



**Port of Port Townsend
Meeting Agenda**

Wednesday, July 22, 2020, 5:30 p.m.

Port Commission Building

Via <https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password: 911887

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda The Port welcomes your comments in writing before the meeting (which will be presented to the commission and made available and part of the record), or live during the meeting - you can 'raise your hand' electronically during our Zoom meeting.
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Regular Business Meeting Minutes, July 8, 20201-5
 - B. Approval of Warrants..... 6-22
 - C. Draft Budget Schedule for 2021..... 23
 - D. Interlocal Agreement – City of Port Townsend 24-28
- V. Second Reading - none
- VI. First Reading - none
- VII. Regular Business
 - A. YTD June / Quarter 2, 2020 Financial Report.....29-36
 - B. ICC updates 37
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Public Workshop / Regular Business Meeting - Wednesday, August 12, 2020:
Workshop scheduled for 9:30 AM & Regular Business Meeting at 1:00 PM, TBD
- XI. Executive Session
None scheduled as of 7/17/2020
- XII. Adjournment
- Informational Items: 38
 - June Operations Report 39-43
 - Detailed YTD June / Quarter 2 2020 Financial Report44-48

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

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

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

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

Commissioner Hanke called the meeting to order at 1:00 PM.

II. APPROVAL OF AGENDA (00:00:12)

Commissioner Putney moved to accept the Agenda as presented.

Commissioner Petranek asked to move IV.C. Navy RoE for Mats Mats to Regular Business VII.E. and the rest of the Commission agreed.

Commissioner Putney amended his motion to accept the Agenda as revised, moving item C. of the Consent Agenda to item E of Regular Business.

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

III. PUBLIC COMMENTS (00:02:49) ~ none

IV. CONSENT AGENDA (00:03:26)

A. Approval of Regular Business Meeting Minutes from June 24, 2020

B. Approval of Warrants

Warrant #062530 through #062539 in the amount of \$39,609.35 and Electronic Payment in the amount of \$148,568.26 for Payroll & Benefits.

Warrant #062540 through #062603 in the amount of \$73,511.14 for Accounts Payable.

~~C. Navy Right of Entry for Mats Mats~~

D. EDA Grant Authority Resolution

Executive Director Berg stated that for IV.D. EDA Grant Authority Resolution, needs to include updated dollar amounts to address construction phase anticipated contingencies to increase the grant request to “up to \$11.4 million” and the match requirement then “up to \$2.85 million.”

Commissioner Putney moved to accept the Consent Agenda items A, B & D with the modification of the proposed resolution.

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

V. SECOND READING - none

VI. FIRST READING - none

VII. REGULAR BUSINESS (00:04:26)

A. Covid-19 Update:

Executive Director Berg said that it was the monthly time for a Covid-19 update, and this was the first time that Port staff would be changing the underlying assumptions for the Covid-19 recovery model. He went over the Covid-19 Moderate Recovery Model Assumption from April 22, 2020 on page 18 of the packet, which resulted in a reduction in revenue of just over \$1 million. He proposed updated assumptions, based on March, April & May actuals and how

we see the pandemic's development affecting the Port's business model. Page 19 of the packet shows the July 2, 2020, updated assumptions with notable changes to the model listed on page 20 of the packet.

Commissioner Hanke asked if the fire suppression systems were required by Jefferson County Fire & Rescue (#4, \$65,000 for ensuring systems are operational) and was told that to get permits to install and occupy docks, these systems are required.

Executive Director Berg summarized his report by saying that Port staff feel that they can meet the Commission's established target for ending unreserved cash balance for year's end 2020.

Commissioners Petranek & Putney commended Port Maintenance team for their ability to look at the Port's maintenance and fire suppression and find ways to save the Port money.

B. Enduris Annual Renewal Update (00:17:40):

Joe Davis, Director of Risk Management and Member Relations at Enduris presented information about Enduris, a risk sharing pool for Washington special purpose governments, to provide property and general liability insurance coverage for the Port. He described the way they provide insurance, what they cover, and the Port's deductibles. He stated that he plans to come to the Port for a site visit soon.

C. EDC Team Jefferson Semi-annual Report (Brian Kuh) (00:49:08):

Brian Kuh, Executive Director of EDC Team Jefferson, presented a report of EDC activity from January to June 2020. He said that since the covid-19 pandemic hit our county, EDC has been very busy. They helped 220 businesses (restaurants, manufacturers, farmers, meat producers, dentists, maritime supply) apply for Working WA Small Business Emergency Grant funds and are processing 85 awards – 8 to Port tenants. They helped people apply with Paycheck Protection Program loans (a total of 483 loans were made in Jefferson County for a total of \$24.9 million, with a stated preservation of 3,384 jobs). EDC continues to host the Jefferson Broadband Action Team (JBAT)—a focus group of the Interlocal Community Council (ICC); they volunteer administration of the LION fund supporting local businesses; continue to host the CEO monthly breakfast meetings virtually; host the 5-Things Meeting and cohost the North Olympic Legislative Alliance; serve on the Business Revitalization task force (also a focus of the ICC); JeffCo CARES; and collaborate with other agencies throughout the state.

Commissioner Petranek mentioned an interview Mr. Kuh had with Paul Rice on the local radio station, and when asked what sectors have been more stable through the pandemic, he had answered "high tech"; she wondered if he knew of other sectors that were strong besides high tech. Mr. Kuh stated that he'd had varying responses from the Marine Trades – some said the demand remained strong, others had trouble because of distancing requirements. The hardest hit industry has been the tourism related businesses.

Commissioner Putney asked about board members, and Mr. Kuh went over the business sectors represented, and mentioned that the Port Commission is always welcome to their board meetings and promised to subscribe them to the EDC email list.

D. Interlocal Community Council (ICC) updates (01:20:28)

Executive Director Berg gave an update on the first ICC (the group of 8) meeting on June 25, which was mostly spent going over scope of work for the six community groups and assigning a liaison from the ICC for each group. They drafted a plan to take to the Inter-Governmental Committee (IGC), and scheduled meetings and times to meet - the next ICC meeting is on July 23 at 5:00 PM.

ICC (Group of 8) members:

Port of Port Townsend Reps: Pete Hanke, Eron Berg

City of Port Townsend Reps: Ariel Speser, John Mauro

Jefferson County PUD Reps: Jeff Randall, Kevin Streett

Jefferson County Commission Reps: Kate Dean, Phillip Morley

Commissioner Hanke stated that for the focus groups, he would not be a liaison, so that others on the commission could serve. He said that the way this was being organized was not from the IGC down, but from the bottom up through members of the focus groups; however, it was not necessarily well formed or organized yet.

Commissioner Petranek asked what the end goal was – what the ICC was looking for from the focus groups – a broad policy, or take a more focused project and move it forward?

Executive Director Berg said that the ICC had created a tool kit and an outline with objectives that are being made available to be helpful in the process. They're looking for the results to be about needs resulting from the Covid-19 pandemic, something that can happen quickly, and is conceivably fundable. Commissioner Hanke said that an example of the kind of project that would fit is the cold storage idea, where all four government agencies come together to help solve a problem for the community. Commissioner Putney said that this process brings to light areas that didn't have urgency before, but that the pandemic made more clear that we should depend on our own local resources. Commissioner Hanke said that solid waste doesn't fall into any of the six categories but that it is a big deal that spans all four government entities, and now could be an excellent opportunity to take a deeper look at this – maybe addressed under economy and jobs.

Commissioner Petranek asked if we needed to be clear who was attending which of the focus groups. Below is the list and who has volunteered to attend:

ICC Focus Group	ICC Liaison	Port Commission Rep
Culture & Events		Putney
Economy & Jobs	Jeff Randall	Petranek
Children & Families	Ariel Speser	
Human Services	Kate Dean	
Food System Resiliency	David Sullivan	Petranek
Broadband	Kevin Streett	Putney

E. Navy Right of Entry for Mats Mats (01:33:54)

Commissioner Petranek stated that since this had been a of high public interest in the past, she wanted to make sure the public could participate in the process. She attends the Marine Resource Committee, and as the county environmental group, they'd appreciate time to look at this request; their next meeting is August 4. She also mentioned a quarterly Navy meeting with the county that she felt the Port should send a representative to; County Commissioner Kate Dean is looking into this. She brought a list of questions from constituents that she wanted addressed by the Navy. She said that the Navy was requesting more than a right of entry – they had also requested entry to the Washington State Park nearby, and Governor Inslee had stated that their request was incompatible with the mission of the State Parks. She said that this request was part of a bigger picture and asked for time.

Commissioner Putney pointed out that the Navy was asking for a decision by July 15. He said for what they have outlined they will need, the Navy didn't have to ask to use a public boat ramp. He asked that any substantive comments be brought forward, but was less interested in comments like "we don't like the military." He stated that Jefferson County is very isolated and

doesn't have much access, and that there might be a time in the future when the Navy is a friend we will need to count on.

Commissioner Hanke stated that no one had made a public comment on this topic today, had not heard from any constituents, and since the Port could cancel with 30-days' notice he had no problem signing this.

Commissioner Putney moved to direct the Executive Director to execute the Right of Entry request from the US Navy. Commissioner Hanke seconded the motion. Commissioners Hanke and Putney voted yes; Commissioner Petranek voted no. Motion carried.

VIII. STAFF COMMENTS (01:44:36)

Executive Director Berg commented that he taken a tour of Coast Seafood in Quilcene that day with Commissioner Hanke and was impressed with the work they're doing. They've done hatchery work for almost 50 years, have labs to study sea creatures, and tanks to grow varieties of algae and others for oysters. He also toured the S'Klallum Tribes FLUPSY (Floating Upweller System - which grows oysters to a certain stage) at John Wayne Marina in Sequim this week. He also met with the director of the Jefferson County Historical Society and did a Walking Tour of Point Hudson, and afterwards, talked with them about how their work can help feed into the work Artifacts, will do. They showed him a great little book on Port Townsend, and they talked about making a similar booklet available for sale at the Port and would introduce visitors to the history of Point Hudson. Artifacts began exterior documentation and photography today (7/8/20). He has met with Sea Marine about tenancy; and with S'Klallum tribe on where their work could fit into Point Hudson. He shared that Deputy Director Toews was not in attendance at the meeting because he is working on a grant application for the Point Hudson Jetty with a deadline for submission early next week. He met with moorage tenants about a making our pump-out facility more accessible.

Finance Director Berg commented on the GAAP to cash transition and her work with a consultant to focus on this project, while Port Finance staff are working on converting January numbers to bring all of 2020 into the same cash system. She stated that she hoped that the June Financial Report to the Commission to be provided later in July would include that update. She informed commission that as part of the 2021 budget process, she had sent a draft budget schedule to the Executive Director for a first review, which should be on the Commission Consent Agenda at their next meeting. The second grant billing to FAA was sent in a month ago and was approved today (7/8/20) and the first draw on the Port's Line of Credit was 7/7/20 for \$400,000 to contribute to the payment of the Airport Runway contractor.

Port Attorney Reardanz commented that the legislature did extend the Open Public Meetings Act proclamation to midnight on August 1, 2020.

IX. COMMISSIONER COMMENTS (01: 57:22)

Commissioner Petranek commented that KPTZ's Chris Bricker had interviewed her and Executive Director Berg on his "Morning on the Salish" show on June 30. Mr. Berg gave an update on JCIA, and she gave an update on Point Hudson. The next interview will be July 28, and will be prerecorded; she asked if she could have a do-over session on July 28, and encouraged each commissioner to volunteer to participate and rotate through any subsequent interviews.

Commissioner Putney commented that he had met with Rep. Steve Tharinger (D-Port Townsend) and Rep. Mike Chapman (D-Port Angeles) about legislation in to do with broadband preparation for a JBAT meeting. Currently broadband is set up for private equity companies to serve rural customers, which is not profitable for them. There is some state and federal money available for broadband, but non-profits aren't eligible for these funds. Changing this might give more latitude to government entities, like Jeffco PUD or the Port, to set up broadband for citizens.

Commissioner Hanke agreed that this was important legislation, since our community has witnessed the failure of broadband in our community by private firms. He suggested that Executive Director Berg might discuss this with other directors at an upcoming WPPA Directors' Seminar. Executive Director Berg said that Skagit County set up a government LLC for this purpose with the Port and PUD – this works better than private firms, because government entities are willing to look further into the future for a return on their investment.

Commissioner Hanke commented that it was nice to have the airport opened up and great to see that FBO Scott Erickson was very busy with annuals on aircraft, and museum students were busy flying, too. He said it was fun to be the first to land on a new runway.

- X. Next Public Regular Business Meeting (02:09:34) Regular Business Meeting Wednesday, July 22, 2020, at 5:30 PM, via Zoom.
- XI. EXECUTIVE SESSION: none
- XII. ADJOURNMENT (02:09:42): The meeting adjourned at 3:10 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 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. **062285** in the amount of **\$103.55** are declared **void** on this on this **22nd** day of **July, 2020**.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Manual Check and Payment Register
 Journal Posting Date: 7/7/2020
 Register Number: MC-000217

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
062285	REV 5/13/2020	VEN070			
Check Comment: Lost Warrant - Canceled 7/7/2020					103.55-
CK06228501					
	5/13/2020	103.55-			
G/L Account:	721-3100-02	CONTRACT SERVICES: MOOR	0.00		
G/L Account:	761-3100-21	RAMPS - CONTRACT SERVICES		51.77-	
	Check 062285 Total:	103.55-		51.78-	
	Bank W Total:	103.55-	0.00	103.55-	103.55-
	Report Total:	103.55-	0.00	103.55-	103.55-
			0.00	103.55-	103.55-



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For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Manual Check and Payment Register
Journal Posting Date: 7/10/2020
Register Number: MC-000218

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
062561	REV 7/8/2020	G0E040			10.00-
Check Comment: CSR used credit towards new charges					
CK06256101					
	7/8/2020	10.00-	0.00	10.00-	
G/L Account:	622-9000-19	PT HUDSON- RESERVATION FEE		10.00-	10.00-
	Bank W Total:	10.00-	0.00	10.00-	10.00-
	Report Total:	10.00-	0.00	10.00-	10.00-



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For: Accounts Payable

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Check Register

Journal Posting Date: 7/22/2020

Register Number: CD-000824

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
062604	7/22/2020	ADM002	Admiral Ship Supply Inc.					Check Entry Number: 001
			6/30/2020 STATEMENT	6/30/2020	245.80	0.00	245.80	
062605	7/22/2020	AMB001	AMB Tools & Equipment Co					Check Entry Number: 001
			T322363	5/18/2020	535.46	0.00	535.46	
062606	7/22/2020	BAN005	Bank of America					Check Entry Number: 001
			7/5/2020 STATEMENT	7/5/2020	1,256.07	0.00	1,256.07	
062607	7/22/2020	BLO050	Martin Bloom					Check Entry Number: 001
			REFUND 7/6/2020	7/6/2020	150.75	0.00	150.75	
062608	7/22/2020	CEN030	CenturyLink					Check Entry Number: 001
			7/1/2020 STATEMENT	7/1/2020	95.00	0.00	95.00	
062609	7/22/2020	CEN035	CenturyLink					Check Entry Number: 001
			7/5/2020 STATEMENTS	7/5/2020	261.39	0.00	261.39	
062610	7/22/2020	COO050	Cooper Fuel & Auto Repair					Check Entry Number: 001
			7/1/2020 STATEMENT	7/1/2020	1,274.56	0.00	1,274.56	
062611	7/22/2020	DMD005	DM Disposal Co. Inc.					Check Entry Number: 001
			7/1/2020 STATEMENTS	7/1/2020	5,982.94	0.00	5,982.94	
062612	7/22/2020	EXA030	Examintetics, Inc					Check Entry Number: 001
			300678	7/7/2020	68.00	0.00	68.00	
062613	7/22/2020	FER001	Ferrellgas					Check Entry Number: 001
			6/25/2020 STATEMENT	6/25/2020	615.39	0.00	615.39	
062614	7/22/2020	FIS020	Fish N Hole					Check Entry Number: 001
			5593623	6/29/2020	26.95	0.00	26.95	
062615	7/22/2020	GOO002	Good Man Sanitation					Check Entry Number: 001
			106916A	7/1/2020	1,050.00	0.00	1,050.00	
062616	7/22/2020	GRA005	Grainger					Check Entry Number: 001
			9576536826	6/30/2020	765.43	0.00	765.43	
062617	7/22/2020	GSM050	GS Media & Events					Check Entry Number: 001
			7/1/2020 STATEMENT	7/1/2020	5,280.00	0.00	5,280.00	
062618	7/22/2020	HOL075	Susan Holms					Check Entry Number: 001
			REFUND	7/22/2020	11.00	0.00	11.00	
062619	7/22/2020	JAM040	Jamestown Networks					Check Entry Number: 001
			6005	7/1/2020	548.00	0.00	548.00	
062620	7/22/2020	JC0003	Jefferson County - Public Work					Check Entry Number: 001
			7/1/2020 STATEMENT	7/1/2020	744.59	0.00	744.59	
062621	7/22/2020	LEM040	Lemay Mobile Shredding					Check Entry Number: 001
			4663721	7/1/2020	98.42	0.00	98.42	
062622	7/22/2020	MUR002	Murrey's Disposal Co. Inc.					Check Entry Number: 001
			6175800	7/1/2020	396.05	0.00	396.05	
062623	7/22/2020	NEL020	Timothy Nelson					Check Entry Number: 001
			UNIFORM EXPENSE	7/13/2020	91.68	0.00	91.68	
062624	7/22/2020	OLY001	Olympic Equipment Rentals Inc					Check Entry Number: 001
			242901	7/2/2020	50.55	0.00	50.55	
			243868	7/10/2020	41.41	0.00	41.41	
Check 062624 Total:					91.96	0.00	91.96	
062625	7/22/2020	OLY003	Olympic Springs, Inc.					Check Entry Number: 001
			6/30/2020 STATEMENT	6/30/2020	8.67	0.00	8.67	
062626	7/22/2020	PAC004	Pacific Office Equipment Co					Check Entry Number: 001
			6/30/2020 STATEMENT	6/30/2020	401.69	0.00	401.69	
062627	7/22/2020	PAC005	PESCO					Check Entry Number: 001
			23093	7/13/2020	5,312.99	0.00	5,312.99	

Run Date: 7/14/2020 1:55:37PM

A/P Date: 7/22/2020

Page: 1

User Logon: DLF

Check Register

Journal Posting Date: 7/22/2020

Register Number: CD-000824

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
062628	7/22/2020	PAC035	Pacific Northwest Waterways Association				Check Entry Number: 001
			5997	7/1/2020	2,500.00	0.00	2,500.00
062629	7/22/2020	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0182238	7/9/2020	42.72	0.00	42.72
062630	7/22/2020	PET025	Petrack Lock & Safe				Check Entry Number: 001
			18382	7/1/2020	18.99	0.00	18.99
062631	7/22/2020	PIT000	Pitney Bowes Inc.				Check Entry Number: 001
			7/3/2020	7/3/2020	32.00	0.00	32.00
062632	7/22/2020	POR005	Port Townsend Leader				Check Entry Number: 001
			6/25/2020 STATEMENT	6/25/2020	2,825.00	0.00	2,825.00
062633	7/22/2020	PUD001	Pud District #1				Check Entry Number: 001
			07/10/2020 STATEMENT	7/10/2020	195.74	0.00	195.74
062634	7/22/2020	QUI025	Quimper Artisan Foods Inc.				Check Entry Number: 001
			REFUND 7/6/2020	7/6/2020	339.61	0.00	339.61
062635	7/22/2020	SHO010	Shold Excavating Inc				Check Entry Number: 001
			54907	7/10/2020	71.54	0.00	71.54
062636	7/22/2020	SNE020	S-Net Communications				Check Entry Number: 001
			83441	7/22/2020	532.69	0.00	532.69
062637	7/22/2020	SNO030	Laura Snodgrass				Check Entry Number: 001
			UNIFORM EXPENSE	7/22/2020	120.97	0.00	120.97
062638	7/22/2020	TOW017	Town & Country Tractor, Inc				Check Entry Number: 001
			154844	3/2/2020	206.03	0.00	206.03
062639	7/22/2020	VEN070	VenTek International				Check Entry Number: 001
			121376 REISSUE	5/1/2020	103.55	0.00	103.55
			122230	7/1/2020	103.55	0.00	103.55
			Check 062639 Total:		207.10	0.00	207.10
062640	7/22/2020	WA1803	State of Washington				Check Entry Number: 001
			QTR 2 LET	7/22/2020	128,123.76	0.00	128,123.76
062641	7/22/2020	WAL075	Ron Wallace				Check Entry Number: 001
			REFUND	7/22/2020	10.00	0.00	10.00
062642	7/22/2020	WAS017	Marc Horton - Washington Project Consultants				Check Entry Number: 001
			063020-8	7/1/2020	1,615.00	0.00	1,615.00
062643	7/22/2020	WAV040	Wave Broadband				Check Entry Number: 001
			103263301-0008229	7/1/2020	1,473.37	0.00	1,473.37
			Report Total:		163,627.31	0.00	163,627.31

				Bank Code: W - WARRANTS PAYABLE			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
062644	7/22/2020	SCA020	Scarsella Bros., Inc. ESTIMATE #3	7/1/2020	118,845.04	0.00	118,845.04
				Report Total:	<u>118,845.04</u>	<u>0.00</u>	<u>118,845.04</u>

Check Entry Number: 001



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WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just due and unpaid obligation against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that these claims, in Warrant No 062645 through No. 062539 in the amount of \$13,562.93 and Electronic Payment in the amount of \$72,529.67, are approved for payment for a total amount of \$86,092.60 on this 22nd day of July, 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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Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$10,183.28** on this **22nd** day of **July**, 2020.

For: Washington State, Department of Revenue

Combined Excise Tax Return – for ***June, 2020*** in the amount of ***\$10,183.28***

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-015-097-645**

Below is information from your Monthly Return for the period ending June 30, 2020

Filing Date	July 12, 2020
Account Id	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	July 14, 2020
Total Tax	10,183.28
Total Due	10,183.28

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: June 30, 2020

Due Date: July 27, 2020

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	78,543.30	25.84	78,517.46	0.004710	369.82
Service and Other Activities (\$1 million or greater in prior year)	112,288.97	0.00	112,288.97	0.017500	1,965.06
Total Business & Occupation					2,334.88

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	78,543.30	195.45	78,347.85	0.065000	5,092.61
Total State Sales and Use					5,092.61

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	14,245.13	0.00	14,245.13	0.019260	274.36
Water Distribution	2,260.68	0.00	2,260.68	0.050290	113.69
Total Public Utility Tax					388.05

Deductions

Tax Classification	Deduction	Amount
Business & Occupation		
Retailing	Motor Vehicle Fuel Tax	25.84
State Sales and Use		
Retail Sales	Motor Vehicle Fuel Sales	195.45

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY	121.69	0.025000	3.04
1601 - PORT TOWNSEND	78,226.16	0.025000	1,955.65
Total Local City and/or County Sales Tax			1,958.69

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	20,452.47
Total Transient Rental Income	20,452.47

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	20,452.47	0.020000	409.05
	Total Special Hotel/Motel		409.05

Total Tax	10,183.28
Subtotal	10,183.28
Total Amount Owed	10,183.28

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	7/12/2020
Confirmation #:	0-015-097-645

Payment Type:	ACH Debit/E-Check
Amount:	\$10,183.28
Effective Date:	7/14/2020



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of \$20,567.73 on this 22nd day of July, 2020.

For: Washington State Department of Labor & Industries
2nd Quarter Tax Return for April - June, 2020 in the amount of \$20,567.73

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Patranek

S. Abigail Berg, Director of Finance
And Administration



Claim & Account Center > DeluxeFile > Quarterly Report List > File a Report > Confirmation

You have successfully submitted your report.



[Print this page for your records.](#)



Download in Adobe® PDF Format

PORT OF PORT TOWNSEND - Q2/2020 Quarterly Report Confirmation Page

Confirmation #: 7219362

Received on: 7/8/2020

Submitted by: Donna Frary

Account ID: 061,069-00

Account Manager: KEITH CURTISS 360-902-6641



Printer Friendly Report



Download Report in Adobe® PDF Format



Washington State Department of
Labor & Industries

Submit Date: 7/8/2020
Confirmation Number: 7219362

Quarterly Report

2nd Quarter: April 1, 2020 – June 30, 2020

Due Date: 7/31/2020

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

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

Account Manager: KEITH CURTISS 360-902-6641

Volunteer Reporting

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

Worker Reporting

Class Code	Nature of Work	Gross Payroll (nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$358,475.00	10,665	1.8534	\$19,766.51
5306-07	Counties/Tax Dist Adm/CI Offc	\$200,415.00	3,754	0.2094	\$786.09
6901-00	Volunteers-Excl Law Enf Offrs	\$0.00	275	0.0550	\$15.13
Total of Premiums				\$20,567.73	
Grand Total				\$20,567.73	

Preparer's Information

Preparer:	Donna Frary
DayTime Phone:	360-379-5217
Email:	donna@portofpt.com

Payment Information

Method of Payment:	eCheck
Bank routing Information:	125102906
Bank account Information:	XXXXXXXXXX5811
Bank account Type:	BusinessChecking
Payment Amount:	\$20567.73
Scheduled Payment Date:	7/10/2020
Change your payment method	

Help us improve



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$1,463.41** on this **22nd** day of **July, 2020**.

For: Washington State, Employment Security Department for
WA State Paid Family Medical Leave – for ***Qtr 2, 2020*** in the amount of
\$1,463.41

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Donna Frary

From: do_not_reply@esd.wa.gov
Sent: Wednesday, July 8, 2020 4:17 PM
To: Donna Frary
Subject: Payment Confirmation

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

Payment Application: Paid Family & Medical Leave Payment Status: Payment completed successfully.

Confirmation Number: 20070892709602

Payment Date: 07/08/2020

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

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

Payment Amount: 1463.41 USD
Total Amount: 1463.41 USD

DO NOT REPLY DIRECTLY TO THIS EMAIL.

**Port of Port Townsend
2021 Operating & Capital Budget Development Schedule**

D R A F T

* July 22, 2020	5:30	<i>Draft 2021 Budget Schedule and process discussed and approved at Commission meeting.</i>
July 27-31, 2020	TBD	<i>Group work sessions with Department Managers and Port Directors to discuss budget.</i>
* August 12, 2020	9:30	<i>Workshop session - discuss issues, goals & assumptions, with review of YTD June 2020 budget to actual results. Include Operations & Maintenance Managers to discuss proposed rates and expenses.</i>
August 17-21, 2020	TBD	<i>Individual budget work sessions with Department Managers and Port Directors.</i>
August 26, 2020	9:00	<i>Group work session with Department Managers and Port Directors to discuss budget, as needed.</i>
* August 26, 2020	5:30	<i>2021 Budget status and potential issues discussed at Commission meeting, as needed.</i>
* September 9, 2020	9:30	<i>Workshop session - continue discussion of 2021 Budget issues, and review revenue projections. County Assessor will attend to present recommended budgeted property tax levy for 2021.</i>
September 18, 2020		<i>1st draft of budget and proposed rates posted on Port website, for September 23rd meeting.</i>
* September 23, 2020	5:30	<i>1st draft of budget and proposed rates presented to Commissioners and public.</i>
* October 14, 2020	1:00	<i>2nd review of draft 2021 budget and proposed rates.</i>
October 14-21, 2020		<i>Advertise budget hearings in Leader & PDN, once per week for two (2) consecutive weeks, per RCW 53.35.020</i>
* October 28, 2020	9:30	<i>1st public hearing and public comment period on 2021 Budget and requisite resolutions (budget, property tax, IDD levy & rates).</i>
* November 10, 2020	1:00	<i>2nd public hearing and public comment period on 2021 Budget, as necessary, or adopt final 2021 Budget and requisite resolutions (budget, property tax, IDD levy & rates).</i>
* November 24, 2020	5:30	<i>If 2021 Budget was not adopted previously, adopt final 2021 Budget, including requisite resolutions.</i>
November 30, 2020		<i>Tax levy resolutions and adopted budget due to Jefferson County, per RCW.</i>

* Commission Meetings

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/17/2020
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Interlocal Agreement with the City of Port Townsend

ISSUE PRESENTED: Should the Commission authorize the Executive Director to enter into an Interlocal Agreement with the City of Port Townsend for the provision of public works construction and maintenance services?

BACKGROUND & DISCUSSION: During the JCIA runway reconstruction project, the Port and City of Port Townsend collaborated to install a 30" carrier pipe under the 9 (west) end of the runway to ensure an alternative/contingent path for the Olympic Gravity Water System trunk line in the event it becomes necessary in future. The installation of the carrier pipe was handled as a change order to the construction contract. However, this event underscored the usefulness and need to have inter-local agreements (ILAs) with our local government partners that would allow us to collaborate to accomplish capital improvements and certain maintenance activities.

Agreements of this type are common between local governments, and are authorized under Washington's Interlocal Cooperation Act, RCW 39.34. The Port already has an ILA in place with Jefferson County (2006) which has been helpful in completing a number of projects – most recently removal of an obstruction (i.e., a large tree) adjacent to the JCIA. Last month, the Commission also authorized entry into an ILA with Jefferson County PUD No. 1 that is anticipated to help the Port with electrical upgrades.

In sum, ILAs offer the potential to reduce duplication, provide economies of scale, reduce procurement and administrative overhead costs, and improve overall efficiency. If authorized by the Commission, work on any project with the City would proceed on a written request/task order basis that describes the scope of the services required, timing, and upset cost limit. Task orders would require written authorization by the chief executives of each entity, with services to be compensated at actual cost, including the current overhead rate.

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

RECOMMENDATION: Staff recommends that the Commission authorize the Executive Director to execute an Interlocal Agreement with the City of Port Townsend.

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

ATTACHMENTS: Draft Interlocal Agreement with the City of Port Townsend

INTERLOCAL AGREEMENT BETWEEN THE PORT OF PORT TOWNSEND AND THE CITY OF PORT TOWNSEND

This Agreement is entered into by and between the City of Port Townsend, a municipal corporation of the State of Washington (“City”), and Port of Port Townsend, a municipal corporation of the State of Washington (“Port”), for resource sharing and Public Works construction services as described in this Agreement.

RECITALS

- A. Chapter [39.34](#) RCW permits local governmental units to make official use of their powers enabling them to cooperate with other localities based on mutual advantage.
- B. The Port and the City perform Public Works contracting including bidding and prevailing wages in accordance with Chapter 39.04 RCW to accomplish maintenance and capital improvements.
- C. The Port and City mutually benefit from various infrastructure owned by each agency.
- D. Based on proximity, prosecution of work, efficiencies, and mutual other benefits, the City and the Port may desire to cooperate under a single public works contract.
- E. The Port and the City both own and operate specialized equipment and sharing of resources is mutually beneficial.
- F. The Port and the City may desire to use a single engineering consultant to design both Port and City infrastructure together.

AGREEMENT

In consideration of the mutual covenants contained in this Agreement, and pursuant to provisions of Ch. [39.34](#) RCW, the parties agree as follows:

- 1. PURPOSE.** The purpose of this agreement is to gain the efficiencies in execution of Public Works projects and to share resources.
- 2. AUTHORITY.** This agreement is based upon the authority of RCW 39.34.030.
- 3. TERM.** This Agreement shall be in effect for the period beginning August 1, 2020 through July 31, 2021 and shall be automatically renewed annually thereafter.

4. PROCESS AND PERFORMANCE. The Port and the City agree as follows:

- 4.1. Prior to any work being performed, the Port Executive Director or the City Manager shall provide the other party written authorization for a specific task assignment including the scope of work and cost estimates. Both parties will agree, in writing, to the scope of work and cost estimate, including hourly rates for labor and equipment, for the specific task. The parties agree to reimburse each other for the actual costs, including overhead at the current hourly rates in use by the party at the time the work is being performed. For work in excess of \$15,000, the cost estimate shall be considered a not-to-exceed amount unless both parties agree, in writing, to costs above the estimate. For emergencies and work less than \$15,000, the work shall not exceed the estimate by more than 20% without prior written approval.
- 4.2. The party requesting the work may monitor the performance and will accept the work in writing.
- 4.3. Record Maintenance. Each party shall maintain its own records consistent with the Washington Public Records Act, as amended, and the records retention requirements of the Washington State Archives.
- 4.4. Invoicing and billing shall be made within 60 days of the work being completed. Payment for such work shall be made within 60 days of receipt of invoices.

5. ALLOCATION OF LIABILITIES.

- 5.1. Indemnity. Each party shall indemnify, defend and hold harmless the other party, their officers, agents, employees, and volunteers, from and against any and all claims, demands, damages, judgments, losses, liability and expense (including, attorney's fees), including but not limited to those for personal injury, death or property damage suffered or incurred by any person, by reason of or in the course of performing this Agreement which is or alleged to be caused by or may directly or indirectly arise out of any act or omission of the party, its officers, employees, agents and volunteers.
- 5.2. Proportionate Share. Except as provided above, in the event more than one party is responsible or negligent, each party shall be responsible in proportion to its negligence.
- 5.3. Waiver of Immunity under Title 51 RCW. Each party waives its immunity under Title [51](#) RCW (Industrial Insurance) solely for the purposes of this provision and acknowledges that this waiver was mutually negotiated.

6. DISPUTES BETWEEN THE PARTIES.

- 6.1. Negotiation. Disputes shall be resolved by first trying to negotiate a settlement between the parties. Written notice in the manner required by this Agreement commences a dispute.

- 6.2. Mediation. If settlement cannot be reached within 30 days of written notice of the dispute, the parties agree to submit the matter to non-binding mediation through the Peninsula Dispute Resolution Center or other agreed upon mediator. A demand for mediation made by written notice in the manner required by this Agreement commences a mediation. The mediator shall be selected by agreement of the parties. The cost of mediation shall be shared equally between the parties.
- 6.3. Venue. Any legal action about the terms and conditions of this Agreement shall be brought solely in the appropriate state court in Jefferson County, Washington, subject to the venue provisions for actions against counties in RCW [36.01.050](#).

7. NOTICE.

- 7.1. Sufficient Notice. Any notice required to be given by either party to the other shall be in writing and shall be considered sufficient notice if deposited in the United States mail, postage prepaid, addressed as follows:

To the Port at:

Port of Port Townsend
c/o Executive Director
PO Box 1180
Port Townsend, WA 98368

To the City at:

City of Port Townsend
c/o City Manager
250 Madison St Ste 201
Port Townsend, WA 98368

- 7.2. Personal Service of Notice Also Allowed. Personal notice of any required notice may be provided in the manner prescribed for personal service of a summons or other legal process.

8. INTERLOCAL AGREEMENT REQUIRED TERMS.

- 8.1. Administration. This Agreement does not create any separate legal or administrative entity. The parties understand and agree that there will be communications between the parties to effectuate the terms of this Agreement.
- 8.2. No Joint Budget. This Agreement does not contemplate a joint budget.
- 8.3. No Property Acquisition. This Agreement does not contemplate the joint acquisition of property by the parties. At termination, each party shall remain the sole owner of its own property.

9. REQUIRED FILING. Pursuant to RCW 39.34.040, prior to entry into force this Agreement shall be filed with the Jefferson County Auditor or listed on the Port and City websites.

10. GENERAL TERMS. The following general terms shall govern this agreement:

10.1. Headings. The headings of the sections of this Agreement are for convenience of reference only and do not restrict, affect, or be of any weight in the interpretation or construction of the provisions of the sections or this Agreement.

10.2. Nondiscrimination; Equal Employment Opportunity.

10.2.1. In the performance of this Agreement, the parties and their employees and agents shall always comply with all federal, state, or local laws, ordinances, rules, or regulations with respect to nondiscrimination and equal employment opportunity which may at any time be applicable.

10.2.2. The parties shall not discriminate against any employee or applicant for employment because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as required by law.

10.2.3. The parties and their employees and agents shall not at any time discriminate against any other persons or entity because genetic information, gender identity, age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

PORT OF PORT TOWNSEND

CITY OF PORT TOWNSEND

Eron Berg, Executive Director Date

John Mauro, City Manager Date

Approved as to Legal Form:

Approved as to Legal Form:

Port Attorney Date

Heidi Greenwood, City Attorney Date

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 22, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational Items
AGENDA TITLE	VII. A. YTD June / Quarter 2, 2020 Financial Report
STAFF LEAD	Abigail Berg, Director of Finance
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Staff Memo • YTD June / Quarter 2, 2020 Financial Report

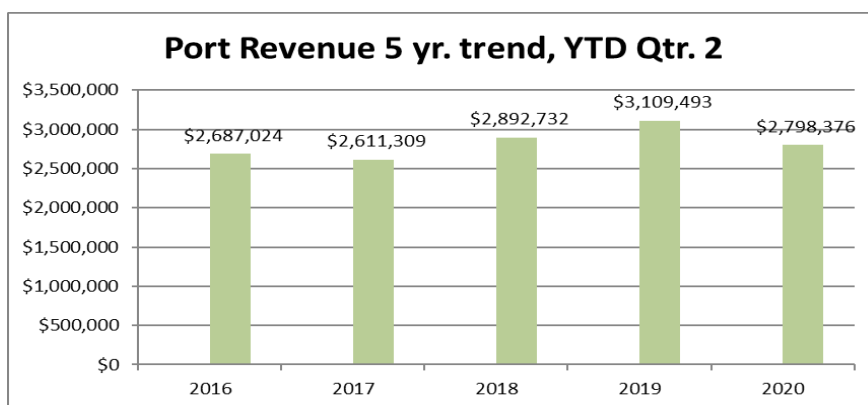
PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/22/2020
TO: Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: Qtr. 2, 2020 YTD Financial Report

Starting in May, the financial reports are a hybrid of GAAP and Cash Basis reporting. Understand that when comparing 2019 to 2020 revenues, the 2019 are all GAAP (accrued) and in 2020 all months but January are on a Cash Basis. The full Cash report will be rolled out in the next month or so; the adjustments for changing January accrued revenues to cash basis require transaction level detail that is tedious yet is required to be accurate. Expenses year to year are more comparable since the Port pays its bills as received.

Highlights of quarter 2 year-to-date financial performance:



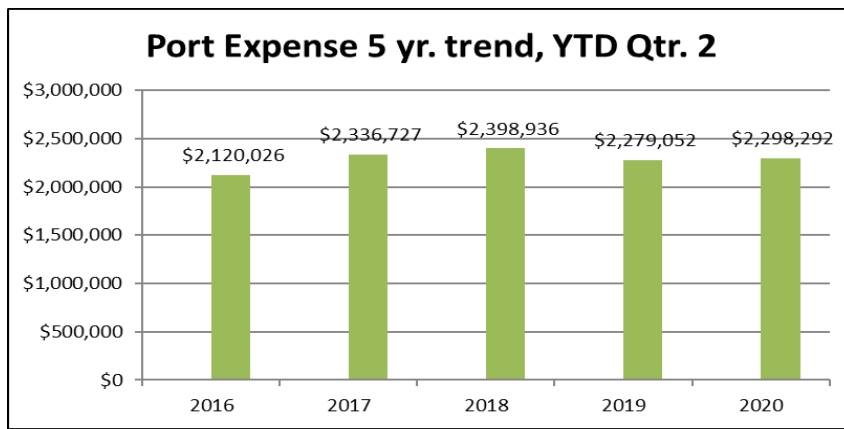
The 2nd quarter of 2020 is the first quarter where the full effects of the pandemic are seen. Port revenues are below the prior year, which has not been the trend in the past 5 years and are also below the adopted 2020 budget. Typically, this is the period when revenues steadily climb as we enter into the summer season. The delta is just over \$300,000 in comparative reductions to 2019 and adopted budget which is not a surprise given the pandemic's effect on the economy. Comparative to the past 5 years, 2020 currently sits in 3rd place.

The hardest hit is Point Hudson due to the limitations on Nightly Guests at both the RV Park and the Marina. When compared to the 2019, the reduction is close to \$160,000, when compared to the budget the reduction is about \$197,000.

Yard is the next Port facility to be most impacted by the pandemic with reductions from the prior year of almost \$79,000, and for budget is almost \$132,000. These reductions were primarily due to a significant reduction in Ship Yard revenues as well as fewer 70/75 Ton haul-outs and Work Yard revenues. The Work Yard was greatly impacted because recreational haul outs were ceased for

about 2 ½ months, and the seasonal rate for lay days was extended by 2 months. YTD Work Yard haul outs for 2019 and 2020 were 379 and 258, respectively. This is a 32% reduction.

PTBH Moorage also took a significant hit due to the pandemic with reductions compared to last year of just under \$52,000 and almost \$75,000 when compared to budget. The largest reductions are in Nightly Guest revenue, similar to Point Hudson, as well as Monthly Guest revenue. There was an increase in Permanent Moorage due to increasing the number of Permanent guests (off the waitlist), which helped to off-set the aforementioned reductions, though not completely.



The Port reacted promptly to the pandemic, not just with Emergency Orders to protect staff and customers, but to reduce expenses wherever possible. Overall, when compared to 2019, expenses are more by almost \$82,000, and are below the adopted budget by approximately \$171,000.

Most of these savings have been gained through reduced costs in Contract Services, Consulting, Legal & Auditing, Marketing, Travel/Training and Cost of Goods – Fuel. Utilities show a year to year reduction of just over \$42,000, though due to the July 4th holiday, the PUD billing was received late and couldn't be processed until the July 8th meeting. This reduced the "June YTD" cost savings by approximately \$14,000. When compared to 2019, the increases have primarily been in Personnel which includes having two (2) Executive Directors on staff for three and a half months. It is challenging to hold the line for staff costs since those costs consistently increase. We also want to maintain our trained and experienced staff in order to maintain high quality, consistent customer service. However, when compared to budget, Personnel costs are on target.

Capital Project Expenses YTD

Workyard Resurfacing 2019	\$665
JCIA Runway Rehabilitation	\$320,764
BH Breakwater Repair 2019	\$51,358
PH South Jetty 2019-2020	\$83,267
PH WDFW Air Quality Imprvmnts	\$30,134
Workyard Resurfacing 2020	\$475
Linear Dock Electrical 2020	\$252

D-Dock Renovation 2020	<u>\$504</u>
Total	\$487,419

Capital Purchase Expenses YTD

Jack Stands for Yard	\$39,938
Power to Direct TV location (PH)	<u>\$1,000</u>
Total	\$40,938

Ending Cash Balances as of June 30, 2020:

Reserved Cash & Investments	\$1,813,159 ^(a)
Unreserved Cash	<u>2,681,011^(b)</u>
Total Cash & Investments	\$4,494,170

(a) Of this total, the IDD Tax Levy account balance is \$484,415.

(b) The debt service payment due July 1 for the 2015 LTGO Refunding Bond is \$504,625.

Cash Deposit Comparison YTD 2019 to 2020

When compared to the prior year, the cash deposited for operating activity is down by approximately \$143,000, which is only an additional \$43,000 from May YTD. 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 \$607,000, 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 of the pandemic 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

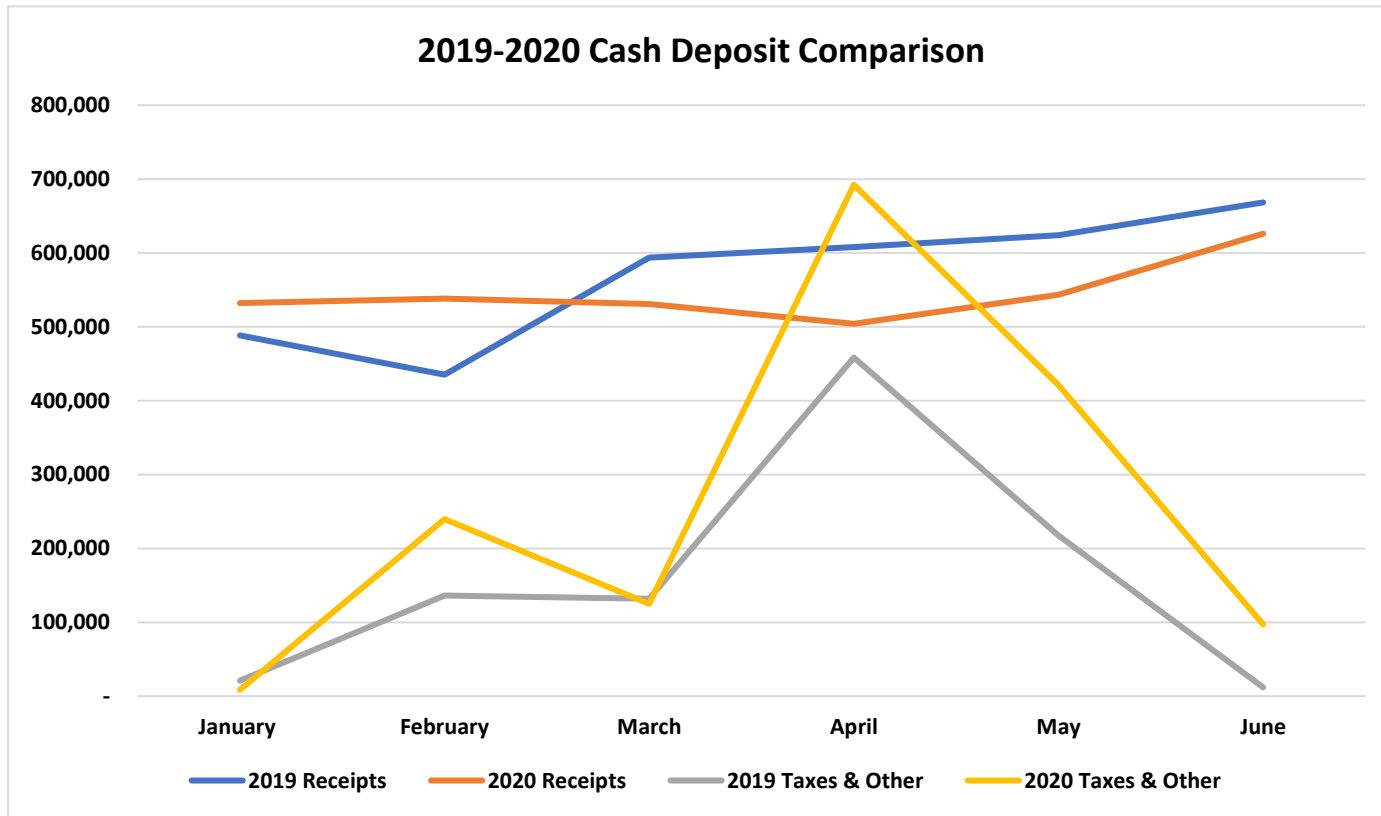
	YTD June 2019	YTD June 2020	Variance to prior year - 2019 v 2020	notes	YTD Budget 2020	Variance to Budget YTD
REVENUES				a		
Boat Haven Moorage	927,755	875,990	(51,766)		950,826	(74,836)
Yard Operations	963,342	884,437	(78,905)		1,016,257	(131,820)
Boat Haven Properties	361,684	351,367	(10,317)		306,356	45,011
Pt. Hudson Marina, RV & Prop	664,846	506,593	(158,253)		704,229	(197,636)
Quilcene	84,371	79,373	(4,998)		82,313	(2,940)
Ramps	32,060	27,198	(4,861)		30,180	(2,982)
JCIA	75,435	73,418	(2,017)		76,084	(2,666)
Total Revenues	3,109,493	2,798,376	(311,116)		3,166,245	(367,869)
EXPENSES						
Salaries & Wages	991,922	1,116,649	124,727	b	1,151,828	(35,179)
Payroll Taxes	108,773	117,140	8,368		116,080	1,060
Employee Benefits	317,856	490,743	172,888	c	405,466	85,277
Uniform Expense	3,633	4,441	808		4,391	50
Contract Services	126,948	120,933	(6,016)		125,230	(4,297)
Consulting Services	47,251	-	(47,251)		20,000	(20,000)
Legal & Auditing	52,143	9,764	(42,379)	d	49,998	(40,234)
Insurance	547	1,199	652		-	1,199
Facilities & Operations	220,273	223,290	3,017		225,364	(2,074)
Utilities	293,124	250,524	(42,600)	e	301,915	(51,391)
Marketing	28,677	19,445	(9,232)		28,399	(8,954)
Economic Development	-	-	-		15,000	(15,000)
Travel & Training	17,268	9,235	(8,033)	f	17,050	(7,815)
Cost of Goods - Fuel	8,067	2,035	(6,033)	g	8,800	(6,765)
Community Relations	35	3,527	3,492	h	-	3,527
Total Expenses	2,216,518	2,368,925	152,407		2,469,521	(100,595)
Net Operating Income (Loss)	892,975	429,451	(463,524)		696,724	(267,273)
Other Increases in Fund Resources						
Deposits & Retainage Collected	33,592	46,158	12,566	i	-	46,158
Taxes Collected	413,043	283,128	(129,915)	j	-	283,128
Capital Contributions/Grants	197,894	249,870	51,976	k	838,400	(588,530)
Interest	31,900	7,864	(24,036)	l	29,200	(21,336)
Property & other taxes	643,153	1,112,805	469,651	m	625,617	487,188
Misc Other Incr. in Fund Resources	114,056	13,160	(100,895)	n	13,620	(460)
Total Other Incr. in Fund Resources	1,433,637	1,712,985	279,347		1,506,837	206,148
Other Decr. In Fund Resources						
Deposits & Retainage Paid	13,850	11,408	(2,442)	o	-	11,408
Taxes Remitted	401,106	266,262	(134,844)	p	-	266,262
Bond Interest	98,919	138,244	39,325	q	138,244	(0)
Bond Mgmt, Issuance & Misc Exp	300	9,756	9,456		755	9,001
Election Expense	-	15,674	15,674	r	-	15,674
Total Other Decr. In Fund Resources	514,175	441,344	(72,831)		138,999	302,345
Net Other Incr./Decr. Fund Resrcs	919,463	1,271,641	352,178		1,367,838	(96,197)
Net Incr./Decr. All Fund Resources	1,812,437	1,701,092	(111,345)		2,064,562	(363,470)

Notes:

- (a) Starting in May, this report 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 Accrual 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 under YTD Budget.
- (c) The comparison of 2019 to 2020 Benefits is as expected to be higher due to the added positions mentioned above, as well as, paying 2 Executive Directors through June 30. The YTD 2020 benefits budget is slightly less than actual because of the unbudgeted Custodian and Yard Laborer positions filled January 1.
- (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) Utilities YTD compared to the prior year and budget are low because the PUD bill was received late due to the holiday and didn't get paid until July 8th. The bill was \$14,148.
- (f) 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.
- (g) Cost of Goods - Fuel is below YTD 2019 and budget because we have decommissioned that fuel system.
- (h) 2020 costs were higher for Community Relations when comparing to 2019 and Budget due to Deck the Docks event held in December, the rental deposit paid for the Executive Director candidate meet and greet held at the NWMC in January, and the sponsorship of the high school sailing team for the Race to Alaska.
- (i) "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.
- (j) "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.
- (k) The variance between YTD 2019 to YTD 2020 Capital Contributions/Grants is to be expected dependent on grant billing and receipt.
- (l) Interest rates have dropped significantly and the YTD Interest Income is just below 50% of 2019 and also less than budget. The ARRA Bond subsidy, as with many federal monies, took longer to receive this year. It was received late July.
- (m) 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.
- (n) The 2019 Misc. Other Increases in Fund Resources includes the payment to the Port for the New Day Fisheries building for \$100,000.
- (o) "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.
- (p) "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 Q4 was paid in January 2020.
- (q) Bond interest for January 2019 was paid in December 2018.
- (r) 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

Month	2019 Receipts	2020 Receipts	Increase (Decrease)	2019 Taxes & Other	2020 Taxes & Other	Increase (Decrease)	Grand total 2019	Grand Total 2020	Increase (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
June	668,413	626,105	(42,308)	11,840	97,031	85,191	680,253	723,136	42,883
YTD totals	\$ 3,417,782	\$ 3,274,546	\$ (143,236)	\$ 977,168	\$ 1,584,182	\$ 607,014	\$ 4,394,950	\$ 4,858,728	\$ 463,778



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	July 22, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational Items
AGENDA TITLE	VII. B. ICC Update
STAFF LEAD	Executive Director Eron Berg
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	

Commissioner Hanke & Executive Director Berg serve representatives on the “group of 8” or the Interlocal Community Council (ICC).

Commission agreed to have regular updates so all viewpoints could be heard and the Commission could all be on the same page. This is the standing item on Commission’s regular meeting for updates about what’s happening within each committee.

There are six focus groups:

- | | |
|---------------------------|-------------------------|
| A. Culture & Events | – Commissioner Putney |
| B. Economy & Jobs | – Commissioner Petranek |
| C. Children & Families | – not assigned |
| D. Human Services | – not assigned |
| E. Food System Resiliency | – Commissioner Petranek |
| F. Broadband | – Commissioner Putney |

PORT OF PORT TOWNSEND

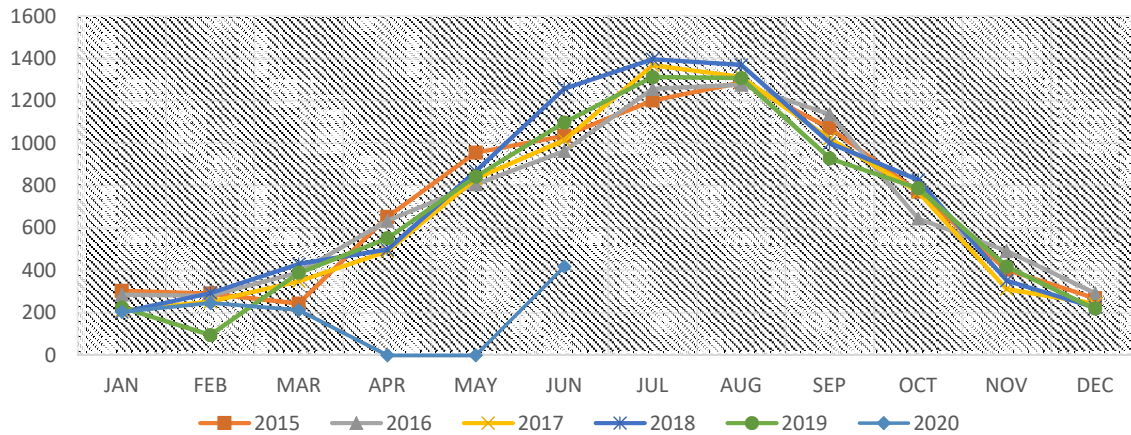
AGENDA COVER SHEET

MEETING DATE	July 22, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational Items
AGENDA TITLE	Informational Items
STAFF LEAD	
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • June Operations Report • Detailed YTD June / Quarter 2 2020 Financial Report

Port of Port Townsend

Five Year Comparisons

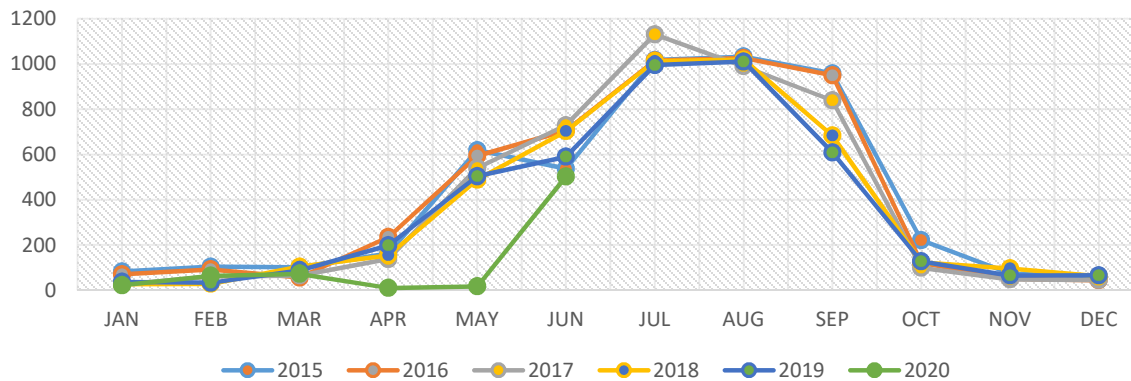
Point Hudson RV Nightly



POINT HUDSON RV PARK - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	304	291	244	652	955	1036	1202	1287	1072	771	403	269	8486
2016	286	281	392	634	806	963	1256	1276	1137	645	492	293	8461
2017	211	253	349	491	833	1015	1368	1314	1022	770	312	243	8181
2018	204	294	430	498	868	1258	1396	1369	1001	828	352	226	8724
2019	225	96	389	552	843	1098	1312	1307	928	788	419	220	8177
2020	205	246	213	0	0	418							1082

Point Hudson Moorage Nightly

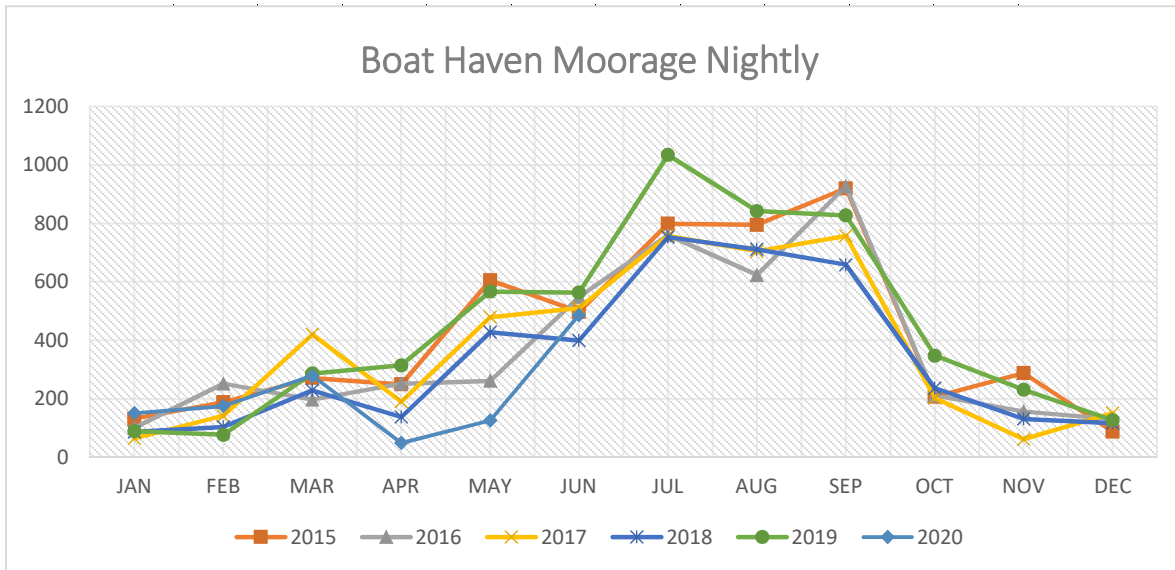


POINT HUDSON MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	83	104	101	163	619	537	1018	1033	958	221	73	60	4970
2016	70	92	56	235	594	706	1015	1026	950	122	51	44	4961
2017	25	60	65	138	540	729	1131	990	839	99	48	45	4709
2018	27	28	104	154	489	703	1013	1019	683	123	96	62	4501
2019	37	33	88	198	504	590	995	1011	609	127	65	66	4323
2020	22	64	72	10	17	502							687

Port of Port Townsend

Five Year Comparisons



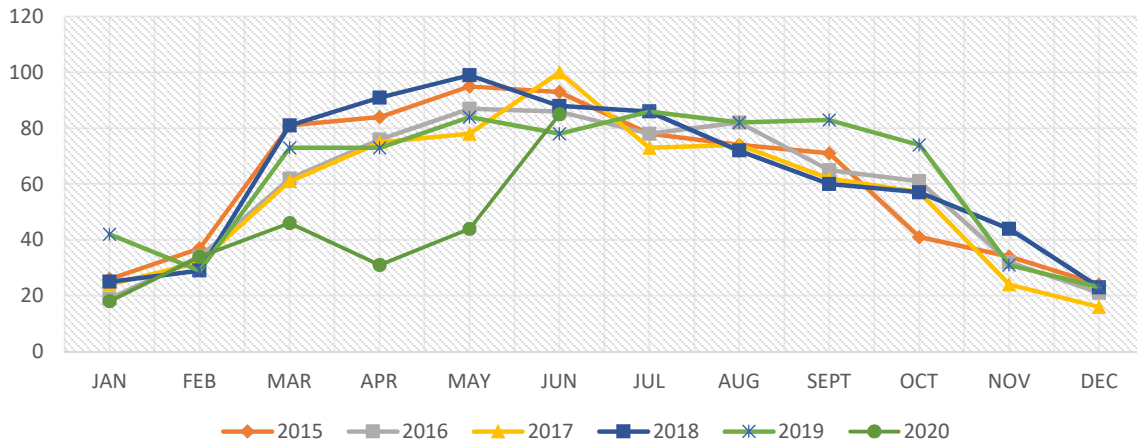
BOAT HAVEN MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	132	188	271	249	605	497	799	795	920	206	287	87	5036
2016	100	251	196	251	261	548	759	623	927	211	156	129	4412
2017	64	141	420	190	479	511	757	704	757	202	61	150	4436
2018	86	103	228	137	427	399	753	711	658	236	131	116	3985
2019	89	76	286	314	567	563	1034	842	827	347	230	126	5301
2020	150	174	278	48	125	486							1261

Port of Port Townsend

Five Year Comparisons

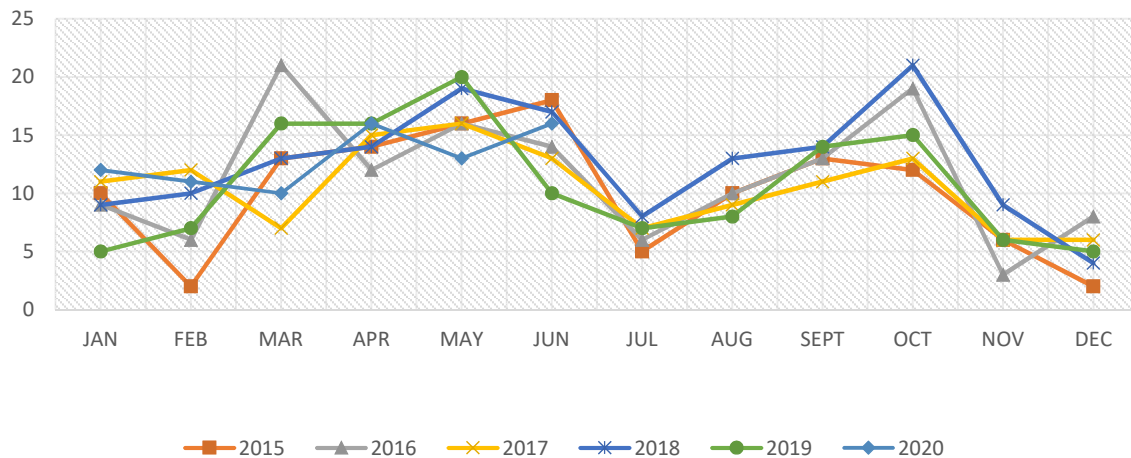
Workyard 75T Haul Outs



WORKYARD - 75T Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
2015	26	37	81	84	95	93	78	74	71	41	34	24	738
2016	19	34	62	76	87	86	78	82	65	61	32	21	703
2017	24	32	61	75	78	100	73	74	62	57	24	16	676
2018	25	29	81	91	99	88	86	72	60	57	44	23	755
2019	42	29	73	73	84	78	86	82	83	74	31	23	758
2020	18	34	46	31	44	85							258

Shipyard 300T Haul Outs



SHIPYARD - 300T - Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
2015	10	2	13	14	16	18	5	10	13	12	6	2	121
2016	9	6	21	12	16	14	6	10	13	19	3	8	137
2017	11	12	7	15	16	13	7	9	11	13	6	6	126
2018	9	10	13	14	19	17	8	13	14	21	9	4	151
2019	5	7	16	16	20	10	7	8	14	15	6	5	129
2020	12	11	10	16	13	16							78

OPERATIONS & OCCUPANCY REPORT

MOORAGE & RV'S	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC		Total Units	Units
PTBH - SLIPS	93%	278	93%	277	94%	281	92%	277	96%	287	97%	290		0		0		0		0		0		0	299	SLIPS
PTBH - LINEAL	77%	2070	83%	2231	71%	1908	65%	1747	77%	2070	67%	1801		0		0		0		0		0		0	2,688	FT
PTBH - CONSTRAINED	19%	130	19%	130	16%	109	20%	137	22%	150	30%	205		0		0		0		0		0		0	683	FT
PTBH - LIMITED	65%	20	63%	19	68%	20	65%	20	74%	22	66%	20		0		0		0		0		0		0	30	SLIPS
PTBH - COM. RAFTING	111%	511	129%	593	122%	561	123%	566	101%	465	104%	478		0		0		0		0		0		0	460	FT
PH- SLIPS 1-12	59%	499	61%	512	72%	604	63%	533	35%	295	42%	357		0		0		0		0		0		0	840	FT
PH - SLIPS 13-32	82%	16	87%	17	89%	18	76%	15	43%	9	48%	10		0		0		0		0		0		0	20	SLIPS
PH - LINEAL	104%	879	100%	850	101%	856	100%	846	87%	736	86%	729		0		0		0		0		0		0	848	FT
PH - LIMITED	49%	573	51%	596	60%	701	60%	701	76%	888	75%	881		0		0		0		0		0		0	1,169	FT
PH - KAYAK	63%	25	58%	23	60%	24	68%	27	84%	33	89%	36		0		0		0		0		0		0	40	SLIPS
PH - RV	55%	25	57%	26	60%	27	40%	18	39%	18	26%	12		0		0		0		0		0		0	46	SITES
QUIL - SLIPS	45%	14	44%	14	44%	14	47%	15	48%	15	83%	27		0		0		0		0		0		0	32	SLIPS
QUIL -LINEAL	42%	88	42%	88	54%	113	41%	86	41%	86	51%	107		0		0		0		0		0		0	210	FT
QUIL - LIMITED	0%	0	0%	0	0%	0	0%	0	0%	0	29%	56		0		0		0		0		0		0	190	FT
WORKYARD	82%	98	91%	109	97%	116	82%	98	76%	91	80%	96		0		0		0		0		0		0	120	SLIPS
SHIPYARD	82%	18	88%	19	92%	20	122%	27	115%	25	98%	22		0		0		0		0		0		0	22	SLIPS
LONGTERM	92%	32	96%	34	91%	32	88%	31	84%	29	74%	26		0		0		0		0		0		0	35	SLIPS

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

Monthly Counts

POINT HUDSON

Permanent/Business	11
Limited Access	39
Winter RV Monthlies	0
Monthly Moorage	1
Reservation Fees	370

BOAT HAVEN

Permanent	308
Monthly Moorage	54
Credit System	18
Annual Ramp	54
Daily Ramp	152

QUILCENE

Permanent	28
Nightly	16
Annual Ramp	5
Daily Ramp	214
	0

YARD

One way Lifts	1
Re-blocks	5
Work Yard OPP	19.1
Ship Yard OPP	4.1
(OPP - Vessels off port property)	

Port of Port Townsend Monthly Counts - 2020

POINT HUDSON

	LIMITED	RV MONTHLY	BUSINESS/ PERMANENT	MOORAGE MONTHLY	RES. FEES
JAN	21	18	11	30	238
FEB	21	19	11	33	249
MAR	23	21	11	31	24
APRIL	28	17	11	30	-183
MAY	35	17	11	13	15
JUNE	39	0	11	1	370
JULY					
AUG					
SEPT					
OCT					
NOV					
DEC					

BOAT HAVEN

	PERMANENT	MOORAGE MONTHLY	CREDIT SYSTEM	A - RAMP	D - RAMP
JAN	307	43	8	48	6
FEB	300	39	8	52	36
MAR	305	39	22	20	15
APRIL	304	39	6	3	8
MAY	310	46	9	31	119
JUNE	308	54	18	54	152
JULY					
AUG					
SEPT					
OCT					
NOV					
DEC					

QUILCENE

	BUSINESS/ PERMANENT	MOORAGE NIGHTLY	A - RAMP	DAILY RAMP
JAN	16	0	5	6
FEB	15	1	3	0
MAR	16	1	0	2
APRIL	17	0	2	5
MAY	17	5	13	39
JUNE	28	16	5	214
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				

2019

POINT HUDSON

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

BOAT HAVEN

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

QUILCENE

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

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

	YTD June 2019	YTD June 2020	Variance to prior year - 2019 v 2020	notes	YTD Budget 2020	Variance to Budget YTD
REVENUES				a		
PTBH - Permanent Moorage	576,318	604,113	27,795		593,858	10,255
PTBH - Liveaboard Fee	11,040	12,865	1,825		11,711	1,154
PTBH - Work Float/Lift Pier Usage	5,974	1,029	(4,945)		4,500	(3,471)
PTBH - Monthly Guest	158,967	132,169	(26,798)		166,394	(34,225)
PTBH - Nightly Guest	99,942	60,994	(38,948)		97,438	(36,444)
PTBH - Miscellaneous Revenue	8,203	6,025	(2,178)		8,050	(2,025)
PTBH - Showers	4,916	4,333	(583)		4,950	(617)
PTBH - Restroom Key Fobs	680	210	(470)		400	(190)
PTBH - Laundry	2,881	2,790	(91)		2,800	(10)
PTBH - Promotional Sales	373	60	(313)		325	(265)
PTBH - Electric	58,461	51,402	(7,059)		60,400	(8,998)
Boat Haven Moorage	927,755	875,990	(51,766)		950,826	(74,836)
Yard - Liveaboard Fee	460	1,344	884		462	882
Yard - Miscellaneous Revenue	10,642	(1,683)	(12,325)		2,238	(3,921)
Yard - Work Yard Port Labor	-	-	-		2,600	(2,600)
Yard - Ship Yard Port Labor	-	1,865	1,865		3,700	(1,835)
Yard - Enviro Violations & Clean up	-	2,810	2,810		-	2,810
Yard - Work Yard Enviro Fee	19,380	23,870	4,490		25,020	(1,150)
Yard - Ship Yard Enviro Fee	3,340	8,369	5,029		8,432	(63)
Yard - 70/75 Ton Hoist Revenue	168,562	130,386	(38,176)		180,622	(50,236)
Yard - 300 Ton Hoist Revenue	105,955	120,114	14,159		118,159	1,955
Yard - Washdown Revenue	43,466	40,417	(3,049)		43,500	(3,083)
Yard - Bilge Water Revenue	4,938	2,777	(2,161)		3,678	(901)
Yard - Work Yard Revenue	303,044	274,895	(28,149)		298,966	(24,071)
Yard - Ship Yard Revenue	221,485	177,859	(43,625)		216,858	(38,999)
Yard - L/T Storage	35,539	38,221	2,682		37,902	319
Yard - Blocking Rent	17,839	18,728	889		31,100	(12,372)
Yard - Off Port Property Tarp Fee	1,245	1,467	222		750	717
Yard - Work Yard Electric	191	17,154	16,963		16,890	264
Yard - Ship Yard Electric	26,608	25,844	(764)		25,380	464
Yard - Garbage	648	-	(648)		-	-
Yard Operations	963,342	884,437	(78,905)		1,016,257	(131,820)
PTBH Prop - Lease Revenue	330,518	322,098	(8,420)		276,185	45,913
PTBH Prop - Storage Unit Revenue	4,770	4,469	(301)		4,436	33
PTBH Prop - Fuel Dock Lease	7,995	7,900	(95)		7,600	300
PTBH Prop - Electric	1,435	1,771	335		1,539	232
PTBH Prop - Stormwater Fees	4,062	6,054	1,992		3,900	2,154
PTBH Prop - Other Util, Wtr, Swr, Garbg	12,904	9,075	(3,829)		12,696	(3,621)
Boat Haven Properties	361,684	351,367	(10,317)		306,356	45,011
Pt Hudson - Permanent Moorage	68,789	64,505	(4,284)		71,356	(6,851)
Pt Hudson - Liveaboard Fee	3,658	4,308	650		3,768	540
Pt Hudson - Monthly Guest	68,027	77,326	9,300		66,304	11,022
Pt Hudson - Nightly Guest	75,720	36,170	(39,549)		76,054	(39,884)
City Pier & Union Wharf Usage	7,077	272	(6,805)		7,832	(7,560)
Pt Hudson - Monthly R.V.	45,639	42,158	(3,481)		46,942	(4,784)
Pt Hudson - Nightly R.V.	139,708	47,780	(91,928)		151,876	(104,096)
Pt Hudson - Kayak Racks	6,455	6,719	264		6,601	118
Pt Hudson - Reservation Fee	19,330	7,850	(11,480)		20,130	(12,280)

Pt Hudson - Showers	3,735	2,687	(1,049)		3,935	(1,248)
Pt Hudson - Laundry	4,882	4,712	(170)		5,235	(523)
Pt Hudson - Passenger Fee	2,948	-	(2,948)		6,524	(6,524)
Pt Hudson - Miscellaneous	1,380	362	(1,018)		1,000	(638)
Pt Hudson - Promotional Sales	436	197	(239)		400	(203)
Pt Hudson - Enviro Clean up	-	212	212		-	212
Pt Hudson - Building Leases	176,394	182,059	5,664		193,422	(11,363)
Pt Hudson - Parking	4,150	917	(3,234)		4,400	(3,483)
Pt Hudson - Event Facility Rev	650	286	(364)		1,700	(1,414)
Pt Hudson - Property Utility Reimb	21,504	14,533	(6,972)		21,400	(6,867)
Pt Hudson - Electric	14,363	13,541	(822)		15,350	(1,809)
Pt. Hudson Marina, RV & Prop	664,846	506,593	(158,253)		704,229	(197,636)
Quilcene - Permanent Moorage	22,210	24,695	2,485		22,744	1,951
Quilcene - Monthly Moorage	316	-	(316)		-	-
Quilcene - Liveaboard Fee	216	1,803	1,587		468	1,335
Quilcene - Nightly Moorage	2,190	824	(1,365)		1,545	(721)
Quilcene - Showers	1,451	1,890	439		1,354	536
Quilcene - Reservations	550	253	(297)		550	(297)
Quilcene - Miscellaneous Revenue	-	-	-		80	(80)
Quilcene - Lease Revenue	30,955	31,727	772		31,846	(119)
Quilcene - Fuel Sales	9,883	3,933	(5,950)		8,127	(4,194)
Quilcene - Recreational Ramp Fees	7,002	5,647	(1,355)		5,761	(114)
Quilcene - Commercial Use Fees	1,600	1,200	(400)		2,000	(800)
Quilcene - Water	7,241	5,354	(1,887)		7,200	(1,846)
Quilcene - Electric	758	2,047	1,289		638	1,409
Quilcene	84,371	79,373	(4,998)		82,313	(2,940)
Ramp Fees	25,900	24,369	(1,531)		27,480	(3,111)
Ramp Fees - Failure to Pay	240	(30)	(270)		-	(30)
PTBH Ramp - Commercial Use Fees	4,100	2,383	(1,717)		1,200	1,183
PTBH Ramp - Washdown fees	-	-	-		-	-
PTBH Ramp - Dinghy Float Revenue	1,820	476	(1,344)		1,500	(1,024)
Ramps	32,060	27,198	(4,861)		30,180	(2,982)
JCIA - Miscellaneous Revenue	530	-	(530)		50	(50)
JCIA - Lease Revenue	58,578	55,168	(3,410)		56,226	(1,058)
JCIA - Hangar Revenue	13,344	15,511	2,166		16,086	(575)
JCIA - Vehicle Parking Revenue	342	238	(104)		340	(102)
JCIA - Aircraft Parking	481	1,043	562		575	468
JCIA - Fuel Lease Revenue	1,100	638	(461)		1,704	(1,066)
JCIA - Electric	1,060	820	(240)		1,103	(283)
JCIA	75,435	73,418	(2,017)		76,084	(2,666)
Total Revenues	3,109,493	2,798,376	(311,116)		3,166,245	(367,869)
EXPENSES						
Salaries & Wages	991,922	1,116,649	124,727	b	1,151,828	(35,179)
Payroll Taxes	108,773	117,140	8,368		116,080	1,060
Employee Benefits	317,856	490,743	172,888	c	405,466	85,277
Uniform Expense	3,633	4,441	808		4,391	50
Contract Services	126,948	120,933	(6,016)		125,230	(4,297)
Consulting Services	47,251	-	(47,251)		20,000	(20,000)
Legal & Auditing	52,143	9,764	(42,379)	d	49,998	(40,234)
Insurance	547	1,199	652		-	1,199
Office/Computer Supplies	1,749	2,521	772		1,600	921
Operating Supplies	42,424	29,021	(13,404)		42,348	(13,327)
Enviro Materials/Supplies	1,657	14,668	13,011		1,250	13,418
Tarp Pool Expense	15,965	13,460	(2,506)		17,000	(3,540)

Empl Recog/Relations	738	(333)	(1,070)		600	(933)
Publications	95	-	(95)		-	-
Postage	2,468	2,711	243		2,467	244
Janitorial Supplies	15,081	10,432	(4,648)		13,078	(2,646)
Fuel & Lubricants	14,445	9,279	(5,165)		14,600	(5,321)
Permits & Licenses	4,085	1,985	(2,100)		4,100	(2,115)
Equipment Rental	-	1,722	1,722		4,800	(3,078)
Claims & Damages	-	-	-		1,500	(1,500)
Membership & Dues	12,277	12,934	657		11,850	1,084
Bank Charges	36,673	40,102	3,429		40,212	(110)
Excise Tax	10,352	7,994	(2,358)		10,489	(2,495)
Bad Debt	8,708	(200)	(8,908)		5,000	(5,200)
Miscellaneous Expense	660	17,605	16,945		1,159	16,446
Repair & Maintenance Supplies	52,896	59,389	6,493		53,311	6,078
Facilities & Operations	220,273	223,290	3,017	e	225,364	(2,074)
Utilities	293,124	250,524	(42,600)		301,915	(51,391)
Advertising (Legal 2018)	4,287	3,491	(796)		3,290	201
Marketing	17,432	14,994	(2,438)		17,209	(2,215)
Promotion	6,958	960	(5,998)		7,900	(6,940)
Marketing	28,677	19,445	(9,232)		28,399	(8,954)
Economic Development	-	-	-		15,000	(15,000)
Travel & Training	17,268	9,235	(8,033)	f	17,050	(7,815)
Cost of Goods - Fuel	8,067	2,035	(6,033)	g	8,800	(6,765)
Community Relations	35	3,527	3,492	h	-	3,527
Total Expenses	2,216,518	2,368,925	152,407		2,469,521	(100,595)
Net Operating Income (Loss)	892,975	429,451	(463,524)		696,724	(267,273)
Other Increases in Fund Resources						
Retainage Collected	-	1,254	1,254		-	1,254
Yard Deposits Collected	1,000	1,000	-		-	1,000
PTBH Prop Lease Deposits Collected	10,264	19,332	9,068		-	19,332
PH Prop Lease Deposits Collected	4,573	4,465	(108)		-	4,465
PH Marina/RV Deposits Collected	17,755	20,106	2,351		-	20,106
Deposits & Retainage Collected	33,592	46,158	12,566	i	-	46,158
Sales Tax Collected	39,074	30,892	(8,182)		-	30,892
Leasehold Tax Collected	371,118	251,084	(120,034)		-	251,084
Hotel/Motel Tax Collected	2,851	1,152	(1,699)		-	1,152
Taxes Collected	413,043	283,128	(129,915)	j	-	283,128
Grants - FAA	185,862	119,386	(66,477)		738,400	(619,014)
Grants - RCO	-	-	-		100,000	(100,000)
Grants - WA State & Jeff Co	12,031	41,835	29,803		-	41,835
Grants - Jefferson County	-	88,650	88,650		-	88,650
Capital Contributions/Grants	197,894	249,870	51,976	k	838,400	(588,530)
ARRA Bond Interest Subsidy	16,388	-	(16,388)		16,000	(16,000)
Investment Interest	15,511	7,864	(7,648)		13,200	(5,336)
Interest	31,900	7,864	(24,036)	l	29,200	(21,336)
Operating Tax Levy	574,701	585,967	11,266		593,972	(8,005)
IDD Tax Levy	-	484,415	484,415		-	484,415
State Forest Revenues	35,040	22,431	(12,609)		11,500	10,931
State Timber Excise Tax	31,135	15,290	(15,845)		16,000	(710)
Leasehold Excise Tax	2,277	4,703	2,425		4,145	558
Property & other taxes	643,153	1,112,805	469,651	m	625,617	487,188
Insurance Recovery	-	8,309	8,309		-	8,309
Finance Charges	14,000	4,688	(9,311)		13,050	(8,362)

Other Non-Operating Revenues	100,056	163	(99,893)		570	(407)
Misc Other Incr. in Fund Resources	114,056	13,160	(100,895)	n	13,620	(460)
Total Other Incr. in Fund Resources	1,433,637	1,712,985	279,347		1,506,837	206,148
Other Decr. In Fund Resources						
Retainage Paid	3,858	6,265	2,407		-	6,265
PTBH Prop Lease Deposits Returned	1,580	-	(1,580)		-	-
PH Prop Lease Deposits Returned	-	710	710		-	710
PH Deposits Refunded	8,412	4,434	(3,979)		-	4,434
Deposits & Retainage Paid	13,850	11,408	(2,442)	o	-	11,408
Sales Tax Remitted	32,147	26,513	(5,634)		-	26,513
Leasehold Tax Remitted	366,943	238,820	(128,123)		-	238,820
Hotel/Motel Tax Remitted	2,016	929	(1,087)		-	929
Taxes Remitted	401,106	266,262	(134,844)	p	-	266,262
Interest Exp - 2010 LTGO Bond	98,919	93,619	(5,300)		93,619	(0)
Interest Exp - 2015 LTGO Rfdg Bond	-	44,625	44,625		44,625	-
Bond Interest	98,919	138,244	39,325	q	138,244	(0)
Bond Management Fees	-	-	-		500	(500)
Bond Issue Costs	-	9,500	9,500		-	9,500
Investment Fees	300	256	(44)		255	1
Bond Mgmt, Issuance & Misc Exp	300	9,756	9,456		755	9,001
Election Expense	-	15,674	15,674	r	-	15,674
Total Other Decr. In Fund Resources	514,175	441,344	(72,831)		138,999	302,345
Net Other Incr./Decr. Fund Resrcs	919,463	1,271,641	352,178		1,367,838	(96,197)
Net Incr./Decr. All Fund Resources	1,812,437	1,701,092	(111,345)		2,064,562	(363,470)

Notes:

- (a) Starting in May, this report 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 Accrual 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 under YTD Budget.
- (c) The comparison of 2019 to 2020 Benefits is as expected to be higher due to the added positions mentioned above, as well as, paying 2 Executive Directors through June 30. The YTD 2020 benefits budget is slightly less than actual because of the unbudgeted Custodian and Yard Laborer positions filled January 1.
- (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) Utilities YTD compared to the prior year and budget are low because the PUD bill was received late due to the holiday and didn't get paid until July 8th. The bill was \$14,148.
- (f) 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.
- (g) Cost of Goods - Fuel is below YTD 2019 and budget because we have decommissioned that fuel system.
- (h) 2020 costs were higher for Community Relations when comparing to 2019 and Budget due to Deck the Docks event held in December, the rental deposit paid for the Executive Director candidate meet and greet held at the NWMC in January, and the sponsorship of the high school sailing team for the Race to Alaska.
- (i) "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.
- (j) "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.
- (k) The variance between YTD 2019 to YTD 2020 Capital Contributions/Grants is to be expected dependent on grant billing and receipt.
- (l) Interest rates have dropped significantly and the YTD Interest Income is just below 50% of 2019 and also less than budget. The ARRA Bond subsidy, as with many federal monies, took longer to receive this year. It was received late July.
- (m) 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.
- (n) The 2019 Misc. Other Increases in Fund Resources includes the payment to the Port for the New Day Fisheries building for \$100,000.
- (o) "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.
- (p) "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 Q4 was paid in January 2020.
- (q) Bond interest for January 2019 was paid in December 2018.
- (r) These are the shared election costs for last November's elections. The direct costs were billed in 2019, December.