



Port of Port Townsend
Meeting Agenda
Wednesday, August 12, 2020, 1:00 p.m.

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
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Regular Business Meeting Minutes, July 22, 2020 1-4
 - B. Approval of Warrants 5-14
- V. Second Reading
- VI. First Reading
- VII. Regular Business
 - A. Covid-19 Model Update 15-23
 - B. Comprehensive Scheme of Harbor Improvements Update 24-64
 - C. ICC updates 65
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Public Workshop / Regular Business Meeting:
Wednesday, August 26, 2020, meeting at 5:30 PM, via Zoom
- XI. Executive Session – re current or potential litigation, RCW 42.30.110(1)(i)
- XII. Adjournment
- Informational Items
 - Contracts Update 66-67

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, July 22, 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 5:31 PM.

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

Commissioner Putney moved to accept the Agenda as presented.

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

III. PUBLIC COMMENTS (00:0:33) ~ sent in via email and read aloud:

Wendy Feltham of Port Townsend commented that she is distressed by the Port's decision to allow the Navy's Warfare Group to use the boat launch at Mats Mats Bay for training, as she is concerned about possibly disturbing the environment and flora and fauna in the area as well as families who use the launch and kayak in the bay.

Donald Mazzola & Lu Goodrum of Port Townsend commented they agree with Commissioner Petranek's concerns regarding the lack of public participation in the process of an agreement for Navy special forces training at Mats Mats Bay, and that this "agreement" is one piece of a larger picture that should be considered as such.

IV. CONSENT AGENDA (00:06:10)

A. Approval of Regular Business Meeting Minutes from July 8, 2020

B. Approval of Warrants

Warrant #062604 through #062644 in the amount of \$282,472.35 for Accounts Payable.

Warrant #062645 through #062651 in the amount of \$13,562.93 and Electronic Payment in the amount of \$72,529.67 for Payroll & Benefits.

Electronic Debit in the amount of \$10,183.28 for Combined Excise Tax.

Electronic Debit in the amount of \$20,567.73 for 2nd Quarter Tax Return.

Electronic Debit in the amount of \$1,463.41 for Washington State Paid Family Medical Leave.

Warrant #062285 & #062561 in the amount of \$103.55 & \$10.00 respectively are declared void.

C. Draft Budget Schedule for 2021

D. Interlocal Agreement – City of Port Townsend

Commissioner Petranek moved to approve the Consent Agenda as presented.

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

V. SECOND READING - noneVI. FIRST READING - noneVII. REGULAR BUSINESS (00:06:48)

A. YTD June / Quarter 2, 2020 Financial Report

Finance Director Berg introduced the Quarter 2 Year-to-date Financial Report for 2020 by saying that Port trends and revenues were about the same, holding steady, and not too much of a loss considering we are in uncharted waters during the Covid-19 pandemic. The year to year comparative shows a difference of \$311,116 less in operating revenues, however the actual payments received and deposited for operations are about half of that amount at \$143,000.

Commissioner Petranek said that actual cash deposits include IDD funds, and that when we talk about our situation, it doesn't give a realistic picture to include IDD funds in the bottom line. Commissioner Putney agreed. Commissioner Hanke suggested the 2020 Port Revenue table be labeled as "Operating Revenue". Finance Director Berg explained that this quarterly report is the first on a cash basis and as such is evolving and will be updated with the term "Operating" in the revenue table. In addition, Ms. Berg pointed out that the IDD funds are separated out on both the financial report and the deposits report.

Commissioner Petranek commended Finance Director Berg on her clear narrative in this report.

Finance Director Berg discussed a year to year comparative of the reserve balances and would be sure to add it to the report next time.

B. Intergovernmental Coordinating Committee (ICC) updates (00:23:20)

Executive Director Berg said that the next ICC (the group of 8) meeting would be tomorrow (July 23) at 5:00 PM, and reported that the agenda would be a continued conversation on what the work product would look like for the Intergovernmental Collaborative Group (ICG), and a check with community groups that have formed up and started to meet, and are figuring out their path forward. He and the other directors have provided an outline on how to get the ball rolling; suggesting a paring down of what will be achieved to make sure they can be achieved in the tight timeframe.

Commissioner Petranek stated that she's on the Food Systems Committee, which has a high level of engagement from 13 members, who are working to narrow a long list of needs to something achievable. Their third meeting is next week. This group will probably become a permanent committee, working on food distribution among other things. She stated that she is also on the Economy & Jobs committee, for which the first meeting is being scheduled.

Commissioner Putney shared that he was on the Culture and Events committee, but he was not sure where it stood, because he had not heard from this group. He is also on the Broadband committee, which has adopted the Jefferson broadband action team that has been working for 1 ½ years and they have had 3 meetings. They have set benchmark targets - one is for PUD to create GIS maps for home locations and existing fiber-optic cable routes- to reach isolated residents. PUD has placed about a dozen hotspots around the county, which can be used for schoolwork in the fall. He stated that this committee was looking at funding laptops for those who can't afford one, focusing support for those over 55 (telemedicine) and those under 18 (education). They plan to sketch out their report by end of August, finalize the report in September, and submit it to the ICG in October.

VIII. STAFF COMMENTS (00:35:48)

Executive Director Berg commented that the week had been very eventful with a boat that sank outside Point Hudson's breakwater on July 9th and an airplane that landed upside down on the runway on July 13th. There were no injuries and environmental concerns were addressed, however he would like a better emergency plan for incidents, in the future. Mr. Berg gave an update on Point Hudson:

- the Corps did not approve a change of design of the breakwater for permitting;
- the final grant application to the EDA will be finalized this week;
- he wants to change the environmental consultant from SeaRun Consulting to Widener & Associates to take the project forward – which will be more expensive – and asked if the Commission were okay with his executing a contract with Widener. Commissioners agreed that the Port needs to explore a new permitting route, Commissioner Hanke felt that this was a good path forward and while that was the consensus of the Commission, Commissioner Petranek wanted to learn more about Widener & Associates before moving forward.
- Artifacts will be on site and visiting Point Hudson buildings with Lease Administrator Nelson using safe Covid-19 techniques starting the week of July 27th.
- Staff are continuing to meet with the Jamestown S'Klallam tribe about the FLUPSY, and one of their biologists visited Point Hudson to take a look at a possible site for a FLUPSY in the Point Hudson Marina.
- Shannon Kinsella has a design for a cantilevered esplanade the Port could use a project as part of the Point Hudson plan.

Executive Director Berg gave further updates:

- the Recreational and Conservation Office grants are not requiring a match this year, and the Port is considering improvements to Gardener or Mats Mats boat launches as two potential RCO projects that could be within this cycle.
- he would like to hire an intergovernmental affairs consultant – a lobbyist – working for the Port starting September through the next legislative session and see how it goes. This person could possibly be helpful in finding funds to restore Point Hudson, the esplanade and other capital projects.
- the Port has joined the Pacific NW Waterways Association in order to tap into their expertise on a federal level to support our capital projects. Port Attorney Reardanz spoke in their favor as a top-notch organization with good connections and trainings.
- Met with the CEO of Sound Experience (the Adventuress) and learned about their programs and how important the Port is to them.
- He was featured as the PTMTA's 20% person of the week in a promotion in the Leader.

Recorder Erickson commented on the big wooden ship, The Glory of the Sea, that had finished its repairs and successfully sailed out of the Port this week; she mentioned that there was a workshop scheduled for August 12, which would be the first via Zoom.

IX. COMMISSIONER COMMENTS (01:14:37)

Commissioner Petranek commented that she had been working with Dieter Loibner of the Professional BoatBuilder Magazine, who is doing stories on women in the marine trades. He has been working with the NW School of Wooden Boatbuilding and had recommendations on how the Port might work with trade schools, hiring local labor, and on increasing media relationships. She had met with and introduced Executive Director Berg to Amy Leitman of Marine Surveys and Assessments, who was part of the Point Hudson Jetty Taskforce. She toured the Jamestown S'Klallam FLUPSY with Mr. Berg and spoke with them about a potential FLUPSY at Point Hudson. She reported that the following week she would again be on Chris Bricker's "Morning on the Salish" on KPTZ, discussing the yard, boat ramps, marinas and an update on Point Hudson and Quilcene. She invited Commissioners Hanke and Putney to schedule a time with Mr. Bricker on a topic they're interested in. She is meeting regularly with County Commissioner Dean about current topics, and she planned to meet with the community in Quilcene the following week.

Commissioner Putney commented that he had had a conversation with Commissioner Brotherton about affordable housing, and the possibility of working with OlyCap and Habitat for Humanity on a project near the airport.

Commissioner Hanke commented that he had met with Betsy Davis and John Barrett at the NW School of Wooden Boats about the new emphasis on systems training and how there may be more the Port can do to support the school. He spoke about how the Port needs to better coordinate with emergency operations (Fire, Law, Coast Guard). Mr. Berg stated that he has requested an after-incident review with Fire and Law.

X. Next Public Workshop & Regular Business Meeting (01:32:15) Workshop at 9:30 AM & Regular Business Meeting Wednesday, August 12, 2020, at 1:00 PM, via Zoom.

XI. EXECUTIVE SESSION: none

XII. ADJOURNMENT (01:37:57): The meeting adjourned at 7:07 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 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 062652 through No. 062661 in the amount of \$38,673.23 and Electronic Payment in the amount of \$144,338.36, are approved for payment for a total amount of \$183,011.59 on this 12th day of August, 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 062662 through No. 062725, are approved for payment in the amount of \$402,017.21 on this 12th day of August, 2020.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Check Register

Journal Posting Date: 8/12/2020

Register Number: CD-000827

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	
062662	8/12/2020	ADM002	Admiral Ship Supply Inc.					Check Entry Number: 001
			7/31/2020 STATEMENT	7/31/2020	285.19	0.00	285.19	
062663	8/12/2020	ALL025	Alliant Insurance Services, Inc - NPB Main					Check Entry Number: 001
			1152014	8/3/2020	14,046.00	0.00	14,046.00	
062664	8/12/2020	ARR010	Arrow Lumber Port Townsend					Check Entry Number: 001
			7/28/2020 STATEMENT	7/28/2020	49,659.31	0.00	49,659.31	
062665	8/12/2020	BER045	Eron Berg					Check Entry Number: 001
			7/2020	7/31/2020	315.88	0.00	315.88	
062666	8/12/2020	CAR001	Carl's Building Supply					Check Entry Number: 001
			7/31/2020 STATEMENT	7/31/2020	921.60	0.00	921.60	
062667	8/12/2020	CAS010	Cascade Columbia Distribution Company					Check Entry Number: 001
			784399	7/27/2020	2,587.15	0.00	2,587.15	
062668	8/12/2020	CEN035	CenturyLink					Check Entry Number: 001
			7/8/2020 STATEMENTS	7/8/2020	524.40	0.00	524.40	
062669	8/12/2020	CHM030	Chmelik Sitkin & Davis P.S.					Check Entry Number: 001
			6/2020 STATEMENT	7/16/2020	1,595.00	0.00	1,595.00	
062670	8/12/2020	CIT001	City Of Port Townsend					Check Entry Number: 001
			7/2020 STATEMENTS	7/31/2020	9,908.16	0.00	9,908.16	
062671	8/12/2020	COA050	Mott MacDonald					Check Entry Number: 001
			100339-11	7/17/2020	17,908.00	0.00	17,908.00	
062672	8/12/2020	COO050	Cooper Fuel & Auto Repair					Check Entry Number: 001
			8/1/2020 STATEMENT	8/1/2020	1,119.53	0.00	1,119.53	
062673	8/12/2020	DOU010	Double D Electric Inc.					Check Entry Number: 001
			RS-206	7/15/2020	1,556.52	0.00	1,556.52	
062674	8/12/2020	EDW020	Barbara Edwards					Check Entry Number: 001
			7/17/2020 REFUND	7/17/2020	100.00	0.00	100.00	
062675	8/12/2020	END040	enduris Washington					Check Entry Number: 001
			R21-318-1	7/24/2020	225,142.00	0.00	225,142.00	
062676	8/12/2020	ERI040	Karen Erickson					Check Entry Number: 001
			7/2020	7/31/2020	46.31	0.00	46.31	
062677	8/12/2020	EXA030	Examintetics, Inc					Check Entry Number: 001
			301966	7/24/2020	1,550.00	0.00	1,550.00	
062678	8/12/2020	GOO002	Good Man Sanitation					Check Entry Number: 001
			107512A	8/1/2020	1,750.00	0.00	1,750.00	
062679	8/12/2020	HEN002	Henery Hardware					Check Entry Number: 001
			692876	7/2/2020	68.65	0.00	68.65	
			693086	7/6/2020	8.71	0.00	8.71	
			693112	7/6/2020	23.95	0.00	23.95	
			693129	7/6/2020	60.06	0.00	60.06	
			693158	7/7/2020	63.43	0.00	63.43	
			693172	7/7/2020	17.43	0.00	17.43	
			693217	7/8/2020	84.99	0.00	84.99	
			693252	7/8/2020	19.61	0.00	19.61	
			693298	7/9/2020	27.88	0.00	27.88	
			693303	7/9/2020	15.48	0.00	15.48	
			693375	7/10/2020	30.48	0.00	30.48	
			693387	7/10/2020	15.25	0.00	15.25	
			693400	7/10/2020	26.01	0.00	26.01	
			693401	7/10/2020	7.55	0.00	7.55	
			693502	7/13/2020	63.19	0.00	63.19	

Run Date: 8/6/2020 4:51:31PM

A/P Date: 8/12/2020

Page: 1
User Logon: DLF

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			693561	7/14/2020	32.02	0.00	32.02
			693654	7/15/2020	53.79	0.00	53.79
			693671	7/15/2020	108.98	0.00	108.98
			693689	7/15/2020	43.11	0.00	43.11
			693691	7/15/2020	11.98	0.00	11.98
			693721	7/16/2020	24.35	0.00	24.35
			693731	7/16/2020	35.95	0.00	35.95
			693759	7/16/2020	5.58	0.00	5.58
			693821	7/17/2020	132.95	0.00	132.95
			693901	7/20/2020	52.31	0.00	52.31
			693924	7/20/2020	39.21	0.00	39.21
			694039	7/21/2020	6.53	0.00	6.53
			694042	7/21/2020	6.52	0.00	6.52
			694147	7/23/2020	17.79	0.00	17.79
			694154	7/23/2020	7.62	0.00	7.62
			694235	7/24/2020	9.59	0.00	9.59
			694246	7/24/2020	27.23	0.00	27.23
			Check 062679 Total:		1,133.08	0.00	1,133.08
062680	8/12/2020	HEN006	Quilcene Henery's Hardware				
			7/25/2020 STATEMENT	7/25/2020	4.34	0.00	4.34
062681	8/12/2020	HIG020	Highway Specialties LLC				
			2008248	8/4/2020	283.40	0.00	283.40
062682	8/12/2020	HOL055	Matthias Holladay				
			REFUND 7/24/2020	7/24/2020	276.38	0.00	276.38
062683	8/12/2020	JAM040	Jamestown Networks				
			6050	8/1/2020	548.00	0.00	548.00
062684	8/12/2020	JC0003	Jefferson County - Public Work				
			7/2020 STATEMENT	7/31/2020	608.17	0.00	608.17
062685	8/12/2020	JC1005	East Jefferson Fire Rescue				
			2ND HALD 2020	7/17/2020	4,590.00	0.00	4,590.00
062686	8/12/2020	KEN010	Kendrick Equipment				
			3923	7/20/2020	923.60	0.00	923.60
			3935	7/30/2020	1,618.31	0.00	1,618.31
			Check 062686 Total:		2,541.91	0.00	2,541.91
062687	8/12/2020	LAN001	Landau Associates				
			0046155	7/17/2020	736.00	0.00	736.00
062688	8/12/2020	LAN010	Landrum's Flotation Tires, Inc				
			23680	7/8/2020	3,072.00	0.00	3,072.00
062689	8/12/2020	LES050	Les Schwab				
			37900404644	7/21/2020	2,081.44	0.00	2,081.44
062690	8/12/2020	LIE050	Mary Katherine Lieske				
			REFUND 07/16/2020	7/16/2020	104.00	0.00	104.00
062691	8/12/2020	MAU090	Mauseth Legal IOLTA/Trust Account				
			REFUND 7/22/2020	7/22/2020	8,946.84	0.00	8,946.84
062692	8/12/2020	NOR001	North Coast Electric Co				
			S010226165.001	7/10/2020	140.61	0.00	140.61
062693	8/12/2020	NOR065	North Star Clinic, LLC				
			4	7/30/2020	265.00	0.00	265.00
062694	8/12/2020	O'RE030	O'Reilly Auto Parts				
			3939-443494	7/14/2020	27.24	0.00	27.24

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
062695	8/12/2020	OLY001	Olympic Equipment Rentals Inc					Check Entry Number: 001
			245183	7/20/2020	59.39	0.00	59.39	
			246277	7/30/2020	105.58	0.00	105.58	
Check 062695 Total:					164.97	0.00	164.97	
062696	8/12/2020	OLY004	Olympic Art and Office					Check Entry Number: 001
			7/31/2020 STATEMENT	7/31/2020	27.24	0.00	27.24	
062697	8/12/2020	OLY070	Olympic Yacht Club					Check Entry Number: 001
			REFUND 07/28/2020	7/28/2020	55.00	0.00	55.00	
062698	8/12/2020	PAC004	Pacific Office Equipment Co					Check Entry Number: 001
			7/2020 STATEMENT	8/1/2020	318.51	0.00	318.51	
062699	8/12/2020	PET025	Petrick Lock & Safe					Check Entry Number: 001
			18407	7/14/2020	168.28	0.00	168.28	
			18408	7/14/2020	44.96	0.00	44.96	
Check 062699 Total:					213.24	0.00	213.24	
062700	8/12/2020	POR002	Auditor's Revolving Fund - Kitsap Bank					Check Entry Number: 001
			CATES REFUND	8/1/2020	709.82	0.00	709.82	
062701	8/12/2020	POR005	Port Townsend Leader					Check Entry Number: 001
			191233	7/8/2020	500.00	0.00	500.00	
062702	8/12/2020	PUD001	Pud District #1					Check Entry Number: 001
			7/10/2020 STATEMENTS	7/10/2020	12,430.65	0.00	12,430.65	
			7/24/2020 STATEMENTS	7/24/2020	501.30	0.00	501.30	
Check 062702 Total:					12,931.95	0.00	12,931.95	
062703	8/12/2020	PUT010	Bill Putney					Check Entry Number: 001
			7/2020	7/31/2020	36.80	0.00	36.80	
062704	8/12/2020	QUI001	Quill Corporation					Check Entry Number: 001
			8414031,8410292,5613	7/8/2020	196.63	0.00	196.63	
062705	8/12/2020	QUI010	Quimper Mercantile					Check Entry Number: 001
			1567	7/29/2020	365.10	0.00	365.10	
062706	8/12/2020	ROD030	Rodda Paint					Check Entry Number: 001
			7/31/2020 STATEMENT	7/31/2020	487.29	0.00	487.29	
062707	8/12/2020	ROS055	Chris Rosenberger					Check Entry Number: 001
			REFUND 7/20/2020	7/20/2020	40.50	0.00	40.50	
062708	8/12/2020	SAF001	Safeway, Inc.					Check Entry Number: 001
			7/11/2020 STATEMENT	7/11/2020	1,139.39	0.00	1,139.39	
062709	8/12/2020	SCH020	Schaeffer Mfg. Co					Check Entry Number: 001
			AFG5442-INV1	7/24/2020	493.14	0.00	493.14	
062710	8/12/2020	SEA002	Sea Technology					Check Entry Number: 001
			2717	6/15/2020	22,712.50	0.00	22,712.50	
			2769	7/24/2020	818.75	0.00	818.75	
Check 062710 Total:					23,531.25	0.00	23,531.25	
062711	8/12/2020	SEC010	Security Services					Check Entry Number: 001
			111897	7/1/2020	190.85	0.00	190.85	
			112279	8/1/2020	190.85	0.00	190.85	
Check 062711 Total:					381.70	0.00	381.70	
062712	8/12/2020	SIM075	David Simpson					Check Entry Number: 001
			REFUND 7/27/2020	7/27/2020	50.00	0.00	50.00	
062713	8/12/2020	SNE020	S-Net Communications					Check Entry Number: 001
			84749	7/18/2020	548.67	0.00	548.67	
062714	8/12/2020	SON030	Sonny's RV Inc					Check Entry Number: 001

Check Register

Journal Posting Date: 8/12/2020

Register Number: CD-000827

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
			631493	7/16/2020	33.79	0.00
062715	8/12/2020	SOU002	SEPI Marketing Corp.			
			8133655	7/23/2020	709.00	0.00
			8133660	7/23/2020	709.00	0.00
Check 062715 Total:					1,418.00	0.00
062716	8/12/2020	SOU070	Sound Storage GC			
			7/14/2020	7/14/2020	188.00	0.00
062717	8/12/2020	TAR020	Tara Dunford, CPA			
			2060	8/3/2020	920.00	0.00
062718	8/12/2020	TOW001	Townsend Electric			
			15648	7/21/2020	38.10	0.00
062719	8/12/2020	TWI001	Spectra Laboratories - Kitsap			
			20-05225	7/30/2020	69.00	0.00
062720	8/12/2020	VER001	Verizon Wireless, Bellevue			
			9858789551	7/15/2020	313.46	0.00
062721	8/12/2020	WA0503	State of Washington-Dept.of			
			FY 2021	7/1/2020	988.00	0.00
062722	8/12/2020	WAS009	WA ST-Depart of Health			
			25931 U 2020	8/5/2020	248.90	0.00
062723	8/12/2020	WAV040	Wave Broadband			
			043328901-0008289	7/23/2020	147.75	0.00
062724	8/12/2020	WES006	Westbay Auto Parts, Inc.			
			7/25/2020 STATEMENT	7/25/2020	570.96	0.00
062725	8/12/2020	WES060	West Marine Pro			
			009283	7/27/2020	516.59	0.00
Report Total:					402,017.21	0.00



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 **\$175.00** on this **12th** day of **August**, 2020.

For: Washington State, Department of Revenue

Business License Renewal – for **2020** in the amount of **\$175.00**

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: 8/6/2020
Register Number: MC-000222

Port of Port Townsend (PTA)

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W00460	8/6/2020	WA0123			175.00
Check Comment: DOR License Renewal					
CKW0046001					
	8/6/2020	175.00	0.00		
G/L Account:	783-4400-25	LICENCES & PERMITS: MAINT		25.00	
G/L Account:	761-4400-19	PH MARINA/RV - PERMITS & LICENSES		62.50	
G/L Account:	721-4400-02	MOORAGE - PERMITS & LICENSING		31.25	
G/L Account:	721-4400-05	WORK YARD - INSPECTIONS/PERMITS		31.25	
G/L Account:	781-4400-28	EXECUTIVE - PERMITS & LICENSES		25.00	
Check W00460 Total:		175.00	0.00	175.00	175.00
Bank K Total:		175.00	0.00	175.00	175.00
Report Total:		175.00	0.00	175.00	175.00



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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 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. **062468** in the amount of **\$709.82** is declared **void** on this on this **12th** day of **August, 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: 8/6/2020
Register Number: MC-000221

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
062468	REV 6/24/2020	CAT070 Thomas & Edite Cates			709.82-
Check Comment: Customer Deposit Refund lost in the mail					
CK06246801					
	6/24/2020	709.82-	0.00		
G/L Account: 582-1000-18		PH PROP LEASE DEPOSITS REFUNDED		709.82-	
Bank W Total:		709.82-	0.00	709.82-	709.82-
Report Total:		709.82-	0.00	709.82-	709.82-

MEETING DATE	August 12, 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. Covid-19 Model Update
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Memo 2. Reserves Detail 3. Covid Projections with June Actuals

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 8/12/2020
TO: Commission
FROM: Eron Berg, Executive Director & Abigail Berg, Finance Director
SUBJECT: COVID-19 pandemic update & fiscal impact

ISSUES

1. Provide the Commission with an update on the Port's response to the COVID-19 pandemic.
2. Update the Commission on the COVID-19 Model.

BACKGROUND

This is the ninth 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 fiscal impacts of this pandemic on the Port, details on actions already taken and to discuss additional planned actions for 2020.

DISCUSSION

Brief updates since July 8, 2020 report:

1. Jefferson County is still in Phase 2 with Phase 3 pending approval by the state which is on hold indefinitely due to the spike in COVID cases statewide.
2. The Port's restroom facilities remain closed to the general public. There is additional cleaning and pumping of the previously added porta-potties near the ramps at Boat Haven and at Point Hudson. The port has received a request to reopen the restrooms in the yard, near the Larry Scott Trail, but they also remain closed at this time due to the additional costs and time required to maintain tenant restrooms (we estimate it would take 14 hours of overtime per week to reopen those restrooms to the public). Restrooms at Quilcene are open to the public during daytime hours only, 8:00-5:00.
3. Consistent with the Jefferson County health officer's directives, meetings of the Port commission remain via Zoom until further notice.

We continue to work with our governmental collaborators with the chief appointed officers of the county, city, PUD and port meeting weekly. The second meeting of the Intergovernmental Collaboration Committee was held on July 23rd to discuss the scope of the COVID-19 Recovery & Resiliency Plan and to hear brief updates from the community groups.

COVID-19 MODEL UPDATE

Staff are not proposing any updates to the assumptions from the model since it was last updated on July 2nd and presented to you on July 8th. However, as discussed at the last meeting, the format of the model now includes all Port cash and investments with reserved and unreserved funds detailed on the last page. The model with actual activity for June is attached.

June actuals fit into the model well. Actual revenues exceeded the model's projections which results in a predicted reduction in revenue for 2020 that is slightly less than was predicted last month. This prediction, of course, assumes no "double dip" that would substantially impact our operations.

MODERATE RECOVERY ASSUMPTIONS JULY 2, 2020

PTBH

Reduce perm moorage by 10% April-May
Reduce nightly guest by 40% April-May; decrease additional
\$40,000 June-Sept.

YARD

Reduce 2020 yard overall by 40% April-May
Reduce 2020 yard overall by 20% June
Reduce shipyard lay-days by trade with Shipwrights' Coop

PT HUDSON

Reduce perm moorage by 10% April-May
Reduce moorage nightly by 100% April-May
Reduce moorage nightly by ~90% June
Reduce moorage nightly by 50% July-Dec.
Reduce City Pier & Union Wharf Usage & Passenger Fees by 90%
June-Dec.
Reduce bldg. leases by 25% April-Dec.
Reduce RV nightly - 100% April-May
Reduce RV nightly - 50% June
Reduce RV nightly - 25% July-Dec.

PTBH PROP

Restored revenue to budget as indicated by actuals.

RAMPS

Reduce by 50% April-May; 25% June-Dec.

Revenue decreases from this scenario total \$683,596 (updated August 6, 2020) when compared to the adopted budget.

EXECUTIVE SUMMARY OF UPDATED COVID-19 MODEL WITH MAY ACTUALS

	Adopted Bdgt	YTD Actual & Covid-19 Projections	
		July 8th Report	August 12th report
		(May YTD Actuals)	(June YTD Actuals)
Revenues	6,389,249	5,603,025	5,705,653
Expenses	5,114,823	4,875,893	4,893,253
Net Revenue	1,274,426	727,132	812,400
Other Incr. in Cash (a)	4,620,290	6,020,726	6,477,309
Other Decr. In Cash (b)	5,235,088	6,635,655	6,922,370
Net Other Incr./Decr. In Cash	(614,798)	(614,929)	(445,061)
Increase/(Decrease) in Cash	659,628	112,203	367,339
Est. Ending Unreserved Cash	1,830,180	2,152,038	2,119,397
Est. Ending Reserved Cash	1,062,234	1,319,716	1,329,007
Total Est. Ending Cash	2,892,414	3,471,754	3,448,404

Notes:

- (a) *The IDD Levy passed subsequent to the 2020 Adopted Budget, so that amount is not reflected in the first column, but is included in the YTD Actual columns.*
- (b) *In prior versions of this table, the Capital Expenses and Debt Service Principal payments had not been included under the Adopted Budget column even though they were part of the 2020 budgeted cashflow projections. In this version it is updated with those numbers to provide a better comparative to the YTD numbers.*

FISCAL IMPACT

As discussed herein.

ATTACHMENTS

1. COVID-19 model, updated August 6, 2020
2. Reserves Estimates detail for 2020

RECOMMENDATIONS

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

Updated 2020 Budget Projections for Covid-19 Pandemic

Includes June Activity, prepared July 31, 2020

Beginning Cash \$ 3,298,283

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Budget Jun-20	Actual Jun-20	Budget Jul-20	Budget Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
Revenues																
PTBH - Perm Moorage	109,624	88,735	97,765	96,406	108,979	98,080	102,605	93,742	93,373	95,020	97,749	97,880	97,874	1,169,496	1,179,751	10,255
PTBH - Liveaboard Fee	2,004	1,724	1,924	1,924	2,405	2,229	2,886	2,229	2,229	2,229	2,229	2,061	2,061	24,749	25,903	1,154
PTBH - Work Flt/Lift Pier	463	363	52	151	-	750	-	750	750	750	750	750	750	9,000	5,529	(3,471)
PTBH - Monthly Guest	20,977	17,780	17,103	15,349	25,235	29,884	35,724	33,065	32,379	32,154	31,924	25,540	22,347	343,803	309,578	(34,225)
PTBH - Nightly Guest	7,949	6,876	9,917	3,875	9,451	27,810	22,926	38,831	35,020	36,050	12,566	6,489	6,489	232,883	196,439	(36,444)
PTBH - Nightly Guest - Est. Decr.	-	-	-	-	-	(19,476)	-	(14,000)	(14,000)	(14,000)	(4,000)	(4,000)	(4,000)	-	(54,000)	(54,000)
PTBH - Misc. Revenue	950	800	1,101	1,314	1,110	1,300	750	1,200	1,200	1,100	1,000	1,000	950	14,500	12,475	(2,025)
PTBH - Showers	603	608	693	667	790	850	972	1,250	1,250	1,250	1,050	850	600	11,200	10,583	(617)
PTBH - Restroom Fobs	65	10	45	25	25	100	40	200	100	100	100	50	50	1,000	810	(190)
PTBH - Laundry	378	421	490	247	545	550	710	750	750	650	550	550	300	6,350	6,340	(10)
PTBH - Promo Sales	16	16	16	12	-	75	-	75	50	50	50	50	50	650	385	(265)
PTBH - Electric	13,308	3,073	9,505	8,578	9,154	6,500	7,784	8,300	7,100	6,300	6,500	8,700	9,300	106,600	97,602	(8,998)
PT Boat Haven Moorage	156,336	120,407	138,609	128,548	157,693	148,652	174,397	166,392	160,201	161,653	150,468	139,920	136,771	1,920,231	1,791,395	(128,836)
Yard - Liveaboard Fee	233	314	156	160	401	77	80	77	77	77	77	77	77	924	1,806	882
Yard - Miscellaneous Revenue	(1,800)	6	61	50	-	373	-	373	373	373	373	373	377	4,480	559	(3,921)
Yard - WY Port Labor	-	-	-	-	-	500	-	-	-	-	400	250	250	3,500	900	(2,600)
Yard - SY Port Labor	600	-	465	-	800	400	-	-	-	-	500	300	-	4,500	2,665	(1,835)
Yard - Enviro Clean Up	-	-	2,210	-	200	-	400	-	-	-	-	-	-	-	2,810	2,810
Yard - Wrk Yard Enviro Fee	3,868	3,789	4,977	4,306	4,185	4,420	2,745	4,360	4,260	4,560	4,300	4,800	4,006	51,306	50,156	(1,150)
Yard - Ship Yard Enviro Fee	1,391	1,250	696	1,428	2,361	-	1,243	-	-	1,500	2,900	4,100	-	16,932	16,869	(63)
Yard - 70/75 Ton Hoist Revenue	11,920	19,111	19,875	15,341	21,271	39,804	42,868	30,892	28,140	27,237	35,946	17,068	14,574	334,479	284,243	(50,236)
Yard - 300 Ton Hoist Revenue	23,413	19,354	12,888	25,035	22,207	24,457	17,218	16,533	13,335	15,540	14,285	10,915	11,524	200,291	202,246	1,955
Yard - Washdown Revenue	4,826	3,588	6,337	6,689	7,926	9,400	11,050	7,000	5,900	8,684	10,300	5,800	5,500	86,684	83,601	(3,083)
Yard - Bilge Water Revenue	36	20	487	789	1,379	100	66	-	428	625	725	563	461	6,480	5,579	(901)
Yard - Work Yard Revenue	42,825	40,938	52,897	42,171	36,075	59,140	59,989	49,140	54,720	54,720	45,004	40,554	37,583	580,687	556,616	(24,071)
Yard - Ship Yard Revenue	31,484	25,577	33,752	25,041	34,097	29,122	27,909	13,915	18,325	37,435	46,045	47,523	39,723	419,824	380,825	(38,999)
Yard - L/T Storage	6,868	3,248	5,167	5,325	11,380	6,317	6,233	6,317	6,317	6,317	6,317	6,317	6,317	75,804	76,123	319
Yard - Blocking Rent	3,204	2,375	3,428	3,018	2,884	4,800	3,819	2,425	2,000	5,200	5,275	5,200	5,230	56,430	44,058	(12,372)
Yard - Off Port Property Tarp Fee	140	-	444	424	36	125	423	125	125	125	125	125	125	1,500	2,217	717
Yard - WY Electric	2,678	2,357	3,624	2,765	2,470	2,550	3,259	2,550	2,400	2,400	2,550	2,550	2,640	31,980	32,244	264
Yard - SY Electric	3,762	2,285	4,172	3,375	9,183	3,120	3,067	1,460	1,280	2,680	3,560	4,380	4,300	43,040	43,504	464
Yard - Coop space - Est. Decr.	-	-	-	-	-	(2,222)	-	(2,222)	(2,222)	(2,222)	(2,222)	(2,222)	(2,222)	-	(13,332)	(13,332)
Yard - Over-all Est. Decr.	-	-	-	-	-	(39,031)	-	-	-	-	-	-	-	-	-	-
Yard Operations	135,449	124,212	151,636	135,917	156,855	143,452	180,368	132,945	135,458	165,251	176,460	148,673	130,465	1,918,841	1,773,689	(145,152)
Pt Hudson - Permanent Moorage	10,594	9,480	10,477	9,733	12,587	13,231	11,634	12,965	12,739	12,603	12,322	12,322	11,250	145,557	138,706	(6,851)
Pt Hudson - Liveaboard Fee	922	1,022	922	882	543	-	18	-	-	-	772	772	772	6,084	6,624	540
Pt Hudson - Monthly Guest	15,955	15,825	15,331	14,652	12,554	695	3,010	695	695	695	14,665	15,911	15,911	114,876	125,898	11,022
Pt Hudson - Nightly Guest	1,122	2,807	3,590	310	1,322	33,644	27,019	52,197	50,632	32,231	5,617	3,481	2,696	222,908	183,024	(39,884)
PH - Nightly Guest Est. Decr.	-	-	-	-	-	(30,365)	-	(26,099)	(25,316)	(16,116)	(2,809)	(1,741)	(1,348)	-	(73,427)	(73,427)
PH - City Pier/Union Wharf Usage	-	-	-	-	-	1,762	272	2,892	2,574	2,636	4,041	-	-	19,975	12,415	(7,560)
PH - City Pier/Union Wharf Est. Decr.	-	-	-	-	-	(1,586)	-	(2,603)	(2,317)	(2,372)	(3,637)	-	-	-	(10,929)	(10,929)
Pt Hudson - Monthly RV	10,650	6,894	7,363	7,095	10,156	-	-	-	-	-	5,203	7,924	8,535	68,604	63,820	(4,784)
Pt Hudson - Nightly RV	8,694	10,328	8,589	126	-	52,090	20,043	61,584	59,786	47,744	37,039	14,885	9,812	382,726	278,630	(104,096)
PH - Nightly RV Est. Decr.	-	-	-	-	-	(26,045)	-	(15,396)	(14,947)	(11,936)	(9,260)	(3,721)	(2,453)	-	(57,713)	(57,713)
Pt Hudson - Kayak Racks	862	629	1,014	1,322	1,210	1,180	1,682	1,207	920	758	758	758	867	11,869	11,987	118
Pt Hudson - Reservation Fee	2,602	2,706	269	(1,646)	246	5,120	3,673	6,760	5,720	3,270	3,290	2,050	1,930	43,150	30,870	(12,280)
Pt Hudson - Showers	415	300	598	514	364	857	498	1,030	1,020	904	736	563	552	8,740	7,492	(1,248)
Pt Hudson - Laundry	953	688	970	808	665	819	628	1,461	1,377	964	928	651	686	11,302	10,779	(523)
Pt Hudson - Passenger Fee	-	-	-	-	-	2,630	-	3,650	3,230	2,252	1,346	-	-	17,002	10,478	(6,524)
PH - Passenger Fee Est. Decr.	-	-	-	-	-	(2,367)	-	(3,285)	(2,907)	(2,027)	(1,211)	-	-	-	(9,430)	(9,430)
Pt Hudson - Promo Sales	12	45	48	-	-	150	92	150	150	150	50	50	-	950	747	(203)
Pt Hudson - Misc. Revenue	272	18	-	12	-	200	61	200	200	200	(100)	100	100	1,700	1,062	(638)

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Budget Jun-20	Actual Jun-20	Budget Jul-20	Budget Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
Pt Hudson - Enviro Clean up	-	-	-	212	-	-	-	-	-	-	-	-	-	-	212	212
Pt Hudson - Leases	32,638	29,959	30,462	26,949	27,094	32,237	34,956	32,237	32,237	32,237	32,237	32,237	32,236	386,843	375,480	(11,363)
PH - Lease Est. Decr.	-	-	-	-	-	(8,059)	-	(8,059)	(8,059)	(8,059)	(8,059)	(8,059)	(8,059)	-	(48,355)	(48,355)
Pt Hudson - Parking	223	241	109	55	110	2,200	180	2,200	2,800	750	-	-	-	10,150	6,667	(3,483)
Pt Hudson - Event Facility Rev	536	-	-	(200)	-	600	(50)	600	700	26,900	500	250	50	30,700	29,286	(1,414)
PH - Event Facility Est. Decr.	-	-	-	-	-	(600)	-	(600)	(700)	(26,900)	(500)	(250)	(50)	-	(29,000)	(29,000)
Pt Hudson - Property Utility Reim	2,886	954	3,812	1,528	954	3,400	4,399	3,500	3,300	3,500	3,600	3,600	3,600	42,500	35,633	(6,867)
Pt Hudson - Electric	2,582	759	2,347	2,062	2,492	3,050	3,299	4,500	4,500	2,950	2,450	2,450	2,610	34,810	33,001	(1,809)
Point Hudson Marina, RV & Prop	91,916	82,653	85,900	64,413	70,296	84,843	111,414	131,786	128,335	103,334	99,978	84,233	79,697	1,560,446	1,133,956	(426,490)
PTBH Prop - Leases	54,061	47,329	51,764	38,224	75,584	46,031	55,137	46,031	46,031	46,031	46,031	46,031	46,031	552,371	598,284	45,913
PTBH Prop - Storage Units	898	898	588	806	762	719	517	741	693	550	560	650	650	8,280	8,313	33
PTBH Prop - Fuel Dock Lease	1,192	904	1,039	1,209	875	1,800	2,683	2,700	2,500	2,300	2,300	1,600	1,000	20,000	20,300	300
PTBH Prop - Electric	150	(13)	538	86	524	289	485	201	310	200	150	200	200	2,800	3,032	232
PTBH Prop - Stormwater Fees	1,086	929	953	966	1,092	650	1,028	650	650	650	650	650	650	7,800	9,954	2,154
PTBH Prop - Other Util, Wtr, Swr, Garbg	1,684	230	1,169	2,023	1,994	2,116	1,975	2,116	2,116	2,116	2,116	2,120	2,120	25,400	21,779	(3,621)
PT Boat Haven Properties	59,070	50,276	56,051	43,314	80,831	51,605	61,825	52,439	52,300	51,847	51,807	51,251	50,651	616,651	661,662	45,011
Quilcene - Permanent Moorage	3,527	3,230	3,358	4,144	3,499	5,023	6,937	5,533	5,922	4,824	4,157	3,200	2,842	49,222	51,173	1,951
Quilcene - Liveaboard Fee	340	160	240	381	441	78	240	78	78	78	78	78	78	936	2,271	1,335
Quilcene - Nightly Moorage	77	22	-	-	229	875	497	775	1,000	260	65	50	(50)	3,645	2,924	(721)
Quilcene - Showers	420	280	150	340	450	227	250	400	400	300	250	200	170	3,074	3,610	536
Quilcene - Reservations	99	22	-	-	-	200	132	80	50	20	-	-	-	700	403	(297)
Quilcene - Misc Revenue	-	-	-	-	-	35	-	40	50	45	-	-	-	215	135	(80)
Quilcene - Lease	5,324	5,324	5,106	5,543	-	10,616	10,430	5,308	5,308	5,308	5,308	5,308	5,308	63,694	63,575	(119)
Quilcene - Fuel Sales	1,197	-	445	1,152	822	2,092	317	2,041	2,712	2,400	2,170	1,350	700	19,500	15,306	(4,194)
Quil - Fuel Sales Est. Decr.	-	-	-	-	-	(2,092)	(317)	(2,041)	(2,712)	(2,400)	(2,170)	(1,350)	(700)	-	(11,690)	(11,690)
Quilcene - Recreatl Ramp Fees	384	320	196	233	1,630	1,521	2,884	1,489	1,580	1,270	170	100	100	10,470	10,356	(114)
Quil - Recreatl Ramp Fee Est. Decr.	-	-	-	-	-	(761)	(1,442)	(745)	(790)	(635)	(85)	(50)	(50)	-	(3,797)	(3,797)
Quilcene - Commercial Use Fees	-	-	-	-	1,200	-	-	800	-	200	-	-	-	3,000	2,200	(800)
Quilcene - Water	1,058	296	921	1,089	-	1,200	1,989	1,200	1,200	1,200	1,200	1,200	1,200	14,400	12,554	(1,846)
Quilcene - Electric	371	99	347	301	343	85	586	144	107	75	75	75	75	1,189	2,598	1,409
Quilcene Marina & Property	12,797	9,754	10,764	13,181	8,613	19,100	22,505	15,103	14,905	12,945	11,218	10,161	9,673	170,045	151,618	(18,427)
Ramp Fees	3,810	4,450	2,699	315	5,138	5,100	7,957	8,662	2,760	2,200	1,398	1,000	200	43,700	40,589	(3,111)
Ramp Fees Est. Decr.	-	-	-	-	-	(1,275)	-	(2,166)	(690)	(550)	(350)	(250)	(50)	-	(4,055)	(4,055)
Ramps: Failure to Pay	-	-	(30)	-	-	-	-	-	-	-	-	-	-	-	(30)	(30)
Ramps - Commercial Use Fees	-	-	-	-	200	1,200	2,183	1,800	600	1,000	1,000	-	-	5,600	6,783	1,183
Ramps - Dinghy Float Revenue	26	300	-	150	-	200	-	200	150	100	50	-	-	2,000	976	(1,024)
Ramp Use	3,836	4,750	2,669	465	5,338	5,225	10,140	8,497	2,820	2,750	2,099	750	150	51,300	44,263	(7,037)
JCIA - Misc. Revenue	-	-	-	-	-	8	-	8	8	8	8	8	8	100	50	(50)
JCIA - Leases	9,429	8,954	9,177	9,126	9,443	9,371	9,040	9,371	9,371	9,371	9,371	9,371	9,371	112,452	111,394	(1,058)
JCIA - Hangar Rentals	2,713	2,137	2,492	3,126	2,522	2,681	2,521	2,681	2,681	2,681	2,681	2,681	2,684	32,175	31,600	(575)
JCIA - Vehicle Parking	206	-	-	32	-	85	-	85	85	85	45	45	35	720	618	(102)
JCIA - Aircraft Parking	399	55	33	416	116	175	24	350	250	151	50	50	50	1,476	1,944	468
JCIA - Fuel Lease	96	83	-	291	169	450	-	343	343	200	200	200	175	3,165	2,099	(1,066)
JCIA - Electric	205	-	-	539	5	289	71	105	124	75	80	80	80	1,647	1,364	(283)
JCIA Operations	13,048	11,228	11,702	13,530	12,254	13,059	11,656	12,943	12,862	12,571	12,435	12,435	12,403	151,735	149,069	(2,666)
Total Operating Revenues	472,453	403,280	457,331	399,368	491,881	465,936	572,306	520,105	506,881	510,351	504,465	447,423	419,810	6,389,249	5,705,653	(683,596)
Operating Expenses																
Salaries & Wages	186,128	169,397	84,409	302,731	184,382	199,364	189,602	186,694	186,694	186,700	176,860	175,646	175,615	2,240,037	2,204,858	(35,179)
Maint in Capital (loaded)	-	-	-	-	-	(500)	-	(2,000)	(1,000)	(17,286)	(34,572)	(17,286)	-	-	(72,144)	(72,144)
Payroll Taxes	19,956	17,789	9,116	31,476	18,957	20,540	19,848	19,540	19,540	19,539	17,899	17,702	17,734	228,034	229,094	1,060
Employee Benefits	-	64,363	67,993	71,425	73,682	69,732	141,825	66,576	66,577	66,578	64,250	63,737	121,736	796,650	868,742	72,092
Uniform Expense	1,046	2,566	481	348	-	712	-	712	712	712	712	702	712	8,650	8,700	50
Contract Services	37,173	20,745	10,575	17,192	23,318	19,953	11,930	26,043	20,003	22,305	20,302	21,802	21,331	257,016	252,719	(4,297)
Consulting Services	-	-	-	-	-	5,000	-	2,500	2,500	5,000	2,500	2,500	5,000	40,000	20,000	(20,000)
Legal Services	129	2,667	1,980	-	3,724	8,333	1,265	8,333	8,333	8,333	8,333	8,333	8,333	100,000	59,766	(40,234)
Use of In-House Counsel	-	-	-	-	-	(4,778)	-	(4,778)	(4,778)	(4,778)	(4,778)	(4,778)	(4,778)	-	(28,668)	(28,668)

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Budget Jun-20	Actual Jun-20	Budget Jul-20	Budget Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
Audit Services	-	-	-	-	-	-	-	-	-	-	13,200	2,000	2,000	17,200	17,200	-
Insurance	-	228	-	-	971	-	-	-	-	298,396	-	-	-	298,396	299,595	1,199
Office/Computer Supplies	790	251	867	86	494	200	32	900	-	-	500	-	-	3,000	3,921	921
Operating Supplies	1,204	5,441	4,208	4,319	2,487	6,634	11,362	4,694	14,096	9,630	8,963	5,758	4,511	90,000	76,673	(13,327)
Enviro Material/Supplies	-	-	-	8,612	2,694	3,362	3,362	-	-	3,000	-	-	-	2,500	17,668	15,168
Tarp Pool Expense	-	3,411	5,010	-	-	6,400	5,039	-	-	2,000	2,500	1,000	-	22,500	18,960	(3,540)
Tarp Pool Est. Decrease	-	-	-	-	-	(1,360)	-	-	-	(750)	(1,000)	(1,000)	-	-	(2,750)	(2,750)
Emp Recog/Relations	(383)	-	-	-	50	500	-	100	-	-	-	-	500	1,200	267	(933)
Postage	-	15	551	-	1,594	910	551	825	125	635	75	735	880	5,742	5,986	244
Janitorial Supplies	(3,448)	1,223	1,573	414	10,131	1,686	540	1,913	3,020	3,324	2,830	2,955	3,130	30,250	27,604	(2,646)
Fuel & Lubricants	(2,700)	3,040	704	2,754	2,624	2,700	2,858	2,650	2,530	1,520	1,470	1,730	1,464	25,964	20,643	(5,321)
Permits	250	960	516	-	260	-	-	50	1,344	694	-	-	-	6,188	4,073	(2,115)
Equipment Rental	-	-	-	-	-	200	1,722	-	-	1,200	-	-	-	6,000	2,922	(3,078)
Claims & Damages	-	-	-	-	-	-	-	-	-	1,500	-	-	-	3,000	1,500	(1,500)
Membership & Dues	10,308	641	-	25	1,960	-	-	2,500	-	-	750	-	900	13,500	17,084	3,584
Bank Charges	5,823	6,557	7,540	6,875	5,894	7,858	7,412	7,015	7,373	7,715	7,460	7,276	5,601	82,650	82,540	(110)
Excise Tax	1,772	1,007	1,018	1,746	981	2,814	1,470	3,645	3,241	3,120	1,893	1,685	1,667	25,740	23,245	(2,495)
Bad Debt	-	(200)	48,973	(48,973)	-	-	-	-	-	-	-	-	3,000	8,000	2,800	(5,200)
Miscellaneous Expense	-	854	-	4,968	4,192	275	862	175	183	183	133	233	183	2,249	11,967	9,718
Repair & Maintenance Supplies	(5,258)	18,842	9,815	14,792	11,447	13,730	9,752	7,178	6,628	9,777	9,033	8,019	6,054	100,000	106,078	6,078
Utilities	19,682	57,294	48,643	60,490	42,077	45,259	22,337	43,801	42,962	43,056	48,098	54,569	56,699	565,100	539,709	(25,391)
Advertising - Legal (2018)	93	2,309	301	788	-	100	-	200	538	429	650	150	-	5,257	5,458	201
Marketing	-	3,474	2,997	4,901	1,292	3,006	2,330	1,800	3,334	4,114	3,868	2,337	2,338	35,000	32,785	(2,215)
Promotion	480	240	240	-	-	2,000	-	1,926	1,024	1,150	600	400	-	13,000	6,060	(6,940)
Economic Development	-	-	-	-	-	-	-	-	-	-	-	-	15,000	30,000	15,000	(15,000)
Economic Development Est. Decrease	-	-	-	-	-	-	-	-	-	-	-	-	(15,000)	-	(15,000)	(15,000)
Travel & Training	897	1,857	1,968	(921)	1,063	6,000	4,372	2,800	2,450	1,500	850	4,100	6,250	35,000	27,185	(7,815)
Travel & Training Est. Decrease	-	-	-	-	-	(1,500)	-	(2,450)	(2,100)	-	-	-	-	-	(4,550)	(4,550)
Cost of Fuel (Quilcene)	-	2,035	-	-	-	3,200	-	2,100	-	2,400	1,500	1,200	1,000	17,000	10,235	(6,765)
Cost of Fuel Est. Decrease	-	-	-	-	-	(3,200)	-	(2,100)	-	(2,400)	(1,500)	(1,200)	(1,000)	-	(8,200)	(8,200)
Community Relations	1,863	(336)	2,000	-	-	-	-	-	-	-	-	-	-	-	3,527	3,527
Total Operating Expenses	275,805	386,669	311,477	484,049	394,274	419,129	438,470	383,341	385,328	679,295	353,378	360,304	440,863	5,114,823	4,893,253	(221,571)
Income (Loss) from Operations	196,648	16,611	145,854	(84,680)	97,607	46,807	133,836	136,764	121,553	(168,944)	151,087	87,119	(21,053)	1,274,426	812,401	(462,025)
Other Incr. in Fund Resources																
Retainage Collected	-	-	-	-	1,254	-	-	-	-	-	-	-	-	-	1,254	1,254
Yard Dep. Collected	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	1,000	1,000
PTBH Prop Lease Dep. Collected	14,682	1,173	1,984	121	953	-	421	-	-	-	-	-	-	-	19,332	19,332
PH Prop Lease Dep. Collected	906	166	566	1,334	566	-	928	-	-	-	-	-	-	-	4,465	4,465
PH Marina/RV Dep. Collected	(457)	3,333	1,954	5,137	3,782	-	3,904	-	-	-	-	-	-	-	17,654	17,654
Deposits & Retainage Collected	15,131	5,672	4,504	6,592	6,555	-	5,252	-	-	-	-	-	-	-	43,705	43,705
Sales Tax Collected	-	-	-	-	23,841	-	7,051	-	-	-	-	-	-	-	30,892	30,892
Leasehold Tax Collected	-	-	-	-	205,403	-	45,681	-	-	-	-	-	-	-	251,084	251,084
Hotel/Motel Tax Collected	-	-	-	-	743	-	409	-	-	-	-	-	-	-	1,152	1,152
Taxes Collected	-	-	-	-	229,987	-	53,141	-	-	-	-	-	-	-	283,128	283,128
Grants - FAA	-	69,836	-	-	-	-	49,550	257,161	-	2,840,575	-	450,000	124,675	3,288,400	3,791,797	503,397
Other Capital Grants	-	41,835	-	52,881	-	35,768	35,769	19,516	1,891	-	-	-	2,800	107,800	154,691	46,891
Inter Governmental - City/JCIA	-	-	-	-	-	-	-	-	35,000	-	-	-	-	-	35,000	35,000
2020 Cares Act - JCIA Operations	-	-	-	-	-	-	-	-	-	-	-	30,000	-	-	30,000	30,000
Capital Contributions/Grants	-	111,670	-	52,881	-	35,768	85,318	276,677	36,891	2,840,575	-	450,000	157,475	3,396,200	4,011,488	615,288
ARRA Bond Interest Subsidy	-	-	-	-	-	16,000	-	-	-	-	-	16,000	-	32,000	16,000	(16,000)
Investment Interest	2,131	1,968	1,647	1,003	649	2,200	466	2,200	1,600	1,500	1,500	1,000	1,000	22,000	16,664	(5,336)
Interest	2,131	1,968	1,647	1,003	649	18,200	466	2,200	1,600	1,500	1,500	17,000	1,000	54,000	32,664	(21,336)
Operating Tax Levy	3,031	49,885	63,564	368,754	87,960	4,000	12,773	2,000	1,000	23,005	350,028	65,000	3,000	1,030,000	1,030,000	(0)
IDD Tax Levy	1,078	54,399	53,707	290,331	71,402	3,499	13,496	2,000	3,500	18,512	295,000	14,125	1,500	-	819,052	819,052
State Forest Revenues	1,263	9,153	5,949	31	11	2,500	6,024	2,500	2,000	2,000	2,000	2,000	2,000	24,000	34,931	10,931
State Timber Excise Tax	-	10,570	-	-	4,720	-	-	-	9,000	-	-	8,000	-	33,000	32,290	(710)
Leasehold Excise Tax	-	2,299	-	323	-	1,315	2,080	-	1,315	-	1,315	-	1,315	8,090	8,648	558
Property & other taxes	5,372	126,305	123,221	659,439	164,093	11,314	34,374	6,500	16,815	43,517	648,343	89,125	7,815	1,095,090	1,924,920	829,830
Insurance Recovery	1,150	-	-	-	2,833	4,326	4,326	-	-	10,324	-	-	146,540	50,000	165,173	115,173
Finance Charges	1,448	20	2,979	130	73	2,150	39	2,000	2,000	2,000	1,900	1,800	1,250	24,000	15,638	(8,362)

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Budget Jun-20	Actual Jun-20	Budget Jul-20	Budget Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
Other Non-Operating Revenues	-	-	-	-	-	-	163	5	105	105	5	105	105	1,000	593	(407)
Misc Other Incr. Fund Rscls	2,598	20	2,979	130	2,906	6,476	4,528	2,005	2,105	12,429	1,905	1,905	147,895	75,000	181,404	106,404
Total Other Incr. Fund Resources	25,232	245,635	132,351	720,044	404,190	71,758	183,080	287,382	57,411	2,898,021	651,748	558,030	314,185	4,620,290	6,477,309	1,857,019
Other Decr. In Fund Resources																
Retainage Paid	-	-	-	-	6,265	-	-	-	-	-	-	-	-	-	6,265	6,265
PH Prop Lease Deposits Returned	-	-	-	-	-	-	710	-	-	-	-	-	-	-	710	710
PH Deposits Refunded	-	-	-	1,981	9,503	-	-	-	-	-	-	-	-	-	11,484	11,484
Deposits & Retainage Paid	-	-	-	1,981	15,768	-	710	-	-	-	-	-	-	-	18,458	18,458
Sales Tax Remitted	-	-	-	-	22,401	-	4,112	-	-	-	-	-	-	-	26,513	26,513
Leasehold Tax Remitted	-	-	-	-	238,820	-	-	-	-	-	-	-	-	-	238,820	238,820
Hotel/Motel Tax Remitted	-	-	-	-	929	-	-	-	-	-	-	-	-	-	929	929
Taxes Remitted	-	-	-	-	262,150	-	4,112	-	-	-	-	-	-	-	266,262	266,262
Principal - 2010 LTGO Bond	-	-	-	-	-	-	-	-	-	-	-	-	295,000	-	295,000	295,000
Interest - 2010 LTGO Bond	-	-	-	-	-	93,619	93,619	-	-	-	-	-	93,619	187,238	187,238	(0)
Principal - 2015 LTGO Refund Bond	-	-	-	-	-	-	-	460,000	-	-	-	-	-	-	460,000	460,000
Interest - 2015 LTGO Refund Bond	44,625	-	-	-	-	-	-	44,625	-	-	-	-	-	82,350	89,250	6,900
Bond Principal & Interest	44,625	-	-	-	-	93,619	93,619	504,625	-	-	-	-	388,619	269,588	1,031,488	761,900
Bond Management Fees	-	-	-	-	-	250	-	-	-	250	-	-	250	1,000	500	(500)
Debt Issue Costs	-	-	-	-	-	-	9,500	-	-	-	-	-	-	-	9,500	9,500
Investment Fees	50	50	50	50	32	45	23	45	45	40	40	40	35	500	501	1
Bond Mgmt, Issuance, Investment	50	50	50	50	32	295	9,523	45	45	290	40	40	285	1,500	10,501	9,001
PH South Jetty project	488	11,468	17,124	26,898	1,253	33,747	26,520	93,000	147,250	114,570	74,599	62,500	6,345	100,000	582,016	482,016
JCIA Runway Rehab	11,240	775	370	595	54,267	257,161	253,854	1,666,763	1,424,337	172,782	70,104	115,189	11,240	3,304,000	3,781,516	477,516
BH Breakwater Repair	61	142	30	15,356	35,769	-	-	-	7,500	7,500	140,858	128,642	-	300,000	335,858	35,858
PH Hudson St. Air Ventilation	-	3,557	26,827	(35)	(215)	-	-	-	-	-	-	-	-	-	30,134	30,134
PH Hudson St. Leashld Imp	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	-	(35,000)
2019 WorkYard Resurfacing	665	-	-	-	-	-	-	-	-	-	-	-	-	-	665	665
2020 WorkYard Resurfacing	-	-	-	333	143	-	-	-	-	44,525	40,500	-	4,500	90,000	90,000	-
Yard Transformers Upgrade	-	-	-	-	-	-	-	-	5,000	-	-	-	-	5,000	5,000	-
JCIA Airport Terminal	-	-	3,000	3,728	-	-	-	-	-	66,500	26,772	-	-	-	100,000	100,000
D-Dock Renovation	-	-	-	-	-	-	-	-	20,000	17,000	84,454	78,546	-	-	200,000	200,000
Linear Dock Electrical	-	-	-	-	-	-	-	-	29,000	15,798	10,000	-	-	-	54,798	54,798
Quilcene Dredge Design	-	-	-	-	-	-	-	-	10,000	10,000	5,000	-	-	40,000	25,000	(15,000)
<u>Small Capital projects</u>	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,375</u>	<u>-</u>	<u>9,062</u>	<u>-</u>	<u>125,000</u>	<u>20,437</u>	<u>(104,563)</u>
BH Fire Suppression	-	-	-	-	-	-	-	-	-	15,500	-	-	-	-	15,500	15,500
PH - Fire Suppression	-	-	-	-	-	-	-	-	-	49,125	-	-	-	-	49,125	49,125
Equipmt/Vehicles	19,969	-	-	19,969	-	-	-	-	-	-	-	-	-	-	39,938	39,938
PH S. Jetty CONTINGENCY	-	-	-	-	-	-	-	-	-	-	-	175,000	75,000	250,000	250,000	-
2020 Capital Project Work	33,424	15,941	47,352	66,844	91,216	290,908	280,374	1,759,763	1,643,087	523,675	452,287	568,939	97,085	4,249,000	5,579,987	1,330,987
Election Expense	-	-	-	15,674	-	-	-	-	-	-	-	-	-	-	15,674	15,674
Total Other Decr. Fund Resources	78,099	15,991	47,402	84,548	369,167	384,822	388,338	2,264,433	1,643,132	523,965	452,327	568,979	485,989	4,520,088	6,922,370	2,402,282
Net Other Incr/Decr Fund Rscls	(52,867)	229,644	84,949	635,496	35,023	(313,064)	(205,258)	(1,977,051)	(1,585,721)	2,374,056	199,421	(10,949)	(171,804)	100,202	(445,061)	(545,263)
Balance Sheet Adjustments	(271,183)	155,825	(81,331)	(78,135)	252,441	-	(14,592)	-	-	-	-	-	-	-	(36,975)	(36,975)
Total Increase/Decrease in Cash	(127,402)	402,080	149,472	472,681	385,071	(266,257)	(86,014)	(1,840,287)	(1,464,168)	2,205,112	350,508	76,170	(192,857)	1,374,628	330,365	(1,044,263)
Ending Cash/Investments	3,170,881	3,572,961	3,722,433	4,195,113	4,580,184	4,313,926	4,494,170	2,473,639	1,009,471	3,214,583	3,565,091	3,641,261	3,448,404	1,830,180	3,448,404	1,618,224
Reserved Cash/Investmts - Other	1,254,445	1,275,695	1,275,696	1,307,495	1,307,496		1,328,746									
Reserved Cash/Investmts - IDD	1,078	55,477	109,184	399,515	470,917		484,413									
Unreserved Cash/Investments	1,915,358	2,241,789	2,337,553	2,488,103	2,801,771		2,681,011									
Total Ending Cash/Investments	3,170,881	3,572,961	3,722,433	4,195,113	4,580,184		4,494,170									
Total Ending Cash 2020	Adopted Bdgt	Covid Bdgt														
Reserve - Other	1,062,234	1,063,275														
Reserve - IDD	-	265,732														
Unreserved	1,830,180	2,119,397														
Total	2,892,414	3,448,404														

IDD levy passed subsequent to 2020 budget adoption.

Reserves - Other, calculated for 2020 Budget
Updated July 30, 2020

<u>Actual Beginning Reserves 1/1/2020</u>		1,233,195	
Port Wide Capital	380,934		
Boat Haven Reserve	562,261		
Operations reserve	180,000		
Contingency reserve	75,000		
Hazardouse Waste Reserve	25,000		
Unemployment Reserve	10,000		
<u>Port Wide Capital Beginning</u>		380,934	
Budgeted Reserve Funding 2020	Jan-Dec	120,000	
Cap. Funded Cap. 2019 True-up	Apr-20	(31,950)	
Cap. Bdgt 2020-Workyard Resurfacing		(90,000)	
Budgeted Ending Balance			378,984
<u>Boat Haven Reserve Beginning</u>		562,261	
Cap. Funded Cap. 2019 True-up	Apr-20	(756)	
Revised Reserve Use - BH Jetty Repair*		(141,986)	
Revised Reserve Use - D-Dock Renovation		(119,728)	
Revised Reserve Use - Linear Dock Elect		(25,000)	
Revised Reserve Use - BH Fire Suppression		(15,500)	
Budgeted Ending Balance			259,291
<u>Operations Reserve Beginning</u>		180,000	
Budgeted Operations Funding	Jan-Dec	135,000	
Budgeted Ending Balance			315,000
<u>IDD Levy Reserve Beginning</u>		-	
Budgeted Levy Receipts	Jan-Dec	809,054	
Estimated for PH S. Jetty		(408,000)	
Estimated for D-Dock Renovation		(80,272)	
Estimated for Linear Dock Electrical		(30,050)	
Estimated for Quilcene Dredge Design		(25,000)	
Estimated Ending Balance			265,732
Contingency reserve			75,000
Hazardouse Waste Reserve			25,000
Unemployment Reserve			10,000
Total Budgeted Ending Reserve Balances			1,329,007

**note: Adopted budget planned to fund \$250,000 for this project from the BH Reserve, however this was reduced when Enduris stated they would cover 60% of the repair cost.*

MEETING DATE	August 12, 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. Comprehensive Scheme of Harbor Improvements
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Memo 2. Draft Comp. Scheme

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 8/7/2020
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Comprehensive Scheme of Harbor Improvements Update

ISSUE PRESENTED: Should the Commission authorize Port staff to proceed with expedited preparation of an Update of the Comprehensive Scheme of Harbor Improvements in order to maintain eligibility for certain sources of grant funding?

BACKGROUND & DISCUSSION: At the Commission's January 8, 2020 Workshop, staff introduced a partial draft of the update to the Port's Comprehensive Scheme of Harbor Improvements (CSHI). As discussed in the workshop, port districts are required under Chapter 53.20 RCW to prepare and periodically update these plans to ensure transparency in the expenditure of public funds. The Port of Port Townsend last updated its Comprehensive Scheme in 2013.

With the transition in Port leadership and other high priority projects, the CSHI Update has been on "hold" since January. Nevertheless, completing the update in the near term is essential in order to maintain eligibility for Boating Facilities Program Grants administered by the Recreation and Conservation Office (RCO), and to more accurately reflect changing capital priorities.

The focus of the update is to further simplify, clarify, and update the narrative of the 2013 Comprehensive Scheme, while ensuring that development of Port's properties continues to occur in a manner consistent with the integrated Comprehensive Scheme/Environmental Impact Statement adopted by the Port in December of 2003.

The technical deadline for submitting updated planning documents to RCO to remain grant eligible is September 1, 2020. Staff have been in communication with RCO staff and we anticipate obtaining a waiver to allow submittal of an updated plan document in mid-October. The proposed review and adoption schedule incorporates the following key dates:

- A Commission Workshop session to review the draft CSHI on September 9;
- A public hearing and first reading on September 23; and
- Second reading, deliberations and adoption by the Commission on October 14.

The schedule also includes time to accommodate programmatic review under the State Environmental Policy Act (SEPA).

FISCAL IMPACT: None. The preparation and adoption of an update to the Comprehensive Scheme of Harbor Improvements will not have a direct fiscal impact upon the Port. However, updating the Comprehensive Scheme will enable the Port to maintain eligibility for RCO grant monies, a critical source of funding for Port capital projects.

MOTION: Move to authorize staff to proceed with preparation of an Update to the Comprehensive Scheme of Harbor Improvements as necessary to maintain eligibility for grant funding, with a first reading and Commission public hearing anticipated to be conducted on September 23, 2020, and second reading and adoption anticipated for October 14, 2020.

ATTACHMENTS: None.

PORT OF PORT TOWNSEND COMPREHENSIVE SCHEME OF IMPROVEMENTS (CSHI)



Adopted February _____, 2020

via Port Resolution #_____-20

Prepared by:
The Port of Port Townsend
2771 Jefferson Street
Port Townsend, Washington 98368
ACKNOWLEDGEMENTS

Port of Port Townsend Commission:
Commissioner William W. Putney III, President (District 2)
Commissioner Peter W. Hanke, Vice-President (District 3)
Commissioner Pamela Petranek, Secretary (District 1)

Port of Port Townsend Staff:
Jim Pivarnik, Executive Director
Eric Toews, Deputy Director
Karen Erickson, Executive Assistant & Public Records Officer
S. Abigail Berg, Director of Finance/Port Auditor
Chmelik, Sitkin & Davis, LLC, Port Attorney



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[REMAINDER RESERVED]

A Note from the Port Commission

Jefferson County is special to us. This is where our friends and families live, and it is a wonderful place to live, work and recreate. We share a sense of gratitude for having the good fortune to live here – as well as a deep sense of responsibility to do what we can to pass on an equally abundant and healthy community to the generations that will follow us. In these times doing so is a challenge.

We live in a unique and deeply uncertain period in our history. Multiple lines of evidence suggest that our community, state, nation, and the world face unprecedented ecological, economic, and energy-related challenges. Converging lines of evidence reveal that unsustainable trends are catching up with us and will be impacting our community over the coming decades. Put simply, we are entering an age of consequences.

In this context, how can we develop a useful road map for future capital spending (i.e., the Comprehensive Scheme) that serves the long-term future of our community? The answer lies in collaboration, solidarity, mutual aid, and in basing our decisions on facts and informed discussion. With your help and participation, we can ensure that our limited resources are invested wisely to promote community resilience and economic vitality. Let's get to work.

William W. Putney III, President

Peter W. Hanke, Vice-President

Pamela Petranek, Secretary

Chapter I: Introduction

PORT OF PORT TOWNSEND HISTORY

The Port of Port Townsend (Port) is a limited purpose municipal corporation organized and existing under RCW 53.08 of the laws of the State of Washington. The Port was established in 1924, following an election that established the Port district as encompassing all of Jefferson County.

In the early 1920s, the people of Port Townsend advocated the building of a small boat harbor for fishermen and small boats in general. In December of 1927 a delegation representing the Chamber of Commerce urged the Port Commission to develop a boat harbor. The commission employed Mr. E. Grible, manager of the Port of Olympia, as an engineer to study and determine the most suitable site for a harbor on Port Townsend Bay. In March of 1931 the proposal submitted by Puget Sound Bridge and Dredging Company was accepted, and the first pile was driven. This harbor is now known as the “Boat Haven Marina.”

Today, the Port owns and operates significant marine and air-related facilities throughout Jefferson County. This includes a total of nine (9) waterfront sites, in addition to the Jefferson County International Airport. The waterfront sites are as follows:

- Boat Haven Facility;
- Point Hudson Marina;
- Quilcene Boat Haven Marina;
- Union Wharf;
- City Dock;
- Quincy Street Dock;
- Port Hadlock Ramp and Dock;
- Gardiner Launch Ramp;
- Mats Mats Launch Ramp; and
- Fort Worden Beach.

These sites support marinas, boat ramps, marine and non-marine related businesses, upland facilities and public beaches. Detailed descriptions of these properties are included in Chapter III of this document. Figure #1, on page I-5, depicts the locations of these properties.

THE COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS (CSHI)

Background & Statutory Requirements

Chapter 53.20.010 of the Revised Code of Washington (RCW) requires port districts to prepare and update a “comprehensive scheme” of their proposed capital improvements. The mandate ensures transparency in the expenditure of public funds. Generally, comprehensive schemes are updated every 10 to 20 years, although they may be updated more frequently to address changing priorities within port districts and in response to requirements from funding sources (e.g., federal grant requirements).

The statute does not specify the required length, content, or title of the comprehensive scheme. However, most comprehensive schemes contain the following:

- An inventory of the Port's properties and facilities;
- A description of the recommended development of these assets; and
- An implementation plan, prioritizing and describing the development of these assets over time.

The Washington Supreme Court has interpreted the statute and held that the legislative purpose of RCW 53.20.010 is to give the taxpayers a fairly detailed picture of what a port will do with land if and when it is acquired, and to inform the taxpayers of the manner and purposes for which their money will be spent.¹

Washington Courts also have reviewed the level of detail necessary to satisfy the statute's purpose of providing notice to the public of planned port actions. While the Washington State Supreme Court has rejected a mere recitation of the Port's general powers as insufficient, it has also ruled that a document, or a set of documents, and/or documents not necessary entitled as a "Comprehensive Scheme of Harbor Improvements" satisfies the statute's requirement.² Thus, the projects delineated in the Port's annually adopted Capital Budget operate to amend, and become a part of, the Comprehensive Scheme.

More recent decisions agree that compliance can be achieved by a plan that gives a reasonably detailed picture of what the Port intends to do, and which fairly informs citizens of the nature and extent of proposed improvements. However, the detail needed for final construction of improvements is not needed at the planning stage. Instead, comprehensive schemes are inherently conceptual in nature and do not rise to the level of individual site planning.³ Thus, both the statute and the case law interpreting it allow the Commission considerable discretion in the creation of the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements (CSHI). This CSHI seeks to inform the citizens of Jefferson County as to how the Port's capital spending will be dedicated.⁴

Finally, it should be emphasized that the comprehensive scheme process is distinctly different from city or county municipal planning under the Washington State Growth Management Act (GMA) (Chapter 36.70A RCW). Port districts are not required to fulfill this planning requirement. Rather, ports are subject to the land use policy and regulatory authority of the cities and counties in which they operate.

State Environmental Policy Act Compliance

Adoption of this Update to the Port's Comprehensive Scheme of Harbor Improvements requires compliance with the State Environmental Policy Act (SEPA, codified at Chapter 43.21C RCW). However, because this document largely proposes projects that were thoroughly analyzed in the

¹ See *Hutchinson v. Port of Benton*, 62 Wn.2d 451, 457, 383 P.2d 500 (1963).

² See *Port of Everett v. Everett Imp. Co.*, 124 Wash. 486, 214, p 1064 (1923).

³ See *Port of Seattle v. Certified Mfg. Co.* (1965) 66 Wash.2d 598, 404 P.2d 25.

⁴ See *In Re: the Matter of the Recall of PAUL TELFORD and BILL McGREGGOR, Port of Olympia Commissioners*, 166 Wn.2d 148, 206 P.3d 1248 (2009).

draft and final Environmental Impact Statements prepared for the Port's 2003 Comprehensive Scheme, SEPA compliance is being accomplished through the adoption of existing environmental documents under WAC 197-11-630 and 197-11-965. This document merely seeks to bring the narrative of the Comprehensive Scheme up to date, and to confirm that the Port of Port Townsend is continuing to develop properties in a manner substantially consistent with the "preferred alternative" adopted on December 11, 2003 by the Port Commission (i.e., within the integrated Comprehensive Scheme/EIS).

The existing environmental documents being adopted are the Draft and Final Environmental Impact Statements (DEIS/FEIS) prepared in anticipation of the adoption of the previous Comprehensive Scheme of Harbor Improvements. The DEIS and FEIS are dated September 26, 2003 and December 2, 2003, respectively. The proposed Comprehensive Scheme amendments are a non-project, programmatic action under SEPA. In accordance with WAC 197-11-630, the Port of Port Townsend undertook independent review of the prior DEIS/FEIS and finds that it provides adequate environmental review to satisfy the requirements of WAC 197-11-600 pertaining to the current proposal.

DOCUMENT CONTEXT

This document replaces the Comprehensive Scheme Update adopted by the Port in December of 2013. In many instances, it sets forth substantially the same facility development priorities as the 2013 Comprehensive Scheme Update - but it also adds detail on a number of capital repair and replacement priorities.

Like the 2013 Comprehensive Scheme Update it replaces, this 2020 version seeks to serve the needs of Jefferson County residents by providing a roadmap to guide the development of the Port's nine (9) waterfront properties over the next 20 years. It intentionally excludes the Jefferson County International Airport, which is addressed under its own federally mandated master plan.

THE ROLE OF THE PORT

Throughout Jefferson County, the Port of Port Townsend owns, operates and maintains approximately 550 acres of property supporting a diverse range of uses – from marinas, boatyards, commercial uplands, parklands, shoreline public access areas and an international airport.

We exist to serve our community: Jefferson County as a whole. As a publicly owned and operated special district authorized under Washington State law, the Port plans, constructs, operates and maintains physical improvements. Our facilities and activities provide a substantial base of economic activity and employment within the City of Port Townsend and Jefferson County. Over 400 people work at the Port's Boat Haven property alone.

At the Port, we are striving to improve our customer service, our organization, and our day-to-day operations to provide better service to our citizens and visitors.

OUR VALUES

Community Access

We, the Port of Port Townsend, exist to serve our community. We are committed to providing open and accessible port facilities for both residents and visitors alike.

Sustainable Economic Development

We take our mission of providing economic growth seriously. We are committed to promoting sustainable growth based on a “triple bottom line” approach that factors economic, environmental and social consequences into our decision-making, and which enhances the long term wellbeing of the community.

Community Partnerships

We are committed to playing a leadership role in promoting community partnerships for sustainable economic growth. We believe by creating strong partnerships with other governments, stakeholder groups and businesses we can provide more efficient and effective services to the people we serve.

Responsiveness to Community Needs

We listen to our citizens and customers and are responsive and creative in meeting their needs. We believe that being receptive and prompt in responding to public input and new opportunities demonstrate that we care, and that we intend to work together to make a difference.

Fiscal Accountability

We challenge ourselves to find new and better ways of being fiscally responsible. We are committed to a budgeting process that is solid and transparent, where operational budgets are balanced and financing of capital infrastructure is examined from both short and long-term perspectives.

Community Stewardship

We recognize that we are caretakers of very special public properties. We are dedicated to safeguarding our historic character, community assets, and environmental resources for current and future generations.

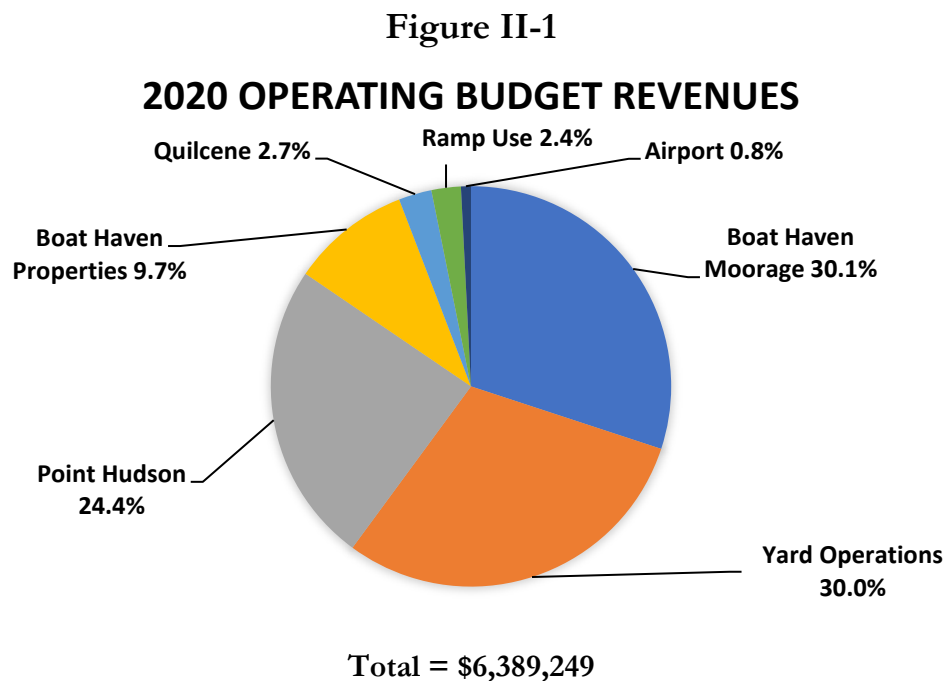
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[INSERT FIGURE I-1 HERE – MAP OF 9 POPT WATERFRONT PROPERTIES +
INDUSTRIAL PARK]

Chapter II: Financial Overview, Challenges & Priorities

OVERVIEW

With thirty-one (31) employees and revenues of approximately \$6.2 million, the Port of Port Townsend owns and operates a diversity of facilities (see Chapter III). The Port is authorized by its enabling legislation to levy property taxes within Jefferson County. These taxes, along with revenues from the Port's income generating properties and facilities (e.g., Boat Haven Marina moorage fees) support Port operations, service bond indebtedness, and fund capital improvements. Revenue is received by the Port in the form of rents from tenants and fees from users of the marinas, RV park, airport, and other facilities. Figures #2 and #3 below show the operating revenues and expenses in the Port's adopted Operating Budget for 2020.

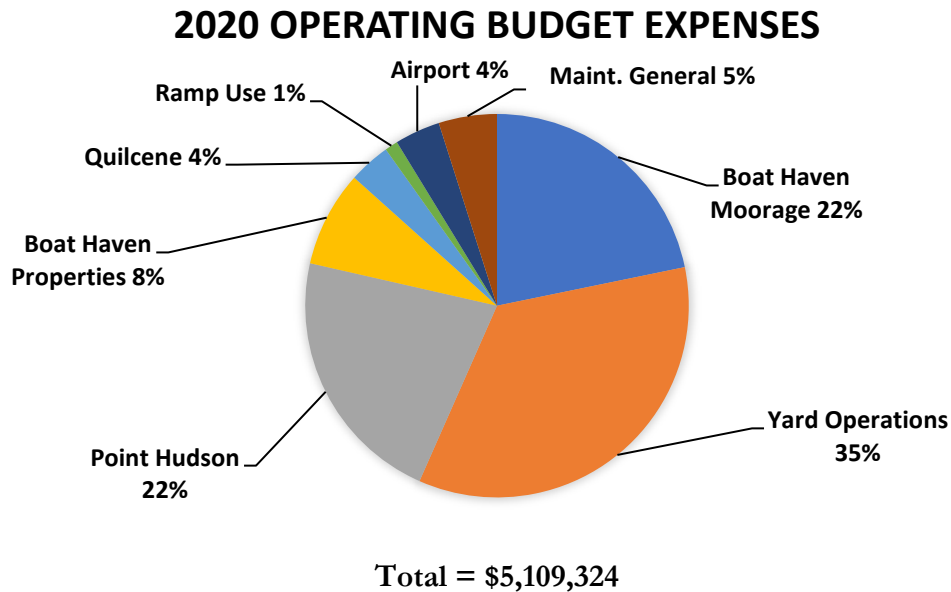


The projects and activities being undertaken by the Port of Port Townsend reflect its role as a mature port district supporting core elements of the local economy and community character. As a mature port district, the Port of Port Townsend does not often develop major new capital facilities. Instead, the Port most often reinvests and redevelops existing facilities to optimize their safety, efficiency and to ensure compliance with environmental standards.

The Port of Port Townsend's Capital Budget encompasses two broad categories of capital investment, as follows:

- Capital Maintenance and Repair Projects: These are projects that optimize existing facilities by keeping facilities and equipment in good condition and good operating order; and
- New Capital Projects: Individual new projects that stand out among the Port's needs because of their size or complexity, potential community impact, large cost, and the need for coordination with the City and/or County.

Figure II-2



On November 5, 2019, Jefferson County voters approved a multi-year Industrial Development District (IDD) levy. The levy authorizes the Port to collect between \$15 and \$16 million in taxes over a period of up to 20 years. The IDD is expected to generate approximately \$800,000 in annual revenue over the coming years (i.e., approximately \$0.13 per \$1,000 of 2019 assessed valuation), a critical revenue stream that will help fund key infrastructure projects over the life of this CSHI. Although approval of the IDD provides a crucial additional revenue stream to the Port, considerable project funding challenges remain. The Port's net operating revenues, coupled with amounts available in reserve accounts plus the Port's limited debt capacity, suggest that funding capital infrastructure projects will be constrained for the foreseeable future.

A LOOK AHEAD: FINANCIAL ISSUES & CHALLENGES

The medium to long-term economic outlook at the national and global level remains uncertain, with private and public debt reaching historic levels, interest rates at historic lows, and slowing economic activity. Moreover, State and Federal funding to localities has not returned to pre-recession levels, suggesting that funding for significant new capital projects is likely to remain difficult. However, even as the ability of local governments to fund infrastructure improvements has decreased, many citizens continue to look to government, including the Port, to undertake new projects and programs and to help solve economic problems.

Adding to the uncertainty at the local level is the political turmoil in Washington D.C., soaring US debt (22.8 trillion, +814 billion just since August) and an attendant erosion of confidence internationally in the ability of the Federal Government to solve its problems. This political turmoil and lack of coherent bipartisan leadership does not portend an upcoming period of economic strength and stability.

Despite this national political backdrop, the Port's revenues have been improving, and there have been no significant cuts in services or staffing. However, the Port faces mounting budget challenges

for the years ahead: Port revenues while up are not growing fast enough to pay for the rising cost of existing services and to respond to spiraling capital repair and replacement costs.

Looking to the future, the Port faces a large backlog of unfunded capital rehabilitation projects. Deferring projects only increases costs in the long run, and the Port is playing a constant game of “catch up” for infrastructure repair and replacement. In addition to capital maintenance, there are significant capital improvements that could be made to support key sectors of the Jefferson County economy and build community well-being and resilience (e.g., Airport Rural Light Industrial Park to support local agricultural uses).

In essence, the issue facing the Port as it moves ahead is this: ***How should the Port balance capital maintenance and replacement projects with new capital projects intended to provide for the long-term economic health of the community?*** This Comprehensive Scheme seeks to map a path forward to rehabilitate existing core Port infrastructure while supporting new projects that will help to address community needs in the years to come.

SETTING PRIORITIES

A roadmap to identifying capital projects consistent with identified community priorities is provided by the Port’s Strategic Plan (2011). The Port’s Mission Statement also provides a useful touchstone for capital project decisions:

The Mission of the Port of Port Townsend is to serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, to provide community access to Port facilities and services, and to protect and maintain our community resources and maritime heritage.

Capital Priorities - Guiding Principles

To accomplish the Port’s mission, this Comprehensive Scheme is grounded on several core principles that help to guide Port capital priorities:

Focus on the Basics: Maintaining, protecting, preserving and enhancing existing Port capital infrastructure and services is our priority.

Consider the Overall Well-Being of the Community: Supporting a vibrant and healthy local economy is our emphasis, factoring the economic, environmental and social consequences of our decisions, while providing a great place for businesses to succeed.

Provide Great Service: Helping people access Port facilities, services and shoreline areas with staff that are prompt, responsive and courteous, is essential.

A number of factors can influence the Port’s project priorities and funding decisions including regulatory requirements, state and federal law (e.g., Department of Ecology stormwater standards), and construction seasons. Opportunities to leverage the Port’s limited funding capacity with grants or to coordinate projects with other entities can also affect the Port’s project priorities. In every

case, however, the Port strives to align its capital priorities with the policy framework provided by the Strategic Plan.

Project Selection Considerations

Capital Maintenance, Repair & Replacement Projects: The following considerations should factor into deciding which capital maintenance, repair and replacement projects should be the highest priority, as follows:

- Project supports a core Port function in the community or maintains a critical, high value asset;
- Condition of the capital asset;
- Cost and cost effectiveness of project (i.e., using life cycle costs to weigh preservation opportunities against full capital asset replacement cost);
- Volume of public and/or tenant use of facility;
- Citizen and tenant complaints;
- Grant funding opportunities and local matching requirements; and
- Geographic balance across east Jefferson County.

Overall, the object is to deliver, over time, maintenance and improvement projects that serve the largest number and widest array of Port facility users.

New Capital Projects: New capital projects typically stand out among the community's potential infrastructure needs because of their high cost, need for coordination with other public or private sector partners, community impact, size and complexity. The following considerations should factor into deciding which new capital projects should be the Port's highest priority, as follows:

- Project supports a key component of the local economy, or a sector likely to expand, thereby supporting family wage jobs, overall community well-being, and long-term resilience;
- Project supports environmental stewardship by advancing low-impact and more sustainable development principles;
- Project leverages available funding opportunities (e.g., is eligible for a specific and substantial grant award or offers other significant cost savings opportunities);
- Community support – projects that have the support of a substantial cross-section of the Jefferson County community as reflected in adopted Comprehensive Plans, or which feature public/private partnerships; and
- Geographic balance across east Jefferson County, in an effort to obtain a fair distribution of investments, functional benefits/impacts and community access to Port facilities.

Chapter III: Facility Inventory & Improvement Plans

MARINAS

The Port of Port Townsend owns and operates three marinas: Boat Haven Marina and the Point Hudson Marina (located on Admiralty Inlet) in the City of Port Townsend, and the Quilcene Boat Haven Marina (located on Quilcene Bay) in unincorporated Jefferson County. All three facilities include an upland ownership. The following sections describe these existing facilities, and the improvement projects for each.

Port Townsend Boat Haven Marina & Industrial Park

Facility Description

Ownership: The Boat Haven facility is a 62-acre marina and upland industrial park located in the City of Port Townsend. The marina is located on 32 acres of tidelands owned by the Port, except for the perimeter breakwater around the marina, which is located on property leased from the Washington Department of Natural Resources. The 30 acres of upland extend north from the marina to SR 20/Sims Way.

Figure III-1: Boat Haven Marina & Industrial Park



Facilities & Uses: Boat Haven Marina provides commercial and recreational moorage for 425 vessels. The uplands are used for marine and non-marine related industrial and commercial structures and uses. Due to the size and wide range of uses at the site, this section is divided into four subsections, as follows: 1) Moorage Facilities and Conditions; 2) Upland Facilities and Conditions; 3) In-Water Infrastructure; and 4) Miscellaneous Site Constraints.

Moorage Facilities & Conditions: The Benedict Street Spit separates the existing in-water moorage at Boat Haven into two basins: 1) the northeastern or “Commercial Basin”; and 2) the southwestern or “Main Basin”.

The Commercial Basin is approximately 4-acres in size and provides moorage and support facilities for commercial fishing operations based at Boat Haven. In the mid-1980s the Commercial Basin was home to approximately 50 commercial fishing vessels. Although the current float configuration allows for the moorage of approximately 50 vessels, active commercial fishing vessels occupy only roughly 35 of the slips, allowing for limited recreational vessel use of the northeast basin. A net float, seafood loading dock, and crane are located in this area of the marina. The seafood loading dock – is in fair condition and a plan to rehabilitate the dock should be developed and implemented in the next 10-20 years. A U.S. Coast Guard float is located at the waterward edge of Benedict Street Spit in this basin. Although the floats in the Commercial Basin were partially renovated in 2013, further repair and rehabilitation will be required in the medium term (i.e., 6-10 years) to extend their useful life.

The majority of the moorage at Boat Haven is located in the approximately 15-acre Main Basin on the southwestern side of the Benedict Street Spit. There is an existing fuel float, sanitary pump-out facility, and transient moorage float adjacent to the spit, as well as a public boat launch. The public boat launch and launching float were installed in the mid-1990s, and expanded in 2016 to a two-lane configuration, effectively doubling its original capacity. This launch facility is in good condition. The fuel and transient moorage float located to the east side of the boat ramp are relatively good condition but will likely require rehabilitation over the next 20 years.

The main recreational moorage consists of Docks A, B, C, and D. A and B docks and gangways were replaced in 2011 and included upgraded utility service. Additionally, a new concrete 80 Ton Travel Lift Pier was constructed in 2013, and the previous wooden lift pier demolished. However, C and D docks are in fair to poor condition and require major rehabilitation in the near term (i.e., 1-5 years) to extend their useful life, as well as extensive rehabilitation of electrical infrastructure (i.e., replacement of wiring, conduits, transformers, and receptacles).

Other docks at the facility include the linear moorage dock on the far southwestern side of the marina. This linear float forms an “L” shape dock extending from a 300-ton haul-out pier around the interior perimeter of the breakwater. This dock is set off from the breakwater due to the shallow shelf and dredge slope on the interior of the breakwater. The section of float from the 300-ton haul-out pier to the bend in the breakwater was installed in the mid-1990s during a project designed to enhance the haul-out pier. Linear dock is also in fair to poor condition and requires substantial rehabilitation.

Upland Facilities & Conditions: The diverse upland development and land uses at Boat Haven include many marine-related and non-marine related structures and uses. Marine-related uses include the following: boat storage; boat building, repair, sales and service; fish processing; a yacht club; a U.S. Coast Guard station; and marine-related offices and manufacturing. Non-marine related uses include the following: several restaurants; offices; manufacturing; a moderate risk waste disposal facility; and other assorted commercial and retail businesses. There are approximately 60+ structures on site, ranging from small sheds to large buildings for vessel construction and refitting.

The landside infrastructure at Boat Haven consists of numerous paved and gravel roadways and yard areas. Most of the remaining platted rights-of-way within the Port's Boat Haven ownership were vacated by the City of Port Townsend in 2013, allowing for more efficient and flexible use of the site. Utility service includes looped water mains, fire service, numerous potable water service connections, sanitary sewer piping, and a major sanitary sewer lift station. The Port also owns and operates the stormwater collection and treatment system at Boat Haven which serves all areas covered by the Boatyard General Stormwater Permit administered by the Washington State Department of Ecology. Electrical and communication services are also available on the site. Although available in the Workyard and Boatyard at Boat Haven, electrical and water service improvements may be needed to maximize efficient use of the site.

In-Water Infrastructure: A rubble-mound breakwater funded and built by the United States Army Corps of Engineers (COE) surrounds the marina. The breakwater was constructed on the existing inter-tidal sand flat and the basin was dredged out behind the breakwater. The breakwater was constructed in two phases: the first phase of breakwater construction (c. 1935), the approximately east 600 feet of the structure (c. 1935), contains an interior wooden pile cofferdam backfilled with dredge spoils and encapsulated by armor rock; the second phase (c. 1968) is entirely rubble mound in construction. The newer section of the breakwater is in generally good condition. By contrast, the original (east) section of the breakwater has required emergency repair two times over the past five years. It is anticipated that the old section of breakwater will require periodic repair and rehabilitation as the interior wooden components of the structure deteriorate and succumb to wind driven wave erosion.

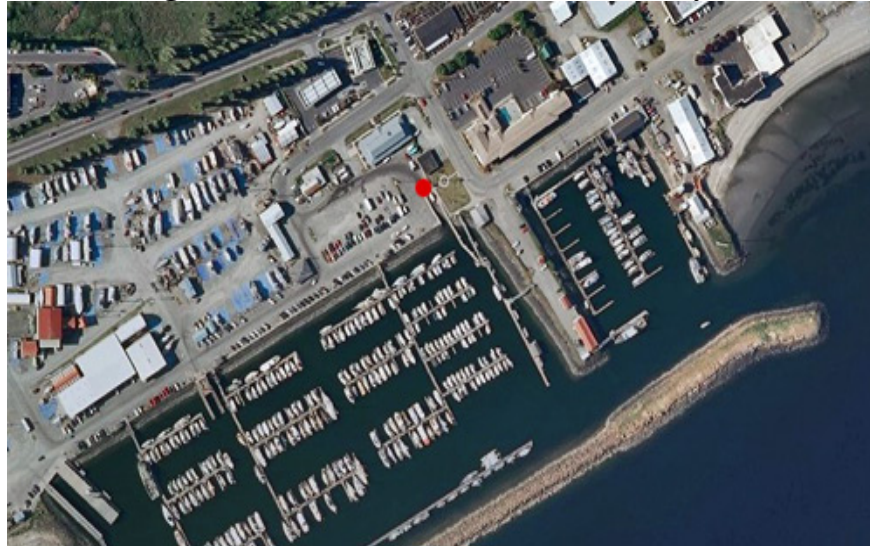
Due to the way both sections of the breakwater were constructed, there is a shallow shelf area and dredge slope within the interior of the marina next to the breakwater. The marina generally consists of water depths between 10 feet to 15 feet below Mean Lower Low Water. Silting occurs near the entrance to the marina and around Benedict Street Spit. Because of the United States Coast Guard presence at Boat Haven, the COE has historically assumed responsibility for dredging the entrance area to the marina. The COE conducted maintenance dredging in the entrance and around Benedict Spit in the navigation channel in 2009. Due to continued siltation from natural shore processes, continued maintenance dredging of the marina entrance is anticipated to be required approximately once per decade. The COE recently completed a hydrographic survey of the navigation channel in preparation for near-term maintenance dredging.

There are two pier structures in the Commercial Basin (i.e., the northeast basin) and two in the Main Basin (i.e., the southwest basin). The Commercial Basin piers consist of the seafood pier near New Day Spit and a small pier near the Port Townsend Yacht Club. The piers in the Main Basin are the 80-Ton Haul-Out pier, and the 300-Ton heavy haul-out pier. The two lift piers in the Main Basin are concrete; the piers in the Commercial Basin are constructed with timber piling, substructure, and decking. Other smaller piers to access docks are located throughout the marina. Overall, the age and condition of the timber piers within the marina is such that replacement of the piers or extensive maintenance through pile replacement or wrapping will likely need to take place within the next 20 years.

Miscellaneous Site Constraints: The water table is very shallow in the southwestern portion of the property (i.e., the "Balch Property"), and wetland reconnaissance studies conducted by Port consultants suggest that hydrologic connectivity with the nearby Class I wetland adjacent to the Larry Scott Memorial Trail may preclude dewatering and development of this area. Extensive re-

graveling of areas within the Boatyard since 2017 has substantially addressed known areas of metals contamination (i.e., primarily zinc and copper) from previous vessel construction and repair activities.

Figure III-2: Boat Haven Marina & Boatyard



Public Access, Services, & Utilities:

Regional Access: Boat Haven is located on the southern edge of the City of Port Townsend. Regional access to the City of Port Townsend and Boat Haven is provided by SR 20/East Sims Way, which connects the City to U.S. 101 and the rest of Jefferson County.

Local Access: Several streets provide local access to and within the Boat Haven Marina. Jefferson Street and Washington Street are east-west corridors within the site and vacated portions of Haines Place, San Juan Street and Benedict Streets provide north-south access within the site.

Marine Access: Marine access to the boat harbor is from the entrance at the east end of the facility.

Police/Fire/Emergency Services: The City of Port Townsend Police Department provides law enforcement at Boat Haven; East Jefferson Fire-Rescue Department provides fire protection and emergency services to the facility.

Water: Two 12-inch water mains and one six-inch water main serve Boat Haven at a pressure of 140 lbs.

Sewer: Boat Haven is served by a number of sanitary sewer lines. The existing sewer pump unit is connected to a six-inch sewer main on Boat Street. Other eight-inch sewer lines are available on Haines Street and Jefferson Street.

Electricity: Electricity is provided by Jefferson County Public Utility District (PUD) #1.

Stormwater: Stormwater collection infrastructure and treatment systems were installed at Boat Haven in the 1990s as part of an enhanced boat haul-out project. These systems collect, treat, and discharge the majority of stormwater runoff from the Boat Haven site and meet the requirements for the Boatyard General Stormwater Permit administered by the Washington State Department of Ecology. This system also includes pumps and tide gates to help prevent flooding of the low areas of Boat Haven during high tide and storm events. Some areas such as the old lumberyard and mixed-use areas are not connected to the storm drainage treatment system. Extensive improvements to the Port's stormwater infrastructure were undertaken in 2017 and 2018, including: replacement of media in perimeter sand filters and Aquip™ treatment units, re-graveling (capping) of areas with high metals concentrations, and the integration of chitosan filtration socks within the Aquip™ units. These upgrades have resulted in substantially improved stormwater quality at Boat Haven. However, increasingly stringent regulations could necessitate further system upgrades over the near to medium term (i.e., 1-10 years).

Other Services & Utilities: Century Link (formerly Qwest) provides telephone service and gas service is provided by Ferrell gas. Olympic Disposal provides solid waste collection service. Northwest Open Access Network (NoaNet) provides fiber broadband to the Boat Haven. Both Comcast and Wave Broadband companies also provide cable and Internet services in this area.

Boat Haven Marina Improvement Plan (In-Water)

The Port's long-term plan for the Boat Haven Marina facility focuses on the repair, rehabilitation and replacement of existing infrastructure. No major redevelopment or facility expansion is planned, and the Port's primary focus will continue to be investments in existing facilities to extend their useful life, optimize their safety and efficiency, and to ensure compliance with environmental standards.

The capital projects anticipated for Boat Haven Marina will include dredging the navigation channel, repairs to the east 600 feet of the main breakwater, comprehensive renovation to C&D and Linear Docks in the Main Basin, renovation of Docks in the Commercial Basin, incremental replacement of timber pilings, and rehabilitation of electrical infrastructure (particularly on C&D and Linear Docks). Significant projects anticipated over the next twenty years are summarized below.

Marina Project #1 - Entrance/Navigation Channel Dredging: As noted previously, periodic maintenance dredging of the entrance channel is necessary approximately once each decade. Thus, for planning purposes, dredging is anticipated to be necessary in 2020 and again in 2030. The United States Army Corps of Engineers (COE) recently completed a hydrographic survey in preparation for near-term dredging. The US Coast Guard's presence at Boat Haven allows the COE to fund and manage maintenance dredging projects at this location. The near-term dredging (i.e., the next two years) is anticipated to be an approximately \$550,000 project; dredging would again be needed in 2030 at an estimated future cost of \$700,000 (i.e., \$1,250,000 over the next 20 years).¹

Marina Project #2 - Main Breakwater Repairs: As previously noted, the east 600 feet (approximately) of the Boat Haven Breakwater is part of the marina originally constructed in 1934. Because of its design, this original length of breakwater is far more vulnerable to storm-induced wave damage than the newer breakwater (c. 1968) protecting the Main Basin lying to the southwest.

¹ This assumes an inflation rate of 2.5% from 2019 to 2029, and cumulative inflation of approximately 28%.

The original breakwater section was constructed with an outer layer of rock spalls on each side of the structure, with granular fill between the outer armor rocks. Two rows of timber walls on wood pilings are visible on each side of the breakwater. These walls were used to support large rocks being installed more or less concurrently with placement of the interior fill (which was dredged from harbor). The newer section of breakwater to the west, while similar in appearance, is constructed entirely from rock quarry spalls and has no internal fill. This plan anticipates the need for ongoing periodic repairs (i.e., once every six years) to the eastern portion of the structure to protect the marina and ensure safe navigation within the entrance channel. Initial repairs to address recent (2018) storm damage are estimated to require \$350,000. If similar in scope and extent to the 2018 storm damage, the estimated future cost of repairs in the 6 to 10-year timeframe would be \$425,000, with another \$495,000 potentially required in the 11 to 20-year timeframe (i.e., \$1,270,000 over the next 20 years).²

Marina Project #3 - C&D Dock/Linear Dock Renovations (Main Basin): The improvement plan for the Marina also anticipates the comprehensive renovation of C&D Docks as well as the Linear Dock within the Main Basin. Originally constructed in the late 1960s, these facilities require extensive near-term rehabilitation (i.e., over the next 5 years) which is likely to include: the replacement of rub boards, walers, associated through rods and nuts, installation of miscellaneous hardware, addition of supplemental floatation, and patching of deteriorated concrete surfaces. The proposed rehabilitation does not include electrical repairs and upgrades or replacement of deteriorated creosote-treated piles. Due to the prohibitive cost (i.e., an estimated \$8.6 million), complete replacement of C&D Docks is not recommended. Instead, the repair and renovation project outlined above is estimated to require approximately \$1,732,000 and would extend the anticipated useful life of these docks by 10 years or longer.

Marina Project #4 - Dock Renovations (Commercial Basin): These concrete docks are primarily used by commercial fishing vessels and are some of the more deteriorated docks at Boat Haven. This CHSI anticipates capital renovation of the structures to extend their useful life. Included in this project is the replacement of rub boards, walers, associated through rods & nuts, installation of miscellaneous hardware, the addition of supplemental floatation, and the patching of deteriorated concrete surfaces. The proposed project does not include electrical service repairs or upgrades, or replacement of deteriorated creosote-treated piles. Because this facility supports both the commercial fishing industry, it is important to the local economy. The project is estimated to require up to \$100,000 and should be undertaken within the next 5 years.

Marina Project #5 – Progressive Piling Replacement: The remaining creosote treated timber pilings at Boat Haven, in both the Main Basin (“southwest”) and Commercial Basin (“northeast”) are in fair to poor condition. These will require progressive replacement over the coming years, with those in the most deteriorated condition prioritized for near-term replacement (i.e., 1-5 years). However, the removal and replacement of all 168 creosote treated pilings with galvanized steel pilings is anticipated over the life of this CSHI. Following the near-term project (estimated to require approximately \$420,000), a further 126 creosote treated piles would be replaced in three separate/subsequent projects over the ensuing 15 years. The total cost of pile replacement at Boat Haven is estimated to require approximately \$2,041,000 over the next two decades (i.e., \$420,000 in

² Refer to footnote #1.

the near term, and a further \$475,000 in the 6-10 year timeframe and \$1,146,000 in the 11-20 year timeframe).³

Marina Project #6 – C&D Dock/Linear Dock Electrical Service Rehabilitation: The electrical conduits, wiring, transformers and receptacles on C&D Docks and Linear Dock are in poor condition (particularly on D Dock). Complete rehabilitation of this infrastructure is necessary in the near to medium term (i.e., 1-10 years) in order to continue to safely provide electricity to these docks. The estimated cost of this project is \$350,000. It would be most cost effective to complete this project in coordination with the C&D Dock/Linear Dock renovation project.

Estimated Capital Project Costs - Boat Haven Marina (In Water):

- Dredging = \$1,250,000 (\$550,000 for dredging of the main navigation channel in 2020, with another \$700,000 maintenance dredging needed by 2030⁴);
- Breakwater Repairs = \$1,270,000 (\$350,000 to repair 2018 storm damage, with a further \$920,000 in repairs between now and 2039);
- C&D Dock/Linear Dock Renovation = \$1,732,000;
- Commercial Basin Dock Repairs = \$100,000
- Progressive Replacement of Timber Pilings = \$2,041,000 (\$420,000 in the next five years, with a further \$1,621,000 in three subsequent pile replacement projects);
- Electrical Service Rehabilitation (C/D + Linear Docks) = \$350,000

Subtotal = \$6,743,000

In addition to the more significant capital renovation and replacement projects outlined above, the Port plans to continue to undertake projects as necessary to maintain existing capital infrastructure and address public safety concerns and changing regulatory requirements.

Boat Haven Industrial Park Improvement Plan (Uplands)

This section is divided into two subsections, as follows: 1) Upland Use Designations, which describes the five (5) different use zones of upland areas at Boat Haven; and 2) Improvement Projects, which sets forth the capital projects anticipated over the next twenty (20) years.

Upland Use Designations: Future development of the upland areas at the Boat Haven property (i.e., the Industrial Park) anticipates maximizing the efficient use of available land to encourage marine-related commerce and industry. While significant changes to the established distribution of upland uses are not envisioned, the upland areas should be actively managed to efficiently use all available land, encourage intensification of marine-related industrial and commercial uses, and improve the Port's bottom line.

More efficient use of available space will be achieved by implementing five upland use designations established for the Boat Haven properties, as follows:

- Use Designation “BH-A” - Work Yard

³ These figures assume four separate pile replacement projects of 42 piles over the next 20 years ('20, '25, '30 & '35), with an inflation adjustment of 2.5% applied to future projects. Initial cost (2019 dollars) is estimated at \$10,000 per pile.

⁴ Likely to be funded by the COE if the USCG maintains its' presence at Boat Haven.

- Use Designation “BH-B” - Marine Industrial/Boat Yard
- Use Designation “BH-C” - Marine-Related Commercial
- Use Designation “BH-D” - Port Administration/Operations
- Use Designation “BH-E” - Parking

These use designations or “zones” seek to focus specific types of development and activities in locations conducive to them. For example, work yard and marine trade uses flank the boat lifts, while designated parking areas are located away from industrial uses and near facilities frequented by the public and pedestrians, such as the Main Moorage Basin.

The use designations also allow for protection of environmentally critical areas on the site. Unlike prior iterations of the CSHI, this 2019 Update no longer imagines westward expansion of the Boatyard into what has historically been referred to as the “Balch Property”. Detailed descriptions of the five (5) use designations are set forth below.

Use Designation “BH-A” - Work Yard: The Work Yard designation encompasses the area that has been ballasted for the 75-ton mobile travel lift and has approximately 120 spaces for vessel storage and refit projects. This area encompasses the northeastern quarter of the uplands at Boat Haven and is generally bounded to the west by Boat Street, to the south by Jefferson Street, and to the east by the Safeway Gas Station property, and to the north by Sims Way/State Route 20. Boat storage and refit projects will remain the principal use in this area. However, the area should be managed to maximize its vessel storage potential and, in turn, improve the Port’s bottom line.

Use Designation “BH-B” - Marine Industrial/Boat Yard: The Marine Industrial/Boat Yard designation encompasses a majority of the upland available at the Boat Haven. This zone entails nearly the entire west half of the existing marina upland and includes the area west of the Boat Street right-of-way to the east edge of the wetlands on the west side of the property. This area will continue to be used for shipbuilding and repair and would likely be divided into parcels for ship and yacht building businesses and other marine-related industry. Due to the increasing rigor of environmental regulations, a sandblast facility and containment area may become necessary over the coming years and could be located in this area.

One potential location for a sandblast facility would be the triangular “long-term” storage yard bounded on the north by Sims Way/SR 20, to the east by the Haines Street right-of-way and to the south by the Port Townsend Shipwright’s building. This area was formerly the site of the Port Townsend Lumber Company (i.e., a lumber yard), and has been used as a storage area for seized, abandoned and/or derelict vessels awaiting re-sale or demolition. The area is unballasted and lies outside the area governed by the Boatyard General Stormwater Permit.

Use Designation “BH-C” - Marine-Related Commercial: Four dis-contiguous areas are designated for future marine-related commercial use: the KC Nomura Building (the “Skookum” Building) located at the southwest intersection of Jefferson and Benedict Streets, the Benedict Street Spit (i.e., including the former moorage office and United States Coast Guard Station), the area lying adjacent and to the east of the Commercial Basin (i.e., encompassing properties presently leased to a Yacht Club and a fish processor/wholesaler), and the property owned by the Port at the northwest intersection of Washington and Thayer Streets (i.e., presently occupied by the Port Townsend Dive

Shop). It is anticipated that uses in this designation would include marine-related and other commercial businesses.

Use Designation “BH-D” - Port Administration/Operations: This designation includes four dis-contiguous areas and consists of the following:

- The existing Port Maintenance Building at the west end of the Boat Haven property;
- The existing Boat Haven Moorage and Yard Office located at the northeast intersection of vacated San Juan Avenue and vacated Washington Street;
- The existing Port Commission Building adjacent to Benedict Street and immediately north of the launch ramp; and
- The Port Administration Building located at the western terminus of Jefferson Street on the north side of the principal public parking lot at Boat Haven.

Use Designation “BH-E” - Parking: The parking designation is applied the following areas:

- The large surface lot south bounded by the Port Administration Building and the KC Nomura Building on the north, the Port Commission Building to the east, the southeast or Main Moorage Basin on the south, and the public restrooms and Jochem Building on the east;
- Strip parking along the marina on the south side of vacated Washington Street between the launch ramp and the intersection with vacated Boat Street, and the north side of Washington Street between the Boat Haven Moorage and Yard Office and the main public restrooms at Boat Haven; and
- A strip of parking located west of the 300-ton in proximity to the Larry Scott Memorial Trail head and west end public restrooms.

The Port also has parking rights for vehicles at the Haines Place Park-and-Ride Lot located near the Safeway across Sims Way from Boat Haven Marina. This arrangement was made between the Port and Community Transit in the mid-1990s in anticipation of future parking demands. This parking may be used as overflow parking for the Boat Haven Facility.

The upland use designations governing future development and use at Boat Haven are depicted on Figure #___ on page III-14.

Improvement Projects: As was the case for the Marina, the emphasis for the upland areas at Boat Haven will be repair and maintenance of existing capital assets. Although two new projects are envisioned, no major facility redevelopment or expansion is anticipated. Capital expenditures will be concentrated on extending the useful life of existing capital assets, improving safety and efficiency, and complying with ever-changing environmental requirements.

Repair and renovation projects will include resurfacing of Work Yard and Boat Yard areas, periodic rehabilitation of stormwater treatment units and perimeter sand filters, repairs to buildings and structures (e.g., roofs) throughout the facility, resurfacing and repairs to vacated Washington Street from the intersection of vacated Boat Street to the launch ramp, and periodic slurry coating to the main parking lot south of the Administration Building.

Two new capital projects are planned: a sand blast containment facility; and a new marine trades building. Both of these development projects would be situated in Use Designation BH-B, the Boat Yard area. Upland improvement projects at Boat Haven are summarized below.

Upland Project #1 – Work Yard & Boat Yard Resurfacing (Periodic): A critical part of achieving compliance with the Port’s Stormwater Permit involves upgrading the gravel surfaces in the Work Yard and Boat Yard (i.e., located in Use Designations BH-A and BH-B). From initial construction in the mid-1990’s to 2017, very little resurfacing work was done. The result is a deteriorated surface of fine material that moves with stormwater, is difficult to filter, and has attached metals (e.g., copper and zinc). Discharge of metals needs to be controlled under the Boatyard General Stormwater Permit for Boat Haven. Ongoing and recurrent capital rehabilitation of this surface will be critical to ensure both continued permit compliance, and to reduce fugitive dust in the yard areas that hampers vessel refinishing work.

Accordingly, this CSHI anticipates that periodic and ongoing investments in resurfacing work will be accomplished during 12 of the next 20 years. The general pattern will be to conduct limited resurfacing in the summer months of three consecutive years under “unit priced contracts”⁵, followed by a two-year hiatus. The year 2020 will represent “year two” of such a three-year program, with subsequent 3-year resurfacing cycles to commence in 2024, 2029, 2034 and 2039, respectively. The estimated cost for this work is approximately \$1,041,000 (\$217,000 between 2020-2024, \$241,000 between 2025-2029, \$583,000 between 2030-39⁶).

Upland Project #2 – Stormwater Treatment System Rehabilitation (Periodic): Perhaps the most critical infrastructure at Boat Haven is the stormwater collection and treatment system. The system was originally installed in 1996 and was for stormwater conveyance only – not treatment. As regulatory requirements increased, the system was modified over the years to incorporate treatment components as well.

In 2017, the Port undertook substantial system modifications and upgrades to improve performance. These system changes have proven to be effective, and the Port is in compliance with the Boatyard General Permit administered by the Washington State Department of Ecology. The recent system improvements included replacing filtration media, replumbing and adding chitosan coagulant to both of the AquipTM stormwater treatment units and rebuilding the four sand filters located around the perimeter of the yard areas. These upgrades were part of a broader suite of projects and activities which included more effective administration of source control best management practices (BMPs) and gravel capping of metals-laden “hot spots” in the yard.

Ensuring the long-term effectiveness of the system improvements undertaken in 2017 requires a sustained level of capital investment, and the long-term operation and maintenance costs of the system as it is currently configured are by no means insignificant. This CSHI anticipates that the filtration media in the AquipTM units and the perimeter sand filters will require replacement and rehabilitation approximately once every five years over the next 20 years, commencing in 2023 and occurring again in 2028, 2033 and 2038. Additionally, there are four stormwater pumps (i.e., two main pumps and two backup pumps) that have never been replaced since their installation in the 1990s. Two of these pumps will be replaced in the near term (i.e., 1-5 years), with the other two

⁵ See RCW 53.08.120(3).

⁶ Adjusting \$70,000 in 2020 for inflation calculated at 2.5% for 3-year projects commencing in the years 2024, 2029, 2034 and 2039.

replaced over the medium term (i.e., 6-10 years). The total capital outlay is estimated to be approximately \$705,000 (\$180,000 over years 1-5; \$190,000 over years 6-10; \$160,000 over years 11-15; and \$175,000 over years 16-20).

Upland Project #3 – Building Repairs (Progressive): Nearly all of the original Port Townsend Industrial Park buildings were constructed in the early 1970s (i.e., the “Sperry Buildings”) and are now nearly 50 years old. Many of these structures have moderate to substantial condition issues, typically involving roof coverings (sometimes including compromised roof trusses), damaged exterior sheet-metal walls, failing doors and windows, and plumbing and electrical issues. Consistent with adopted policy, the Port is responsible for maintaining the structural parts of the buildings it leases, including: the foundations; bearing and exterior walls; subflooring and roofs; the unexposed electrical; plumbing and sewerage systems (including those portions of the systems lying outside the leasehold); exterior doors and window frames; gutters and downspouts; and the heating, ventilation and air conditioning systems (if provided). This CSHI anticipates expenditures of approximately \$1,600,000 for capital repairs to Boat Haven buildings over the next 20 years: \$625,000 over the next 1-10 years, and a further \$975,000 between 2030-2039.

Upland Project #4 – Washington Street Rehabilitation (Progressive): Vacated Washington Street between the intersection of vacated Boat Street eastwards along the marina to the boat ramp requires rehabilitation and repair to address subsidence issues likely caused by tidal influence from the adjacent marina. Tidal and wave action along the north perimeter of the marina appears to be transporting fines and sediments beneath the road surface (i.e., behind the armor rock), leading to subsidence and sink holes in the adjoining asphalt. The rehabilitation work is likely to involve the installation of sheet piles along the south side of the roadway as well as repaving. This CSHI outlines three separate phases of rehabilitation work, prioritized by current condition and need: Phase 1 (during the next five years) to focus on the area from Boat Street to the current Moorage & Yard Office; Phase 2 (during years 6-10) to address the road section from the Moorage & Yard Office to the Main Bathroom area; and Phase 3 (during years 11-20) to address the portion of the roadway along the south side of the main Boat Haven parking lot from Jefferson Street east to the boat ramp. The estimated cost of this rehabilitation is \$400,000 (\$200,000 in Phase 1, \$120,000 in Phase 2, and \$80,000 in Phase 3).

Upland Project #5 – Main Parking Lot - Pavement Maintenance (Periodic): The main parking lot at Boat Haven requires recurrent applications of a slurry coat to maintain the surface in good condition and extend the useful life of the asphalt. Periodic slurry coating improves waterproofing characteristics of the asphalt, seals sound surfaces to prevent cracks, and corrects pavement raveling. Slurry coating is anticipated to be needed approximately six times over the next two decades at an estimated cost of \$160,000 (i.e., \$20,000 near term; \$50,000 medium term; and \$90,000 longer term).

Upland Project #6 – Work Yard & Boat Yard Electrical Service Rehabilitation/Lighting: The electrical conduits, wiring, transformers, and pedestals in the both the Work and Boat Yards are in fair to poor condition and require rehabilitation over the relatively near term (i.e., 1-10 years). The rehabilitation work would include meters and new receptacles. In addition to electrical system improvements, the project would incorporate industrial grade lighting in certain key yard areas to improve security and safety. The estimated cost of this project is \$500,000, to be conducted in three separate phases:

- Southern and middle portion of Work Yard (Use Designation BH-A) and Boat Yard (Use Designation BH-B) by 2022 at an estimated cost of \$350,000;
- Northwestern portion of the Work Yard (Use Designation BH-A) by 2025 at an estimated cost of \$75,000; and
- Northeastern portion of the Work Yard (Use Designation BH-A) by 2026 at an estimated cost of \$75,000.

Upland Project #7 – Sandblast Containment Facility: There has been increasing concern in recent years about pollutants generated by the shipbuilding and repair activities at Boat Haven. In particular, abrasive blast media, metals, metal related compounds, petroleum associated hydrocarbons and antifouling ingredients in paints have come under scrutiny. Because Boat Haven is adjacent to the marine waters of Port Townsend Bay, there is concern over the potential for contaminated stormwater runoff to enter the bay. Additionally, abrasive blasting creates pollutants that affect air quality and land if not safely contained.

The proposed new sandblast facility would be a key component of the Port’s efforts to control pollutants associated with paint removal operations. It is anticipated that financing, building, and operating the facility would be pursued as a public/private partnership. The facility, which is anticipated to be constructed during the 2030-2039 timeframe, would be located in Use Designation BH-B on a portion of the former “Port Townsend Lumber” site. The estimated cost for this facility, expressed in 2035 dollars, is \$3,280,000.⁷

Upland Project #8 – Marine Trades Building: The Port has been approached numerous times in recent years by individuals looking for space for marine trades business startups. A June 2018 study prepared by Martin & Associates⁸ concluded that the marine trades comprise more than 1,100 direct jobs and 2,200 total jobs (i.e., direct, indirect and induced) county-wide. Many of these are highly skilled, family wage, jobs. One avenue to encourage entrepreneurs to establish new marine trades businesses is to provide a purpose-built “incubator” facility to host startup and early stage companies that lack the capital resources needed to build their own facilities. The idea is to provide workspace at advantageous rates, under fixed, short-term agreements (e.g., 2-5 years), for early stage business to grow and prosper and amass the capital necessary to invest in their own purpose-built facilities. This CSHI envisions construction of a new 8,000 square foot facility (i.e., four bays of approximately 2,000 square feet) on the old “Port Townsend Lumber” site at the northwest corner of the Boat Haven property (i.e., Use Designation BH-B). The estimated cost for this facility, expressed in 2035 dollars, is \$1,640,000.⁹

Estimated Capital Project Costs - Boat Haven Industrial Park (Uplands):

- Work Yard & Boat Yard Resurfacing = \$1,008,000 (\$280,000 in the next five years; \$728,000 over the ensuing 15 years);
- Stormwater Treatment System Rehabilitation = \$705,000 (\$180,000 in the next five years; \$190,000 over years 6-10; \$335,000 over years 11-20);
- Building Repairs (Progressive/Incremental) = \$1,600,000 (\$250,000 over years 1-5; \$375,000 over years 6-10; and \$975,000 over years 11-20);

⁷ This estimate is based on the \$2,000,000 set forth in the 2013 CSHI, adjusted for inflation to 2035 using a 2.5% inflation rate.

⁸ “The Economic Impact of the Jefferson County Marine Trades”, Martin & Associates/Port Townsend Marine Trades Association, June 6, 2018.

⁹ This estimate is based on the \$2,000,000 set forth in the 2013 CSHI, adjusted for inflation to 2035 using a 2.5% inflation rate.

- Washington Street Rehabilitation = \$400,000 (\$200,000 in years 1-5; \$120,000 in years 6-10; and \$80,000 in years 11-20);
- Main Parking Lot – Pavement Maintenance = \$160,000 (\$20,000 in years 1-5; \$50,000 in years 6-10; and \$90,000 years 11-20); and
- Work Yard & Boat Yard Electrical & Lighting Upgrades = \$500,000 (\$425,000 in years 1-5; \$75 in years 6-10);
- Sandblast Containment Facility = \$3,280,000; and
- Marine Trades Building = \$1,640,000.

Subtotal = \$9,293,000

BOAT HAVEN TOTAL = \$16,036,000 (\$6,743,000 (In-Water) + \$9,293,000 (Upland))

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INSERT FIGURE III-____: BOAT HAVEN UPLAND USE DESIGNATIONS

Point Hudson Marina & RV Park

Facility Description

Ownership: The Point Hudson property was deeded to the Port by the federal government in 1956. From the period 1968 to 2002, the entire facility was leased by a private operator. The property is approximately 32 acres in size, consisting of upland and tidelands lying generally between Jackson Street and the shoreline of Admiralty Inlet, south of Hudson Place. The Port re-assumed management of Point Hudson in April 2002. The Port leases the majority of the on-site buildings to private concessionaires and federal and state government agencies.

Facilities & Uses: The Point Hudson property was developed in 1933-34 for use as an immigration facility but was never used in that capacity. The facility was converted to an Army Reserve training station in the 1950s and subsequently decommissioned, which included the demolition of several barrack buildings and similar structures. Several buildings remain on the site from this historical period, such as the Armory Building, the Cupola Building and the Commander's House.

A number of studies have been undertaken over the years to evaluate the site, structures, and redevelopment options. These studies include:

- *Point Hudson Redevelopment Strategy* (Maul Foster Alongi/Heartland, 2018);
- *Point Hudson Building Assessment and Maintenance Program* (Washington Engineering, 2002);
- *A Master Plan for Point Hudson – Phase III* (Point Hudson Advisory Committee with MAKERS architecture and urban design, December 1994);
- *Point Hudson Study: Phase II Report: Conceptual Plan Alternatives* (Point Hudson Advisory Committee, 1993);
- *Conceptual Studies For: Point Hudson* (Point Hudson Company/Bumgardner Architects, 1992);
- *Point Hudson Study: Phase I Report* (Point Hudson Advisory Committee, 1992); and
- *Point Hudson Economic Development Options* (Leland and Hobson, 1985).

Figure III-___ - Aerial View – Point Hudson Marina & RV Park



Figure III-___ - Point Hudson Marina –Northeast View



Figure III-___ - Marina & “Maritime Heritage Corridor” Buildings –Northwest View



Upland Facilities & Conditions: Point Hudson’s upland area is moderately developed and contains a variety of marine and non-marine related uses. Marine-related uses include boat and trailer storage, boat building, repair, and service, shower and laundry facilities, parking areas, and marine-related retail and offices. Non-marine related uses include government agency offices (i.e., U.S. Customs and Washington State Department of Fish and Wildlife), restaurants, an RV park, and a B&B. There are 12 structures on site, ranging in scale from a small shed annex north of the Cupola House, to the Main Building. The interior configurations of the structures vary widely, and most have been substantially modified over the years.

Although the Hospital Building (presently leased by the Washington State Department of Fish and Wildlife and the US Department of Customs and Border Protection) and the Attendants’ Quarters

(now leased by Doc's Marina Bar & Grill) have been completely renovated since 2003, the condition of the other upland structures continues to vary from average to poor. A detailed building assessment is contained in the *Point Hudson Building Assessment and Maintenance Program*. Vapors from creosote pilings, friable asbestos, and lead paint have been identified as potentially hazardous substances present on the site. An HVAC system is presently being installed to further mitigate creosote odors in the Hospital Building.

Moorage Facilities & Conditions: This small marina and harbor has approximately 1,250 linear feet of moorage and can accommodate approximately 100 small boats under 36 feet in length with its current float configuration. The west and center docks were replaced in 2002. In 2006, the remainder of the marina was completely renovated and upgraded. All timber creosote pilings were removed and replaced with concrete or steel pilings, and all timber floats were replaced with new timber floats with encapsulated foam floatation and new finger slips.

The harbor is protected from wave action by two overlapping breakwaters originally constructed in 1934. In 2009, maintenance dredging was conducted to remove accumulated sediment at the entrance channel (1,400 cubic yards) and to maintain the navigation channel. At the same time, maintenance dredging was conducted along the east and west sides of the boat basin to increase water depths under the new floats (9,500 cubic yards). The harbor entrance consists of two timber piling jetties about 24 feet wide with timber piling on each side enclosing a riprap fill material. A facility condition assessment prepared by Coast & Harbor Engineering (now Mott MacDonald, Inc.) in 2014 concluded that the overlapping jetties were well beyond their anticipated design life, severely degraded, and that comprehensive rehabilitation or replacement of both structures is required in the near term to provide continued protection to the marina. The seaward leg of the South Jetty is particularly deteriorated. Since the 2014 engineering assessment, the Port has pursued various alternatives for replacement and rehabilitation, all of which have thus far exceeded the Port's financial capacity.

Figure III-___ – Seaward Leg of South Jetty Arm During a December 2018 Storm



The marina also contains a 30-ton boat haul-out at the west end of the harbor that can accommodate vessels up to 45 feet. A boat launch ramp is also located in the marina area.

Public Access, Services & Utilities:

Regional Access: Point Hudson is located at the entrance of Admiralty Inlet. The site is located in the southeastern corner of the City of Port Townsend. Access to the City of Port Townsend is provided by SR 20, which connects the city to US 101 and the rest of the county.

Local Access: Local access to this site is provided by Jefferson Street, Monroe Street, Jackson Street, Washington Street, and Water Street. Access to the site is primarily off of Monroe Street and Jefferson Street.

Marine Access: Marine access is provided to the boat harbor/marina from the south.

Police/Fire/Emergency Services: The City of Port Townsend Police Department provides law enforcement at Point Hudson; East Jefferson Fire-Rescue Department provides fire protection and emergency services to the facility.

Water: The City of Port Townsend provides water and sanitary sewer service to Point Hudson. A six-inch water main serves the site. In addition, a 10-inch water main lies approximately one block west of the site, along Monroe Street.

Sewer: An eight-inch sanitary sewer main located at the intersection of Jefferson and Hudson Street currently serves this site.

Electricity: Electricity is provided by Jefferson County Public Utility District (PUD) #1.

Other Services & Utilities: Century Link (formerly Qwest) provides telephone service and gas service is provided by Petit Oil. Solid waste collection service is provided by Waste Connections/DM Disposal. Northwest Open Access Network (NoaNet) provides fiber broadband to Point Hudson. Comcast and Wave Broadband companies both provide cable and internet services in this area.

Point Hudson Marina Improvement Plan (In-Water)

The improvement plan for Point Hudson concentrates on repairing, rehabilitating and replacing existing infrastructure. The primary focus will continue to be investments in existing facilities to extend their useful life, optimize their safety and efficiency, and to ensure compliance with environmental standards. No major redevelopment or facility expansion is planned.

The most significant capital undertaking, and perhaps the largest and most challenging project outlined in this CSHI, is the replacement of the nearly 90-year old overlapping jetties protecting the marina. Other in-water projects over the next twenty years will include dock renovations, rehabilitation of electrical service on the docks, and maintenance dredging of the entrance channel.

Significant in-water and shoreline projects anticipated over the next twenty years are summarized below.

Marina Project #1 – Demolition & Replacement of North & South Jetties: As noted in the facility inventory, above, a 2014 engineer’s assessment of both the north and south jetties concluded that they are severely compromised, and that their failure is likely if not replaced in the near term. Such a failure would jeopardize future public use of this historic marina facility. The proposed project involves the demolition and replacement of the existing 258’ long batter-pile and rock South Jetty and the 284’ long North Jetty. It is expected that the project would be carried out in phases, with the more deteriorated and vulnerable South Jetty being replaced first. However, because of the degraded condition of both structures, this CSHI anticipates that both structures will be replaced within the next 5 years. The replacement structures would be similar in design, character and appearance to the existing jetty: perimeter steel piles, steel walers and steel pile-top bracing retaining a backfill core of granite quarry spalls. This design reduces impacts to the marine environment because of its substantially smaller footprint (i.e., narrower) and by removing all of the existing creosote-treated timber from the water. Reconstruction of the bulkhead on the marina side of the South Jetty is included within the project scope. The reconstructed jetties would result in a substantially wider navigation channel, providing improved vessel access to the marina, and the project scope would include restoration of the pedestrian walkway and viewing platform on the South Jetty. The estimated cost of this project is \$10,800,000, to be conducted in two separate phases, as follows:

- Phase 1 – South Jetty Demolition & Replacement: to be conducted in the 2021-2022 in-water work window at an estimated cost (in 2022 inflation adjusted dollars) of \$5,800,000; and
- Phase 2 – North Jetty Demolition & Replacement: to be conducted in the 2023-2024 in-water work window at an estimated cost (in 2024 inflation adjusted dollars) of \$5,000,000.

Marina Project #2 – Shoreline Stabilization: The southeastern-most shoreline at Point Hudson (i.e., east of the landward leg of the North Jetty) is highly vulnerable to wind and action and coastal erosion. Immediately landward of this vulnerable area lie several highly sought-after RV spaces. The shoreline in this area was informally armored with construction rubble in the mid-20th century. However, little armoring remains along this beach to dissipate wave energy. Projected sea-level rise over the coming decades, coupled with high tides, storm events, and ongoing erosion, are anticipated to compromise the continued use of these campsites over time. In addition to the beach at the south end of Point Hudson, the northeastern-most portion of the facility (i.e., in proximity to the Commander’s House) is also unarmored and has been subject to considerable shoreline erosion. This CSHI anticipates an engineering study resulting in shoreline defense recommendations requiring up to \$25,000, followed by a stabilization project of up to \$200,000 (i.e., \$225,000 total) within the near term (i.e., 1-5 years).

Marina Project #3 - Entrance/Navigation Channel Dredging: Demolition and replacement of the North and South Jetties at Point Hudson will include dredging of the navigation channel, as well as shoaling near the entrance to the marina. Nevertheless, periodic maintenance dredging is anticipated to be needed again by approximately 2034, at an estimated cost of \$430,000 in inflation adjusted dollars.

Marina Project #4 – Dock & Float Renovations: The docks on the east side of the marina are primarily used by transient recreational vessels, while the west, or linear dock, is used by both recreational and commercial vessels. All of the docks in the marina were replaced between 2002 and 2006. While these docks and floats are presently in good condition, partial renovation will be required over the next 20 years to extend their useful life. Accordingly, this CSHI anticipates a renovation project in the mid-2030s which would include the replacement of rub boards, walers, associated through rods & nuts, installation of miscellaneous hardware, the addition of supplemental flotation, and new wood decking in deteriorated areas. The proposed project would not include electrical service repairs or upgrades. The project is estimated to require up to \$225,000 in 2035 inflation adjusted dollars.

Marina Project #5 – Dock Electrical Service Upgrades: The pedestals, conduits, wiring, and receptacles on both the east and west docks will require rehabilitation and upgrading over the life of this CSHI in order to ensure continued safe provision of electrical service to these docks. The service improvements are anticipated in years 11-20, at an estimated cost of \$150,000 in 2035 inflation adjusted dollars.

Estimated Capital Project Costs – Point Hudson Marina & RV Park (In-Water):

- Demolition & Replacement of North and South Jetties = \$10,800,000 (\$5,800,000 for South Jetty in 2021-2022; \$5,000,000 for North Jetty in 2022-2023; includes channel dredging)
- Shoreline Stabilization = \$225,000 (\$25,000 assessment; leading to a project of up to \$200,000)
- Dredging = \$430,000 (maintenance dredging of entrance channel in 2034);
- Dock & Float Renovations = \$225,000 (in 2035); and
- Dock Electrical Service Upgrades = \$150,000 (in 2035).

Subtotal = \$11,830,000

In addition to the more significant capital renovation and replacement projects outlined above, the Port plans to continue to undertake projects as necessary to maintain existing capital infrastructure and address public safety concerns and changing regulatory requirements.

Point Hudson Improvement Plan (Uplands)

This section is divided into two subsections, as follows: 1) Upland Use Designations, which describes the three (3) different use zones of upland areas at Point Hudson; and 2) Improvement Projects, which sets forth the capital projects anticipated in the upland areas of Point Hudson over the next twenty (20) years.

Upland Use Designations: This CSHI anticipates that future development of the uplands at Point Hudson will be consistent with, and help to implement, the City of Port Townsend's Comprehensive Plan, Shoreline Master Program (SMP) and Zoning Code. Thus, the designations as a whole seek to preserve and maintain the current character of the facility, in a manner that is consistent with the following objectives:

- The financial sustainability of Point Hudson as a cost center;

- Protection of the small-scale nature of the present development pattern;
- Provision of a high degree of public access and use;
- Preservation of the historic character of the facility; and
- Encouraging marine trades and water-oriented uses.

Efficient use of available space at Point Hudson, as well as potential redevelopment, adaptive reuse and infill development, will be advanced by employing three upland use designations as follows:

- Use Designation “PH-E” – Point Hudson East
- Use Designation “PH-MHG” – Point Hudson Maritime Heritage Corridor
- Use Designation “PH-N” – Point Hudson North

These designations seek to focus specific types of development and activities in appropriate areas, consistent with the City’s adopted policy and regulatory framework. For example, restaurants, government office uses, RVs, and transient accommodation in PH-E where the historic Quarantine Station buildings offer limited space conducive to marine-related manufacturing. More detailed descriptions of the three (3) use designations are found below.

Use Designation “PH-E” – Point Hudson East: This designation mirrors the shoreline designation of the same name in the City’s SMP, and encompasses the area from the northern property line of the Port’s ownership south to the “point”, including all open space areas and buildings generally lying east of the moorage basin. The designation seeks to further active use of the historic Quarantine Station buildings (which are typically not well-suited to light industrial uses) by encouraging compatible water-oriented visitor serving uses and limited commercial, retail, office and service uses. It also allows for transient accommodation, both in the Commander’s House continued use of the previously established RV Park sites, both on the parade ground south of the Commander’s House, as well as those on the “point” further to the south.

Use Designation “PH-MHG” – Point Hudson Maritime Heritage Corridor: This designation also mirrors the shoreline designation of the same name in the City’s SMP and encompasses all Port-owned uplands on the west and north sides of the moorage basin. Thus, the Cupola House, Armory Building, and historic station buildings currently housing Puget Sound Express and the Schooner Martha Foundation fall within this designation. Smaller-scale marine-related and traditional artisan uses will be encouraged in this area. Existing historic structures will remain. The vacant area immediately north of the Northwest Maritime Center (i.e., the former “Landfall Restaurant” site) will be redeveloped consistent with the City’s SMP limitations. With the exception of redevelopment of the Landfall site, new or continued uses would take place within existing structures.

Use Designation “PH-N” – Point Hudson North: This designation encompasses all areas on the northwest corner of the facility that fall outside the jurisdiction of the City’s SMP. The only historic structure within this designation is the Duplex Building. A portion of this area is presently leased by the Port for use as a small vessel boat yard. Other uses include long-term storage, and overflow parking both for tenants as well as community events and festivals (e.g., the annual Wooden Boat Festival). Any new or infill development in this area would be consistent with the M-II(B) district of the City’s Zoning Code (Title 17 PTMC). Thus, the designation could accommodate a variety of marine-related uses appropriate to Point Hudson, but at a less intensive

scale than Boat Haven. The designation would promote mixed-use projects that incorporate water-oriented uses, consistent with the historic, marine-related character of Point Hudson as a whole.

The upland use designations guiding future development and use at Point Hudson are depicted on Figure III-____ on page III-____.

Upland Improvement Projects:

Upland Project #1 – Building Repairs (Progressive): Many of the buildings at Point Hudson were constructed in the 1930s when the site was envisioned as a federal quarantine station, with additional structures built in the 1940s when the site served as a Coast Guard Station and U.S. Army training base. These buildings are now 75 to 85 years old. Most of these original “Station Buildings” have moderate to substantial condition issues, typically involving roof coverings, failing doors and windows, and plumbing and electrical issues. A number of buildings also have asbestos wrapped plumbing in under floor areas requiring remediation. Consistent with adopted policy, the Port is responsible for maintaining the structural parts of the buildings it leases, including: the foundations; bearing and exterior walls; subflooring and roofs; the unexposed electrical; plumbing and sewerage systems (including those portions of the systems lying outside the leasehold); exterior doors and window frames; gutters and downspouts; and the heating, ventilation and air conditioning systems (if provided). This CSHI anticipates expenditures of approximately \$1,812,000 for capital repairs to Point Hudson buildings over the next 20 years: \$1,350,000 over the next 1-10 years (\$150,000 in 2020-2024; \$1,200,000 in 2025-2029), and a further \$462,000 between 2030-2039.

Upland Project #2 – Paving Overlay: Vacated Jefferson Street from the intersection with vacated Jackson Street on the northwest corner of the moorage basin, through to and including all of vacated Hudson Street, is in need of repaving. This roadway sees heavy year-round use by tenants and visitors alike, including RVs. Along the southern portion of vacated Hudson Street, subsidence is causing sinks along the sidewalk adjacent to the Main and Hospital Buildings. No increase in the location or extent of paving is proposed, thereby avoiding the need to design and construct additional stormwater improvements. Accordingly, the work is anticipated to involve an asphalt overlay only. This work is not proposed to occur until 2025 (i.e., years 6-10 of this CSHI) at the earliest, at an estimated cost of \$350,000 in inflation adjusted dollars.

Upland Project #3 – Sewer Line Replacement: Subsidence, coupled with the use of vacated Hudson Street by heavy vehicles (i.e., RVs), has caused the original 8” sewer line to deteriorate and slump. This has restricted flow, causing build-up in the line, and on occasion, overflow/backflow of sewage into several low-lying RV sites near the southern terminus of vacated Hudson Street. If left unaddressed, wastewater releases threaten both public health and the adjoining marine waters. It is anticipated that this work would be conducted in conjunction with the paving overlay project highlighted above in 2025. The estimated cost of this work is \$116,000 in inflation adjusted dollars.

Upland Project #4 – RV Park Electrical System Renovations: The electrical conduits, wiring, transformers and pedestals and receptacles in the RV is in fair to poor condition and will require rehabilitation over the relatively near term (i.e., 6-10 years). It is also expected that upgraded 50-amp service will be provided to the 18 RV sites on the point. Power outages have been a continuing problem with these sites, due to power demands of the large RVs (which are often equipped with washer/dryers) which frequent these sites. The existing 30-amp service would be retained on the

“loop” south of the Commander’s House. The estimated cost of this project is \$250,000 in 2030 inflation adjusted dollars.

Estimated Capital Project Costs – Point Hudson Marina & RV Park (Uplands):

- Building Repairs (Progressive/Incremental) = \$1,812,000 (\$150,000 over years 1-5; \$1,200,000 over years 6-10; and \$462,000 over years 11-20);
- Paving Overlay = \$350,000
- Sewer Line Replacement = \$116,000
- RV Park Electrical System Renovations = \$250,000

Subtotal = \$2,528,000

POINT HUDSON TOTAL = \$14,331,000 (\$6,743,000 (In-Water) + \$2,528,000 (Upland))

In addition to the more significant capital renovation and replacement projects outlined above, the Port plans to continue to undertake projects as necessary to maintain existing capital infrastructure and address public safety concerns and changing regulatory requirements.

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INSERT FIGURE III-___ POINT HUDSON PROPOSED DEVELOPMENT PLAN

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	August 12, 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. C. 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 |

MEETING DATE	August 12, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational Items
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	1. Contracts Update

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: July 30, 2020

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: August 12, 2020 Commission Meeting – Commission Update: Current Contracts Under \$25,000
Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 713-20

Name	Dates	Description	Amount
Quadra Engineering (Harold Andersen)	7/23/18 - 12/31/20	on-call civil engineering services	
Landau & Associates	11/1/19 - 12/31/20	on-call stormwater consulting	not to exceed \$10,500
Olympic Peninsula Communications (Scott Wilson)	12/10/19 - 12/31/20	newsletters and other communications.	not to exceed \$15,000
Windridge Solutions (Keven Elliff)	12/10/19 - 12/31/20	web developing and hosting; digital Marketing	
Lisa Wilson	6/1/20 - 7/31/20	grant writer for Point Hudson Breakwater EDA grant	not to exceed \$18,000
Cowling & Co. LLC d/b/a Widener & Associates	7/31/20 - 7/31/21	environmental permitting Services, Point Hudson Jetty	not to exceed \$25,000