, and drainage lines, and the electrical service, and all other services required by the Port for its use. The Port is hereby granted a continuous easement or easements that the Port believes is necessary within the lease premises of the Lessee, without any additional cost to the Port for the purposes expressed hereinabove; PROVIDED however, that the Port

by virtue of such use does not permanently deprive the Lessee from its beneficial use or occupancy of its leased area.

In the event that the Port does permanently deprive the Lessee from such beneficial use or occupancy, then an equitable adjustment in rent or in the cost required to modify its premises to allow the Lessee to operate its business, will be negotiated and paid by the Port to the Lessee. In the event that such entry by the Port is temporary in nature, then the Port shall reimburse the Lessee for the cost required to modify its premises for the temporary period that the Lessee is inconvenienced by such Port entry. The Port will not be responsible to the Lessee for any reduced efficiency, or loss of business occasioned by such entry.

ENTIRE AGREEMENT: This Lease Agreement contains all of the understandings between the parties. Each party represents that no promises, representations or commitments have been made by the other as a basis for this Lease which have not been reduced to writing herein. No oral promises or representations shall be binding upon either party, whether made in the past or to be made in the future, unless such promises or representations are reduced to writing in the form of a modification to this Lease executed with all necessary legal formalities by the Commission of the Port of Port Townsend. Lease Agreement dated this _____ day of _____, 2020 is hereby approved by the Port of Port Townsend Commission on this day of , 2020 and effective upon the receipt of a deposit and liability insurance documentation from the Lessee. THIS AGREEMENT HAS BEEN NEGOTIATED BETWEEN THE PARTIES AND CONTAINS A LIMITED WAIVER OF IMMUNITY UNDER TITLE 51 RCW, AN INDEMNIFICATION AND A RELEASE. LESSEE: By: Jacqueline Pallister, President PALLCO d/b/a Hudson Point Café ATTEST: PORT OF PORT TOWNSEND APPROVED AS TO FORM

Eron Berg, Executive Director

Port Attorney

STATE OF WASHINGTON COUNTY OF JEFFERSON

I certify that I know or have satisfactory evidence that Jacqueline Pallister signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated:	
Signature of Notary Public:	
My Appointment Expires:	



STATE OF WASHINGTON COUNTY OF JEFFERSON

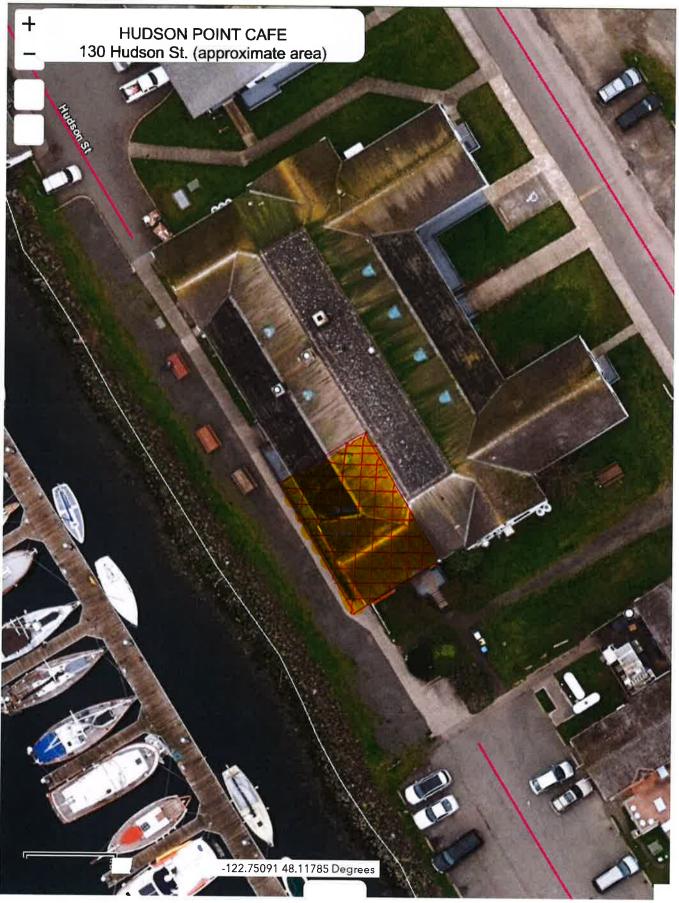
I certify that I know or have satisfactory evidence that Eron Berg signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated:	
Signature of Notary Public:	
My Appointment Expires:	





Tax Parcel Viewer



PORT OF PORT TOWNSEND AGENDA COVER SHEET

MEETING DATE	June 10, 2020				
AGENDA ITEM	☐ First Reading	☐ Second Reading	□ Regular Business	☐ Informational Items	
AGENDA TITLE	VII. C. Covid-19 Pandemic Update				
STAFF LEAD	Eron Berg, Executive Director				
REQUESTED	☑ Information	☐ Motion,	/Action	☐ Discussion	
ATTACHMENTS	Staff Memo				

PORT OF PORT TOWNSEND AGENDA MEMO

DATE: 6/24/2020

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.

BACKGROUND

This is the seventh 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 since your last update. 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, details on actions already taken and to discuss planned actions for 2020.

DISCUSSION

Brief updates since the June 10, 2020 report:

- 1. Jefferson County is now operating in a full Phase 2 which includes camping on public lands.
- 2. The Point Hudson RV park reopened on Saturday, June 20, 2020; restrooms remain closed to RV users as a mitigation measure to address COVID risk, but the park includes full hook-ups.
- 3. The County, City, Port and PUD met on June 17, 2020 and adopted a resolution establishing a formal process of intergovernmental collaboration to develop a community-based COVID-19 recovery plan; the first meeting of the newly created ICC is scheduled for June 25th at noon. I anticipate that updates to the full commission will happen monthly at regularly scheduled meetings, but if timing or topics require it, special meetings may be used to maintain full communication between the ICC representatives and the full board.

Our intent was to provide an updated COVID-19 model at the second meeting of each month as this pandemic progressed. Staff would prefer to include the updated model at the first meeting of the month, to allow for additional time to review the prior month's financial data and incorporate into the shifting assumptions in the model. The updated model, with May actuals and current assumptions, will be presented at the July 8, 2020, meeting.

FISCAL IMPACT

As discussed herein.

ATTACHMENTS

None.

RECOMMENDATIONS

1. Provide direction, if any, related to the Port's response to the COVID-19 pandemic.

PORT OF PORT TOWNSEND AGENDA COVER SHEET

MEETING DATE	June 26, 2020				
AGENDA ITEM	☐ First Reading ☐ Second Reading ☒ Regular Business	☐ Informational Items			
AGENDA TITLE	VII.D. May 2020 YTD Financial Report				
STAFF LEAD	Abigail Berg, Director of Finance & Administration				
REQUESTED	☑ Information ☐ Motion/Action	☐ Discussion			
ATTACHMENTS	 May Financial Report Staff Memo May 2020 YTD Financial Report 				

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: 6/18/2020 **TO:** Commission

FROM: Abigail Berg, Director of Finance & Administration

SUBJECT: May 2020 YTD Financial Report

ISSUE/BACKGROUND

As discussed at the May 27th Commission meeting, the Port obtained the services of a consultant to provide additional support with the transition from GAAP (accrual) basis to Cash basis accounting and reporting. She is assisting in the process and Accounting Staff and myself are working on various areas to make sure we capture everything accurately. We anticipate being able to report full Cash basis for the July financial report. In the meantime, we have started using some of the new accounts, so there's less to adjust later. Those changes are reflected in the attached financial report which is a hybrid Accrual/Cash basis report.

There are some title and line item changes and additions, for instance the "Other Increases in Fund Resources" used to be called "Non-Operating Revenues" and it includes Retainage, Deposits and various Taxes collected. There are related line items added to remit or refund these monies in the section below it titled, "Other Decreases in Fund Resources". Under GAAP, these new line items would be captured in the Balance Sheet as receivables and payables, however with Cash basis, it is clearly shown with the rest of the period's activity on one financial statement. Because we're in the middle of a transition that is not complete, we cannot prepare a Cashflow statement for May. Here are other items you're accustomed to seeing on the Cashflow statement:

Ending Cash Balances as of May 31, 2020 were:

Reserved Cash & Investments $$1,778,413^{(a)}$ Unreserved Cash $2,801,771^{(b)}$ Total Cash & Investments \$4,580,184

- (a) Of this total, the IDD Tax Levy account balance is \$470,918.
- (b) The debt service payment due July 1 for the 2015 LTGO Refunding Bond is \$504,625.

Capital Expenses YTD

Workyard Resurfacing 2019	\$665
JCIA Runway Rehabilitation	\$67,247
BH Breakwater Repair 2019	\$51,358
PH South Jetty 2019-2020	\$57,231
PH WDFW Air Quality Imprvmts	\$30,134
Workyard Resurfacing 2020	\$475
Linear Dock Electrical 2020	\$252
D-Dock Renovation 2020	\$504
Total	\$207,866

Included as part of the monthly YTD report is the Cash Deposit Comparison YTD 2019 to 2020 both in table and graph form. When compared to the prior year, the cash deposited for operating activity is down by approximately \$100,000. The graph shows these almost parallel lines of income which appear to be on the same trajectory. The receipts for taxes and other non-operating related revenues are up by approximately \$420,000, most of which is due to the IDD Tax Levy receipts. Of note is that in 2019 the Port had received payment for the New Day Fisheries building at this point for \$100,000 which also falls in this latter category.

Overall, considering the fiscal effects on Port revenues to date, incoming cash has not been too badly affected.

DISCUSSION

As requested by Commission.

FISCAL IMPACT

NA

RECOMMENDATIONS

For discussion only.

Port of Port Townsend 2020 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

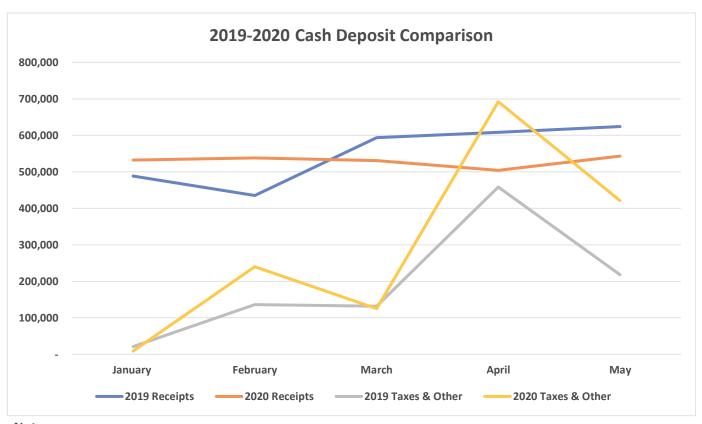
			Variance to			
	YTD May	YTD May	prior year -	notes	YTD Budget	Variance to
	2019	2020	2019 v 2020	o u	2020	Budget YTD
REVENUES				а		
Boat Haven Moorage	759,754	701,593	(58,162)		782,698	(81,105)
Yard Operations	797,732	704,069	(93,663)		831,552	(127,483)
Boat Haven Properties	302,529	289,542	(12,987)		254,751	34,791
Pt. Hudson Marina, RV & Prop	519,575	398,921	(120,654)		550,364	(151,443)
Quilcene	66,787	55,109	(11,679)		65,669	(10,560)
Ramps	23,134	17,058	(6,076)		23,680	(6,622)
JCIA	63,645	61,762	(1,883)		63,025	(1,262)
Total Revenues	2,533,157	2,228,054	(305,103)		2,571,739	(343,685)
EXPENSES						
Salaries & Wages	824,405	927,047	102,642	b	952,464	(25,417)
Payroll Taxes	89,709	97,293	7,583		95,540	1,753
Employee Benefits	250,054	277,464	27,410	С	335,734	(58,270)
Uniform Expense	4,068	4,441	373		3,680	762
Contract Services	107,937	109,003	1,066		105,277	3,726
Consulting Services	21,295	-	(21,295)		15,000	(15,000)
Legal & Auditing	60,243	8,499	(51,744)	d	41,665	(33,166)
Insurance	671	1,199	528		-	1,199
Facilities & Operations	183,197	180,310	(2,887)		181,457	(1,148)
Utilities	268,842	228,187	(40,655)		261,656	(33,469)
Marketing	22,097	17,115	(4,981)		23,293	(6,178)
Economic Development	-	-	-		15,000	(15,000)
Travel & Training	13,096	4,863	(8,233)	е	11,050	(6,187)
Cost of Goods - Fuel	5,138	2,035	(3,103)		5,600	(3,565)
Community Relations	35	3,527	3,492	f	-	3,527
Total Expenses	1,850,788	1,860,981	10,193		2,047,416	(186,434)
Net Operating Income (Loss)	682,368	367,072	(315,296)		524,323	(157,251)
Other Increases in Fund Resources						
Deposits & Retainage Collected	31,863	41,072	9,209	g	-	41,072
Taxes Collected	242,792	229,987	(12,805)	h	-	229,987
Capital Contibutions/Grants	196,726	164,551	(32,175)	i	458,000	(293,449)
Interest	29,267	7,397	(21,870)		11,000	(3,603)
Property & other taxes	635,187	1,078,431	443,243	j	614,802	463,629
Misc Other Incr. in Fund Resources	112,307	8,633	(103,674)	k	11,265	(2,632)
Total Other Incr. in Fund Resources	1,248,142	1,530,071	281,929		1,095,067	435,004
Other Decr. In Fund Resources						
Deposits & Retainage Paid	13,232	17,749	4,517	1	-	17,749
Taxes Remitted	150,269	262,150	111,881	m	_	262,150
Bond Interest	98,919	44,625	(54,294)	n	138,244	(93,619)
Bond Mgmt, Issuance & Misc Exp	250	232	(18)		460	(228)
Election Expense	-	15,674	15,674	О	-	15,674
Total Other Decr. In Fund Resources	262,670	340,430	77,760		138,704	201,726
Net Other Incr./Decr. Fund Resrcs	985,473	1,189,641	204,168		956,363	233,278
Net Incr./Decr. All Fund Resources	1,667,841	1,556,713	(111,128)		1,480,686	76,027
-			/		. ,	,

Notes:

- (a) Starting in May, this reporting is a hybrid of Accrual/Cash. The full Cash report will be rolled out in the next month or so; the adjustments for January Accrued Revenues is in process (and is tedious). Understand that when comparing 2019 to 2020 Revenues, the 2019 revenues are on an Accural Basis, and in 2020, all months but January, are on a Cash Basis. Expenses year to year are more comparable since the Port pays its bills as they are received.
- (b) Comparing 2019 to 2020, the variance is primarily due the following: two (2) new positions implemented approximately mid-year 2019 (Lease & Contracts Admin., Enviro Spec.), the Custodian position added in Jan. 2020, and the Executive Director overlap in 2020. YTD Actual is just under YTD Budget.
- (c) The comparison of 2019 to 2020 Benefits is as expected to be higher due to the added positions mentioned in item (b), as well as, having a replacement Executive Director and the former still on salary. The YTD 2020 benefits budget is greater than actual due to the timing of these expenses which are always paid after the last pay period of the month, in the subsequent month. It will true up by year end.
- (d) In 2019, approximately \$25,000 was spent on the Seattle Maritime Academy litigation, in addition, YTD 2020 reflects less use/need of this service.
- (e) YTD 2019 Travel & Training was higher than 2020 due to the timing of staff travel reimbursement submittals and payments, HAZWOPPER training (which cost ~\$4,200), and WPPA conferences attended in 2019 that have been cancelled in 2020 due to the Covid-19 pandemic.
- (f) 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.
- (g) "Refundable Deposits & Retainage" is new to this report and comes from the Cash Basis reporting requirements. It includes recognition of cash collected by the Port for these purposes.
- (h) "Taxes Collected" is new to this report and comes from the Cash Basis reporting requirements. It is recognition of cash collected by the Port for Sales, Leasehold and Hotel/Motel Taxes.
- (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 2019 to 2020, as well as to budget, the amount of Property & Other Taxes line item increase in 2020 is primarily due to the IDD Levy. YTD receipts for that levy is \$470,918.
- (k) The 2019 Misc. Other Increases in Fund Resources includes the payment to the Port for the New Day Fisheries building for \$100,000.
- (1) "Retainage & Deposits Paid" is new to this report and comes from the Cash Basis reporting requirements. It includes recognition of cash refunded by the Port for these purposes.
- (m) "Taxes Remitted" is new to this report and comes from the Cash Basis reporting requirements. It is recognition of cash remitted to the State by the Port for Sales, Leasehold and Hotel/Motel Taxes. 2020 is larger than YTD 2019 because the payment for O4 was paid in January 2020.
- (n) Bond interest for January 2019 was paid in December 2018.
- (o) These are the shared election costs for last November's elections. The direct costs were billed in 2019, December.

Comparison of YTD Cash Deposits to the Port - month to month - for 2019 and 2020

			Increase	2019 Taxes &	2020 Taxes &	Increase	Grand total	Grand Total	Increase
Month	2019 Receipts	2020 Receipts	(Decrease)	Other	Other	(Decrease)	2019	2020	(Decrease)
January	488,411	532,252	43,841	20,998	8,603	(12,395)	509,409	540,855	31,446
February	435,227	538,034	102,807	136,179	239,933	103,754	571,406	777,967	206,561
March	593,496	530,782	(62,714)	131,979	124,818	(7,161)	725,475	655,600	(69,875)
April	608,011	504,154	(103,857)	458,435	692,342	233,907	1,066,446	1,196,496	130,050
May	624,224	543,219	(81,005)	217,737	421,455	203,718	841,961	964,674	122,713
YTD totals	\$ 2,749,369	\$ 2,648,441	\$ (100,928)	\$ 965,328	\$ 1,487,151	\$ 521,823	\$ 3,714,697	\$ 4,135,592	\$ 420,895



Notes:

1. The spike in April for Non-Operating cash deposits is related to Property Tax payments that are due each April 30 and October 30.

PORT OF PORT TOWNSEND AGENDA COVER SHEET

MEETING DATE	June 26, 2020					
AGENDA ITEM	☐ First Reading ☐ Second Reading ☒ Regular Business ☐ Informational Items					
AGENDA TITLE	VII. E. Point Hudson Update					
STAFF LEAD	Eron Berg, Executive Director					
REQUESTED	☑ Information ☑ Motion/Action ☑ Discussion					
ATTACHMENTS	 Point Hudson Update Staff Memo Point Hudson Preservation Plan; Point Hudson Breakwater Improvement Project presentation (dated 6/17/20) Scope of Services for Final Engineering Design & Bid Services – Point Hudson Jetty (North & South); Budget Detail for Final Engineering – Point Hudson Jetty; and Personal Services Agreement (including Scope of Services and Budget) with Artifacts Consulting, Inc., for Point Hudson Historic Resource Documentation 					

PORT OF PORT TOWNSEND AGENDA MEMO

DATE: 3/20/2020

TO: Port Townsend Port Commission

FROM: Eron Berg, Executive Director & Eric Toews, Deputy Director

SUBJECT: Point Hudson Update – Request for Commission Approval of Overall Strategy, Jetty Re-

Design, Consultant Contracts & Spending Authority

ISSUES PRESENTED:

1. Does the Commission support the three-phase Point Hudson Preservation Plan outlined by staff?

- 2. Does the Commission endorse proceeding with the community stakeholder recommended Point Hudson Jetty design concept?
- 3. Should the Commission authorize the Executive Director to execute an amendment to the existing Professional Services Agreement with Mott MacDonald Engineering, Inc. to complete final engineering, preparation of bid documents and provision of bid services for the Point Hudson Jetty re-design?
- 4. Should the Commission authorize the Executive Director to execute a Personal Services Agreement with Artifacts for documentation of historic resources at Point Hudson?

BACKGROUND & DISCUSSION:

In mid-March, Port staff initiated an effort to outline the Port's long-term plan for the restoration and preservation of Point Hudson, one of the most iconic settings in Washington's National Maritime Heritage Area. Much of the existing infrastructure and many of the buildings at Point Hudson date to the 1930s and 40s require substantial reinvestment and rehabilitation to serve future generations. This memo describes the proposed plan for overall rehabilitation of Point Hudson, and requests authorization from the Commission to begin implementation of the plan.

Proposed Point Hudson Preservation Plan

Included in the Commission packets is a four (4) page color brochure summarizing the proposed plan for securing Point Hudson's future. It is intended to clearly convey a simple message to the citizens of Jefferson County and potential funding partners:

- The Port of Port Townend takes its obligation to preserve Point Hudson for present and future generations seriously.
- Throughout the facility, aging infrastructure and buildings require extensive reinvestment in the near term.
- We are pursuing a "phased" approach to save and renew Point Hudson for future generations:
 - Phase 1 Rebuild the Jetties;
 - o Phase 2 Restore the Buildings; and
 - o Phase 3 Renovate the Utilities and Infrastructure.
- We need the help and support of our community partners to save this special place.

A number of key partners have endorsed this plan, including the City of Port Townsend, Jefferson County, the PUD, Jamestown S'Klallam Tribe, Northwest Maritime Center and the Washington Trust for Historic Preservation. Staff is requesting that the Commission ratify and confirm the Preservation Plan outlined in the brochure and authorize staff to proceed with its implementation.

Point Hudson Jetty Replacement – Phase 1 of the Plan

Replacing the overlapping jetties that protect the marina is the first and most critical phase of the Preservation Plan. Put simply, without these jetties we would no longer recognize Point Hudson, many businesses would be shuttered and community activities like the Wooden Boat Festival would cease.

Port staff and our design and permitting team (Mott MacDonald Engineering, Inc. and Sea-Run Consulting) have been working to advance the redesign of the jetties consistent with input received from community stakeholders to shift the design from the currently permitted combi wall design to one that is similar to the original design.

Attached to this memorandum is a presentation that describes the current status of the Breakwater Improvement Project.

Documentation of Historic/Cultural Resources - Critical to Phases 2 & 3 of the Plan

Port staff have solicited a proposal from Artifacts Consulting to prepare adequate documentation of Point Hudson's historic and cultural resources, as well as more detailed analysis of the buildings for the purpose of further developing the preservation plan and seeking grant funding for various parts of that plan, including specifically, the building preservation under Phase 2. This scope of work has an additional benefit for our partner, the Washington Trust for Historic Preservation, in that the Port's expenditure for this scope of work can be used as local match for the funding they receive as part of the newly created National Maritime Heritage Area. Phases 2 and 3 of the plan do not include cost estimates, because that information is unknown at this time, with the exception of the cantilevered esplanade that would connect the south jetty to Jefferson Street, which is estimated at \$2.0 million. Other elements anticipated include condition assessments of the underground infrastructure (i.e., water, sewer, power, stormwater and fiber) as well as the roads and sidewalks to determine the scope and cost for Phase 3 work.

FISCAL IMPACT: Completion of final engineering, preparation of bid documents, and provision of bid services (i.e., through bid award), by Mott MacDonald, Inc., will require \$373,000 as set forth in Attachment 4. Most of this amount would be required in 2020 with the balance expended for work anticipated in 2021. The proposed funding source is Port IDD reserves.

Point Hudson Historic Resource Documentation prepared by Artifacts Consulting would require a further \$36,000, also from Port IDD reserves.

Depending upon the US Army Corps of Engineers' response to the Port's request for a modification to the existing Corps permit, anywhere from \$0 to \$40,000 of additional funding may be required in the future to fund additional permit-related work (note: not requested at this time).

Moving into the work of the actual phases will be a heavy lift for the Port and will require an all hands on deck approach. To be clear, even with the IDD funding in place, the Port will not be able to fund all of this work without outside dollars. In an effort to get the ball rolling, the Port has retained Lisa Wilson to

assist with the preparation for a grant application with the US Economic Development Administration for funding of the jetty project under their FY 2019 EDA Disaster Supplemental. Dollars for this program were made available following the 2018 storm event that damaged the Point Hudson jetties.

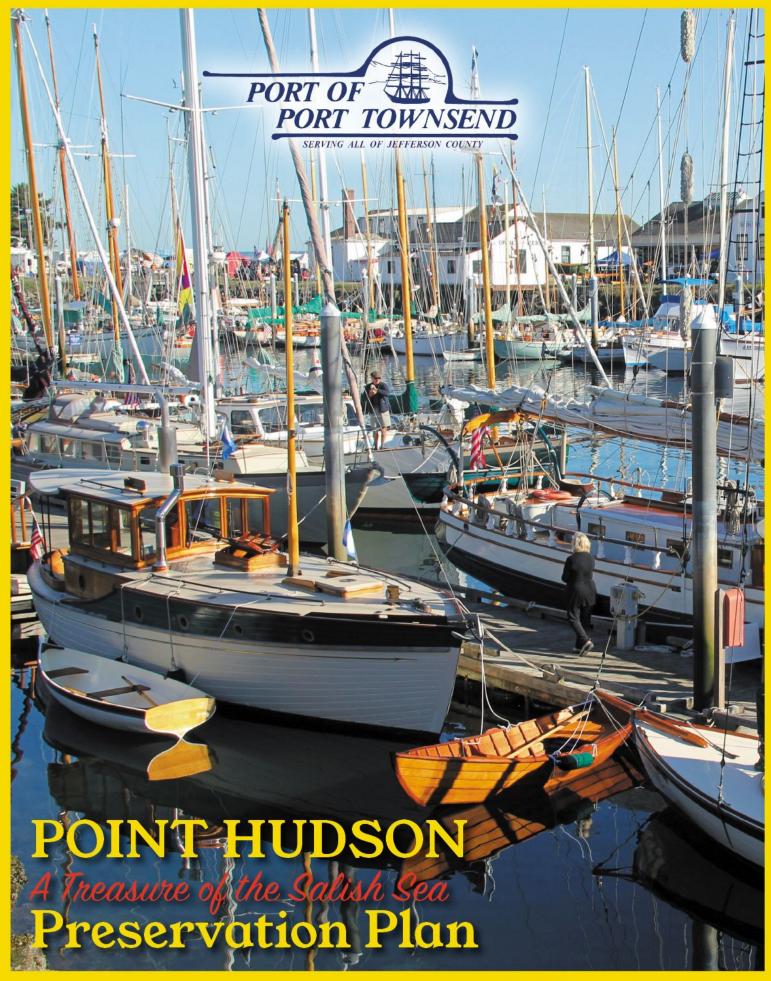
Once the plan is approved and estimated costs are more fully developed for various elements of the phases, additional efforts will commence to fund the projects.

ACTIONS REQUESTED:

- 1. Motion to endorse the Point Hudson Preservation Plan as presented.
- 2. Motion to endorse moving forward with the redesign and permitting for the Point Hudson Jetty, consistent with the alternative endorsed by the citizen stakeholder group.
- 3. Motion to authorize the Executive Director to execute an amendment to the Scope and Budget of the Professional Services Agreement with Mott MacDonald Engineering, Inc., for final Point Hudson Jetty engineering, preparation of bid documents and provision of bid services in an amount not to exceed \$373,000.
- 4. Motion to authorize the Executive Director to execute a Personal Services Agreement with Artifacts Consulting, Inc., to prepare a historic and cultural resource inventory and report for Point Hudson in an amount not to exceed \$36,000.

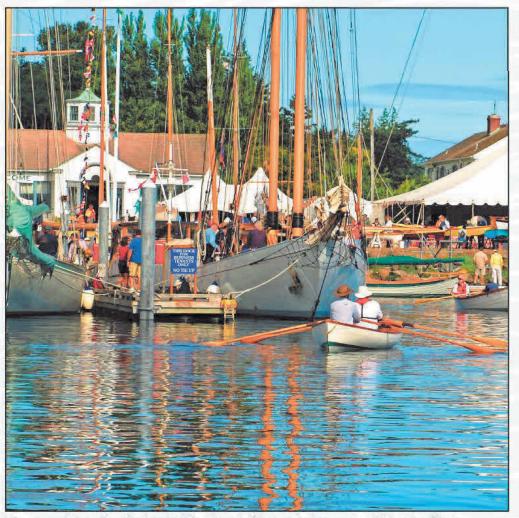
ATTACHMENTS:

- 1. Point Hudson Preservation Plan;
- 2. Point Hudson Breakwater Improvement Project presentation (dated 6/17/20);
- 3. Scope of Services for Final Engineering Design & Bid Services Point Hudson Jetty (North & South);
- 4. Budget Detail for Final Engineering Point Hudson Jetty; and
- 5. Personal Services Agreement (including Scope of Services and Budget) with Artifacts Consulting, Inc., for Point Hudson Historic Resource Documentation.





A December 2018 windstorm swept over jetties and into the Point Hudson Marina. Photo by Ron Moller



Rowers pull together in front of the Cupola House during a recent Wooden Boat Festival. Photo by Jan Davis



"We're all pulling together to preserve Point Hudson."

Michelle Sandoval, Mayor, City of Port Townsend

A Legacy at Risk

The area we know as Point Hudson was once a tidal lagoon. When Capt. George Vancouver's longboats slid onto the beach in May of 1792, it was home to the S'Klallam people. Between 1860 and 1890 the lagoon was filled and white settlers used the area as a Catholic mission, a shipyard, a sawmill and an icehouse. In the 1930s, the U.S. government built an immigration and quarantine center which later became a Coast Guard station. Those buildings still line the harbor. Even as the S'Klallam and the first white pioneers found respite at Point Hudson, it still welcomes boaters and visitors from near and far. But today, Point Hudson's historic legacy is at risk. The 80-year-old overlapping jetties that protect the marina from waves and winds are failing. The piles have worn away, the basalt rocks have disintegrated, and the cable-ties have rusted. There is little to stop storm winds and waves from sweeping through the boat basin. After almost a century, the wooden buildings need help too.

Crossroads of Opportunity

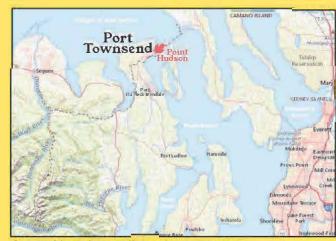
A Salish Sea without a vibrant Point Hudson Marina would be much diminished. This publicly owned marina and its boater services lie at the crossroads of the busy boating lanes between Seattle, the San Juans and Victoria, B.C. It offers refuge where Admiralty Inlet and the Strait of Juan de Fuca intersect. It offers over 50 transient slips for boats up to 70 feet. More than 5,000 vessels use Point Hudson each year. They find power, showers, laundry and all the delights of Port Townsend's bustling historic commercial district. Point Hudson is an economic engine, with 155 direct jobs and another 127 indirect jobs which pay an average of \$50,000 per year. The tenant businesses at Point Hudson, most of them marine-focused, generate over \$22 million in annual revenues. Among those tenants are U.S. Customs and the Washington State Department of Fish and Wildlife. The marina hosts the annual Wooden Boat Festival, put on by the adjacent Northwest Maritime Center. Just over a mile southwest is the Port of Port Townsend Boat Haven Marina and work yard, with three haul outs, a fuel dock and 400 highly skilled marine trades workers.

Saving a Special Place

The Port of Port Townsend cherishes Point Hudson as a treasure entrusted to current and future generations, and has made rebuilding of the jetties at the marina entrance a top priority. Looking ahead, the Port seeks to also rehabilitate the historic buildings at the Point, energizing the district so it can serve the the boaters and visitors of tomorrow. The marina and its structures host internationally renowned events like the Wooden Boat Festival, along with marine trades artisans and a myriad of other businesses.



The quarantine station in 1932.



General location cutline. Map courtesy USGS



Towing a boat at Point Hudson. Photo by Kaci Cronkhite



Point Hudson is still an active working waterfront..

Photo by Kaci Cronkhite

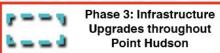
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"We are determined to save and renew Point Hudson so it continues its central role in both the life of this community and in the maritime world for generations to come."

Port Commission President Pete Hanke



Phase 1: Jetty Phase 2: Buildings



Plan for Rehabilitation

Our plan has three basic phases:

- 1. Rebuild Point Hudson's jetties, starting with the South Jetty (it takes the brunt of weather) and then the North Jetty. \$13.4 million.
- 2. Restore the historic buildings. \$TBD
- 3. Renovate utilities and infrastructure. \$TBD

We're in this together. Full speed ahead!





PRESERVATION 51













Point Hudson

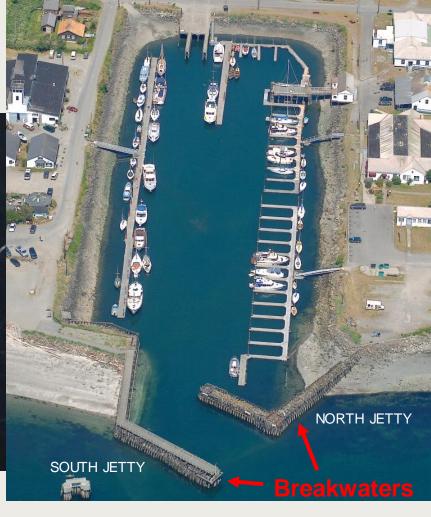
Breakwater Improvement Project

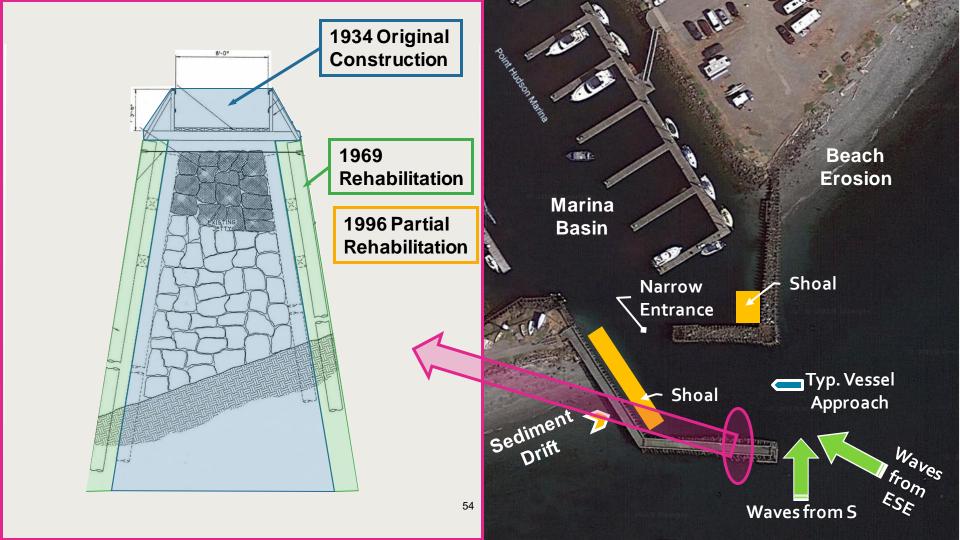
Port Commission Meeting June 2020

Introduction

Background







Introduction

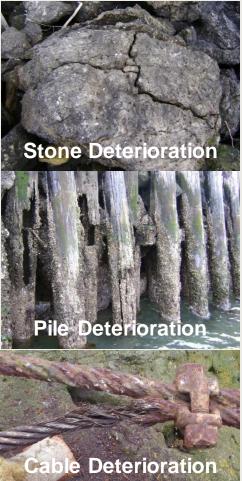
Existing Condition

Timber piles, walers, cable tiebacks, and armor rock are at or beyond useful life. Stability of the overall structural system is compromised.

- The most advanced structural deterioration was observed at the end of the south breakwater.
- Voids in the riprap reduce the system's wave protection capability.







A Challenging Marine Environment

- A 2018 storm damaged the breakwaters, breaking pile tops, severing cable ties and further eroding the armor rock core.
- Constructing the Replacement Breakwater is the first step in building resilience for Point Hudson's future.



Design Objectives

Overview

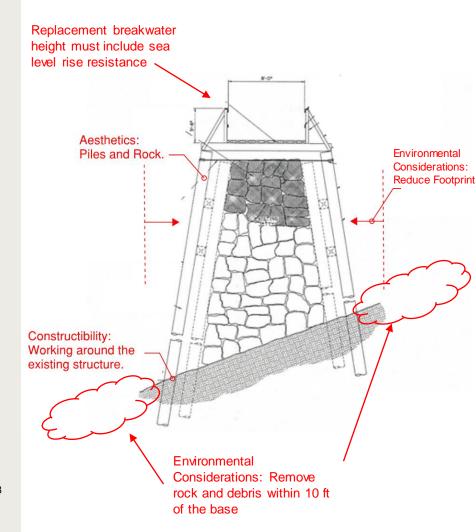
The guiding objectives are to provide a breakwater rehabilitation/replacement design that:

- Provides wave protection for the Point Hudson Marina for a minimum design life of 30 years.
- Responds to community concerns to maintain the aesthetic of the existing breakwater.
- Can be permitted, constructed and maintained.

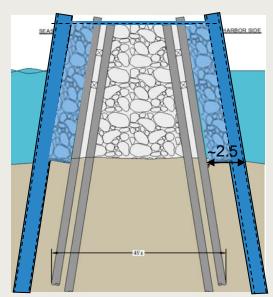


Design Objectives

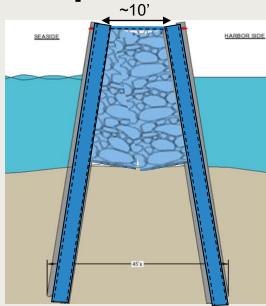
- Engineering. Protect existing marina and Port operations for 30 years from wind and vessel waves and sea level rise.
- Aesthetics. Similar in appearance to existing breakwater (rocks and piles) using environmentally acceptable materials.
- Environmental Considerations. Remove creosote, reduce breakwater footprint, and protect existing eelgrass outside of marina.
- Constructability. Minimize risks from potential cost overruns, delays, errors, and obstacles during construction.
- Cost. Efficient design that minimizes maintenance costs.



Alt. Evaluation: Encapsulation vs. Replacement



- Existing structure remains except for a few select creosote timber piles removed for permitting.
- Piles driven in a batter outside of existing structure, expand footprint by 2.5 ft each side with mesh lagging.
- Reduces demo costs but increases offsite mitigation costs.



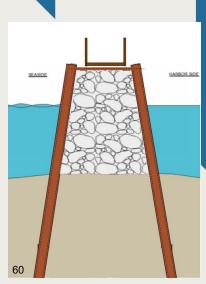
- Existing structure is completely removed including piles and rock.
- Piles driven batter with new rock installed between the rows of piling.
- Seeks to be self mitigating because of the reduction in footprint and creosote removal.

Breakwater Design

Stakeholder Input

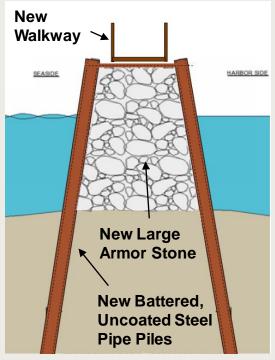
After review of the different alternatives, stakeholders selected <u>replacement</u> as their preferred alternative with some additional input.

Category	Input
Pile	 Piles should be closely spaced, similar to the existing Piles should be uncoated steel pipe piles with sacrificial corrosion thickness, no composite piles Piles should be battered to match existing aesthetics Piles should be supported with tie rod cross-ties and potential walers
Breakwater Core	Large high quality riprap (granite)No mesh for rock containment
Walkway	 Design and system should allow for installation of walkway on top of the south breakwater End of walkway waterside should incorporate a wider turnaround and look out area
Permitting	North and south breakwaters should be designed and permitted together

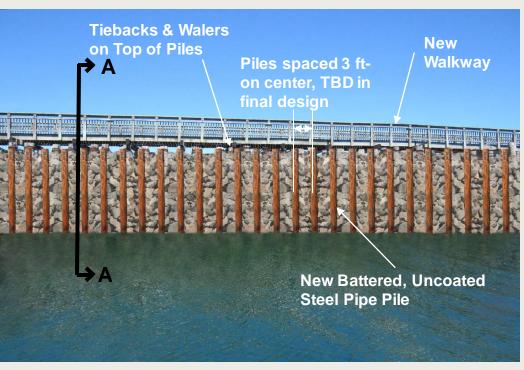


Selected Breakwater Design - Replacement

Selected Cross-Section and Elevation

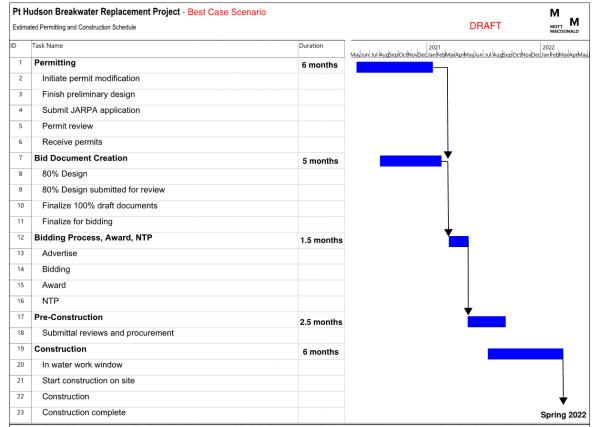






Project Schedule

- Scenario 1 Best Case (Goal)
- Construction
 Completion Spring of 2022



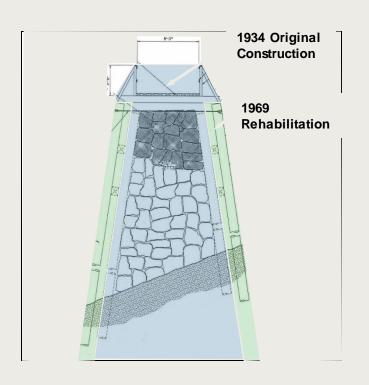
Note: Permit schedule assumes that a modification to the existing Corps permit is obtained, requiring an estimated 6-months. In the event a modification to the existing permit is not obtained, a new individual Corps permit would be necessary, adding an estimated 12 months to the permitting/construction schedule.

Other Potential Permitting Scenarios/Schedules

	Scenario 1 (Best Case)	Scenario 2	Scenario 3
Description	Existing permit is modified for current design	Existing permit is modified but NMFS is re-engaged	 Modification is rejected and a new permit application is required.
Permitting Length	6 months	• 12 months	• 18 + months
Permit Submittal	• July 2020	• July 2020	• July 2020
Permit Received	• Jan 2021	• July 2021 (+6 months)	• Jan 2022 (+12 months)
Bid Advertisement	• Spring 2021	• Spring 2021	• Spring 2022 (+12 months)
Construction Start	• Fall 2021	• Fall 2021	• Fall 2022 (+1 year)
Construction End*	Spring/Fall 2022	Spring/Fall 2022	Spring/Fall 2023 (+1 year)

• *Would seek to replace breakwater in one construction season however, depending on fish work window requirements, replacement may need to occur over two in water work windows.

Environmental Goals and Benefits



ENVIRONMENTAL PERMIT GOALS:

- 1. AVOID RE-INITIATING CONSULTATION WITH NMFS
- 2. DESIGN A SELF-MITIGATING STRUCTURE



ENVIRONMENTAL BENEFITS:

- 1. CREOSOTE REMOVAL 827 piles (~ 250 tons) + walers
- 2. SMALLER FOOTPRINT (~12%)
- 3. ROCK AND DEBRIS REMOVAL within 10 ft of jetties

Summary

Replacement Alternative

 Breakwater replacement alternative similar in style as existing breakwater with modern materials and walkway on south breakwater.

Permitting

Permitting will include replacement of both breakwaters.

Final Design

Final design will be for replacement of both breakwaters.

Project Bidding for Construction

Bid Documents developed for replacement of south breakwater first.

Schedule

Earliest completion of the south breakwater replacement is spring or fall of 2022.

Project Costs

Total Project Costs (South and North)

- Construction Cost \$12.5 Million (2020 dollars)
- Engineering, Permitting, Bid Docs \$394,000
- Construction Administration (South) \$250,000
- Construction Administration (North) \$250,000
- **Grand Total = \$13.39 Million** (2020 dollars)

<u>Total Project Costs (South Replacement Only)</u>

- Construction Cost \$7 Million (2020 dollars)
- Engineering, Permitting, Bid Docs \$373,000
- Construction Administration (South) \$250,000
- Grand Total = \$7.62 Million (2020 dollars)

Variables

- Costs assume two separate construction seasons which is most likely scenario due to funding and potential fish window restrictions
- Permitting from scratch (Scenario 3) would increase permitting costs
- Costs include the new walkway on the south breakwater
- Does not include cost inflation
- Cost does not include mitigation costs that could be required

Next Steps

- Submit Permits
- Complete Final Design



Questions?





PORT OF PORT TOWNSEND POINT HUDSON BREAKWATER REPLACMENT PROJECT Final Engineering Design

Scope of Work and Fee Estimate

Introduction

This scope of work outlines the work, budget and schedule for Mott MacDonald (CONSULTANT) to provide marine engineering services to the Point Hudson Breakwater Facility owned by Port of Port Townsend (PORT). Project scope covers final design and bid support for the complete removal and replace of the breakwaters (north and south). Breakwater design will be similar to the existing of closely spaced piles with a rock core. Conceptual, preliminary design and JARPA drawing creation is covered by a previous scope and budget. This attached budget is for taking up the design after submitting the JARPA drawings and proceeding to final and bid ready design documents. The goal is for design to be completed in the Fall/Winter of 2021. In addition, this scope includes an updated macroalgae eelgrass survey and dredge material sediment sampling work that will be completed by subconsultants.

Assumptions

This scope of work is based on the following assumptions:

- Data Collection:
 - Macroalgae Survey. An updated Macroalgae Survey will be conducted by JenJay with a
 diver crew. The survey will help determine any environmental significant macroalgae
 within our project vicinity. Survey will be used during permitting and design.
 - O Sediment Sampling. Dredge material sediment sampling will be completed by Landau with the assumption that all dredge material will be disposed of upland.
- Surveying & Base Map. No new topographic and bathymetric survey will be conducted. Existing data is available for use in this phase of the work.
- Geotechnical. No new field data will be collected during this phase. Existing data is available
 for use in this phase of the work. An updated final geotechnical recommendations report is
 included.
- Site Visits. One site visit is included in this scope as needed.
- Breakwater Design. Breakwater design will include new steel pipe piles spaced even on each side and filled with armor stone. Design and scope include both the North and South Jetty replacement. Breakwater design only considers complete removal and replacement of the breakwater. No alternative designs including temporary repairs are included in this scope.
- Walkway Design. Work will include a new walkway on top of the south breakwater.
- Corrosion Protection. The design will not include steel galvanizing or coating but will incorporate sacrificial steel thickness to the design of the steel members to account for corrosion over its design life of 30 years. Corrosion rates will be based similar corrosion rates in the Puget Sound. A detailed site-specific corrosion assessment will not be in included.

- Contractor Outreach. Several preferred contractors will be contacted to help refine the construction process in development of the bid ready specifications.
- Regulatory Permitting. The following assumptions were developed for providing support during the permitting process.
 - o This scope provides for engineering permit support only. Primary permitting effort provided by others.
 - o Permit support assumes limited, assumed hours of support over 18 months from the JARPA submission.
 - o Permitting strategy will be replacement of the breakwater, not repair or rehabilitation.
 - o Permit application for sediment sampling field work to be developed by others.
 - Final design is assumed to progress and complete prior to receiving permits or comments from the agencies.
 - Significant modifications to the design resulting from permitting is not included in this scope.
 - Mitigation design is not included in this scope.
- Bidding documents to be developed and bidding support for a breakwater replacement project
 that includes only the South using the Design-Bid-Build contracting method. North breakwater
 bid documents and bid support not included.
- Commission Meetings: Assumed one Port Commission meeting to present updates. All other design meetings would be conducted via conference call.

Scope Tasks:

Task 1 – Final Design

- Refine Layouts and Geometry. Within the acceptable permit parameters look at refining the breakwater alignment and geometry to find into final structural and coastal analysis.
- <u>Contractor outreach</u>. Several preferred contractors will be contacted to discuss the project and details of the replacement to help in the development of the bid specifications and refined breakwater geometry.
- <u>Finalize Coastal Analysis</u>. Finalize coastal analysis looking at replacement breakwater geometry and marina protection. Use any potential updates from breakwater geometry to update the computer models
- <u>Geotechnical Report.</u> A subconsultant Geotechnical Engineer will provide a final design level geotechnical recommendations report to be used to complete the structural design of the breakwater. Report will also include information on pile driving to be used as a resource for the contractor during construction.
- <u>Finalize Structural Design.</u> Provided final structural analysis and design to complete the breakwater replacement. Include looking at refining rock sizing and pile sizing and spacing. Work will include developing a structural calculations package.
- <u>Architectural Design.</u> A subconsultant architect will provide architect design plans with guidance by the Port. Architectural design elements include new walkway and how it will tie into the upland.
- <u>Electrical Support.</u> A subconsultant electrical engineer will provide some specification language on temporary disconnect of tsunami signal and reattachment. To be coordinated with local officials and governing agencies.

- <u>Construction Sequencing</u>. Develop construction work sequence plan including demolition plan and breakwater installation to maintain marina protection from waves.
- <u>Basis of Design</u>. Update Basis of Design (BOD) memo to document any new project requirements and agreed design criteria. Selection of design parameters such as Design Life, Maintenance requirements, design and construction standards and codes, preferred construction materials, and other applicable criteria for use in developing a Basis of Design.
- <u>Cost Estimate</u>. Develop an updated quantity and construction cost estimate for each project element with considerations from contractor outreach.
- <u>Bid Specifications.</u> Develop technical and bid specifications to be used by the Port for advertising the project.
- <u>Bid Drawings.</u> Develop bid drawings to be used for construction. Will include 90% and final submittal with reviews by the Port.

Deliverable: 11x17 stamped design drawings in Adobe Acrobat (pdf) format, cost estimate in Adobe Acrobat (pdf) format and technical specifications in MS Word format.

Schedule:

- Submit 90% drawings, spec and cost estimate 10 weeks after receiving after receiving NTP.
- Submit 100% Documents 4 weeks after receiving comments back from the 90% review.
- Bid Documents and bid specifications 2 weeks after receiving comments from the 100% documents review.

Task 2 – Permitting Support Services

- Engineering Permitting Support. Work to include supporting the permitting effort led by others.
 - o Providing support in answering agency questions regarding the design during the permit review process.
 - o Provided some limited additional analysis and conceptual design to generate quantities and a defense of the current design to agency review questions.
 - o Provide input on potential mitigation strategies and responses that is led by others.
 - Mitigation design not included.
 - o Review and provide input to discussions with permitting agencies regard design.
 - O Attend meetings as needed by conference call with the Port and the permitting lead to discuss permitting related to design.
 - O Attend up to 3 meetings by conference call to discuss permitting with review agencies as needed.

Deliverable: Updated or additional quantities and review comments.

Task 3 - Eelgrass and Macroalgae Survey

- Subconsultant JenJay will conduct an eelgrass and macroalgae survey of the Pt Hudson project area to identify current and updated eelgrass and/or macroalgae distribution. This updated habitat survey is required by the Corps, WDFW and DNR and must be performed between June 1 and October 1.
- A single field survey is assumed for collecting the information for the habitat assessment and survey. The survey will be conducted using boat-based methods and an underwater video camera to view, document and record the extent and location of existing habitat features (e.g.,

eelgrass, macroalgae, submerged logs or other structures) below the water surface through a series of transects across the site. A draft survey plan map with transects will be prepared for review.

The following is a list of our assumptions associated with the scope discussed above:

- A two-person survey team plus a boat driver is assumed for safety purposes.
- No mitigation planning or draft mitigation plan is assumed with this scope.

Deliverable: Macroalgae survey map and report.

Schedule:

• *TBD*; field work conducted within the allowable survey time window.

Task 4- Dredged Material Sediment Sampling and Analysis

- Subconsultant Landau will conduct the Dredged Material Sediment Sampling and Analysis work in coordination with Mott MacDonald and the Ports designated Regulatory Permitting lead.
- Conduct coordination with the Port and permit lead as well as pre-project planning and coordination with the DMMO to discuss the sediment-evaluation process to obtain regulatory approval for dredging and dredged material disposal.
 - Assumed that coordination with the DMMO will include at least one 1-hour phone call with additional correspondence via email and will serve to inform strategies for assessing and disposing of dredged sediment.
- Strategies will be reviewed by the DMMO before an application is submitted to the USACE Regulatory Branch for formal concurrence and approval.
- Prepare and conduct Tier 1 evaluation.
- Develop sediment sampling plan, field sampling, lab analysis and final report for submission to DMMO.
- The area of sampling will be at the location of the dredging at the entrance to Pt Hudson Marina.
- Dredging of two discrete sediment units is being considered. Each unit is approximately 800 cy in volume. Each unit will be dredged independently (though likely during the same mobilization event). If project planning changes, and the two units are no longer considered discrete, the sampling and management requirements discussed herein will likely change.
 - O Based on information provided by the DMMP, the shoreline area between Point Hudson and the Port Townsend Boat Haven is classified as 'high,' meaning without further evaluation by the USACE and DMMP, the most conservative level of evaluation will be required.
 - Assumes that historical data for the sediment volumes to be managed are not available at this time. From the DMMP's perspective, historical data for sites ranked 'high' are valid for 3 years; data for sites ranked 'moderate' are valid for 5 years.
- Assumes that sediment sampling will be required to support dredge-volume evaluation (based on the USACE/DMMP initial site ranking). No matter the site ranking, sampling and analysis of the leave surface (or 'Z' layer) will be required.
- Assumes that the bulk of sediment to be managed is homogenous (i.e., sand).
- When evaluating the potential 'range' of sampling required, assumed the following:
 - o Sediment to be dredged minimum one core sample per sediment unit to be analyzed and screened against DMMP criteria. Note, screening against these criteria will retain open-water disposal as an option for sediment management but will help to evaluate

options for upland disposal and beneficial reuse. Additional sediment core volumes will be archived for evaluation, if needed.

- Cost ranges include required boat operation (including captain and field crews).
- As many as two Landau staff members will be required to assist with the sampling program, including core processing (which is assumed to be conducted on the boat).
- Estimated sample analysis costs are included; at a minimum, Level IIB data validation will be required.
- Costs include the limited permitting required for implementation of the sediment program.
- Results will be reported in memorandum format and will be used to support the USACE/DMMP's final decision on site status.

Deliverable: Tier 1 evaluation memo, Sedimental Sampling & Analysis Draft and Final Report. Schedule:

• TBD based on consultation and approval of sampling plan by DMMP.

Task 5 – Bid Support (South Breakwater Only)

This task will furnish those services necessary for MM to assist the Port in obtaining bids and in awarding contract(s) for construction. Bid phase services include participation in (1) pre-bid site walkthrough, responses to questions from bidders, and clarification or interpretations of the bidding documents and bid evaluation.

Fee Estimate:

Estimated fee to complete the scope of work above is summarized below. Work will be conducted on a Time & Materials Basis per the previous agreed billing rates and shall not exceed the estimated fee without advanced written approval by the Port.

Task	Fee
Task 1 – Final Design	\$212,000
Task 2 – Permitting Support Services	\$15,000
Task 3 - Eelgrass and Macroalgae Survey	\$38,000
Task 4 - Dredged Material Sediment Sampling and Analysis	\$96,000
Task 5 – Bid Support (South Only)	\$12,000
TOTAL BUDGET	\$373,000

Port Townsend Point Hudson Breakwater Replacement - Final Design EE/SP By: 6/17/2020 Date: **Sub Consultant** TOTAL LABOR Total and Direct Costs **HOURS** Tasks (\$) (\$) (\$) Tasks Task 1 - Final Design \$212,000 Final Coastal Analysis 110 \$19,120 1.1 1.2 Final Structural Analysis - Breakwater 130 \$17,840 - Final Structural Analysis - Bulkhead \$9,880 1.3 70 - Upland Design \$5,968 1.4 42 - Geotech Report \$7,500 \$11,034 1.5 18 - Architectural Design \$15,000 24 \$21,268 1.6 1.7 - Electrical Design \$10,000 13 \$13,276 1.8 - Calculation Development 76 \$10,344 \$64,840 1.9 - 90% Design Drawings, Specs and Cost Estimate 458 - 100% Design Drawings, Specs and Cost Estimate \$22,520 1.10 164 - QA/QC \$7,960 1.11 42 - Meeting - Design Review 1.12 12 \$2,412 1.13 - Commission Meeting \$100 \$1,998 11 Constructiability Assessments \$2,946 1.14 15 Task 2 - Permitting Support \$15,000 \$15,000 - Permitting Support 80 2.1 \$38,000 Task 3 - Eelgrass and Macro Survey \$38,000 - Eelgrass and Macro Survey \$30,000 26 3.1 \$96,000 Task 4 - Dredge Material Sediment Sampling

\$78,600

141,200

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\$96,000

\$12,000

226,406

\$12,000

\$ 373,000

52

70

1.413

\$

Notes

TOTAL

4.1

5.1

Task 5

Costs include design for both north and south breakwater replacement. Bid support and bid documents not included for the north breakwater Permitting to be completed by others.

Dredge Material Sediment Sampling

- Bid Support (south breakwater)

- Bid Support

Electrical design only includes temporary relocation of tsumani warning.



29 May 2020

Eron Berg Executive Director Port of Port Townsend 2701 Jefferson Street Port Townsend, WA 98368 Phone: 360.385.0656

Email: eron@portofpt.com

Re: Proposal for Services | Historic Resource Documentation

Point Hudson, Port Townsend, WA

Dear Mr. Berg:

Artifacts Consulting, Inc. is pleased to provide for your consideration the following proposal to provide historic documentation for the National Register of Historic Places/National Historic Landmark listed Point Hudson in Port Townsend. The objective is to bring the level of cultural resource documentation at Point Hudson up to federal and state levels as well as to provide documents and findings which can be incorporated into future planning, permitting and construction at the site.

The Artifacts team includes experts in historic preservation, architecture, Pacific Northwest history and public policy related to cultural resource management. The specialized professionals committed to the project at Point Hudson are: Susan Johnson, Michael Sullivan, Tim McDonald, Kathleen Brooker, and Mary Thompson. All team members meet the Secretary of the Interior's professional standards for historic preservation.

Historic Resource Documentation: 251 to 266 hours (\$33,885-35,910)

Task	Hours
• Site and individual resource recordation. Digital photography of all buildings, structures (including breakwater), significant open spaces and designed site elements such as the dredged basin. Written physical descriptions, including known alterations and dates. Identification/evaluation of hazardous materials and conditions.	100-105
• Cost estimates for general preservation of 11 existing buildings, including guidance on prioritization of maintenance/updates. Estimates will be general and subject to change due to a variety of factors.	20
• Significance research and narratives for each historic resource and the overall site. This will be an update to and deeper exploration of the information already in the NRHP district nomination.	50-55

Task	Hours
Collecting site & context records, historic photographs, maps, drawings, and other relevant materials. Assemble previous engineering and condition documents and studies.	52
Analyze historic integrity for specific buildings/structures/spaces, including the breakwater.	8
Develop general treatments and pathways for repair/removal of deteriorated elements consistent with Secretary of Interior's Standards.	16
Consultation with local, state and federal agencies including DAHP and client on the project.	5-10

Schedule

Based upon a project start date of July 1, 2020, we anticipate delivering a draft document package by October 1, 2020. Given the uncertainties of the current COVID-19 situation, our personnel will follow all Washington State guidance on workplaces activities including coordinating their efforts during the day, individual distancing, industrial PPE outfitting and public contact avoidance.

All fees stated in this proposal include reimbursable costs such as mileage and photocopies. All hours billed at \$135 per hour and invoiced monthly.

We greatly appreciate your consideration and the opportunity to participate in such an exciting project. Please don't hesitate to contact me at 253.572.4599 or michael@artifacts-inc.com if you have any questions or concerns.

Sincerely,

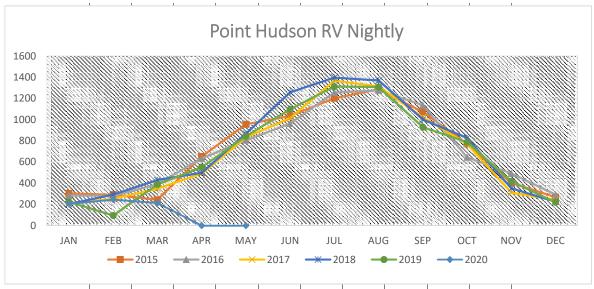
Michael Sullivan Principal Susan Johnson Partner

PORT OF PORT TOWNSEND AGENDA COVER SHEET

MEETING DATE	June 26, 2020			
AGENDA ITEM	☐ First Reading	☐ Second Reading	☐ Regular Business	
AGENDA TITLE	Informational Ite	ms		
STAFF LEAD				
REQUESTED		☐ Motion,	/Action	☐ Discussion
ATTACHMENTS		Operations Report f Fund Resources & U	Uses as of May 31, 202	20

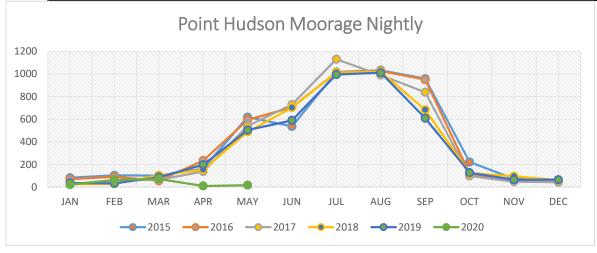
Port of Port Townsend

Five Year Comparisons



POINT HUDSON RV PARK - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	тот
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	0	0								664

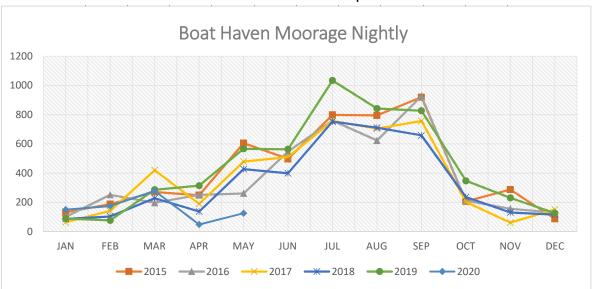


POINT HUDSON MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	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	10	17								185

Port of Port Townsend

Five Year Comparisons

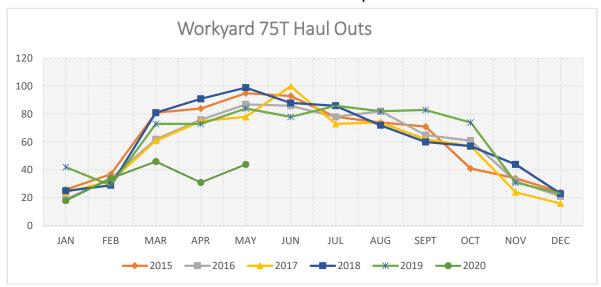


BOAT HAVEN MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	TOT
2015	132	188	271	249	605	497	799	795	920	206	287	87	5036
2015	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	48	125								775

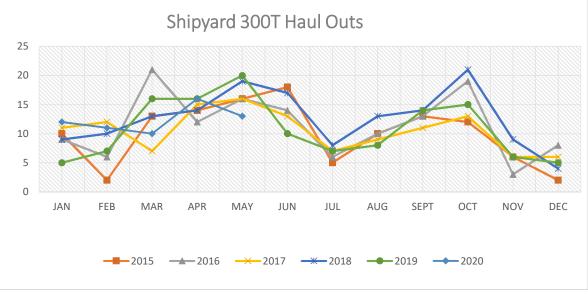
Port of Port Townsend

Five Year Comparisons



WORKYARD - 75T Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	ОСТ	NOV	DEC	тот
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	31	44								173



SHIPYARD - 300T - Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	ОСТ	NOV	DEC	тот
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	16	13								62

OPERATIONS & OCCUPANCY REPORT

MOORAGE & RV'S	JA	N	FE	В	M	AR	AP	PR	M	AY	JUN		JU	L	AUG		SEPT	OCT		NOV	DEC	Total Units	Units
PTBH - SLIPS	93%	278	93%	277	94%	281	92%	277	96%	287		0		0		0	0		0	0		299	SLIPS
PTBH - LINEAL	77%	2070	83%	2231	71%	1908	65%	1747	77%	2070		0		0		0	0		0	0		2,688	FT
PTBH - CONSTRAINED	19%	130	19%	130	16%	109	20%	137	22%	150		0		0		0	0		0	0		683	FT
PTBH - LIMITED	65%	20	63%	19	68%	20	65%	20	74%	22		0		0		0	o		0	0		30	SLIPS
PTBH - COM. RAFTING	111%	511	129%	593	122%	561	123%	566	101%	465		0		0		0	0		0	0		9 460	FT
PH- SLIPS 1-12	59%	499	61%	512	72%	604	63%	533	35%	295		0		0		0	0		0	0		840	FT
PH - SLIPS 13-32	82%	16	87%	17	89%	18	76%	15	43%	9		0		0		0	0		0	0		20	SLIPS
PH - LINEAL	104%	879	100%	850	101%	856	100%	846	87%	736		0		0		0	0		0	0		848	FT
PH - LIMITED	49%	573	51%	596	60%	701	60%	701	76%	888		0		0		0	0		0	0		1,169	FT
PH - KAYAK	63%	25	58%	23	60%	24	68%	27	84%	33		0		0		0	0		0	0		0 40	SLIPS
PH - RV	55%	25	57%	26	60%	27	40%	18	39%	18		0		0		0	0		0	0		0 46	SITES
QUIL - SLIPS	45%	14	44%	14	44%	14	47%	15	48%	15		0		0		0	0		0	0		32	SLIPS
QUIL -LINEAL	42%	88	42%	88	54%	113	41%	86	41%	86		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	0		190	FT
WORKYARD	82%	98	91%	109	97%	116	82%	98	76%	91		0		0		0	0		0	0		120	SLIPS
SHIPYARD	82%	18	88%	19	92%	20	122%	27	115%	25		0		0		0	0		0	0		22	SLIPS
LONGTERM	92%	32	96%	34	91%	32	88%	31	84%	29		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		BOAT HAVEN		QUILCENE		<u>YARD</u>	
Permanent/Business	11	Permanent	310	Permanent	17	One way Lifts	1
Limited Access	35	Monthly Moorage	46	Nightly	5	Re-blocks	10
Winter RV Monthlies	17	Credit System	9	Annual Ramp	13	Work Yard OPP	20.8
Monthly Moorage	13	Annual Ramp	31	Daily Ramp	39	Ship Yard OPP	4.5
Reservation Fees	15	Daily Ramp	119		0	(OPP - Vessels off por	rt property

Port of Port Townsend Monthly Counts - 2020

POINT	HUDSON		BUSINESS/	MOORAGE	1
	LIMITED	RV MONTHLY	PERMANENT	MONTHLY	RES. FEES
JAN	21	18	11	30	238
FEB	21	19	11	33	249
MAR	23	21	11	31	24
APRIL	28	17	11	30	-183
MAY	35	17	11	13	15
JUNE					
JULY					
AUG					
SEPT					
ОСТ					
NOV					
DEC					

BOAT HAVEN		MOORAGE	CREDIT)		
	PERMANENT	MONTHLY	SYSTEM	A - RAMP	D - RAMP	
JAN	307	43	8	48	6	
FEB	300	39	8	52	36	
MAR	305	39	22	20	15	
APRIL	304	39	6	3	8	
MAY	310	46	9	31	119	
JUNE						
JULY						
AUG						
SEPT						
ОСТ						
NOV		·				
DEC						

		BUSINESS/	MOORAGE			
QUILCENE		PERMANENT	NIGHTLY	A- RAMP	DAILY RAMP	
JAN		16	0	5	6	
FEB		15	1	3	0	
MAR		16	1	0	2	
APRIL		17	0	2	5	
MAY		17	5	13	39	
JUNE						
JULY						
AUG						
SEPT						
ОСТ						
NOV						
DEC						

	2019				
POINT HUDSON			BUSINESS/	MOORAGE	
	LIMITED	RV MONTHLY	PERMANENT	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
ОСТ	27	10	11	26	213
NOV	26	10	11	35	169
DEC	21	17	11	33	96

ROAT	HAVEN		-		
BOAT	PERMANENT	MOORAGE CREDIT		A - RAMP	D - RAMP
	PERMANENT	MONTHLY	SYSTEM	A - NAIVIF	D-KAIVIF
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
ОСТ	317	53	13	2	71
NOV	311	46	11	0	26
DEC	300	46	8	11	23

		BUSINESS/	MOORAGE			
QUILCENE		PERMANENT	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	

Port of Port Townsend 2020 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

			Variance to			
	YTD May	YTD May	prior year -	es	YTD Budget	Variance to
	2019	2020	2019 v 2020	notes	2020	Budget YTD
REVENUES				а		
PTBH - Permanent Moorage	481,109	501,508	20,399		495,778	5,730
PTBH - Liveaboard Fee	8,939	9,979	1,040		9,482	497
PTBH - Work Float/Lift Pier Usage	5,511	1,029	(4,483)		3,750	(2,721)
PTBH - Monthly Guest	129,958	96,445	(33,514)		136,510	(40,066)
PTBH - Nightly Guest	68,071	38,068	(30,003)		69,628	(31,560)
PTBH - Miscellaneous Revenue	6,923	5,275	(1,648)		6,750	(1,475)
PTBH - Showers	4,059	3,361	(699)		4,100	(739)
PTBH - Restroom Key Fobs	290	170	(120)		300	(130)
PTBH - Laundry	2,390	2,080	(310)		2,250	(170)
PTBH - Promotional Sales	330	60	(270)		250	(190)
PTBH - Electric	52,174	43,618	(8,555)		53,900	(10,282)
Boat Haven Moorage	759,754	701,593	(58,162)		782,698	(81,105)
Yard - Liveaboard Fee	383	1,264	881		385	879
Yard - Miscellaneous Revenue	9,608	(1,683)	(11,291)		1,865	(3,548)
Yard - Work Yard Port Labor	-	-	-		2,100	(2,100)
Yard - Ship Yard Port Labor	-	1,865	1,865		3,300	(1,435)
Yard - Enviro Violations & Clean up	-	2,410	2,410		-	2,410
Yard - Work Yard Enviro Fee	16,060	21,125	5,065		20,600	525
Yard - Ship Yard Enviro Fee	2,880	7,126	4,246		8,432	(1,306)
Yard - 70/75 Ton Hoist Revenue	136,650	87,518	(49,132)		140,818	(53,300)
Yard - 300 Ton Hoist Revenue	92,624	102,897	10,272		93,702	9,195
Yard - Washdown Revenue	34,362	29,367	(4,995)		34,100	(4,733)
Yard - Bilge Water Revenue	3,971	2,711	(1,259)		3,578	(867)
Yard - Work Yard Revenue	243,628	214,906	(28,722)		239,826	(24,920)
Yard - Ship Yard Revenue	186,616	149,950	(36,665)		187,736	(37,786)
Yard - L/T Storage	30,440	31,988	1,549		31,585	403
Yard - Blocking Rent	15,573	14,909	(664)		26,300	(11,391
Yard - Off Port Property Tarp Fee	1,200	1,044	(156)		625	419
Yard - Work Yard Electric	191	13,895	13,704		14,340	(445)
Yard - Ship Yard Electric	23,138	22,777	(361)		22,260	517
Yard - Garbage	409	-	(409)		-	-
Yard Operations	797,732	704,069	(93,663)		831,552	(127,483)
PTBH Prop - Lease Revenue	277,538	266,961	(10,577)		230,154	36,807
PTBH Prop - Storage Unit Revenue	4,087	3,952	(135)		3,717	235
PTBH Prop - Fuel Dock Lease	5,793	5,217	(576)		5,800	(583)
PTBH Prop - Electric	1,150	1,286	136		1,250	36
PTBH Prop - Stormwater Fees	3,183	5,026	1,843		3,250	1,776
PTBH Prop - Other Util, Wtr, Swr, Garbg	10,778	7,100	(3,678)		10,580	(3,480)
Boat Haven Properties	302,529	289,542	(12,987)		254,751	34,791
Pt Hudson - Permanent Moorage	56,033	52,871	(3,162)		58,125	(5,254)
Pt Hudson - Liveaboard Fee	3,658	4,289	632		3,768	521
Pt Hudson - Monthly Guest	65,865	74,316	8,451		65,609	8,707
Pt Hudson - Nightly Guest	44,657	9,151	(35,506)		42,410	(33,259)
City Pier & Union Wharf Usage	4,509	-	(4,509)		6,070	(6,070
Pt Hudson - Monthly R.V.	45,639	45,900	261		46,942	(1,042)
Pt Hudson - Nightly R.V.	90,239	27,737	(62,502)		99,786	(72,049)
Pt Hudson - Kayak Racks	5,301	5,037	(264)		5,421	(384)
Pt Hudson - Reservation Fee	14,730	4,177	(10,553)		15,010	(10,833)
Summary of Fund Resources Uses May 31, 2020		,=	(-,3/	I	-/	(2,200

Summary of Fund Resources Uses, May 31, 2020

Pt Hudson - Showers	3,055	2,189	(866)		3,078	(889)
Pt Hudson - Laundry	4,175	4,083	(92)		4,416	(333)
Pt Hudson - Passenger Fee	1,681	-	(1,681)		3,894	(3,894)
Pt Hudson - Miscellaneous	1,480	301	(1,179)		800	(499)
Pt Hudson - Promotional Sales	258	105	(153)		250	(145)
Pt Hudson - Enviro Clean up	-	212	212		-	212
Pt Hudson - Building Leases	146,444	147,103	658		161,185	(14,082)
Pt Hudson - Parking	1,995	737	(1,258)		2,200	(1,463)
Pt Hudson - Parking - Failure to Pay	-	-	-		-	-
Pt Hudson - Event Facility Rev	550	336	(214)		1,100	(764)
Pt Hudson - Property Utility Reimb	17,826	10,134	(7,692)		18,000	(7,866)
Pt Hudson - Electric	11,480	10,242	(1,237)		12,300	(2,058)
Pt. Hudson Marina, RV & Prop	519,575	398,921	(120,654)		550,364	(151,443)
Quilcene - Permanent Moorage	17,333	17,758	425		17,721	37
Quilcene - Monthly Moorage	316	-	(316)		-	-
Quilcene - Liveaboard Fee	138	1,563	1,425		390	1,173
Quilcene - Nightly Moorage	1,324	327	(997)		670	(343)
Quilcene - Showers	1,231	1,640	409		1,127	513
Quilcene - Reservations	340	121	(219)		350	(229)
Quilcene - Miscellaneous Revenue	-	-	-		45	(45)
Quilcene - Lease Revenue	25,796	21,297	(4,499)		26,538	(5,241)
Quilcene - Fuel Sales	6,959	3,616	(3,343)		6,035	(2,419)
Quilcene - Recreational Ramp Fees	5,093	2,763	(2,330)		4,240	(1,477)
Quilcene - Commercial Use Fees	1,600	1,200	(400)		2,000	(800)
Quilcene - Water	6,006	3,364	(2,641)		6,000	(2,636)
Quilcene - Electric	653	1,460	808		553	907
Quilcene	66,787	55,109	(11,679)		65,669	(10,560)
Ramp Fees	21,199	16,412	(4,787)		22,380	(5,968)
Ramp Fees - Failure to Pay	60	(30)	(90)		-	(30)
PTBH Ramp - Commercial Use Fees	200	200	-		-	200
PTBH Ramp - Dinghy Float Revenue	1,675	476	(1,199)		1,300	(824)
Ramps	23,134	17,058	(6,076)		23,680	(6,622)
JCIA - Miscellaneous Revenue	530	-	(530)		42	(42)
JCIA - Lease Revenue	49,281	46,128	(3,153)		46,855	(727)
JCIA - Hangar Revenue	11,105	12,990	1,885		13,405	(415)
JCIA - Vehicle Parking Revenue	511	238	(273)		255	(17)
JCIA - Aircraft Parking	329	1,019	690		400	619
JCIA - Fuel Lease Revenue	847	638	(209)		1,254	(616)
JCIA - Electric	1,041	749	(292)		814	(65)
JCIA	63,645	61,762	(1,883)		63,025	(1,262)
Total Revenues	2,533,157	2,228,054	(305,103)		2,571,739	(343,685)
EXPENSES						
Salaries & Wages	824,405	927,047	102,642	b	952,464	(25,417)
Payroll Taxes	89,709	97,293	7,583		95,540	1,753
Employee Benefits	250,054	277,464	27,410	С	335,734	(58,270)
Uniform Expense	4,068	4,441	373		3,680	762
Contract Services	107,937	109,003	1,066		105,277	3,726
Consulting Services	21,295	-	(21,295)		15,000	(15,000)
Legal & Auditing	60,243	8,499	(51,744)	d	41,665	(33,166)
Insurance	671	1,199	528		-	1,199
Office/Computer Supplies	242	2,488	2,246		1,400	1,088
Operating Supplies	35,521	17,659	(17,862)		35,714	(18,055)
Enviro Materials/Supplies	1,657	11,306	9,649		1,250	10,056
Tarp Pool Expense	9,776	8,421	(1,355)		10,600	(2,179)

Empl Recog/Relations	707	(333)	(1,039)		100	(433)
Publications	95	-	(95)		-	-
Postage	515	2,160	1,645		1,557	603
Janitorial Supplies	16,542	9,893	(6,649)		11,392	(1,499)
Fuel & Lubricants	13,628	6,421	(7,207)		11,900	(5,479)
Permits & Licenses	4,031	1,985	(2,046)		4,100	(2,115)
Equipment Rental	-	-	-		4,600	(4,600)
Claims & Damages	-	-	-		1,500	(1,500)
Membership & Dues	12,277	12,934	657		11,850	1,084
Bank Charges	28,084	32,690	4,606		32,354	335
Excise Tax	7,669	6,524	(1,144)		7,675	(1,151)
Bad Debt	8,708	(200)	(8,908)		5,000	(5,200)
Miscellaneous Expense	660	18,724	18,064		884	17,840
Repair & Maintenance Supplies	43,087	49,638	6,551		39,581	10,057
Facilities & Operations	183,197	180,310	(2,887)		181,457	(1,148)
Utilities	268,842	228,187	(40,655)		261,656	(33,469)
Advertising (Legal 2018)	3,983	3,491	(492)		3,190	301
Marketing	12,392	12,664	272		14,203	(1,539)
Promotion	5,721	960	(4,761)		5,900	(4,940)
Marketing	22,097	17,115	(4,981)		23,293	(6,178)
Economic Development	-	-	-		15,000	(15,000)
Travel & Training	13,096	4,863	(8,233)	е	11,050	(6,187)
Cost of Goods - Fuel	5,138	2,035	(3,103)		5,600	(3,565)
Community Relations	35	3,527	3,492	f	-	3,527
Total Expenses	1,850,788	1,860,981	10,193		2,047,416	(186,434)
Net Operating Income (Loss)	682,368	367,072	(315,296)		524,323	(157,251)
Other Increases in Fund Resources						
Other mercases in rana nesources					l .	
Retainage Collected	-	1,254	1,254		-	1,254
	1,000	1,254 1,000	1,254		-	1,254 1,000
Retainage Collected	1,000 10,264		1,254 - 5,507			
Retainage Collected Yard Deposits Collected		1,000	-		- - -	1,000
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected	10,264	1,000 15,771	- 5,507		-	1,000 15,771
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected	10,264 4,573	1,000 15,771 3,538	5,507 (1,035)	g	-	1,000 15,771 3,538
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected	10,264 4,573 16,026	1,000 15,771 3,538 19,510	5,507 (1,035) 3,484	g ₀	-	1,000 15,771 3,538 19,510
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected	10,264 4,573 16,026 31,863	1,000 15,771 3,538 19,510 41,072	5,507 (1,035) 3,484 9,209	g	-	1,000 15,771 3,538 19,510 41,072
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected	10,264 4,573 16,026 31,863 29,651	1,000 15,771 3,538 19,510 41,072 23,841	5,507 (1,035) 3,484 9,209 (5,810)	g	-	1,000 15,771 3,538 19,510 41,072 23,841
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected	10,264 4,573 16,026 31,863 29,651 211,299	1,000 15,771 3,538 19,510 41,072 23,841 205,403	5,507 (1,035) 3,484 9,209 (5,810) (5,896)	g	-	1,000 15,771 3,538 19,510 41,072 23,841 205,403
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected	10,264 4,573 16,026 31,863 29,651 211,299 1,842	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099)		- - - - - - - - 388,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805)		- - - - - - - 388,000 70,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805)			1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164)
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA Grants - RCO	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027)			1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000)
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027)			1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881	h	70,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175)	h	70,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881 (293,449)
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants ARRA Bond Interest Subsidy	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726 16,388	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881 164,551	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175) (16,388)	h	70,000 - - - 458,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants ARRA Bond Interest Subsidy Investment Interest	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726 16,388 12,879	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881 164,551 - 7,397	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175) (16,388) (5,482)	h	70,000 - - 458,000 - 11,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881 (293,449)
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants ARRA Bond Interest Subsidy Investment Interest Interest	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726 16,388 12,879 29,267	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881 164,551 - 7,397 7,397	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175) (16,388) (5,482) (21,870)	h	70,000 - - 458,000 - 11,000 11,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881 (293,449) - (3,603) (3,603)
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants ARRA Bond Interest Subsidy Investment Interest Interest Operating Tax Levy	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726 16,388 12,879 29,267	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881 164,551 - 7,397 7,397 573,194	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175) (16,388) (5,482) (21,870) 4,147	h	70,000 - - 458,000 - 11,000 11,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881 (293,449) - (3,603) (3,603) (13,778)
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Grants - FAA Grants - FAA Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants ARRA Bond Interest Subsidy Investment Interest Interest Operating Tax Levy IDD Tax Levy	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726 16,388 12,879 29,267 569,047	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881 164,551 - 7,397 7,397 7,397 573,194 470,918	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175) (16,388) (5,482) (21,870) 4,147 470,918	h	70,000 - - 458,000 - 11,000 11,000 586,972	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881 (293,449) - (3,603) (3,603) (13,778) 470,918
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants ARRA Bond Interest Subsidy Investment Interest Interest Operating Tax Levy IDD Tax Levy State Forest Revenues	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726 16,388 12,879 29,267 569,047 - 34,998	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881 164,551 - 7,397 7,397 7,397 573,194 470,918 16,407	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175) (16,388) (5,482) (21,870) 4,147 470,918 (18,591)	h	70,000 - - 458,000 - 11,000 11,000 586,972 - 9,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881 (293,449) - (3,603) (3,603) (13,778) 470,918 7,407
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Taxes Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants ARRA Bond Interest Subsidy Investment Interest Interest Operating Tax Levy IDD Tax Levy State Forest Revenues State Timber Excise Tax	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726 16,388 12,879 29,267 569,047 - 34,998 28,865	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881 164,551 - 7,397 7,397 7,397 573,194 470,918 16,407 15,290	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175) (16,388) (5,482) (21,870) 4,147 470,918 (18,591) (13,576)	h	70,000 - - 458,000 - 11,000 11,000 586,972 - 9,000 16,000	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881 (293,449) - (3,603) (3,603) (13,778) 470,918 7,407 (710)
Retainage Collected Yard Deposits Collected PTBH Prop Lease Deposits Collected PH Prop Lease Deposits Collected PH Marina/RV Deposits Collected Deposits & Retainage Collected Sales Tax Collected Leasehold Tax Collected Hotel/Motel Tax Collected Grants - FAA Grants - RCO Grants - WA State & Jeff Co Grants - Jefferson County Capital Contibutions/Grants ARRA Bond Interest Subsidy Investment Interest Interest Operating Tax Levy IDD Tax Levy State Forest Revenues State Timber Excise Tax Leasehold Excise Tax	10,264 4,573 16,026 31,863 29,651 211,299 1,842 242,792 185,862 - 10,864 - 196,726 16,388 12,879 29,267 569,047 - 34,998 28,865 2,277	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 69,836 - 41,835 52,881 164,551 - 7,397 7,397 7,397 573,194 470,918 16,407 15,290 2,623	5,507 (1,035) 3,484 9,209 (5,810) (5,896) (1,099) (12,805) (116,027) - 30,971 52,881 (32,175) (16,388) (5,482) (21,870) 4,147 470,918 (18,591) (13,576) 345	h	70,000 - - 458,000 - 11,000 11,000 586,972 - 9,000 16,000 2,830	1,000 15,771 3,538 19,510 41,072 23,841 205,403 743 229,987 (318,164) (70,000) 41,835 52,881 (293,449) - (3,603) (3,603) (13,778) 470,918 7,407 (710) (207)

Other Non-Operating Revenues	100,056	-	(100,056)		365	(365)
Misc Other Incr. in Fund Resources	112,307	8,633	(103,674)	k	11,265	(2,632)
Total Other Incr. in Fund Resources	1,248,142	1,530,071	281,929		1,095,067	435,004
Other Decr. In Fund Resources						
Retainage Paid	3,858	6,265	2,407		-	6,265
Yard Deposits Refunded	1,580	-	(1,580)		-	-
PH Deposits Refunded	7,794	11,484	3,690		-	11,484
Deposits & Retainage Paid	13,232	17,749	4,517	- 1	-	17,749
Sales Tax Remitted	22,761	22,401	(360)		-	22,401
Leasehold Tax Remitted	126,277	238,820	112,543		-	238,820
Hotel/Motel Tax Remitted	1,231	929	(302)		-	929
Taxes Remitted	150,269	262,150	111,881	m	-	262,150
Interest Expense - 2010 LTGO Bond	98,919	-	(98,919)		93,619	(93,619)
Interest Exp - 2015 LTGO Refund Bond	-	44,625	44,625		44,625	-
Bond Interest	98,919	44,625	(54,294)	n	138,244	(93,619)
Bond Management Fees	-	-	-		250	(250)
Investment Fees	250	232	(18)		210	22
Bond Mgmt, Issuance & Misc Exp	250	232	(18)		460	(228)
Election Expense	-	15,674	15,674	0	-	15,674
Total Other Decr. In Fund Resources	262,670	340,430	77,760		138,704	201,726
Net Other Incr./Decr. Fund Resrcs	985,473	1,189,641	204,168		956,363	233,278
Net Incr./Decr. All Fund Resources	1,667,841	1,556,713	(111,128)		1,480,686	76,027

Notes:

- (a) Starting in May, this reporting is a hybrid of Accrual/Cash. The full Cash report will be rolled out in the next month or so; the adjustments for January Accrued Revenues is in process (and is tedious). Understand that when comparing 2019 to 2020 Revenues, the 2019 revenues are on an Accural Basis, and in 2020, all months but January, are on a Cash Basis. Expenses year to year are more comparable since the Port pays its bills as they are received.
- (b) Comparing 2019 to 2020, the variance is primarily due the following: two (2) new positions implemented approximately mid-year 2019 (Lease & Contracts Admin., Enviro Spec.), the Custodian position added in Jan. 2020, and the Executive Director overlap in 2020. YTD Actual is just under YTD Budget.
- (c) The comparison of 2019 to 2020 Benefits is as expected to be higher due to the added positions mentioned in item (b), as well as, having a replacement Executive Director and the former still on salary. The YTD 2020 benefits budget is greater than actual due to the timing of these expenses which are always paid after the last pay period of the month, in the subsequent month. It will true up by year end.
- (d) In 2019, approximately \$25,000 was spent on the Seattle Maritime Academy litigation, in addition, YTD 2020 reflects less use/need of this service.
- (e) YTD 2019 Travel & Training was higher than 2020 due to the timing of staff travel reimbursement submittals and payments, HAZWOPPER training (which cost ~\$4,200), and WPPA conferences attended in 2019 that have been cancelled in 2020 due to the Covid-19 pandemic.
- (f) 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.
- (g) "Refundable Deposits & Retainage" is new to this report and comes from the Cash Basis reporting requirements. It includes recognition of cash collected by the Port for these purposes.
- (h) "Taxes Collected" is new to this report and comes from the Cash Basis reporting requirements. It is recognition of cash collected by the Port for Sales, Leasehold and Hotel/Motel Taxes.
- (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 2019 to 2020, as well as to budget, the amount of Property & Other Taxes line item increase in 2020 is primarily due to the IDD Levy. YTD receipts for that levy is \$470,918.
- (k) The 2019 Misc. Other Increases in Fund Resources includes the payment to the Port for the New Day Fisheries building for \$100,000.
- (1) "Retainage & Deposits Paid" is new to this report and comes from the Cash Basis reporting requirements. It includes recognition of cash refunded by the Port for these purposes.
- (m) "Taxes Remitted" is new to this report and comes from the Cash Basis reporting requirements. It is recognition of cash remitted to the State by the Port for Sales, Leasehold and Hotel/Motel Taxes. 2020 is larger than YTD 2019 because the payment for O4 was paid in January 2020.
- (n) Bond interest for January 2019 was paid in December 2018.
- (o) These are the shared election costs for last November's elections. The direct costs were billed in 2019, December.