



**Port of Port Townsend**  
**Meeting Agenda**  
**Wednesday, September 23, 2020, 5:30 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 Workshop .....	1
	and Regular Business Meeting Minutes, September 9, 2020.....	2-5
	B. Approval of Warrants .....	6-13
	C. Interlocal Agreement with Jefferson County PUD.....	14-22
	D. Scow Bay Boats New Lease .....	23-40
V.	Special Presentation	
	A. Jamestown S’Klallam presentation: FLUPSY and upland use at Point Hudson	
VI.	Second Reading	
VII.	First Reading	
	A. Public Hearing: Comprehensive Scheme of Harbor Improvements <sup>1</sup> .....	41-47
	B. First Draft of 2021 Budget w/Proposed Rates.....	48-71
VIII.	Regular Business	
	A. ICC updates .....	72
IX.	Staff Comments	
X.	Commissioner Comments	
XI.	Next Public Workshop & Regular Business Meeting:	
	Workshop at 9:30 a.m., Meeting at 1:00 p.m., Wednesday, October 14, 2020, via Zoom	
XII.	Executive Session – <i>none as of 9/18/20</i>	
XIII.	Adjournment	
	<b>Informational Items .....</b>	<b>73</b>
	▪ Contracts Update .....	74
	▪ August Ops Report .....	75-79

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<sup>1</sup> **Please note:** The Comprehensive Scheme of Harbor Improvements 2020 Update is not an attachment in this packet; however, it can be found online at <https://portofpt.com/planning/>.

PORT COMMISSION PUBLIC WORKSHOP – September 9, 2020

The Port of Port Townsend Commission met for a Public Workshop via Zoom

Present: Commissioners Hanke, Petranek & Putney  
Executive Director Berg  
Finance Director & Port Auditor Berg  
Recorder Erickson  
Operations Manager Khile  
Maintenance Manager Sparks

I. CALL TO ORDER:

Commissioner Hanke called the Workshop to order at 9:30 a.m.

II. AGENDA:

Discuss Draft 2021 Budget

- Assessor to attend and give recommendation on Property Tax Levy amount for 2021 budget

Discuss Draft Comprehensive Scheme of Harbor Improvements

III. ADJOURNMENT:

The Workshop adjourned at 10:39 a.m.

ATTEST:

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Pamela A. Petranek, Secretary

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William W. Putney III, President

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Peter W. Hanke, Vice President

## PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 9, 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  
Finance Director & Port Auditor Berg  
Port Recorder Erickson  
Port Attorney Reardanz

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

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

### II. APPROVAL OF AGENDA (00:00:03)

**Commissioner Putney moved to approve the Agenda as presented.**

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

### III. PUBLIC COMMENTS (00:00:33) ~ submitted via voicemail and read aloud:

Phil Pilgrim commented on “grandfathered” slip rates and his paying a 26’ rate in a 30’ slip since 2011; he offered alternatives to moving everyone in the marina to paying the rate of the slip length.

Vigo Anderson commented on the proposed new Port Engineer, saying he felt that it should be a full-time position, and that the Port should hire through a competitive process.

Ernie Baird commented that hiring a new Port Engineer might be prudent and asked that the Port hire through a competitive process.

John Knowlton commented that as a liveaboard at Boat Haven, he is shocked that there is no WiFi access, and wanted to know when the Port would start providing that.

### IV. CONSENT AGENDA (00:11:10)

A. Approval of Regular Business Meeting Minutes, August 26, 2020

B. Approval of Warrants

Warrant #062783 through #062790 in the amount of \$32,156.68 and Electronic Payment in the amount of \$142,555.96 for Payroll & Benefits.

Warrant #062791 through #062846 in the amount of \$460,140.11 for Accounts Payable.

C. Marine Resources Consultants, Inc. Lease

D. US Customs & Border Protection Lease Extension - Amendment No. 6

**Commissioner Petranek moved to approve the Consent Agenda as presented. Commissioner Putney seconded the motion.**

Commissioner Petranek asked for further discussion on two points on the August 26 meeting minutes further: review and consideration of stormwater fees at JCIA, and addressing the “grandfathered” issue relating to approximately 70 Boat Haven moorage tenants. After a short discussion it was decided that the minutes correctly reflected the discussion on 8/26, and consensus was met to move forward on notifying tenants of the change to equitable and fair rates for all tenants.

Commissioner Hanke asked about a warrant to pay Reed Middleton, and this payment was clarified.

**A vote was taken, and motion carried by unanimous vote.**

- V. SECOND READING - none
- VI. FIRST READING - none
- VII. REGULAR BUSINESS (00:25:08)
  - A. COVID-19 Model Update

Executive Director Berg highlighted the changes in the model, which he stated continues to evolve with more information & more detail. The Port is outperforming the model's predictions. This model has become a monthly check-in with Commission to update and revise the budget. He suggested status reports in the future would be helpful as budget amendments. He spoke about the new marina software that the Port is researching now, with hopes to go live on January 1, 2021. A line item for this software has been added to the budget for Commission approval, so that Executive Director Berg can act on purchasing it once a product has been chosen.

When asked for details about what has been budgeted for this software, Finance Director Berg clarified that once we firm up a preferred provider, the hope is that this software will morph into a whole marina software replacement. The new software promises to create operational reports at the press of a button which will save a lot of staff time. The total cost is approximately \$30,000 including new equipment costs; there would be additional annual fees for its use.

Commissioner Hanke asked if customers would pay a fee to use the reservation or payment modules, and Executive Director Berg stated that the models the Port is interested in do not charge the customer.

**Commissioner Hanke moved to approve the COVID-19 Model Update which specifically includes the marina software program and the necessary funds to implement that program adequately. Commissioner Petranek seconded, and the motion carried by unanimous vote.**

- B. ICC<sup>1</sup> Updates: (00:35:34)

Executive Director Berg stated that CARES Act funding is available; however, there is a short window of time to spend the money. Community groups have been tasked with submitting proposals on how to spend the funds by the end of October. Their proposals have been reasonable, creative and effective and are available on the county website. On Wednesday, September 16, beginning at 5:00 p.m. the Port Commission will participate in a special meeting of the Intergovernmental Collaborative Group -- a joint meeting with the Jefferson County Board of Commissioners, the Jefferson County PUD Commission, and the Port Townsend City Council. Mr. Berg also spoke about the ICC<sup>1</sup> meeting on September 24 -- they are working through the timeline and a revised draft of the strategic recovery plan for adoption in December.

- C. Draft Organization Chart (00:43:40)

Executive Director Berg said that his six-month anniversary is next week and he is still learning about how things work here at the Port. He feels that the Port does not have enough human resources to effect its mission. The area that has risen to the top is effective management of

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<sup>1</sup> Special Commission Meeting of the Intergovernmental Coordinating Committee (ICC) that includes 2 representatives from each the 4 public entities: Jefferson County Commissioners, Port Townsend City Council, Public Utility District #1, and Port of Port Townsend.

capital projects – big projects like the Point Hudson jetty and on-going infrastructure projects like stormwater treatment.

Mr. Berg felt that Passage of the IDD shows broad support from the community to maintain the Port's infrastructure. He proposed an addition of a part-time, director-level Capital Projects and Port Engineer position, reporting directly to the Executive Director. This would free up some of the Deputy Director's time. Other report changes he suggested were: maintenance reporting to the new Port Engineer, the security officer reporting to operations manager, and the environmental specialist reporting to the Deputy Director. He suggested a review of the Org Chart annually.

Commissioner Petranek asked about an interlocal agreement with the City and how it would affect this position. Mr. Berg clarified that this agreement is more about shared public resources like tools and equipment, not about engineering personnel.

Commissioner Putney asked why Environmental Specialist is not an exempt employee. HR Director Berg stated that it was bargained into the unit in the 2018-2020 agreement.

Commissioner Putney then stated that he felt that having a Port Engineer meant that the Port would not have to hire as many consultants and would therefore have more continuity on Port projects.

**Commissioner Hanke moved to approve the draft Organizational Chart as presented.  
Commissioner Putney seconded, and the motion carried by unanimous vote.**

#### D. Teamsters Collective Bargaining Agreement ratification (01:00:08)

Executive Director Berg stated that he and HR Director Berg had met with representatives of Teamsters Local 589 and tentatively agreed to a new Collective Bargaining Agreement. In addition to a large number of text changes and updates, he reported that there were three economic changes proposed:

- increase of stand-by pay from \$1.50 to \$3.00 per hour (not used often)
- adding a floating holiday (additional 8 hours a year not significant)
- The pay schedule is unchanged – June to June with a 2% minimum and maximum 5% cost of living increase. The Port uses CPIU of Seattle/Tacoma/Bellevue, which is the closest to our cost of living in Port Townsend.

The union ratified this agreement last week, and if ratified by Commission, will go into effect January 1, 2021.

**Commissioner Putney moved to ratify the Teamsters Collective Bargaining Agreement.  
Commissioner Petranek seconded, and the motion carried by unanimous vote.**

#### VIII. STAFF COMMENTS (01:06:06)

Executive Director Berg commented that he and Commissioner Petranek are continuing to chat with the Linger Longer Advisory Committee in Quilcene about moving Quilcene forward in a public-facing planning process to develop a Quilcene plan. The community is in conversation about what we want to do, taking into account existing conditions, and coming up with a preferred alternative that can be Commission adopted. Mr. Berg said that it had been a busy week here at Port headquarters, with the yard gravel project for 2020 underway, and Point Hudson inundated with messages and emails. He stated that he is hopeful that the purchase of new reservation software will solve this problem and bring more capacity to employees.

Deputy Director Toews commented that the Port had procured an engineer for preliminary design and drawings for the two boat ramp projects at Gardener and Mats Mats and will hire a professional grant-writer to get grant applications filed for the November 1 deadline.

Port Attorney Reardanz stated that the Governor's proclamation on Open and Public Meetings was extended again through October 1; he noted that this ruling seems to be extended monthly.

Finance Director Berg commented that it had been a pleasure to work with Executive Director Berg on the Collective Bargaining Agreement negotiations – the process was very smooth, having met with stewards and teamsters just twice. She stated that she is working on the Budget, including the Capital Budget projections, software project, and on August close.

IX. COMMISSIONER COMMENTS (01:13:32)

Commissioner Petranek commented on her work with the ICC's Food Resiliency Committee and their proposal for how to spend the CARES Act funds. She said she had attended the Marine Resources Committee and gave them a Quilcene update and a Point Hudson update. Biologists at the meeting expressed an interest in assisting the Port. She read aloud from her comments given at the KPTZ monthly interview where Quilcene was a highlight.

Commissioner Putney commented that he has been busy with the ICC's Broadband action team meetings; rural broadband is getting some much-needed attention. They are discouraged that there is no legislation that meaningfully pushes us forward; the rules seem to be for common carriers that don't act in the public's interest, and this is frustrating for him.

Commissioner Hanke commented that he was surprised about County Commissioner Jeff Randall's comments about jobs in Jefferson County moving away from a tourism model. He thought that the coming winter might bring a lot of pain to small businesses. The loss of businesses on Water Street means the loss of a lot of essential jobs.

X. Next Regular Business Meeting (01:21:47): Wednesday, September 23, 2020, at 5:30 p.m., via Zoom.

XI. EXECUTIVE SESSION ~ none

XII. ADJOURNMENT: meeting adjourned at 2:20 p.m., there being no further business before the Commission.

ATTEST:

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Peter W. Hanke, President

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Pamela A. Petranek, Secretary

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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 062847 through No. 062850 in the amount of \$9,790.82 and Electronic Payment in the amount of \$79104.32, are approved for payment for a total amount of \$88,895.14 on this 23rd day of September, 2020.

For: **Payroll and Benefits**

\_\_\_\_\_  
Commissioner Pete W. Hanke

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Commissioner William W. Putney III

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Commissioner Pam Petranek

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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 062851 through No. 062893, are approved for payment in the amount of \$52,798.48 on this 23rd day of September, 2020.

**For: Accounts Payable**

\_\_\_\_\_  
Commissioner Pete W. Hanke

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Commissioner William W. Putney III

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Commissioner Pam Petranek

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S. Abigail Berg, Director of Finance  
And Administration



## Check Register

Journal Posting Date: 9/23/2020

Register Number: CD-000831

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
062851	9/23/2020	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			8/31/2020 STATEMENT	8/31/2020	40.07	0.00	40.07
062852	9/23/2020	AMB001	AMB Tools & Equipment Co				Check Entry Number: 001
			T323639	8/8/2020	47.53	0.00	47.53
062853	9/23/2020	APP090	William Appleton				Check Entry Number: 001
			REFUND 9/9/2020	9/9/2020	402.09	0.00	402.09
062854	9/23/2020	BAN005	Bank of America				Check Entry Number: 001
			9/5/2020 STATEMENT	9/5/2020	2,959.55	0.00	2,959.55
062855	9/23/2020	BER040	Abigail Berg				Check Entry Number: 001
			9/2020	9/15/2020	35.85	0.00	35.85
062856	9/23/2020	CEN010	Central Welding Supply				Check Entry Number: 001
			PT 130873	9/2/2020	26.05	0.00	26.05
			PT 131015	9/10/2020	73.69	0.00	73.69
Check 062856 Total:					99.74	0.00	99.74
062857	9/23/2020	CEN030	CenturyLink				Check Entry Number: 001
			9/1/2020 STATEMENT	9/1/2020	100.00	0.00	100.00
062858	9/23/2020	CEN035	CenturyLink				Check Entry Number: 001
			9/5/2020 STATEMENTS	9/5/2020	805.70	0.00	805.70
062859	9/23/2020	COO050	Cooper Fuel & Auto Repair				Check Entry Number: 001
			8/2020 STATEMENT	9/1/2020	1,448.47	0.00	1,448.47
062860	9/23/2020	COW020	Cowling and Co. LLC				Check Entry Number: 001
			47	8/31/2020	6,052.80	0.00	6,052.80
062861	9/23/2020	DMD005	DM Disposal Co. Inc.				Check Entry Number: 001
			8/2020 STATEMENTS	9/1/2020	6,936.50	0.00	6,936.50
062862	9/23/2020	FER001	Ferrellgas				Check Entry Number: 001
			8/26/2020 STATEMENT	8/26/2020	99.44	0.00	99.44
062863	9/23/2020	FIL070	Reto Fili				Check Entry Number: 001
			REFUND 9/14/2020	9/14/2020	808.55	0.00	808.55
062864	9/23/2020	GOO002	Good Man Sanitation				Check Entry Number: 001
			108060A	9/1/2020	1,890.00	0.00	1,890.00
062865	9/23/2020	GOU060	Paul Gourde				Check Entry Number: 001
			REFUND 9/9/2020	9/9/2020	208.00	0.00	208.00
062866	9/23/2020	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			2009-105349	9/10/2020	21.36	0.00	21.36
062867	9/23/2020	HIG020	Highway Specialties LLC				Check Entry Number: 001
			2009405	9/11/2020	179.85	0.00	179.85
062868	9/23/2020	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			9/1/2020 STATEMENT	9/1/2020	1,464.76	0.00	1,464.76
062869	9/23/2020	JEF075	Jefferson County Public Health				Check Entry Number: 001
			9/1/2020 STATEMENT	9/1/2020	268.00	0.00	268.00
062870	9/23/2020	KUT070	Richard Kutsch				Check Entry Number: 001
			REFUND 9/3/2020	9/3/2020	80.93	0.00	80.93
062871	9/23/2020	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4670406	9/1/2020	12.88	0.00	12.88
062872	9/23/2020	LES050	Les Schwab				Check Entry Number: 001
			37900410991	9/4/2020	929.37	0.00	929.37
062873	9/23/2020	MAR025	Jessica Martin				Check Entry Number: 001
			REFUND 9/17/2020	9/14/2020	87.20	0.00	87.20
062874	9/23/2020	MCH050	Kerri McHale				Check Entry Number: 001
			REFUND 9/10/2020	9/10/2020	43.60	0.00	43.60

Run Date: 9/17/2020 3:24:42PM

A/P Date: 9/23/2020

Page: 1

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## Check Register

Journal Posting Date: 9/23/2020

Register Number: CD-000831

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
062875	9/23/2020	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			9/1/2020 STATEMENTS	9/1/2020	346.21	0.00	346.21
062876	9/23/2020	NOR001	North Coast Electric Co				Check Entry Number: 001
			S010347549.001	9/2/2020	107.54	0.00	107.54
062877	9/23/2020	OES001	OESD 114				Check Entry Number: 001
			2021000064	9/15/2020	4,029.00	0.00	4,029.00
062878	9/23/2020	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			565540952	8/5/2020	275.23	0.00	275.23
			566862892	8/12/2020	57.93	0.00	57.93
			568192173	8/19/2020	597.48	0.00	597.48
			569491608	8/26/2020	390.24	0.00	390.24
			569491616	8/26/2020	335.14	0.00	335.14
Check 062878 Total:					1,656.02	0.00	1,656.02
062879	9/23/2020	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			08312020	8/31/2020	26.00	0.00	26.00
062880	9/23/2020	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001
			10	9/2/2020	1,839.00	0.00	1,839.00
062881	9/23/2020	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			8/31/2020 STATEMENT	8/31/2020	300.04	0.00	300.04
062882	9/23/2020	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0185126	9/3/2020	31.56	0.00	31.56
062883	9/23/2020	PET020	Peters Marine Services				Check Entry Number: 001
			475083	9/14/2020	3,651.50	0.00	3,651.50
062884	9/23/2020	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			71838	9/16/2020	102.00	0.00	102.00
062885	9/23/2020	POR005	Port Townsend Leader				Check Entry Number: 001
			9/1/2020 SUBSCRIPTIO	9/1/2020	52.00	0.00	52.00
062886	9/23/2020	PRI001	The Printery				Check Entry Number: 001
			200550	8/31/2020	521.02	0.00	521.02
062887	9/23/2020	PUD001	Pud District #1				Check Entry Number: 001
			9/11/20020	9/11/2020	25.65	0.00	25.65
			9/11/2020 STATEMENTS	9/11/2020	10,642.55	0.00	10,642.55
Check 062887 Total:					10,668.20	0.00	10,668.20
062888	9/23/2020	QUI001	Quill Corporation				Check Entry Number: 001
			10146437,10148778	9/2/2020	277.28	0.00	277.28
062889	9/23/2020	RUN040	Shirley Runkel				Check Entry Number: 001
			REFUND 9/5/20020	9/5/2020	705.25	0.00	705.25
062890	9/23/2020	SAF001	Safeway, Inc.				Check Entry Number: 001
			9/5/2020 STATEMENT	9/5/2020	1,374.30	0.00	1,374.30
062891	9/23/2020	SEC010	Security Services				Check Entry Number: 001
			112679	9/1/2020	190.85	0.00	190.85
062892	9/23/2020	VEN070	VenTek International				Check Entry Number: 001
			123116	9/1/2020	425.10	0.00	425.10
062893	9/23/2020	WAV040	Wave Broadband				Check Entry Number: 001
			103263301-0008360	9/1/2020	1,473.37	0.00	1,473.37
Report Total:					52,798.48	0.00	52,798.48

Run Date: 9/17/2020 3:24:42PM

A/P Date: 9/23/2020

Page: 2  
User Logon: DLF



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### **ELECTRONIC DEBIT – Kitsap Bank**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$15,240.88** on this **23<sup>rd</sup>** day of **September**, 2020.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for ***August, 2020*** in the amount of  
***\$15,240.88***

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
Commissioner William W. Putney III

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
and Administration

**Washington State Department of Revenue**

Your Return has been submitted and your confirmation number is **0-011-567-594**

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

<b>Filing Date</b>	September 18, 2020
<b>Account ID</b>	161-000-044
<b>Primary Name</b>	BOAT HAVEN FUEL DOCK
<b>Payment Method</b>	ACH Debit/E-Check
<b>Payment Effective</b>	September 25, 2020
<b>Total Tax</b>	15,240.88
<b>Total Due</b>	15,240.88

To check the status of your return, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.

Print a copy of your return below.



# Combined Excise Tax Return

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

Filing Period: August 31, 2020

Due Date: September 25, 2020

Filing Frequency: Monthly

## Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	93,472.00	0.00	93,472.00	0.004710	440.25
Service and Other Activities (\$1 million or greater in prior year)	130,076.25	0.00	130,076.25	0.017500	2,276.33
<b>Total Business &amp; Occupation</b>					<b>2,716.58</b>

## State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	93,472.00	0.00	93,472.00	0.065000	6,075.68
Use Tax	29,603.25	0.00	29,603.25	0.065000	1,924.21
<b>Total State Sales and Use</b>					<b>7,999.89</b>

## Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	15,519.49	0.00	15,519.49	0.019260	298.91
Water Distribution	309.59	0.00	309.59	0.050290	15.57
<b>Total Public Utility Tax</b>					<b>314.48</b>

## Deductions

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Motor Vehicle Fuel Tax	0.00
<b>State Sales and Use</b>		
Retail Sales	Motor Vehicle Fuel Sales	0.00

## Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY	728.08	0.025000	18.20
1601 - PORT TOWNSEND	92,743.92	0.025000	2,318.60
<b>Total Local City and/or County Sales Tax</b>			<b>2,336.80</b>

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	29,603.25	0.025000	740.08
Total Local City and/or County Use Tax/Deferred Sales Tax			740.08

**Transient Rental Income**

Location	Income
1601 - PORT TOWNSEND	56,652.60
Total Transient Rental Income	56,652.60

**Special Hotel/Motel**

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	56,652.60	0.020000	1,133.05
Total Special Hotel/Motel			1,133.05

Total Tax	15,240.88
Subtotal	15,240.88
Total Amount Owed	15,240.88

Prepared By: Donna Frary  
E-Mail Address: donna@portofpt.com  
Submitted Date: 9/18/2020  
Confirmation #: 0-011-567-594

Payment Type: ACH Debit/E-Check  
Amount: \$15,240.88  
Effective Date: 9/25/2020

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	September 23, 2020
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV.C. Interlocal Agreement with Jefferson County PUD
<b>STAFF LEAD</b>	Deputy Director Toews
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Staff Information Memo</li> <li>2. Interlocal Agreement with Jefferson County PUD</li> </ol>

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 9/18/2020  
**TO:** Port Townsend Port Commission  
**FROM:** Eric Toews, Deputy Director  
**SUBJECT:** Interlocal Agreement (ILA) with Jefferson County PUD

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**ISSUE PRESENTED:** Should the Commission authorize the Executive Director to enter into an Interlocal Agreement with Jefferson County Public Utility District No. 1 (PUD) for the provision of engineering services and related procurement of contractors, materials and equipment AND FOR collaboration in the planning, permitting, construction, operation and maintenance of the Port's wholesale broadband network?

**BACKGROUND & DISCUSSION:** Interlocal Agreements (ILAs) are authorized under Washington's Interlocal Cooperation Act, RCW 39.34. Intergovernmental cooperation offers an avenue for public agencies to collaborate to reduce duplication, provide economies of scale, reduce procurement and administrative overhead costs, and improve delivery of public services.

The Port already has an ILA in place with Jefferson County (2006) which has been helpful in completing a number of projects – most recently removal of an obstruction (i.e., a large tree) adjacent to the Jefferson County International Airport (JCIA). Additionally, the Commission recently authorized the Executive Director to enter into a similar agreement with the City of Port Townsend.

Earlier this summer (June 6, 2020), the Commission also authorized the Executive Director to enter into an ILA with the PUD for the provision of engineering services and related procurement of contractors, materials and equipment. The ILA authorized by the Commission in June was intended to allow the Port and PUD to work together on several high-priority, IDD-funded capital projects. One specific opportunity for collaboration involved PUD assistance in designing, engineering, and permitting electrical service improvements in the Boat Haven Work Yard.

However, after receiving authorization from the Commission, but before the previously authorized ILA was finalized, executed and filed with the Jefferson County Auditor, it was recognized by both Port and PUD staffs that the scope of the ILA was unnecessarily narrow. In particular, the ILA previously presented failed to include specific reference to the intent of the parties to work together to plan, construct, operate and maintain the Port's broadband facilities.



In lieu of proceeding with the previously authorized ILA, staff now requests that the Commission authorize the Executive Director to execute an ILA substantially in the form presented (see attached), which would facilitate Port/PUD collaboration in the provision of broadband facilities to the Port, as well as electrical service improvements.

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

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

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

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

**ATTACHMENTS:**

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

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

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

**WHEREAS**, The PUD and the Port are two local governmental agencies operating in Jefferson County, State of Washington;

**WHEREAS**, RCW 39.34.080 permits public agencies to contract with one another for the performance of certain governmental services. Under the act, public agencies may enter into agreements with one another for joint or cooperative action. and

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

**WHEREAS**, The Port and the PUD seek to collaborate and work together to provide wholesale broadband services in Jefferson County, Washington.

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

**1. Purpose:** It is the purpose of this Agreement to provide for the cooperation between the Parties and make the most efficient use of their resources by enabling the Port to utilize the PUD's engineering services, whether provided internally or contracting out. In addition, the Parties seek to cooperate and find the most efficient way to procure any related contractors, materials and equipment for services provided pursuant to this Agreement. The Parties also seek to cooperate with each other to extend wholesale broadband services to customers in Jefferson County, Washington, and to provide terms and conditions where the PUD will construct, operate and maintain the Port's wholesale broadband network.

(a). For engineering services, the party requesting engineering services shall provide a written request to the party to be providing such services. The requests shall describe the services, the timing anticipated for the services, and the maximum dollar amount for the services. The party providing such services shall timely respond to any request, and all necessary written documentation authorizing the work to be performed shall be executed by the PUD's General Manager and the Executive Director of the Port. It shall be at each party's discretion to undertake any request for services.

(b) For wholesale broadband services, the Parties shall work together to plan, design construct any wholesale broadband facilities to be owned by the Port and operated and maintained by the PUD. Exhibit A to this Agreement provides the specific terms and conditions regarding the planning, development, permitting, construction and operation of all wholesale broadband services that are subject to this Agreement. Upon completion of construction of any of the Port's wholesale broadband facilities, each Party shall retain their respective ownership of all their properties. This Agreement does not contemplate joint ownership of property. The PUD agrees to provide the services detailed in the attached Exhibit A to this Agreement, after the Parties have agreed upon the specific terms and conditions.

**2. Compensation:** Each Party shall compensate the other Party for the actual cost of services rendered including, but not limited to employee(s) wages (direct rate plus benefits); overhead costs at its current rate in use reimbursement for any and all necessary materials purchased to complete the services; and any costs required for professional insurance coverage necessary. Attached as Exhibit B to this Agreement is a current rate schedule for the services to be provided pursuant to this Agreement. The Parties agree to update Exhibit B on an annual basis. For purposes of the development of wholesale broadband facilities, Exhibit A provides terms and conditions regarding the costs of planning, developing, permitting, constructing and operating the network.

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

**4. Hold Harmless and Indemnification:** Each party (the "Indemnitor") shall hold the other (the "Indemnitee"), harmless, indemnify and defend the other its board or commission members, officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including, but not limited to, reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the performance of this contract, its employees, agents, or subcontractors or anyone for whose acts any of them may be liable, except for injuries and damages caused by the sole negligence of the Indemnitee. If the claim, suit or action involves concurrent negligence of the Parties, the indemnity provisions provided herein shall be applicable only to the extent of the percentage of each party's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Contract.

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

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

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

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

**Errors and Omissions for Professional Services Provided**

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

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

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

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

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

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

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

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

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

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

In Witness Whereof, the parties have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2018.

**JEFFERSON COUNTY PUD NO. 1**

**PORT OF PORT TOWNSEND**

\_\_\_\_\_  
Kevin Streett, General Manager

\_\_\_\_\_  
Eron Berg, Executive Director

**EXHIBIT A**

**NETWORK DEVELOPMENT, OPERATIONS AND ENGINEERING SERVICES**

CONFIDENTIAL DRAFT

**EXHIBIT B**

**RATE SCHEDULE FOR SERVICES AND MATERIALS**

CONFIDENTIAL DRAFT

<b>MEETING DATE</b>	September 23, 2020
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. D. Scow Bay Boats New Lease
<b>STAFF LEAD</b>	Eric Toews, Deputy Director
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Info Memo</li> <li>2. Term Sheet</li> <li>3. Draft Lease, Scow Bay Boats</li> </ol>



**DATE:** 9/16/2020  
**TO:** Port Commission, September 23, 2020 Commission Meeting  
**FROM:** Sue Nelson, Lease & Contracts Administrator  
**SUBJECT:** Scow Bay Boats – Proposed Lease Agreement

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**BACKGROUND:** Mark Stout, owner of Scow Bay Boats has been a Port tenant in good standing since 2014. His lease has been in holdover status since August 31, 2018 but has continued to receive annual CPI-U rate increases, as per the lease agreement. Scow Bay Boats is one of the four tenants who currently fall under the adopted lease/rental rate of \$0.16 per square foot for tenants working out of a temporary structure, which goes into effect October 1, 2020, as adopted by the Port Commission.

**DISCUSSION:** The yard space occupied includes 3,063 square feet in which the Scow Bay Boats structure is located, and where Mr. Stout builds and repairs boats.

The proposed lease term is for three (3) years with one (1) additional three (3) year option.

This lease allows Mr. Stout a twelve-month period to step into the \$0.16/sf rate. His rent prior to this was \$0.09/sf. He will also owe an additional \$1,106.10 towards the current three-month security deposit requirement, which will be paid in eighteen (18) monthly installments. By month thirteen and through month 18, Mr. Stout will be paying approximately \$304.00 + the then current CPI-U per month over what he has currently been paying for rent.

In the event Scow Bay Boats were to become a “holdover” tenant at the end of the lease term, the rent would increase to 125% of that paid in the month preceding lease termination.

**RECOMMENDATION:** Authorize the Executive Director to execute the attached lease with Scow Bay Boats, a Washington Sole Proprietorship.

**ATTACHMENTS**

- Summary of Key Terms
- Proposed Port/Scow Bay Boats Lease Agreement (including Exhibit “A”, depicting the premises)

**PORT OF PORT TOWNSEND:  
Summary of Key Terms – Boat Haven Land Lease**

1. **TENANT:** Scow Bay Boats, a Washington State sole proprietorship.
2. **PREMISES:** A 3,063 square foot area located adjacent and to the east of the Household Hazardous Waste disposal facility at the Port's Boat Have facility.
3. **TERM:** Three (3) years, beginning on October 1, 2020 and ending on September 30, 2023. Option to extend the lease term by one (1) additional three (3) year term. Notification to extend the Lease to be done in writing ninety (90) days prior to the end of the lease or any extended term.
4. **RENT:** Rent per square foot of \$0.11 at lease inception and increasing to \$0.16 by the beginning of month thirteen (13); CPI-U applied beginning in year 2 and each year thereafter in any extended lease term. Market rate adjustment may be applied at beginning of year 3, and every three years after.  
  
    Months 1-6: October 1, 2020 – March 31, 2021:  
    3,063 sf x \$0.11/sf = \$336.93 + \$43.27 (12.84% Leasehold Excise Tax "LET") = \$380.20  
  
    Months 7-12: April 1, 2021 – September 30, 2021:  
    3,063 sf x \$0.14/sf = \$428.82 + \$55.06 LET = \$483.88  
  
    Month 13: Beginning October 1, 2021:  
    3,063 sf x \$0.16/sf = \$490.08 + 62.93 LET = \$553.01 + then current CPI-U + LET
5. **HOLDING OVER:** In the event Lessee allows the lease to expire without negotiating a new agreement with the Port, the tenancy will roll over into a month-to-month basis, with all other provisions of the lease agreement remaining in effect, except that the rent will increase to 125% of the rent due in the month preceding the holdover (e.g., if the rent were \$490.08 + LET at the time of lease expiration, the rent in holdover status would be + 25% (\$122.52), or \$612.60 + LET).
6. **USE OF PREMISES:** Boat building, repair and maintenance.
7. **SECURITY:** Three month's security + LET would be required at lease inception (\$1,659.02). Because Lessee already has a deposit of \$552.92 on file with the Port, an additional \$1,106.10 would be required. The Port would allow the deposit balance to be paid in eighteen (18) installment payments of \$61.45, the first installment to be due at lease inception.
8. **UTILITIES:** All utilities are the responsibility of the Lessee.
9. **MAINTENANCE & REPAIR:** All maintenance and repairs are the Lessee's responsibility.
10. **INSURANCE:** Per Port policy. Commercial General Liability of \$1,000,000 combined single limit; Workers Compensation Insurance of not less than \$1,000,000 per occurrence; insurance certificates naming the Port as an additional insured; proof of insurance must be provided prior to occupancy.
11. **ASSIGNMENT/SUBLEASE:** Permitted only by prior written consent of the Port.
12. **DEFAULTS/TERMINATION:** Time is of the essence. Failure to pay rent, or to abide by the covenants/agreements contained in the lease, may serve as a basis for termination. Lessee will be provided with fifteen (15) days' written notice to cure defaults. Port may also terminate upon one-hundred and twenty (120) days' written notice, at its sole discretion, for public or private use in connection with the operation of the business of the Port.

## PORT OF PORT TOWNSEND BOAT HAVEN LAND LEASE

**THIS LEASE AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_ 2020, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port," and SCOW BAY BOATS, a Washington sole proprietorship, hereinafter referred to as "Lessee,"

### WITNESSETH:

That the parties hereto do mutually agree as follows:

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

A 3,063 square foot area located adjacent and to the east of the Household Hazardous Waste disposal facility at the Port's Boat Haven facility in Port Townsend, as shown on Exhibit 'A',

hereinafter referred to as "the premises."

2. **TERM:** This Lease shall be for a term of three (3) years, beginning on October 1, 2020 and ending on September 30, 2023 unless extended or sooner terminated as provided in this Lease. The Lessee shall also have an option to extend the lease term by one (1) additional three (3) year term. Notification to extend the Lease will be done in writing 90 days prior to end of the initial or any extended lease term.
3. **RENT:** Lessee agrees to pay as rental for the leased premises \$0.11 per square foot at lease inception and increasing to \$0.16 + CPI-U by the beginning of month thirteen (13), plus Leasehold Excise Tax (LET). Rent schedule as follows:

Months 1-6: October 1, 2020 – March 31, 2021:

3,063 sf x \$0.11/sf = \$336.93 + \$43.27 LET = \$380.20

Months 7-12: April 1, 2021 – September 30, 2021:

3,063 sf x \$0.14/sf = \$428.82 + \$55.06 LET = \$483.88

Beginning: October 1, 2021:

3,063 sf x \$0.16/sf = \$490.08 + 62.93 LET = \$553.01 + then current CPI-U + LET

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

property and all services and amenities available to the property by virtue of its location. The rental rate beginning in year two (2) and annually throughout the term of the lease will be adjusted by an amount equal to the accumulative amount found on the Consumer Price Index for all urban consumers (CPI-U) for Seattle-Tacoma-Bellevue, which is compiled by the Department of Labor, Bureau of Statistics. In no event shall any rent adjustment result in a reduction in rent from the rate paid in the prior year.

4. **LATE CHARGE:** In the event that any installment of rent remains unpaid more than twenty (20) days after it is due, then Lessee shall also be obliged to pay a “late charge” as per the Port of Port Townsend Rate Schedule then in effect.
5. **DEPOSIT:** Lessee shall deposit with the Port security in the amount of **One Thousand Six Hundred Fifty-Nine Dollars and Two Cents (\$1,659.02)** including Leasehold Excise Tax (LET)<sup>1</sup>. Lessee has an existing deposit of **Five Hundred Fifty-Two Dollars and Ninety-Two Cents (\$552.92)** currently on file with the Port under an agreement now superseded by this Lease. Accordingly, Lessee shall deposit an additional **One Thousand One Hundred Six Dollars and Ten Cents (\$1,106.10)** in order to satisfy the requirements of this Paragraph 5 (“the additional deposit”). The additional deposit shall be made in eighteen (18) equal monthly installment payments of **Sixty-One Dollars and Forty-Five Cents (\$61.45)** concurrent with the monthly rental payments set forth in Paragraph 3 hereinabove. The deposit shall be held by the Port as security for Lessee’s faithful performance of all its obligations under this Lease. Any interest earned on amounts deposited shall be retained by the Port. The deposit shall be returned to Lessee upon termination of this Lease, less any charges owing to the Port or expenses incurred by the Port in repairing damage caused by Lessee or restoring the leased premises to the condition required upon termination of this Lease.
6. **USE OF PREMISES:** Lessee shall use the premises for boat building, repair and maintenance and shall not use them for any other purpose without the prior written consent of the Port. Lessee shall use the entire premises for the conduct of said business in a first-class manner continuously during the entire term of this Lease, with the exception of temporary closures for such periods as may reasonably be necessary for repairs or redecorating or for reasons beyond Lessee’s reasonable control. Lessee agrees that it will not disturb the Port or any other tenant of the Port's by making or permitting any disturbance or any unusual noise, vibration or other condition on or in the premises inconsistent with normal boat repair work.
7. **CONDUCT COVENANTS AND WARRANTIES:** In addition to all other covenants and warranties set forth herein, Lessee specifically represents to the Port as follows:
  - a. Quiet Conduct: The conduct of Lessee and such others for whom Lessee is responsible shall not, in any manner, disturb the quiet enjoyment of other Tenants, invitees, or visitors, in or near where the Premises are located, including common areas.

<sup>1</sup> Required security for all Port leases is three (3) months (minimum + LET, calculated as follows: \$490.08 per month x 3 = \$1,470.24; \$1,470.24 x 12.84% LET = \$188.78 = \$1,470.24 + \$188.78 = \$1,659.02.

- b. **Damage:** The conduct of Lessee and such others for whom Lessee is responsible shall not result in or cause destruction or damage to the Premises, or any part thereof including, but not limited to any and all common areas, or the property of other Tenants, their invitees, and visitors.
8. **UTILITIES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all utility services furnished to the premises, including but not limited to light, heat, electricity, gas, water, sewerage, garbage disposal.
9. **LESSEE INSPECTION - CONDITION OF PROPERTY:** Lessee accepts the Premises, including all existing improvements thereon, "as is" without further liability for maintenance or repair on the part of the Port, and is not relying on any representations of the Port as to the condition, suitability, zoning restrictions, or usability, except as specifically noted herein. Lessee further agrees to keep the Premises and all improvements thereon continually in good condition throughout the term of the Lease. Lessee shall not allow any portion of the Premises to remain in a damaged, unworkable or other condition which compromises the condition of any portion of the Premises. Lessee further agrees to maintain the exterior appearance of all buildings, structures, temporary shelters, storage containers or improvements on the Premises during the term of the Lease in as good a condition as they existed at the inception of this agreement.
10. **MAINTENANCE AND REPAIR:** At the expiration or sooner termination of this Lease, Lessee shall return the premises to the Port in the same condition in which received (or, if altered by Lessee with the Port's consent, then the premises shall be returned in such altered condition), reasonable wear and tear and damage by fire or unavoidable casualty excepted. Lessee shall, at its' own expense, and at all times:
- a. Keep the premises and the adjoining roadways neat, clean and in a safe and sanitary condition;
  - b. Maintain and keep the leased premises in a good state of repair; and
  - c. Not commit waste of any kind.
11. **ALTERATIONS AND IMPROVEMENTS:** Lessee shall make no alterations or improvements to or upon the premises without first obtaining written approval from the Executive Director of the Port. Such written approval shall also include agreement for disposition of the improvements upon termination of this Lease.
12. **INSPECTION - "FOR RENT" SIGNS:** The Port reserves the right to inspect the leased premises at any and all reasonable times throughout the term of this Lease, PROVIDED, that it shall not interfere unduly with Lessee's operations. The right of inspection reserved to the Port hereunder shall impose no obligation on the Port to make inspections to ascertain the condition of the premises and shall impose no liability upon the Port for failure to make such inspections. The Port shall have the right to place and maintain "For Rent" signs in

conspicuous places on the premises for thirty (30) days prior to the expiration or sooner termination of this Lease.

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

**14. DAMAGE OR DESTRUCTION:**

- a. Casualty Loss of Lessee: The parties agree that the Port, its commissioners and employees, the Port's insurance carrier and the Port's casualty policy shall not be responsible to the Lessee for any property loss or damage done to the Lessee's property, whether real, personal or mixed, occasioned by reason of any fire, storm or other casualty whatsoever. It shall be the Lessee's sole responsibility to provide its own protection against casualty losses of whatsoever kind or nature, regardless of whether or not such loss is occasioned by the acts or omissions of the Port, Lessee, third party, or act of nature. Lessee hereby releases and discharges the Port its commissioners and employees, the Port's insurance carrier and the Port's casualty policy from any claims for loss or damage to Lessee's property.
- b. Casualty – Option to Terminate: Should the premises or any buildings, structures, temporary shelters, storage containers or improvements on the Premises be completely destroyed by fire or other casualty, or should they be damaged to such an extent that the damage cannot be repaired by Lessee within four (4) weeks of the occurrence, the Port shall have the option to terminate this Lease on thirty (30) days' notice, effective as of any date not more than sixty (60) days' after the occurrence.

- 15. INDEMNIFICATION AND HOLD HARMLESS:** The Port, its employees and agents shall not be liable for any injury (including death) to any persons or for damage to any property, regardless of how such injury or damage be caused, sustained, or alleged to have been sustained by the Lessee or by others as a result of any condition (including existing or future defects in the premises) or occurrence whatsoever related in any way to the premises and the areas adjacent thereto or related in any way to Lessee's use or occupancy of the

premises and of the areas adjacent thereto. Lessee agrees to defend and to hold and save the Port harmless from all liability or expense of litigation) in connection with any such items of actual or alleged injury or damage.

- 16. LIMITED WAIVER OF IMMUNITY UNDER WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW AND OTHER SIMILAR INDUSTRIAL INSURANCE SCHEMES:** For purposes of the indemnification provision set forth in Paragraph 15, above, and only to the extent of claims against Lessee by the Port under such indemnification provision, Lessee specifically waives any immunity it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW, The United States Longshore and Harbor Workers Compensation Act, 33 USC §901-950, or any other similar workers' compensation schemes. The indemnification obligation under this lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts. The foregoing provision was specifically negotiated and agreed upon by the parties hereto.
- 17. INSURANCE:** Lessee agrees to maintain during the lease term liability insurance as set forth below, at Lessee's sole expense. All such insurance shall name the Port of Port Townsend as an additional insured and shall be with insurance companies acceptable to the Port.
- a. Comprehensive General Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000 combined single limit for each occurrence. Such insurance shall include but not be limited to bodily injury liability, personal injury liability, property damage liability, broad form property damage liability, contractual liability, and products/completed operations liability.
  - b. Comprehensive Business Automobile Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000 combined single limit for each occurrence. Such insurance shall include but not be limited to bodily injury liability, property damage liability, hired car liability, and non-owned auto liability.
  - c. Workers Compensation Insurance as will protect tenant's employees from claims under Washington Workers Compensation Act as well as all Federal Acts applicable to the tenant's operations at the site such as but not limited to U.S. Longshoremen and Harborworkers Act, Jones Act, and Federal Employers Liability section of the Washington Workers Compensation Policy and all Federal Acts Insurance shall not be less than \$1,000,000 for each occurrence.

The Lessee agrees to supply the Port with appropriate evidence to establish that its insurance obligations have been met, and that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice to the Port. The conditions set forth in subparagraphs a, b and c of this Paragraph 17 shall be met prior to occupancy.

- 18. WAIVER OF SUBROGATION:** The Port and Lessee hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance contracts, including any extended coverage endorsements thereto, PROVIDED, that this paragraph 18 shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of the Port or Lessee.
- 19. INCREASE IN COST OF INSURANCE:** Lessee shall not use the demised premises in such a manner as to increase the existing rates of insurance applicable to the buildings or structures of which the premises are a part. If it nevertheless does so, then, at the option of the Port, the full amount of any resulting increase in premiums paid by the Port with respect to the buildings or structures of which the leased premises are a part, and to the extent allocable to the term of this Lease, may be added to the amount of rental hereinabove specified and shall be paid by Lessee to the Port upon the monthly rental day next thereafter occurring.
- 20. HAZARDOUS SUBSTANCES WARRANTY AND AGREEMENT:** Lessee has examined the Hazardous Substances Warranty and Agreement, consisting of seven (7) pages, which is attached hereto and which by this reference is incorporated herein as Exhibit "B" as fully set forth herein, and acknowledges full understanding of its obligations under said Hazardous Substances Warranty and Agreement.
- 21. TAXES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all license and excise fees and occupation taxes covering the business conducted on the premises, and all taxes on property of Lessee on the leased premises and any taxes on the leased premises or leasehold interest created by this Lease Agreement.
- 22. COMPLIANCE WITH PORT REGULATIONS AND WITH ALL LAWS:** Lessee agrees to comply with all applicable rules and regulations of the Port pertaining to the realty of which the premises are a part now in existence or hereafter promulgated for the general safety and convenience of the Port, its various tenants, invitees, licensees and the general public. Lessee also agrees to comply with all applicable federal, state, and municipal laws, ordinances, and regulations. Lessee further agrees that all buildings, structures or other improvements, approved by the Port, will be properly permitted by the City and/or County. Any fees for any inspection of the premises during or for the lease term by any federal, state or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.
- 23. ASSIGNMENT OR SUBLEASE:** Lessee shall not assign or transfer this Lease or any interest therein nor sublet the whole or any part of the premises, nor shall this Lease or any interest thereunder be assignable or transferable by operation of law or by any process or proceeding of any court, otherwise, without the written consent of the Port first had and obtained. If Lessee is a corporation, Lessee further agrees that if at any time during the term of this Lease more than one-half (1/2) of the outstanding shares of any class of stock of Lessee corporation shall belong to any stockholders other than those who own more than



one-half (1/2) of the outstanding shares of that class of stock at the time of the execution of this Lease or to members of their immediate families, such change in the ownership of the stock of the Lessee shall be deemed an assignment of this Lease within the meaning of this paragraph. If the Port shall give its consent to any assignment or sublease, this paragraph shall nevertheless continue in full force and effect and no further assignment or sublease shall be made without the Port's consent. The Port's consent will not unreasonably be withheld.

**24. DEFAULTS:** Time is of the essence of this Lease Agreement, and in the event of the failure of Lessee to pay the rentals or other charges at the time and in the manner herein specified, or to keep any of the covenants or agreements herein set forth to be kept and performed, the Port may elect to terminate this Lease and reenter and take possession of the premises with or without process of law, PROVIDED, however, that Lessee shall be given fifteen (15) days' notice in writing stating the nature of the default in order to permit such default to be remedied by Lessee within said fifteen (15) day period. If upon such reentry there remains any personal property of Lessee or of any other person upon the leased premises, the Port may, but without the obligation so to do, remove said personal property and hold it for the owners thereof or may place the same in a public garage or warehouse, all at the expense and risk of the owners thereof, and Lessee shall reimburse the Port for any expense incurred by the Port in connection with such removal and storage. The Port shall have the right to sell such stored property, without notice to Lessee, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, and third to the payment of any other amounts which may then be due from Lessee to the Port, and the balance, if any, shall be paid to Lessee. Notwithstanding any such reentry, the liability of Lessee for the full rental provided for herein shall not be extinguished for the balance of the term of this Lease, and Lessee shall make good to the Port any deficiency arising from a re-letting of the leased premises at a lesser rental than that hereinbefore agreed upon. Lessee shall pay such deficiency each month as the amount thereof is ascertained by the Port. Any failure by the owners, officers, or principals of Lessee to pay rentals, storage fees, moorage or any other charges owed to the Port under separate contract shall constitute default under provisions of this Lease Agreement.

**25. TERMINATION OF LEASE OR CHANGE IN LOCATION OF PREMISES BY PORT:**

- a. In the event that the Port, at its sole discretion, shall require the use of the premises for any purpose for public or private use in connection with the operation of the business of the Port, then this Lease may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee sixty (60) or more days before the termination date specified in the notice. Compensation to Lessee for loss of use, cost of relocation, and/or cost of improvement, will be agreed by Lessee and the Port Executive Director.
- b. In lieu of exercising the termination authority set forth in subparagraph a, immediately above, the Port, in its sole discretion, should it require relocation of the premises to another site within the facility for any purpose in connection with the business of the

Port, may relocate the premises described in Paragraph #1, infra, by written notice delivered or mailed by the Port to the Lessee sixty (60) or more days before the premises described in Paragraph #1, infra, are required for Port use. In the event this subparagraph b is exercised by the Port, Lessee agrees that the Port shall not be required to compensate Lessee for loss of use or cost of relocation. Any modification to the location of the premises described herein shall be memorialized in writing and signed by both parties.

- 26. TERMINATION FOR GOVERNMENT USE:** In the event that the United States Government or any agency or instrumentality thereof shall, by condemnation or otherwise, take title, possession or the right to possession of the premises or any part thereof, the Port may, at its option, terminate this Lease as of the date of such taking, and, if Lessee is not in default under any of the provisions of this Lease on said date, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.
- 27. TERMINATION BECAUSE OF COURT DECREE:** In the event that any court having jurisdiction in the matter shall render a decision which has become final and which will prevent the performance by the Port of any of its obligations under this Lease, then either party hereto may terminate this Lease by written notice, and all rights and obligations hereunder (with the exception of any undischarged rights and obligations that accrued prior to the effective date of termination) shall thereupon terminate. If Lessee is not in default under any of the provisions of this Lease on the effective date of such termination, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.
- 28. SIGNS:** No signs or other advertising matter, symbols, canopies or awnings shall be attached to or painted or within the leased premises, including the windows and doors thereof, without the approval of the Executive Director of the Port first had and obtained. At the termination or sooner expiration of this Lease, all such signs, advertising matter, symbols, canopies or awnings attached to or painted by Lessee shall be removed by Lessee at its own expense, and Lessee shall repair any damage or injury to the premises, and correct any unsightly condition, caused by the maintenance and removal of said signs, etc.
- 29. INSOLVENCY:** If Lessee shall file a petition in bankruptcy, or if Lessee shall be adjudged bankrupt or insolvent by any court, or if a receiver of the property of Lessee shall be appointed in any proceeding brought by or against Lessee, or if Lessee shall make an assignment for the benefit of creditors, or if any proceedings shall be commenced to foreclose any mortgage or any other lien on Lessee's interest in the premises or on any personal property kept or maintained on the premises by Lessee, the Port may at its option, terminate this Lease.
- 30. WAIVER:** The acceptance of rental by the Port for any period or periods after a default by Lessee hereunder shall not be deemed a waiver of such default unless the Port shall so

intend and shall so advise Lessee in writing. No waiver by the Port of any default hereunder by Lessee shall be construed to be or act as a waiver of any subsequent default by Lessee. After any default shall have been cured by Lessee, it shall not thereafter be used by the Port as a ground for the commencement of any action under the provisions of paragraph 24 hereof.

- 31. PROMOTION OF PORT COMMERCE:** Lessee agrees that throughout the term of this Lease it will, insofar as practicable, promote and aid the movement of passengers and freight through facilities within the territorial limits of the Port. Lessee further agrees that all incoming shipments of commodities that it may be able to control or direct shall be made through facilities within the territorial limits of the Port if there will be no resulting cost or time disadvantage to Lessee.
- 32. SURRENDER OF PREMISES:** The voluntary or other surrender of this Lease by Lessee, or a mutual cancelation thereof, will not work a merger, and will, at the option of the Port, operate as an assignment to it or any of all subleases or subtenancies. Upon the expiration or earlier termination of this Lease, Lessee shall peaceably surrender the premises and all of the alterations and additions thereto, leave the premises clean, in as good order, repair and condition as was provided to Lessee on the commencement date, reasonable wear and tear excepted, and Lessee shall comply with the provisions of Paragraphs 10 and 11 above.
- 33. ATTORNEY'S FEES AND COSTS:** In the event either party requires the services of an attorney in connection with enforcing or interpreting the terms of this Lease, or in the event suit is brought for the recovery of any sums due under this Lease or for the breach of any covenant or condition of this Lease, or for the restitution of the premises to the Port or eviction of the Lessee during the lease term or after the expiration thereof, the substantially prevailing party is entitled to reasonable attorney fees and all costs incurred in connection therewith, including, without limitation, the fees of accountants, appraisers and other professionals, whether at trial, on appeal or without the resort to suit.
- 34. HOLDING OVER:** Any holding over by the Lessee after the expiration of this Lease shall be construed as a tenancy at sufferance (unless such occupancy is with the written consent of the Port) in which event the Lessee will be a tenant from month to month, upon the same terms and conditions of this Lease, except at a rent for such holdover period of 125% of the rental rate in effect for the month preceding such holdover. Acceptance by the Port of rent after such termination shall not constitute a renewal.
- 35. ADVANCES BY PORT FOR LESSEE:** If Lessee shall fail to do anything required to be done by it under the terms of this Lease, except to pay rent, the Port may, at its sole option, do such act or thing on behalf of Lessee, and upon notification to Lessee of the cost thereof to the Port, Lessee shall promptly pay the Port the amount of that cost.

- 36. LIENS AND ENCUMBRANCES:** Lessee shall keep the leased premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the said premises by Lessee. At the Port's request, Lessee shall furnish the Port with written proof of payment of any item which would or might constitute the basis for such a lien on the leased premises if not paid.
- 37. NOTICES:** All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

To Lessor:

THE PORT OF PORT TOWNSEND  
Sue Nelson, Lease & Contracts Administrator  
P.O. Box 1180  
Port Townsend, Washington 98368  
(360) 385-0410

To Lessee:

SCOW BAY BOATS  
Mark Stout  
286 Arcadia West  
Port Townsend, WA 98368  
(907) 299-9663 (cell)

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

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

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

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

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

- 43. NON-DISCRIMINATION EMPLOYMENT:** The Lessee covenants and agrees that in all matters pertaining to the performance of this Lease, Lessee shall at all times conduct its business in a manner which assures fair, equal and non-discriminatory treatment of all persons without respect to race, creed or national origin and, in particular:

- a. Lessee will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of racial or other minorities, and
- b. Lessee will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all patrons or customers without discrimination as to any person's race, creed, color, sex, sexual orientation, or national origin.

- 44. EASEMENTS:** The Parties recognize that the Port facilities are continuously being modified to improve the utilities and services used and provided by the Port. The Port or its agents shall have the right to enter the demised premises of the Lessee, and to cross over, construct, move, reconstruct, rearrange, alter, maintain, repair and operate the sewer, water, and drainage lines, and the electrical service, and all other services required by the Port for its use. The Port is hereby granted a continuous easement or easements that the Port believes is necessary within the lease premises of the Lessee, without any additional cost to the Port for the purposes expressed hereinabove; PROVIDED however, that the Port by virtue of such use does not permanently deprive the Lessee from its beneficial use or occupancy of its leased area.

In the event that the Port does permanently deprive the Lessee from such beneficial use or occupancy, then an equitable adjustment in rent or in the cost required to modify its premises to allow the Lessee to operate its business, will be negotiated and paid by the Port to the Lessee. In the event that such entry by the Port is temporary in nature, then the Port shall reimburse the Lessee for the cost required to modify its premises for the temporary

period that the Lessee is inconvenienced by such Port entry. The Port will not be responsible to the Lessee for any reduced efficiency, or loss of business occasioned by such entry.

45. **ENTIRE AGREEMENT:** This Lease Agreement contains all the understandings between the parties. Each party represents that no promises, representations or commitments have been made by the other as a basis for this Lease which have not been reduced to writing herein. No oral promises or representations shall be binding upon either party, whether made in the past or to be made in the future, unless such promises or representations are reduced to writing in the form of a modification to this Lease executed with all necessary legal formalities by the Commission of the Port of Port Townsend.

Lease Agreement dated this \_\_\_\_ day of \_\_\_\_\_ 2020 is hereby approved by the Port of Port Townsend, on this \_\_\_\_ day of \_\_\_\_\_ 2020 and effective upon the receipt of a deposit and liability insurance documentation from the Lessee.

THIS AGREEMENT HAS BEEN NEGOTIATED BETWEEN THE PARTIES AND CONTAINS A LIMITED WAIVER OF IMMUNITY UNDER TITLE 51 RCW, AN INDEMNIFICATION AND A RELEASE.

**LESSEE – SCOW BAY BOATS**

\_\_\_\_\_  
Mark Stout, Owner

**ATTEST:**

**PORT OF PORT TOWNSEND**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Eron Berg, Executive Director

\_\_\_\_\_  
Port Attorney

**STATE OF WASHINGTON**  
**COUNTY OF JEFFERSON**

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

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

DRAFT

**STATE OF WASHINGTON**  
**COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that Eron Berg signed this instrument and that she is authorized to execute the instrument as Executive Director of the Port of Port Townsend and acknowledged it to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

Signature of  
Notary Public: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_





# Tax Parcel Viewer

SCOW BAY BOATS, EXHIBIT 'A'



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	September 23, 2020		
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
<b>AGENDA TITLE</b>	VII.A. Public Hearing: Comprehensive Scheme of Harbor Improvements (CSHI) 2020 Update		
<b>STAFF LEAD</b>	Deputy Director Toews		
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
<b>ATTACHMENTS</b>	1. Staff informational memo 2. <b>DRAFT</b> Resolution No. 724-20 Adopting the Comprehensive Scheme of Harbor Improvements Update 2020 3. Dept. of Ecology Comment on CSHI Draft 2020 Update		

Please note: The Comprehensive Scheme of Harbor Improvements 2020 Update is not an attachment in this packet; however, it can be found online at <https://portofpt.com/planning/>.

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 9/18/2020  
**TO:** Port Townsend Port Commission  
**FROM:** Eric Toews, Deputy Director  
**SUBJECT:** Comprehensive Scheme of Harbor Improvements 2020 Update

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**ISSUE PRESENTED:** Following receipt and consideration of public testimony, and review of the 2020 Comprehensive Scheme of Harbor Improvements (CSHI) Update, does the Commission wish to direct changes to the draft prior to the scheduled second reading and adoption of the plan at its October 14, 2020 regular meeting?

**INTRODUCTION:** Under Chapter 53.20 RCW, port districts are required to prepare and periodically update harbor improvement plans to guide the development of port properties. These plans are intended to promote transparency in the expenditure of public funds. Periodic updates are also necessary in order to maintain eligibility for certain sources of grant funding. Particularly relevant to the Port is ensuring continuing eligibility for programs administered by the Washington State Recreation and Conservation Office (RCO), including the Boating Facilities Program (BFP), Boating Infrastructure Grants (BIG), and Aquatic Lands Enhancement (ALEA) grants.

### Procedural Background

After a lengthy public process and environmental review (including preparation of draft and final environmental impact statements (DEIS and FEIS)), the Port Commission adopted an entirely new Comprehensive Scheme in December of 2003. Ten years later in 2013, the Commission adopted an update to the CSHI. The 2013 update sought to simplify, clarify and bring up to date the narrative of the 2003 plan, while continuing to develop Port properties in a manner substantially consistent with the “preferred alternative” adopted by the Commission in 2003.

Late last year, staff initiated a second update to the CSHI. As was the case with the 2013 update, the purpose of the current effort is to ensure the accuracy of the inventory and existing conditions narrative throughout the plan, and to revise the individual facility improvement plans to accurately reflect emerging project needs. On January 8, 2020, a partial draft of the CSHI update was introduced and discussed during the Commission’s first workshop session of the year. However, with the transition in Port leadership and other intervening high priority projects, further work on the plan was delayed until late this summer.

At the August 7, 2020 regular meeting, the Commission was briefed on the status of the effort and endorsed proceeding with an expedited process and timeline for preparing and adopting

the CSHI Update. Over the ensuing month, staff has worked to complete the draft plan and initiate the required review under the State Environmental Policy Act (SEPA). The focus was to further simplify and clarify the narrative of the 2013 Comprehensive Scheme, while modifying the list of improvement projects to more accurately align with current capital needs. Notably, the updated plan concentrates on fixing or replacing existing Port infrastructure (e.g., breakwaters, stormwater systems, building repairs, etc.), rather than the acquisition and development or redevelopment of additional properties. However, the plan does imagine the development of three new facilities, as follows:

- Boat Haven Boat Yard - Sand Blast Containment Facility;
- Boat Haven Boat Yard – Marine Trades Incubator Building; and
- JCIA – Rural Light Industrial Park Infrastructure Development.

The plan also imagines the construction of a “cantilevered esplanade” on the west side of the Point Hudson Marina to improve safety for pedestrians visiting the facility. This improvement was included within the 2003 CSHI, but omitted in the 2013 update.

All of the projects outlined in the updated CSHI continue to be consistent with, and help to implement, the “preferred alternative” in the integrated Comprehensive Scheme/Environmental Impact Statement adopted by the Commission in December of 2003.

### **State Environmental Policy Act (SEPA) & Public Process Compliance**

An integrated public hearing notice and notice of SEPA threshold determination of non-significance (DNS) was published in the Port Townsend-Jefferson County Leader on September 2, 2020. The SEPA DNS was sent to the Washington State Department of Ecology and distributed to agencies with jurisdiction on September 2. A second public hearing notice was published on September 9, 2020.

On Wednesday, September 9, 2020, staff presented and discussed the draft plan with the Commission. On Wednesday, September 16, 2020, the required fourteen (14) day comment period on the SEPA threshold determination ended. Only one comment letter was received, from the Department of Ecology (see attached). Ecology recommends review of the State’s best practices for spill prevention, preparedness and response prior to conducting any work in the Port’s marinas. Ecology also suggests extending the double-wall piping at the Boat Haven Fuel Dock the remaining several feet to the fuel dispenser sump to reduce the likelihood of a spill in the marina.

At the upcoming September 23<sup>rd</sup> regular meeting, the Commission will conduct an open record pre-decision public hearing on the proposed 2020 CSHI Update. The hearing is a first reading on the proposed action, affording the public with an opportunity to submit testimony on the draft plan. Following receipt of public testimony, the Commission will deliberate and discuss the testimony received and direct staff to undertake final substantive changes (if necessary) to the draft prior to second reading and at the Commission’s regular meeting on October 14, 2020.

Following adoption, staff will proceed with RCO's plan certification process, which will allow the Port to pursue grant funding for certain projects outlined in the CSHI (e.g., Mats Mats and Gardiner Launch Ramp Improvement Projects).

**FISCAL IMPACT:** None. The preparation and adoption of an update to the Comprehensive Scheme of Harbor Improvements, in and of itself, will not have a direct fiscal impact upon the Port. However, the updated Comprehensive Scheme will provide the foundation for future annual capital budgets and 5-year capital plans. With this as context, the Draft CSHI estimates capital needs for the next 20-years as follows<sup>1</sup>:

- Near Term (next 1-5 years): \$22,044,000
  - Medium Term (6-10 years): \$10,102,000
  - Long Term (11-20 years): \$18,055,000
- TOTAL ESTIMATED COSTS – 2020-2039: \$50,201,000

**MOTION:** None required at this time – this is a public hearing and first reading. Following close of the public hearing to receipt of testimony, the Commission may deliberate upon the testimony received, and discuss and direct changes to the draft. At the October 14, 2020 regular meeting, the Commission will be then be presented with a revised draft of the CSHI (if necessary) for second reading and adoption.

**ATTACHMENTS:**

1. SEPA Comment Letter from Brittany Flittner, Project Specialist, Washington State Department of Ecology, Southwest Regional Office, dated September 16, 2020, and consisting of two (2) pages; and
2. Draft Port Commission Resolution No. 724-20, which would adopt the Comprehensive Scheme of Harbor Improvements Update 2020, if approved by the Commission at the upcoming October 14, 2020 regular meeting (one (1) page).

**Please note:** The Comprehensive Scheme of Harbor Improvements 2020 Update is not an attachment in this packet; however, it can be found online at <https://portofpt.com/planning/>.

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<sup>1</sup> Cost estimates adjusted forward for future inflation, correlated with anticipated project scheduling.



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300  
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

September 16, 2020

Eric Toews, Deputy Director  
Port of Port Townsend  
2701 Jefferson Street  
Port Townsend, WA 98368

Dear Eric Toews:

Thank you for the opportunity to comment on the determination of nonsignificance for the Port of Port Townsend Comprehensive Scheme of Harbor Improvements Update Project. The Department of Ecology (Ecology) reviewed the environmental checklist and has the following comment(s):

**SPILL PREVENTION, PREPAREDNESS, AND RESPONSE:**

**Brittany Flittner, Project Specialist (360) 584-4490 | [brittany.flittner@ecy.wa.gov](mailto:brittany.flittner@ecy.wa.gov)**

Ecology recommends review of the Pollution Prevention for Washington State Marina Handbook <https://wsg.washington.edu/wordpress/wp-content/uploads/marina-handbook.pdf> and keep these best practices in mind as you conduct this work.

Additionally, if the port is considering any additional improvements, Ecology recommends you consider extending the double wall piping at the Port Townsend Boat Haven Marina fuel dock the remaining several feet to the fuel dispenser sump.

The Spill Prevention, Preparedness, and Response Program at Ecology conducts annual inspections on Class 4 facilities. During our facility inspection at the Port Townsend Boat Haven Marina fuel dock, we observed that the protective double wall piping runs from the seawall transition sump to the fuel dispenser, but that it ends several feet short of the fuel dispenser sump. Double-wall fuel piping helps prevent spills by allowing fuel that leaks from the inner pipe to flow through the outer pipe and drain into a sump with a leak detection sensor. The current double wall piping ends a few feet from the dispenser sump and becomes a single wall system at this point, which is directly over the water. This negates the additional spill protection provided by the double-wall piping and sump early warning leak detection. Terminating the double wall fuel line outside of a containment sump goes against best practices and manufacturers recommendations. While the current installation is not out of compliance with WA State regulations, it is not ideal and does not function as designed or desired.

Please contact Brittany Flittner, Project Specialist for the Spills Program, at 360-584-4490 for questions.



Ecology's comments are based upon information provided by the lead agency. As such, they may not constitute an exhaustive list of the various authorizations that must be obtained or legal requirements that must be fulfilled in order to carry out the proposed action.

If you have any questions or would like to respond to these comments, please contact the appropriate reviewing staff listed above.

Department of Ecology  
Southwest Regional Office

(GMP:202004599)

cc: Brittany Flittner, SPPR

**DRAFT**  
**RESOLUTION NO. 724-20**

**A RESOLUTION OF THE PORT COMMISSION ADOPTING THE COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS  
UPDATE 2020, FOR THE PORT OF PORT TOWNSEND**

**WHEREAS**, after extensive community involvement and public review, the Port of Port Townsend adopted a new Comprehensive Scheme of Harbor Improvements (CSHI) on December 3, 2003 as required by Chapter 53.20 RCW; and

**WHEREAS**, on December 23, 2013, following a duly noticed public hearing and documentation of compliance with the requirements of the State Environmental Policy Act (SEPA), the CSHI was updated by way of Resolution No. 603-13; and

**WHEREAS**, the Port wishes to again update the CSHI, thereby ensuring continued transparency in the development of its facilities and expenditure of public monies in, and maintaining eligibility for certain key sources of grant funding to support capital projects; and

**WHEREAS**, a revised CSHI draft was published and made available to the public for review and comment on September 2, 2020; and

**WHEREAS**, public hearing notices were published for the proposed action on September 2, 2020 and again on September 9, 2020; and

**WHEREAS**, the Port has documented procedural and substantive compliance with the requirements of SEPA; and

**WHEREAS**, a public hearing was properly held by the Port Commission on September 23, 2020, and;

**WHEREAS**, the Port Commission, in regular session on October 14, 2020, moved to approve the Comprehensive Scheme of Harbor Improvements Update 2020 (incorporating the changes directed in their deliberations following the receipt of testimony on September 23, 2020); and

**WHEREAS**, the motion passed with a unanimous vote of the Commission;

**NOW, THEREFORE BE IT HEREBY RESOLVED:** by the Commission of the Port of Port Townsend, that pursuant to RCW 53.20, the Comprehensive Scheme of Harbor Improvements Update 2020 is the official Comprehensive Scheme of Harbor Improvements for the Port of Port Townsend.

**ADOPTED** this 14<sup>th</sup> day of October 2020, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

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Pamela A. Petranek, Secretary

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Peter W. Hanke, President

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William W. Putney III, Vice President

**APPROVED AS TO FORM:**

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Port Attorney



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	September 23, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VII.B. First Draft of 2021 Budget w/Proposed Rates
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Staff informational memo on Draft 2021 Budget</li> <li>2. <b>DRAFT</b> 2021 Budget</li> <li>3. Staff memo on Draft 2021 Rates</li> <li>4. Draft 2021 Rates</li> </ol>

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 9/18/2020  
**TO:** Port Commission  
**FROM:** Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration  
**SUBJECT:** 2021 Budget – 1st Draft

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### **ISSUE**

Provide the Commission with the first draft of the 2021 Budget, including assumptions and the 1 Year Capital Improvement Program and 5 Year Capital Plan.

### **BACKGROUND**

The Commission adopted the 2021 Budget schedule on July 22<sup>nd</sup> which included subsequent meetings and a workshop to discuss potential issues, goals and assumptions being used to develop the budget.

The schedule included the 1<sup>st</sup> Draft of the 2021 Budget to be presented at this meeting.

### **DISCUSSION**

#### **2021 Budget Assumptions – 1<sup>st</sup> DRAFT**

This coming year's budget is being developed during a time of an unprecedented, modern day pandemic. During this time, the Port has adjusted expectations for incoming revenues and worked at lowering expenses where possible as the result of the economic impacts of this pandemic. Several months into this event, the Port has been faring relatively well, though in the near future there is still some uncertainty as we roll into autumn and winter. As such, instead of using the 2020 adopted budget (that was adopted in November 2019, months prior to the onset of the pandemic), we elected to use the 2020 Covid-19 projections model that includes the actual YTD July numbers, as approved by Commission at the September 9<sup>th</sup> business meeting.

The formatting for this year's budget was changed to a cash-based presentation that includes the beginning and ending cash & investments estimates for 2020 and 2021.

The following details specific areas of change for the 2021 Port Operating budget when compared to the 2020 Covid-19 Projections budget:

#### **Operating Revenue**

1. A 1% increase was added to most revenues. Last year the Port opted to use the August year to year (12-month) CPI-U rate (All Urban Consumer Price Index Seattle-Tacoma-Bellevue) for revenues; this 12-month measure for August 2020 is 1.6%. However, we are recommending a 1% since the June to June CPI-U rate was 0.9%.

2. Various other Operating Revenues were adjusted based on the activity YTD July 2020, prior year trend analysis, planned business strategies for 2021, and contracts (e.g. leases). We were conservative in these projections since there is still some uncertainty of the long-term impact of the pandemic, even though we've learned much about it in the last 6-7 months.
3. Some key revenues are budgeted at less than 2018 actuals so as not to over-estimate due to the pandemic, however overall, 2021 operating revenues are projected to fall between 2018 and 2019 actuals.

### **Operating Expenses**

4. Personnel costs were calculated based on being fully staffed in accordance with the Organizational Chart approved on September 9, 2020. Salaries/Wages were calculated to include a 2% COLA. The Port is obligated by its' Teamsters Local 589 Union contract to annually provide a CPI COLA increase, not to exceed 5% and not to be less than 2%, (CPI-All Urban Consumer Price Index for Seattle-Tacoma-Bellevue Bi-Monthly Data June to June) to the union wage table January 1 of each year (per both the 2018-2020 and 2021-2023 contracts). As such, the Port elected years ago to include this annual COLA increase to all Port employees (per the Port Policy Handbook). The June to June CPI-U was 0.9%; the CPI-COLA increase is 2%.
5. When comparing to 2020, it should be noted the increased part-time position for the Director of Capital Projects & Port Engineer is included for an entire year, whereas in 2020 he was not hired until October 1. In addition, there were four (4) seasonal workers added for 3 months to assist with marina customer service, especially in greeting customers.
6. The cost for the Port's unrepresented staffs' health insurance was received and used to estimate 2021 costs; it was a modest increase of less than 1%. The 2021 health insurance premiums for represented staff hasn't been received, though we estimated a 1% increase for budget purposes. PERS employer contribution rate increase was included in the budget, which went from 12.86% to 12.97% effective September 1, 2020.
7. We consolidated Contract Services and Consulting as one (1) line item in 2021; it is projected at \$284,918. This is a small increase of \$2,902 over those consolidated line items in 2020.
8. Memberships and Dues were increased to cover the cost of maintaining WSBA licensing for the Executive Director (as has been done for the Deputy), as well as an increase in the Port's Chamber participation.
9. We removed the Bad Debt expense from all years, unless it was directly related to revenues or other cash activity of that year (e.g. in 2018 and 2020, customers repaid old debt so it was a true cash transaction; in 2019 the Bad Debt of \$5,043 is related to revenue received in 2019, but written off in the same year). In prior years under accrual-based accounting, a write-off of Bad Debt often included revenues from more than the current year.

10. We were able to recover some Utility costs in 2020 by having tenants take over their own utilities, rather than billing through the Port. This is part of the reduction in 2020 and 2021 when compared to 2018 and 2019 as well as the change in our phone service provider which also resulted in utility savings. We anticipate, however there will be some PUD and City utility rate increases which is included in 2021 as a 1% increase.
11. A Single Audit is scheduled for the fall of 2021 as the result of the Port spending greater than \$750,000 in federal funds in 2020 on the JCIA Runway Rehabilitation project. (*The Single Audit Act of 1984, as amended in 1996 requires a federal compliance audit for expenditures of federal funds equal or greater than \$750,000 in an entity's fiscal year.*) Since a Single Audit is required, a financial statement audit will also be performed, as required by the State Auditor's Office. The estimated cost is \$25,000. We anticipate there will be a small amount of 2020 audit costs paid in early 2021 so the budget amount is \$27,750.

#### **Other Increases in Fund Resources**

12. As part of shifting to a cash basis reporting format, the Deposits & Retainage and Taxes Collected line items were added in 2020. Those numbers for 2018 and 2019 were added in to provide a better comparative year to year.
13. Capital Contributions/Grants projections includes approximately 10% of the two (2) FAA grants expended on the JCIA Runway Rehabilitation project. FAA grant guidelines require a 10% withholding of the final grant payments until a project close-out is completed. No other grants have been identified at this time for 2021.
14. The Port's budgeted Operating Tax Levy was increased to \$1,048,500 in accordance with the recommendation of the County Assessor at the September 9<sup>th</sup> Commission meeting.
15. A preliminary IDD Levy estimate is included at \$1,634,289. This is based on identification of various capital projects that need funding (see the 1 Year Capital Improvement Program & 5 Year Capital Plan). This may change during this budget process as determined by projects expected to be performed in 2021 and Commission direction.

#### **Other Decreases in Fund Resources**

16. As part of shifting to a cash basis reporting format, the Deposits & Retainage and Taxes Refunded/Remitted line items were added in 2020. Those numbers for 2018 and 2019 were added in to provide a better comparative year to year.
17. Bond interest and principal amounts are reduced in accordance with the bond amortization schedules. Currently, there is no plan to incur additional debt in 2021, however, it may be necessary to bond against future IDD Levy money to address project costs. Furthermore, although the Port has the 2020 Line of Credit (LOC) from which to draw (LOC expires March

1, 2022), there have been no plans to date authorizing such draws and are therefore not in the budget.

18. See the 1 Year Capital Improvement Program & 5 Year Capital Plan for years 2021-2025 and the Port's draft Comprehensive Scheme for Harbor Improvements for more detail on the projects section for 2021 and beyond. The Equipment & Vehicles amount of \$205,000 for 2021 is estimated for a mini-excavator (\$75k), forklift (\$75k) and two (2) pick-up trucks (\$27,500 each).
19. Elections for Commissioner Districts 2 and 3 will occur in the autumn of 2021. As with the 2019 election, we project a split billing from the Jefferson County Auditor in December 2021 and January 2022.

**FISCAL IMPACT**

See attached 2021 Budget

**RECOMMENDATION**

We request the Commission's feedback on the 1<sup>st</sup> Draft of the 2021 Budget and the 1 Year Capital Improvement Program and 5 Year Capital Plan.

Port of Port Townsend  
**SOURCES AND USES OF CASH**  
2021 Budget with Comparison to Prior Years

			2020 Covid-19 JUL YTD Actual & Remaining Budget	2021 Budget	2020-2021 variance
	2018 Actual	2019 Actual			
Beginning Cash & Investments					
Reserved			1,233,195	1,454,741	
Unreserved			2,065,088	2,567,668	
<b>REVENUES</b>					
PTBH - Permanent Moorage	1,122,610	1,151,242	1,186,645	1,216,467	29,822
PTBH - Monthly Guest	322,147	318,828	302,468	285,493	(16,975)
PTBH - Nightly Guest	194,524	259,395	163,117	205,148	42,031
PTBH - Electric	95,172	105,105	98,043	99,023	980
PTBH - Liveaboard Fee	26,397	24,512	26,560	26,826	266
PTBH - Work Float/Lift Pier Usage	11,911	8,042	4,893	4,942	49
PTBH - Miscellaneous Revenue	13,985	14,565	12,875	13,004	129
PTBH - Port Labor	-	445	67	68	1
PTBH - Showers	21,364	10,443	10,002	10,102	100
PTBH - Laundry	6,252	6,549	6,206	6,268	62
PTBH - Key Fobs	-	1,270	640	646	6
PTBH - Promotional Sales	753	585	326	329	3
<b>Boat Haven Moorage</b>	1,815,115	1,900,981	1,811,842	1,868,316	56,474
Yard - Work Yard Revenue	471,374	623,501	570,743	576,450	5,707
Yard - 70/75 Ton Hoist Revenue	308,865	340,124	289,168	292,060	2,892
Yard - Ship Yard Revenue	368,890	397,364	399,541	403,536	3,995
Yard - 300 Ton Hoist Revenue	217,684	177,846	192,399	194,323	1,924
Yard - Washdown Revenue	85,859	81,756	85,862	86,721	859
Yard - Bilge Water Revenue	5,869	6,463	5,581	5,637	56
Yard - L/T Storage	73,417	69,857	75,953	76,713	760
Yard - Blocking Rent	35,519	31,977	44,327	44,770	443
Yard - WY Electric	707	9,652	33,172	33,504	332
Yard - SY Electric	40,587	41,589	45,105	45,556	451
Yard - Off Port Property Tarp Fee	885	1,980	2,732	2,759	27
Yard - Liveaboard Fee	937	1,626	1,889	1,908	19
Yard - Miscellaneous Revenue	26,825	13,692	186	188	2
Yard - Promo Sales	15	-	-	-	-
Yard - WY Port Labor	-	4,753	900	909	9
Yard - SY Port Labor	-	6,179	3,065	3,096	31
Yard - Enviro Fee Workyard	18,120	38,520	48,495	48,980	485
Yard - Enviro Fee Shipyard	2,900	6,100	18,288	18,471	183
Yard - Enviro Clean-Up Fee	610	185	2,810	2,838	28
Marine Trades 3% Revenue	9,300	-	-	-	-
<b>Yard Operations</b>	1,668,362	1,853,163	1,820,216	1,838,418	18,202
Pt Hudson - Building Lease Revenue	336,763	363,046	332,959	380,386	47,427
Pt Hudson - Parking	2,465	11,809	5,154	5,206	52
Pt Hudson - Event Facility Rev	30,756	25,479	286	289	3
Pt Hudson - Property Utility Reimb	38,116	41,839	33,315	33,648	333
Pt Hudson - Permanent Moorage	134,070	138,628	139,690	141,087	1,397
Pt Hudson - Liveaboard Fee	5,504	6,145	6,624	6,690	66
Pt Hudson - Monthly Guest	124,680	120,550	128,273	129,556	1,283
Pt Hudson - Nightly Guest	218,480	215,172	133,756	196,085	62,329
City Pier & Union Wharf Usage	14,608	17,093	2,196	2,218	22
Pt Hudson - Monthly R.V.	66,632	70,559	63,608	64,244	636
Pt Hudson - Nightly R.V.	343,354	355,115	227,820	298,098	70,278
Pt Hudson - Kayak Racks	10,548	11,879	12,058	12,179	121
Pt Hudson - Reservation Fee	41,970	39,120	31,204	31,516	312
Pt Hudson - Showers	8,267	8,031	7,142	7,213	71
Pt Hudson - Laundry	12,580	10,561	10,130	10,231	101
Pt Hudson - Passenger Fee	8,972	14,091	683	3,793	3,110
Pt Hudson - Promotional Sales	1,323	977	683	690	7
Pt Hudson - Miscellaneous Rev	1,160	1,860	862	871	9
Pt Hudson - Enviro Clean-up	-	-	212	214	2
Pt Hudson - Electric	31,951	30,334	33,940	34,279	339
<b>Point Hudson Marina, RV &amp; Property</b>	1,432,198	1,482,287	1,170,595	1,358,493	187,898
PTBH Prop - Electric	3,151	2,002	3,530	3,565	35
PTBH Prop - Stormwater Fees	7,196	9,174	10,388	10,492	104
PTBH Prop - Water, Swr, Garbage, Other	27,405	25,878	21,433	21,647	214
PTBH Prop - Fuel Dock Lease	20,788	21,198	19,809	20,007	198
PTBH Prop - Lease Revenue	599,747	626,298	612,966	686,149	73,183
PTBH Prop - Storage Unit Revenue	9,005	9,143	8,026	8,106	80
PTBH Prop - Miscellaneous	1,605	2,095	-	-	-
<b>Boat Haven Properties</b>	668,897	695,788	676,152	749,967	73,815
Quilcene - Lease Revenue	60,055	61,917	68,915	69,604	689
Quilcene - Permanent Moorage	46,875	47,547	51,878	52,397	519
Quilcene - Fuel Sales	16,498	19,744	3,933	-	(3,933)
Quilcene - Water	8,679	13,695	13,766	13,904	138
Quilcene - Electric	1,355	1,788	2,616	2,642	26
Quilcene - Recreational Ramp Fees	7,719	10,232	9,533	10,254	721

Port of Port Townsend  
**SOURCES AND USES OF CASH**  
2021 Budget with Comparison to Prior Years

	2020 Covid-19 JUL YTD Actual & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual		2021 Budget	
Quilcene - Commercial Use Fees	3,000	2,400	1,400	1,414	14
Quilcene - Liveaboard Fee	377	743	2,434	2,458	24
Quilcene - Nightly Moorage	3,356	3,532	2,797	2,825	28
Quilcene - Monthly R.V.	3,545	-	-	-	-
Quilcene - Nightly R.V.	1,007	-	-	-	-
Quilcene - Showers	3,412	3,671	3,465	3,500	35
Quilcene - Miscellaneous Revenue	247	20	126	127	1
Quilcene - Reservations	330	770	378	382	4
<b>Quilcene Herb Beck Marina</b>	156,455	166,058	161,241	159,507	(1,734)
JCIA - Lease Revenue	106,897	114,924	111,022	116,691	5,669
JCIA - Hangar Revenue	21,713	29,175	31,461	31,776	315
JCIA - Fuel Lease Revenue	3,313	2,605	1,748	1,765	17
JCIA - Electric	1,821	1,303	1,328	1,341	13
JCIA - Vehicle Parking Revenue	604	342	733	740	7
JCIA - Aircraft Parking	223	1,736	1,842	1,860	18
JCIA - Miscellaneous Revenue	150	550	42	42	0
<b>JCIA Operations</b>	134,721	150,635	148,176	154,217	6,041
Ramp Fees	37,112	39,976	41,978	44,336	2,358
PTBH - Commercial Use Fees	5,800	5,500	4,983	5,033	50
Dinghy Float Revenue	299	2,110	1,340	1,353	13
<b>Ramp Use</b>	43,211	47,586	48,301	50,722	2,421
<b>Total Operating Revenues</b>	<b>\$ 5,918,959</b>	<b>\$ 6,296,498</b>	<b>\$ 5,836,523</b>	<b>\$ 6,179,639</b>	<b>\$ 343,116</b>
<b>EXPENDITURES</b>					
<b>Salaries &amp; Wages</b>	2,163,134	2,051,190	2,179,001	2,367,558	188,557
<b>Payroll Taxes</b>	218,246	223,337	232,324	238,206	5,882
<b>Employee Benefits</b>	745,646	777,463	817,294	828,423	11,129
<b>Uniform Expense</b>	7,395	8,736	8,201	10,580	2,379
<b>Contract Services</b>	320,140	280,207	257,016	284,918	27,902
<b>Consulting Services</b>	59,756	49,769	25,000	-	(25,000)
<b>Legal fees</b>	212,589	93,541	30,541	40,000	9,459
<b>Audit</b>	24,273	-	27,475	27,750	275
<b>Insurance</b>	237,198	276,190	313,720	316,857	3,137
Computer/Office Supplies	5,568	10,688	3,274	5,000	1,726
Operating supplies	76,205	89,312	75,316	76,069	753
Enviro - materials/supplies	4,522	5,358	23,028	23,258	230
Tarp Pool Expense	27,384	22,903	22,112	22,333	221
Exec - Emp Recog/Relations	1,073	1,420	301	2,500	2,199
Publications	502	282	-	-	-
Postage	6,917	5,297	5,161	5,213	52
Janitorial supplies	37,163	28,376	25,753	26,011	258
Fuel & Lubricants	25,529	34,689	18,877	19,066	189
Permits & Licenses	7,266	6,378	4,023	4,063	40
Equipment Rental	-	297	2,922	2,951	29
Claims & Damages	18,480	5,697	1,500	1,515	15
Membership & Dues	14,443	12,927	17,084	21,255	4,171
Bank Charges	75,323	89,488	83,954	89,794	5,840
Excise Tax	24,530	25,414	22,323	22,546	223
Bad Debt	(321)	5,043	(200)	-	200
Miscellaneous Expense	496	8,160	18,520	1,000	(17,520)
Repair & Maintenance Supplies	115,319	144,787	100,000	100,000	-
<b>Facilities &amp; Operations</b>	440,397	496,517	423,948	422,574	(1,374)
<b>Utilities</b>	566,976	578,078	531,274	536,587	5,313
Advertising (legal)*	8,881	4,677	5,258	5,311	53
Marketing	62,747	40,478	39,090	39,481	391
Promotion	12,206	12,088	4,206	4,248	42
<b>Marketing &amp; Advertising</b>	83,834	57,243	48,554	49,040	486
<b>Economic Development</b>	30,000	-	-	-	-
<b>Travel &amp; Training</b>	31,623	32,261	22,463	22,688	225
<b>Cost of Goods - Fuel</b>	15,112	16,255	2,035	2,055	20
<b>Community Relations</b>	-	2,126	3,527	3,562	35
<b>Total Operating Expenditures</b>	<b>\$ 5,156,321</b>	<b>\$ 4,942,914</b>	<b>\$ 4,922,373</b>	<b>\$ 5,150,798</b>	<b>\$ 228,425</b>
<b>Excess (Deficiency) Rev. to Expenditures</b>	<b>\$ 762,638</b>	<b>\$ 1,353,585</b>	<b>\$ 914,150</b>	<b>\$ 1,028,842</b>	<b>114,692</b>
<b>Other Incr. in Fund Resources</b>					
Retainage Collected	5,476	5,012	1,254	1,267	13
Yard Dep. Collected	-	22,000	1,000	1,010	10

Port of Port Townsend  
**SOURCES AND USES OF CASH**  
2021 Budget with Comparison to Prior Years

	2020 Covid-19 JUL YTD Actual & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual		2021 Budget	
PTBH Prop Lease Dep. Collected	14,598	21,979	19,332	19,525	193
PH Prop Lease Dep. Collected	-	12,836	4,611	4,657	46
PH Marina/RV Dep. Collected	55,306	48,098	28,506	28,791	285
<b>Deposits &amp; Retainage Collected</b>	75,380	109,925	54,703	55,250	547
Sales Tax Collected	81,860	86,181	67,699	68,376	677
Leasehold Tax Collected	579,600	615,429	506,518	531,583	25,065
Hotel/Motel Tax Collected	7,028	7,594	3,835	6,835	3,000
<b>Taxes Collected</b>	668,488	709,204	578,052	606,794	28,742
Grants - FAA	74,565	321,211	3,246,411	360,400	(2,886,011)
Grants - 2020 CARES Act	-	-	30,000	-	(30,000)
Capital Contributions - Non-Operating	33,811	-	35,000	-	(35,000)
Grants - WA State	-	39,748	51,111	-	(51,111)
Grant - WSDOT - JCIA	4,738	-	6,164	655	(5,509)
Grant - Jefferson County	-	41,834	108,166	-	(108,166)
<b>Capital Contributions/Grants</b>	113,113	402,793	3,476,852	361,055	(3,115,797)
ARRA Bond Interest Subsidy	32,707	32,829	32,441	32,000	(441)
Investment Interest	23,339	31,330	14,869	14,000	(869)
<b>Interest</b>	56,046	64,159	47,310	46,000	(1,310)
<b>Debt Proceeds - 2020 Line of Credit</b>	-	-	1,650,000	-	(1,650,000)
Operating Tax Levy	985,903	1,004,079	1,030,000	1,048,500	18,500
IDD Tax Levy	-	-	809,054	1,634,289	825,235
State Forest Revenues	43,126	41,118	32,637	24,000	(8,637)
State Timber Excise Tax	52,200	42,710	32,290	24,000	(8,290)
Leasehold Excise Tax	8,069	6,960	8,648	8,090	(558)
<b>Property &amp; other taxes</b>	1,089,297	1,094,866	1,912,629	2,738,879	826,250
Insurance Recovery	35,457	-	174,916	-	(174,916)
Finance Charges	23,814	22,678	13,778	17,000	3,222
Other Non-Operating Revenues	2,368	232,890	761	1,000	239
<b>Misc. Incr. in Fund Resources</b>	61,639	255,568	189,455	18,000	(171,455)
<b>Total Incr. in Other Fund Resources</b>	<b>\$ 2,063,964</b>	<b>\$ 2,636,514</b>	<b>\$ 7,909,001</b>	<b>\$ 3,825,978</b>	<b>\$ (4,083,023)</b>
<b>Other Decr. In Fund Resources</b>					
Retainage Paid	17,811	12,728	6,265	1,000	(5,265)
Yard Deposits Refunded	-	2,000	10,419	1,523	(8,896)
PTBH Prop Lease Dep. Returned	3,018	27,157	4,062	4,103	41
PH Prop Lease Dep. Returned	-	1,208	1,050	2,061	1,011
PH Deposits Refunded	60,286	46,673	4,434	4,478	44
<b>Deposits &amp; Retainage Paid</b>	81,115	89,766	26,230	13,165	(13,065)
Sales Tax Remitted	81,268	88,673	67,699	68,376	677
Leasehold Tax Remitted	460,278	622,710	506,518	531,583	25,065
Hotel/Motel Tax Remitted	7,040	7,768	3,835	6,835	3,000
<b>Taxes Remitted</b>	548,586	719,151	578,052	606,794	28,742
Bond Principal Repaid - LOC	-	-	1,650,000	-	(1,650,000)
Bond Interest Repaid - LOC	-	-	7,143	-	(7,143)
Bond Principal - 2010 LTGO	260,000	235,000	295,000	310,000	15,000
Interest Expense - 2010 LTGO Bond	181,620	197,838	187,238	175,438	(11,800)
Bond Principal - 2015 LTGO	135,000	430,000	460,000	460,000	-
Interest Expense - 2015 LTGO Refund Bond	102,181	51,375	89,250	75,450	(13,800)
Bond Principal - 2013 Revenue Bond	397,493	409,507	-	-	-
Interest Expense - 2013 Revenue Bond	7,189	-	-	-	-
<b>Bond Principal &amp; Interest</b>	1,083,483	1,323,720	2,688,631	1,020,888	(1,667,743)
Bond Management Fees	958	900	500	1,000	500
Bond Issue Costs	-	-	9,500	-	(9,500)
Investment Fees	600	600	476	475	(1)
<b>Bond Mgmt, Issuance, Investment</b>	1,558	1,500	10,476	1,475	(9,001)
PH Breakwater - Combi Wall Design/Bid	177,919	-	-	-	-
PH Replacement of North & South Jetties	-	45,245	428,300	226,700	(201,600)
JCIA Runway Rehab 2019	180,911	391,700	3,758,855	22,661	(3,736,194)
BH Main Breakwater Repairs	-	9,912	15,752	350,000	334,248
Work & Boat Yard Resurfacing	82,811	-	-	-	-
Work & Boat Yard Resurfacing	-	44,653	665	-	(665)
Work & Boat Yard Resurfacing	-	-	90,000	-	(90,000)
Work & Boat Yard Resurfacing	-	-	-	90,000	90,000
JCIA Airport Terminal	-	-	-	100,000	100,000
Dock Renovations & Piling Replacement	-	-	200,000	150,000	(50,000)
BH Linear Dock Electrical	-	-	55,050	-	(55,050)
Quilcene Marina Dredge Design	-	-	25,000	-	(25,000)
Quilcene Facility Planning & Prelim. Eng.	-	-	-	50,000	50,000
PTBH Water Meters / BFP	3,610	-	-	-	-
Yard Transformers Upgrade	-	-	5,000	-	(5,000)
PTBH Restrooms Remodel 2019	1,524	-	-	-	-
PH - 375 Hudson Air Quality Imprpvmnts	-	77,542	30,134	-	(30,134)
PH Landscaping	-	-	-	40,000	40,000



Port of Port Townsend  
**SOURCES AND USES OF CASH**  
 2021 Budget with Comparison to Prior Years

			2020 Covid-19 JUL YTD Actual & Remaining Budget		2021 Budget	2020-2021 variance
	2018 Actual	2019 Actual				
Boat Yard Electrical Design	-	-	-		30,000	30,000
BH Moorage Office	-	-	-		60,000	60,000
(2) Sperry Bldgs - Capital Maintenance	-	-	-		70,000	70,000
Paint BH Fuel Dock	-	-	-		10,000	10,000
<u>Small Capital Projects</u>	25,485	128,686	1,000		-	(1,000)
BH Fire Suppression	-	-	15,500		-	(15,500)
PH Fire Suppression	-	-	49,125		-	(49,125)
Equipment & Vehicles	145,271	120,447	75,581		205,000	129,419
Software	5,000	-	30,000		-	(30,000)
<b>Capital Project Expenses</b>	622,531	818,185	4,779,962		1,404,361	(3,375,601)
<b>Election Expense</b>	-	10,021	15,674		22,000	6,326
<b>Total Other Decr. In Fund Resources</b>	<b>\$ 2,337,273</b>	<b>\$ 2,962,342</b>	<b>\$ 8,099,025</b>	<b>\$ 3,068,683</b>		<b>\$ (5,030,342)</b>
<b>Increase (Decrease) in Cash</b>			<b>\$ 724,126</b>	<b>\$ 1,786,137</b>		<b>\$ 1,062,011</b>
<b>Beginning Cash &amp; Investments</b>			<b>\$ 3,298,283</b>	<b>\$ 4,022,409</b>		<b>\$ 724,126</b>
<b>Total Ending Cash &amp; Investments</b>			<b>4,022,409</b>	<b>5,808,546</b>		<b>1,786,137</b>
		<b>Reserved</b>	<b>\$ 1,454,741</b>	<b>\$ 2,623,051</b>		
		<b>Unreserved</b>	<b>2,567,668</b>	<b>3,185,495</b>		
		<b>Total Ending Cash</b>	<b>\$ 4,022,409</b>	<b>\$ 5,808,546</b>		

**1 Year Capital Improvement Program & 5 Year Capital Plan**  
**years 2021-2025**  
**as of September 23, 2020**

	<b>2021 estimate</b>	<b>2022 estimate</b>	<b>2023 estimate</b>	<b>2024 estimate</b>	<b>2025 estimate</b>	<b>Total 5 year estimate</b>
<b>JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)</b>						
2020 Runway Rehabilitation - grant close-out	22,661	-	-	-	-	<b>22,661</b>
Airport Terminal	100,000	-	-	-	-	<b>100,000</b>
Fuel Tank Replacement	-	325,000	-	-	-	<b>325,000</b>
Renovate Hangars	-	-	-	-	600,000	<b>600,000</b>
<b>BOAT HAVEN</b>						
Work & Ship Yard Resurfacing	90,000	-	100,000	100,000	100,000	<b>390,000</b>
Dock Renovations & Piling Replacement	150,000	150,000	150,000	150,000	150,000	<b>750,000</b>
Main Breakwater Repairs - Construction	350,000	-	-	-	-	<b>350,000</b>
Moorage Office	60,000	-	-	-	-	<b>60,000</b>
Work & Ship Yard Electrical Upgrades						-
<i>Design</i>	30,000	-	-	-	-	<b>30,000</b>
<i>Construction</i>	-	350,000	-	75,000	-	<b>425,000</b>
Sperry Buildings Capital Maintenance (planned 2/year)	70,000	100,000	100,000	100,000	100,000	<b>470,000</b>
<b>POINT HUDSON</b>						
Building Preservation (incl. roof replacements)	-	100,000	100,000	100,000	100,000	<b>400,000</b>
Replacement of North & South Jetties						-
<i>Design &amp; Permitting</i>	226,700	-	-	-	-	<b>226,700</b>
<i>Construction</i>	-	7,050,000	7,050,000	-	-	<b>14,100,000</b>
Cantelevered Esplanade	-	-	-	-	2,000,000	<b>2,000,000</b>
<b>QUILCENE</b>						
Facility Planning & Preliminary Engineering	50,000	-	-	-	-	<b>50,000</b>
Implementation of Quilcene Plan	-	400,000	-	-	-	<b>400,000</b>
Marina Dock Repairs	-	256,000	-	-	-	<b>256,000</b>
Ramp Upgrade	-	-	300,000	-	-	<b>300,000</b>
<b>OTHER CAPITAL</b>						
Mats Mats Launch Ramp, Handling Float & Parking Improvements	-	675,000	675,000	-	-	<b>1,350,000</b>
Gardiner Launch Ramp w/Seasonal Float	-	500,000	500,000	-	-	<b>1,000,000</b>
Small Capital projects	-	140,000	140,000	140,000	140,000	<b>560,000</b>
Paint Boat Haven Fuel dock	10,000	-	-	-	-	<b>10,000</b>
Point Hudson Landscaping	40,000	-	-	-	-	<b>40,000</b>
Port Equipment/Vehicle replacement	205,000	300,000	40,000	40,000	40,000	<b>625,000</b>
<b>Total Estimated Project Expenses</b>	<b>1,404,361</b>	<b>10,346,000</b>	<b>9,155,000</b>	<b>705,000</b>	<b>3,230,000</b>	<b>24,840,361</b>

<b>FUNDING SOURCES</b>	<b>2021 estimate</b>	<b>2022 estimate</b>	<b>2023 estimate</b>	<b>2024 estimate</b>	<b>2025 estimate</b>	<b>Total 5 year estimate</b>
<b>GRANTS -- Secured</b>						
FAA - JCIA Runway Rehabilitation Grant close-out	(22,661)	-	-	-	-	(22,661)
RCO - PH North & South Jetties Replacement - Construction	-	(882,611)	-	-	-	(882,611)
<b>BOAT HAVEN RESERVE</b>						
Main Breakwater Repairs - Construction	(345,025)	-	-	-	-	(345,025)
<b>IDD LEVY RESERVE</b>						
PH North & South Jetties Replacement	-	-	-	-	-	-
<i>Design &amp; Permitting</i>	(226,700)	-	-	-	-	(226,700)
<i>Construction</i>	-	(1,233,478)	(1,410,000)	-	-	(2,643,478)
Work & Boat Yard Resurfacing	(90,000)	-	(100,000)	(100,000)	(100,000)	(390,000)
JCIA Fuel Tank Replacement	-	(325,000)	-	-	-	(325,000)
D-Dock Renovation & Piling Replacement	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Sperry Buildings Capital Maintenance (planned 2/year)	(70,000)	(100,000)	(100,000)	(100,000)	(100,000)	(470,000)
Work & Boat Yard Electrical Design	(30,000)	-	-	-	-	(30,000)
Work & Boat Yard Electrical Construction	-	(350,000)	-	(75,000)	-	(425,000)
Quilcene Facility Planning & Prelim. Eng.	(50,000)	-	-	-	-	(50,000)
Quilcene Implementation of Plan	-	(400,000)	-	-	-	(400,000)
Quilcene Marina Dock Repairs	-	(256,000)	-	-	-	(256,000)
Quilcene Ramp Upgrade	-	-	(300,000)	-	-	(300,000)
PH Building Preservation (including roofs)	-	(100,000)	(100,000)	(100,000)	(100,000)	(400,000)
JCIA Renovate Hangars	-	-	-	-	(600,000)	(600,000)
Mats Mats Launch Ramp, Handling Float & Parking Improvements	-	(175,000)	(175,000)	-	-	(350,000)
<b>TOTAL PROJECTED IDD LEVY FUNDS USE 2021-2025</b>	<b>(616,700)</b>	<b>(3,089,478)</b>	<b>(2,335,000)</b>	<b>(525,000)</b>	<b>(1,050,000)</b>	<b>(7,616,178)</b>
<b>NET OPERATING INCOME (NOI)</b>						
Main Breakwater Repairs - Construction	(4,975)	-	-	-	-	(4,975)
JCIA Airport Terminal	(100,000)	-	-	-	-	(100,000)
Moorage Office	(60,000)	-	-	-	-	(60,000)
Quilcene Facility Planning & Prelim. Eng.	-	-	-	-	-	-
Paint Boat Haven Fuel dock	(10,000)	-	-	-	-	(10,000)
Point Hudson Landscaping	(40,000)	-	-	-	-	(40,000)
Small Capital projects - unidentified	-	(140,000)	(140,000)	(140,000)	(140,000)	(560,000)
Port Equipment/Vehicle replacement	(205,000)	-	(40,000)	(40,000)	(40,000)	(325,000)
<b>Total Funding Sources Secured</b>	<b>(1,404,361)</b>	<b>(4,112,089)</b>	<b>(2,515,000)</b>	<b>(705,000)</b>	<b>(1,230,000)</b>	<b>(9,966,450)</b>
<b>Unsecured Anticipated Grants</b>						
PH Cantelevered Esplanade	-	-	-	-	(2,000,000)	(2,000,000)
PH North & South Jetties Replacement - Construction	-	(4,933,911)	(5,640,000)	-	-	(10,573,911)
Mats Mats Launch Ramp, Handling Float & Parking Improvements	-	(500,000)	(500,000)	-	-	(1,000,000)
Gardiner Launch Ramp	-	(500,000)	(500,000)	-	-	(1,000,000)
<b>Total Unsecured Anticipated Grants</b>	<b>-</b>	<b>(5,933,911)</b>	<b>(6,640,000)</b>	<b>-</b>	<b>(2,000,000)</b>	<b>(14,573,911)</b>
<b>Total Funding Sources Secured &amp; Unsecured</b>	<b>(1,404,361)</b>	<b>(10,046,000)</b>	<b>(9,155,000)</b>	<b>(705,000)</b>	<b>(3,230,000)</b>	<b>(24,540,361)</b>

**Reserves Estimated for 2021 Budget**  
**Updated September 18, 2020**

<u>Estimated Ending Reserves 12/31/2020</u>		1,454,741	
Port Wide Capital	378,984		
Boat Haven Reserve	385,525		
Operations reserve	315,000		
Emergency Reserve	100,000		
Unemployment Reserve	10,000		
IDD Levy Reserve	265,232		
<u>Port Wide Capital Beginning</u>		378,984	
2020 True-up for Budgeted Capital projects			
Workyard Resurfacing		(90,000)	
Budgeted Reserve Funding 2021	Jan-Dec	249,996	
2021 Budgeted Capital projects			
BH Moorage Office		(60,000)	
BH Paint Fuel Dock		(10,000)	
PH Landscaping		(40,000)	
<b>Budgeted Ending Balance</b>			<b>428,980</b>
<u>Boat Haven Reserve Beginning</u>		385,525	
2020 True-up for Budgeted Capital projects			
BH Linear Dock Electrical		(25,000)	
BH Fire Suppression		(15,500)	
2021 Budgeted Capital projects			
Main Breakwater Repairs		(345,025)	
<b>Budgeted Ending Balance</b>			<b>-</b>
<u>Operations Reserve Beginning</u>		315,000	
Budgeted Operations Funding	Jan-Dec	236,250	
<b>Budgeted Ending Balance</b>			<b>551,250</b>
<u>Emergency Reserve Beginning</u>		100,000	
Budgeted Emergency Funding	Jan-Dec	250,000	
<b>Budgeted Ending Balance</b>			<b>350,000</b>
Unemployment Reserve		10,000	
<b>Budgeted Ending Balance</b>			<b>10,000</b>
<b>Total Budgeted Ending Other Reserve Balances</b>			<b>1,340,230</b>
<u>IDD Levy Reserve Beginning</u>		265,232	
Budgeted Levy Receipts	Jan-Dec	1,634,289	
Work & Boat Yard Resurfacing		(90,000)	
D-Dock Renovation		(150,000)	
Sperry Building Capital Maintenance		(70,000)	
Shipyard Electrical Design		(30,000)	
PH North & South Jetties Design/Permitting		(226,700)	
Quilcene Facility Planning & Prelim. Eng.		(50,000)	
<b>Budgeted Ending IDD Reserve Balance</b>			<b>1,282,821</b>
<b>Total Budgeted Ending Reserves</b>			<b>2,623,051</b>

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 9/18/2020  
**TO:** Port Commission  
**FROM:** Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration  
**SUBJECT:** 2021 Proposed Rate Schedule

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### **ISSUE**

As part of the 2021 budget development, the proposed rates for the various uses of Port facilities requires review and approval by the Commission.

### **BACKGROUND/DISCUSSION**

Most Port rates are proposed to be increased by 1% (see attached). However, there are some exceptions where a flat fee may calculate a change from \$30.00 to \$30.01, for instance, and it was determined to maintain the rounded amount of \$30.00.

In addition, several years ago, the Port increased Kayak or Rowing Shell Storage rates and agreed to pay the Leasehold Excise Tax (LHT) of 12.84%. In 2021 we are proposing that this be corrected to have the customer pay the tax instead of the Port. The rate itself will be lowered to \$27.00/mo. and the LHT will be calculated ( $\$27.00 * 12.84\% = \$3.47$ ) on that amount and paid by the customer. The total would be \$30.47. With this adjustment, customers will pay 47 cents more per month than they are being charged in 2020 which is \$30.00. No percentage increase was made to the rate.

Quilcene will be getting kayak/rowing shell racks in 2021. In anticipation of those being installed, this new rate has been added to the Quilcene rates, which will be the same as they are at Point Hudson.

One other rate that didn't follow the 1% increase for 2021 are the JCIA Hangar Rental rate. This rate was increased by 10%, from \$191.52 to \$210.67, an increase of \$19.15 per month.

### **FISCAL IMPACT**

Reflected in 2021 Budgeted Operating Revenues

### **RECOMMENDATION**

We request the Commission's feedback on these proposed rates.

## 2020 Rate Schedule

### BOAT HAVEN

360.385.6211

Service Rates – Effective January 1, 2020

Approved by Port Commission on 11/26/2019

MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.

#### 2020 RATES

##### YEAR-ROUND NIGHTLY MOORAGE

Vessels Under 18' Wide	\$	1.35	ft/nt
Over Wide Vessels (18' +)	\$	1.85	ft/nt

##### TEMPORARY TIE-UP

(Up to 4 hours)	\$	10.00	
	\$	20.00	over 35'

##### PERMANENT MOORAGE

25'	\$	225.57	/mo*
27'	\$	249.93	/mo*
30'	\$	282.49	/mo*
35'	\$	345.21	/mo*
40'	\$	395.38	/mo*
45'	\$	470.66	/mo*
50'	\$	523.49	/mo*
Linear Rate Under 25'	\$	9.02	ft/mo*
Linear rate 51'+	\$	11.28	ft/mo*

##### ACTIVE COMMERCIAL FISHING

Up to 70'	\$	7.44	ft/mo*
71'+	\$	8.47	ft/mo*
Limited Access	\$	7.36	ft/mo*
Undesirable	\$	6.38	ft/mo*
Business/Ltd Access	Same as perm. rate, per ft/mo*		
Overwide Vessels (18'+ wide)	Vessel length + 50% of beam x Established Rate*		

##### FEES

Liveaboard Fee	\$	80.15	/month*
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##### ELECTRICAL FEES

Nightly Electric	\$	6.00	
	\$	12.00	over 55'
Electric Connect Fee	\$30.00		
Metered Electric/Base Fee	\$11.00 /mo + KWHs used		
Electric Charges @	\$0.1007 per KWH		
	(will change with public utility increases)		
Non-metered Electrical	\$1.55 ft/mo		

##### WINTER GUEST MONTHLY, based on availability

###### October 1 – April 30 :

25'	\$260.94	/month*
27'	\$288.43	/month*
30'	\$326.15	/month*
35'	\$396.23	/month*
40'	\$455.82	/month*

## 2021 Rate Schedule -- DRAFT

1% increase

### BOAT HAVEN

Indicates new rate type

360.385.6211

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/xx/2020

MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.

##### YEAR-ROUND NIGHTLY MOORAGE

Vessels Under 18' Wide	\$	1.36	ft/nt
Over Wide Vessels (18' +)	\$	1.87	ft/nt

##### TEMPORARY TIE-UP

(Up to 4 hours)	\$	10.00	
	\$	20.00	over 35'
(up to 8hrs with annual pass)	\$	20.00	

##### PERMANENT MOORAGE

25'	\$	227.83	/mo*
27'	\$	252.43	/mo*
30'	\$	285.31	/mo*
34'	\$	323.34	/mo*
35'	\$	348.66	/mo*
40'	\$	399.33	/mo*
42'	\$	419.58	/mo*
45'	\$	475.37	/mo*
50'	\$	528.72	/mo*
Linear Rate Under 25'	\$	9.11	ft/mo*
Linear rate 51'+	\$	11.39	ft/mo*

##### ACTIVE COMMERCIAL FISHING

Up to 70'	\$	7.51	ft/mo*
71'+	\$	8.55	ft/mo*
Limited Access	\$	7.43	ft/mo*
Undesirable	\$	6.44	ft/mo*
Business/Ltd Access	Same as permanent rate, per ft/mo*		
Overwide Vessels (18'+ wide)	Vessel length + 50% of beam x Established Rate*		

##### FEES

Liveaboard Fee	\$	80.95	/month*
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##### ELECTRICAL FEES

Nightly Electric	\$	6.00	
	\$	12.00	over 55'
Electric Connect Fee	\$30.00		
Metered Electric/Base Fee	\$11.00 /mo + KWHs used		
Electric Charges @	\$0.1007 per KWH		
	(subject to change with utility increases)		
Non-metered Electrical	\$	1.57	ft/mo

##### WINTER GUEST MONTHLY, based on availability

###### October 1 – April 30 :

25'	\$	263.55	/month*
27'	\$	291.31	/month*
30'	\$	329.41	/month*
34'	\$	373.32	/month*
35'	\$	400.19	/month*
40'	\$	460.38	/month*
42'	\$	483.42	/month*

45'	\$540.08 /month*
50'	\$626.69 /month*
Linear Rate Under 25'	\$10.43 ft/mo*
Linear Rate 51'+	\$13.53 ft/mo*

**SUMMER GUEST MONTHLY, based on availability**

***May 1 – September 30:***

25'	\$317.87 /month*
27'	\$350.19 /month*
30'	\$396.12 /month*
35'	\$483.37 /month*
40'	\$552.55 /month*
45'	\$658.83 /month*
50'	\$732.56 /month*
Linear Rate Under 25'	\$12.71 ft/mo*
Linear Rate 51'+	\$16.36 ft/mo*

45'	\$ 545.48 /month*
50'	\$ 632.96 /month*
Linear Rate Under 25'	\$ 10.53 ft/mo*
Linear Rate 51'+	\$ 13.67 ft/mo*

**SUMMER GUEST MONTHLY, based on availability**

***May 1 – September 30:***

25'	\$ 321.05 /month*
27'	\$ 353.69 /month*
30'	\$ 400.08 /month*
34'	\$ 453.53 /month*
35'	\$ 488.20 /month*
40'	\$ 558.08 /month*
42'	\$ 586.32 /month*
45'	\$ 665.42 /month*
50'	\$ 739.89 /month*
Linear Rate Under 25'	\$ 12.84 ft/mo*
Linear Rate 51'+	\$ 16.52 ft/mo*

*\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.*

*\*\*Subject to 9% WA State Sales Tax*

## 2020 Rate Schedule

### YARD RATES

360.385.6211

Service Rates – Effective January 1, 2020

Approved by Port Commission on 11/26/2019

#### 70/75 TON LIFTS

	2020 Rates
31' or less	\$ 9.27 per ft. **
32'-41'	\$ 10.30 per ft. **
42'-51'	\$ 11.33 per ft. **
52'-61'	\$ 12.36 per ft. **
62'+	\$ 14.42 per ft. **
Minimum Hoist	\$ 215.00 *
Off-Port Blocking	\$ 2.25 ft/mo*, ** (subject to Tarp Fee)
One-way Haul Out	75% RT or Min. Hoist**
One-way Launch	50% RT or Min. Hoist**
Re-block Fee	75% RT or Min. Hoist**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate
Wash Down	\$ 2.25 per ft/30 mins
Environmental Fee	.75 ft haul/mo or Min. \$20
Delay of Lift	\$ 67.00 per half hour
Labor Rate	\$ 67.00 per person/hour **
Overtime Rate & Call-in Labor Rate	\$ 100.00 per person per hour**

#### WORKYARD STORAGE

Daily	\$ 0.77 ft/day
Monthly	\$ 0.62 ft/day*

#### Seasonal Workyard

(Oct 1, 2019-Mar 31, 2020 - 1 month minimum prepaid)

\$ 0.36 ft/day\*

#### Non-working Long-term

(3-month minimum, No power)

\$ 8.24 ft/mo\*

#### Non-working Long-term

(6-month minimum, No power)

\$ 6.70 ft/mo\*

Trailer Vessel (storage only)

\$ 6.70 ft/mo\*

#### Electrical Rate:

(applicable year-round)

\$ 1.50 / day

\$ 30.00 / month + L.E. Tax

#### 300 TON TRAVEL LIFT

70' or less	\$ 18.40 per ft**
71'-89'	\$ 19.80 per ft**
90' or over	\$ 24.47 per ft**
Minimum Hoist	\$ 824.00 *
Off-Port Blocking	
(subject to Tarp Fee)	\$ 3.00 ft./month*, **
Multi hulls	150% RT or minimum**
One-way Haul Out/Reblock	75% RT or minimum**
Inspections	Roundtrip Rate**

## 2021 Rate Schedule -- DRAFT

1% increase

### YARD RATES

360.385.6211

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/xx/2020

Indicates new rate type

#### 70/75 TON LIFTS

	2021 Proposed Rates
31' or less	\$ 9.36 per ft. **
32'-41'	\$ 10.40 per ft. **
42'-51'	\$ 11.44 per ft. **
52'-61'	\$ 12.48 per ft. **
62'+	\$ 14.56 per ft. **
Minimum Hoist	\$ 220.00 *
Off-Port Blocking	\$ 2.30 ft/mo*, ** (subject to Tarp Fee)
One-way Haul Out	75% RT or Min. Hoist**
One-way Launch	50% RT or Min. Hoist**
Re-block Fee	75% RT or Min. Hoist**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate
Wash Down	\$ 2.30 per ft/30 mins
Environmental Fee	.75 ft haul/mo or Min. \$20
Delay of Lift	\$ 68.00 per half hour
Labor Rate	\$ 69.00 per person/hour **
Overtime Rate & Call-in Labor Rate	\$ 104.00 per person per hour**

#### WORKYARD STORAGE

Daily	\$ 0.78 ft/day
Monthly	\$ 0.63 ft/day*

#### COVERED STORAGE

70' Covered Shed	\$ 75.00 per day*
Electrical Rate:	\$ 5.00 per day

#### Seasonal Workyard

(Oct 1, 2020-Mar 31, 2021 - 1 month minimum prepaid)

\$ 0.37 ft/day\*

(Oct 1, 2021-Mar 31, 2022 - 1 month minimum prepaid)

50% off  
current  
rates ft/day\*

#### Non-working Long-term

(3-month minimum, No power)

\$ 8.32 ft/mo\*

#### Non-working Long-term

(6-month minimum, No power)

\$ 6.77 ft/mo\*

Trailer Vessel (storage only)

\$ 6.77 ft/mo\*

#### Electrical Rate:

(applicable year-round)

\$ 1.52 / day

\$ 30.30 / month + L.E. Tax

#### 300 TON TRAVEL LIFT

70' or less	\$ 18.58 per ft**
71'-89'	\$ 20.00 per ft**
90' or over	\$ 24.71 per ft**
Minimum Hoist	\$ 832.24 *
Off-Port Blocking	
(subject to Tarp Fee)	\$ 3.00 ft./month*, **
Trimaran hulls	150% RT or minimum**
One-way Haul Out/Reblock	75% RT or minimum**
Inspections	Roundtrip Rate**



Hang Overnight	Roundtrip Rate
Wash Down	\$ 3.25 ft/hr
Delay of Lift	\$ 67.00 per half hour
Labor Rate	\$ 67.00 person /hour**
Overtime Rate	
& Call-in Labor Rate	\$ 100.00 person /hour**

#### **SHIPYARD STORAGE**

Daily	\$ 1.18 ft/day**
Monthly	\$ 0.95 ft/day*
Misc. Storage	\$ 0.88 sq ft/mo*
Mast Storage	\$ 0.77 sq ft/mo*

#### **ELECTRIC**

Metered Electric	\$ 5.00 per day + KWH
KWH (subject to utility increases)	\$ 0.1007

#### **TARP FEES**

20 x 20	\$ 26.00
20 x 30	\$ 36.00
20 x 40	\$ 46.00
26 x 40	\$ 62.00
30 x 40	\$ 72.00
30 x 60	\$ 103.00
40 x 60	\$ 140.00

Hang Overnight	Roundtrip Rate
Wash Down	\$ 3.30 ft/hr
Delay of Lift	\$ 68.00 per half hour
Labor Rate	\$ 69.00 person /hour**
Overtime Rate	
& Call-in Labor Rate	\$ 104.00 person /hour**

#### **BOATYARD STORAGE**

Daily	\$ 1.19 ft/day**
Monthly	\$ 0.96 ft/day*
Misc. Storage	\$ 0.89 sq ft/mo*
Mast Storage	\$ 0.78 sq ft/mo*

#### **ELECTRIC**

Metered Electric	\$ 5.00 per day + KWH
KWH (subject to utility increases)	\$ 0.1007

#### **TARP FEES (for Off Port Property)**

20 x 20	\$ 27.00
20 x 30	\$ 37.00
20 x 40	\$ 47.00
26 x 40	\$ 63.00
30 x 40	\$ 73.00
30 x 60	\$ 105.00
40 x 60	\$ 142.00

\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\*Subject to 9% WA State Sales Tax

2020 Rate Schedule	
360.385.2828	
<b>POINT HUDSON</b>	
Service Rates – Effective January 1, 2020	
Moorage rate is based on overall length or slip length, whichever is greater.	
<b>YEAR-ROUND NIGHTLY MOORAGE</b>	<b>2020 Rates</b>
Vessels under 18' in width	\$ 1.35 ft/nt
Overwide Vessels (18'+)	\$ 1.85 ft/nt
<b>TEMPORARY TIE-UP</b> (up to 4 hrs)	\$ 10.00
	\$ 20.00 over 35'
<b>WINTER MONTHLY MOORAGE</b> (October 1 – April 30)	
25'	\$ 260.94 /month*
27'	\$ 288.43 /month*
30'	\$ 326.15 /month*
35'	\$ 396.23 /month*
40'	\$ 455.82 /month*
45'	\$ 540.08 /month*
50'	\$ 626.69 /month*
Linear Rate Under 25'	\$ 10.43 ft/mo*
Linear Rate 51'+	\$ 13.53 ft/mo*
<b>LIMITED ACCESS MOORAGE</b>	\$ 7.84 ft/mo*
<b>UNDESIRABLE MOORAGE</b>	\$ 6.38
<b>BUSINESS MOORAGE</b>	same as PTBH Permanent Rate, per ft/mo*
<b>KAYAK OR ROWING SHELL STORAGE</b>	\$ 30.00 /month
<b>DORY ON DOCK</b>	\$ 64.00 /month
<b>FEES</b>	
Reservation Fee	\$ 11.00 per reservation
Live-aboard Fee	\$ 80.15 /month
<b>ELECTRICAL FEES</b>	
Nightly Electric	\$ 6.00
	\$ 12.00 over 55'
Electric Connect Fee	\$ 30.00
Electric Base Fee	\$ 11.00 per mo + KWHs Used
(subject to change w/utility rate increases)	
Electric Charges @	\$ 0.1007 per KWH
(subject to change w/utility rate increases)	
Non-metered Electrical	\$ 1.55 ft/mo
Commercial Passenger Fee	\$ 1.05 /person, per trip
<b>RV PARK - SUMMER</b> (May 1 – September 30)	
Nightly – Premium Waterfront	\$ 63.00 /night
Nightly - Hookup	\$ 52.00 /night
<b>RV PARK – WINTER</b> (October 1 – April 30)	
Nightly – Premium Waterfront	\$ 52.00 /night
Nightly - Hookup	\$ 45.00 /night
<b>RV PARK – BACK ROW (Year-round)</b>	\$ 45.00 per night

2021 Rate Schedule -- <b>DRAFT</b>	
360.385.2828	
<b>POINT HUDSON</b>	
Service Rates – Effective January 1, 2021	
Moorage rate is based on overall length or slip length, whichever is greater.	
<b>YEAR-ROUND NIGHTLY MOORAGE</b>	<b>2021 Proposed Rates</b>
Vessels under 18' in width	\$ 1.36 ft/nt
Overwide Vessels (18'+)	\$ 1.87 ft/nt
<b>TEMPORARY TIE-UP</b> (up to 4 hrs)	\$ 10.00
	\$ 20.00 over 35'
<b>WINTER MONTHLY MOORAGE</b> (October 1 – April 30)	
25'	\$ 263.55 /month*
27'	\$ 291.31 /month*
30'	\$ 329.41 /month*
35'	\$ 400.19 /month*
40'	\$ 460.38 /month*
45'	\$ 545.48 /month*
50'	\$ 632.96 /month*
Linear Rate Under 25'	\$ 10.53 ft/mo*
Linear Rate 51'+	\$ 13.67 ft/mo*
<b>LIMITED ACCESS MOORAGE</b>	\$ 7.92 ft/mo*
<b>UNDESIRABLE MOORAGE</b>	\$ 6.44 ft/mo*
<b>BUSINESS MOORAGE</b>	same as PTBH Permanent Rate, per ft/mo*
<b>KAYAK OR ROWING SHELL STORAGE</b>	\$ 27.00 /month*
<b>TOP RACK KAYAK STORAGE</b>	\$ 20.00 /month*
<b>DORY ON DOCK</b>	\$ 65.00 /month*
<b>FEES</b>	
Reservation Fee	\$ 11.00 per reservation
Live-aboard Fee	\$ 80.95 /month*
<b>ELECTRICAL FEES</b>	
Nightly Electric	\$ 6.00
	\$ 12.00 over 55'
Electric Connect Fee	\$ 30.00
Electric Base Fee	\$ 11.00 per mo + KWHs Used
Electric Charges @	
\$ 0.1007 per KWH	
(subject to change w/utility rate increases)	
Non-metered Electrical	\$ 1.57 ft/mo
Commercial Passenger Fee	\$ 1.10 /person, per trip
<b>RV PARK - SUMMER</b> (May 1 – September 30)	
Nightly – Premium Waterfront	\$ 64.00 /night
Nightly - Hookup	\$ 53.00 /night
<b>RV PARK – WINTER</b> (October 1 – April 30)	
Nightly – Premium Waterfront	\$ 53.00 /night
Nightly - Hookup	\$ 46.00 /night
<b>RV PARK – BACK ROW (Year-round)</b>	\$ 46.00 per night

<b>RV PARK – DRY CAMP (Year-round)</b>	\$ 32.00 per night	<b>RV PARK – DRY CAMP (Year-round)</b>	\$ 33.00 per night
<b>RV PARK – WINTER GUEST MONTHLY</b>		<b>RV PARK – WINTER GUEST MONTHLY</b>	
Oct-Jun, back row only	\$ 550.00 /month*	Oct-Jun, back row only	\$ 555.00 /month*
Nov-Apr, front row	\$ 625.00 /month*	Nov-Apr, front row	\$ 630.00 /month*
<b>RV Space - Extra Vehicle</b>	\$ 6.00 /night	<b>RV Space - Extra Vehicle</b>	\$ 6.50 /night
<b>RV Holding Tank – Dump Fee</b>	\$ 12.00	<b>RV Holding Tank – Dump Fee</b>	\$ 13.00
<b><u>EVENT PARKING</u></b>		<b><u>EVENT PARKING</u></b>	
<b>“Back 40 Lot”:</b>		<b>“Back 40 Lot”:</b>	
Daily:	\$ 6.00 /day	Daily:	\$ 6.50 /day
Weekly:	\$ 30.00	Weekly:	\$ 31.00
Monthly	\$ 55.50 *	Monthly	\$ 56.00 *
<b>“Landfall Site Parking”</b> (across from NW Maritime Center):		<b>“Landfall Site Parking”</b> (across from NW Maritime Center):	
Daily (Apr 1–Sept 30):	\$ 10.00 /day	Daily (Apr 1–Sept 30):	\$ 10.00 /day

*\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.*

*\*\*Subject to 9% WA State Sales Tax*

## 2020 Rate Schedule

### HERB BECK MARINA QUILCENE

360.765.3131 or 360.385.6211

Service Rates – Effective January 1, 2020

Approved by Port Commission on 11/26/2019

2020 Rates	
NIGHTLY MOORAGE	\$ 0.85 ft/nt
TEMPORARY TIE-UP	\$ 6.00
	\$ 12.00 over 35'

#### PERMANENT MOORAGE

Up to 24 ft.	\$ 6.91 ft/mo*
25-29 ft.	\$ 7.45 ft/mo*
30-35 ft.	\$ 7.97 ft/mo*
36-45 ft.	\$ 8.52 ft/mo*
46-50 ft.	\$ 9.58 ft/mo*
Limited Access – Up to 18'	\$ 4.79 ft/mo*

LIVEABOARD FEE \$ 80.15 /mo\*

RESERVATION FEE \$ 11.00 /mo\*

#### ELECTRICAL FEES

Nightly Electric	\$ 6.00
	\$ 12.00 over 55'
Connect Fee	\$ 30.00
Base Electric Fee	\$ 11.00 /mo
Metered Electric @	\$0.1007 per KWH
(subject to change with utility rate increase)	

#### LAUNCH RAMP

Launch ramp fee	\$ 12.00 per day**
Annual Ramp Pass	\$ 100.00 per year**

\*\*Free with verified DVA determination

#### STORAGE

Empty Boat Trailer	\$ 6.00 per day	
	\$ 30.00 per wk	(1 day included w/launch fee)
	\$ 55.00 per mo	

## 2021 Rate Schedule -- DRAFT

1% increase

### HERB BECK MARINA QUILCENE

360.765.3131 or 360.385.6211

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/xx/2020

2021 Proposed Rates	
NIGHTLY MOORAGE	\$ 0.86 ft/nt
TEMPORARY TIE-UP	\$ 6.00
	\$ 12.00 over 35'

#### PERMANENT MOORAGE

Up to 24 ft.	\$ 6.98 ft/mo*
25-29 ft.	\$ 7.52 ft/mo*
30-35 ft.	\$ 8.05 ft/mo*
36-45 ft.	\$ 8.61 ft/mo*
46-50 ft.	\$ 9.68 ft/mo*
Limited Access – Up to 18'	\$ 4.84 ft/mo*

LIVEABOARD FEE \$ 80.95 /mo\*

RESERVATION FEE \$ 11.00 /mo\*

KAYAK OR ROWING SHELL STORAGE \$ 27.00 /month\*

TOP RACK KAYAK STORAGE \$ 20.00 /month\*

#### ELECTRICAL FEES

Nightly Electric	\$ 6.00
	\$ 12.00 over 55'
Connect Fee	\$ 30.00
Base Electric Fee	\$ 11.00 /mo
Metered Electric @	\$0.1007 per kWh
(subject to change with utility rate increase)	

#### LAUNCH RAMP

Launch ramp fee	\$ 12.00 /day**
(Daily <b>Launch</b> pass includes 1 day of boat trailer parking)	
Annual Ramp Pass ( <b>Rolling Calendar</b> )	\$ 101.00 /year**

\*\*Free with verified DVA determination

#### STORAGE

Empty Boat Trailer	\$ 6.00 /day
	\$ 30.00 /week
	\$ 56.00 /month

\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\*Subject to 9% WA State Sales Tax

## 2020 Rate Schedule

### JEFFERSON COUNTY INTERNATIONAL AIRPORT

360.385.6211

Service Rates – Effective January 1, 2020

Approved by Port Commission on 11/26/2019

	2020 Rate
Prevailing Ground Lease Rate	\$ 0.59 sq ft/year*
Daily Tie-down	\$ 6.00
Monthly Grass Tie-down	\$ 42.00 *
Annual Grass (must pay in advance)	\$ 435.00 *
Monthly Paved Tie-down	\$ 58.00 *
Monthly Hangar	\$ 191.52 *
Commercial Landing Fee	\$ 0.31 /1000 # of max loaded gross weight
<b>VEHICLE PARKING</b>	
Weekly (7 days)	\$ 12.00
<i>(rate includes WA State Sales Tax)</i>	
Monthly	\$ 32.00
<i>(rate includes Leasehold Tax)</i>	
Annual	\$ 206.00

\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

\*\*Subject to 9% WA State Sales Tax

## 2021 Rate Schedule -- DRAFT

1% increase

### JEFFERSON COUNTY INTERNATIONAL AIRPORT

360.385.6211

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/xx/2020

	2021 Proposed Rates
Prevailing Ground Lease Rate	\$ 0.60 sq ft/year*
Daily Tie-down	\$ 6.00
Monthly Grass Tie-down	\$ 43.00 *
Annual Grass (must pay in advance)	\$ 440.00 *
Monthly Paved Tie-down	\$ 59.00 *
Monthly Hangar	\$ 210.67 *
Commercial Landing Fee	\$ 0.31 /1000 # of max loaded gross weight
<b>VEHICLE PARKING</b>	
Weekly (7 days)	\$ 12.00
<i>(rate includes WA State Sales Tax)</i>	
Monthly	\$ 32.00
<i>(rate includes Leasehold Tax)</i>	
Annual	\$ 208.00

## 2020 Rate Schedule

### UNION WHARF & CITY DOCK, EVENT FACILITIES, GOODS & GUEST SERVICES

360-385-2828 or 360-385-6211

Service Rates – Effective January 1, 2020

Approved by Port Commission on 11/26/2019

#### 2020 Rates

##### NIGHTLY MOORAGE (3 night maximum stay)

Vessels up to 35'	\$ 30.00 /night
Vessels 35'-79'	\$ 40.00 /night
*Vessels over 80'	\$ 1.85 ft/nt

\* Union Wharf only, advanced notice required

##### TEMPORARY TIE-UP (up to 4 hours)

\$ 5.00
\$ 10.00 over 35'

##### COMMERCIAL PASSENGER FEES

\$1.05 per person

(payable monthly during season)

##### EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK

Daily Rental Fee	\$310.00 /day
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##### EVENT FACILITIES -POINT HUDSON MARINA ROOM

Daily Rental Fee - Individual (8 am – 11 pm)	\$ 155.00 /day
Daily Rental Fee – Group (8 am – 11 pm)	\$ 55.00 /day
Hourly Rental Fee (2 hr min.)	\$ 26.00 /hour
Damage & Cleaning Deposit (refundable)	\$ 50.00

##### GOODS & GUEST SERVICES

##### PORT OF PT GIFT ITEMS

Port of PT Logo Baseball Cap	\$ 16.00 /ea
Port of PT Logo Stocking Cap	\$ 12.00 /ea
Port of PT Logo Mug	\$ 12.00 /ea

##### GOODS & GUEST SERVICES

Laundry Soap (Point Hudson only)	\$ 1.00 /ea
Dryer Sheets (Point Hudson only)	\$ 1.00 /ea

##### GUEST AMENITIES

Showers	\$ 0.25 per 90 seconds (0.50/3 minutes)
Laundry	\$ 2.75 Washer / \$2.00 Dryer

## 2021 Rate Schedule -- DRAFT

1% increase

### UNION WHARF & CITY DOCK, EVENT FACILITIES, GOODS & GUEST SERVICES

360-385-2828 or 360-385-6211

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/xx/2020

#### 2021 Proposed Rates

##### NIGHTLY MOORAGE (3 night maximum stay)

Vessels up to 35'	\$ 30.00 /night
Vessels 35'-79'	\$ 40.00 /night
*Vessels over 80'	\$ 1.87 ft/nt

\* Union Wharf only, advanced notice required

##### TEMPORARY TIE-UP (up to 4 hours)

\$ 5.00
\$ 10.00 over 35'

##### COMMERCIAL PASSENGER FEES

\$ 1.10 per person

(payable monthly during season)

##### EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK

Daily Rental Fee	\$ 313.00 /day
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##### EVENT FACILITIES -POINT HUDSON MARINA ROOM

Daily Rental Fee - Individual (8 am – 11 pm)	\$ 157.00 /day
Daily Rental Fee – Group (8 am – 11 pm)	\$ 56.00 /day
Hourly Rental Fee (2 hr min.)	\$ 26.50 /hour
Damage & Cleaning Deposit (refundable)	\$ 50.00

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\*\*Subject to 9% WA State Sales Tax

2020 Rate Schedule		2021 Rate Schedule -- <b>DRAFT</b>	
Service Rates – Effective January 1, 2020		1% increase	
Approved by Port Commission on 11/26/2019		Service Rates – Effective January 1, 2021	Indicates new rate type
<b>MISCELLANEOUS RATES &amp; FEES</b>		Approved by Port Commission on 11/xx/2020	
	2020 Rates	<b>MISCELLANEOUS RATES &amp; FEES</b>	<b>2021 Proposed Rates</b>
Mini Storage Units	\$ 1.05 sq ft/mo*	Mini Storage Units	\$ 1.06 sq ft/mo*
Port Labor Rate	\$ 67.00 hr/per person	Port Labor Rate	\$ 69.00 hr/per person
Overtime Labor Rate	\$ 100.00 hr/per person	Overtime Labor Rate	\$ 104.00 hr/per person
Docking Fee	\$ 1.85 ft/day	Docking Fee	\$ 1.87 ft/day
Commercial Vessel Pass. Fee	\$ 1.05 per person	Commercial Vessel Pass. Fee	\$ 1.06 per person
Relocate Vessel by Hand	\$ 77.00	Relocate Vessel by Hand	\$ 78.00
Relocate Vessel w/ Port Skiff	\$ 155.00	Relocate Vessel w/ Port Skiff	\$ 157.00
Emergency Pumps	\$ 130.00	Emergency Pumps	\$ 131.00
Bail Skiff Fee	\$52.00	Bail Skiff Fee	\$ 53.00
Bilge Water	\$0.77 per gallon	Bilge Water	\$ 0.78 per gallon
<b>LAUNCH RAMP</b>		<b>LAUNCH RAMP</b>	
Daily Pass	\$15.00	Daily Pass	\$ 15.00
		<i>(Daily <b>Launch</b> pass includes 1 day of boat trailer parking)</i>	
Annual Pass	\$100.00 per year	Annual Pass ( <b>Rolling Calendar</b> )	\$ 101.00 per year
<i>(free with DAV determination)</i>		<i>(free with DAV determination)</i>	
<b>Commercial Truck Fee</b>		<b>Commercial Truck Fee</b>	
Daily	\$200.00 **	Daily	\$ 200.00 **
Monthly	\$600.00 **	Monthly	\$ 600.00 **
Annual	\$1,500.00 **	Annual ( <b>Rolling Calendar</b> )	\$ 1,515.00 **
<b>Best Management Practices Violation Fees</b>		<b>Best Management Practices Violation Fees</b>	
1 <sup>st</sup> Offense	\$200.00	1 <sup>st</sup> Offense	\$ 200.00
2 <sup>nd</sup> Offense	\$500.00	2 <sup>nd</sup> Offense	\$ 500.00
3 <sup>rd</sup> Offense	\$1,000.00	3 <sup>rd</sup> Offense	\$ 1,000.00
<b>Chain-up Fee</b>		<b>Chain-up Fee</b>	
1 <sup>st</sup> Offense	\$ 150.00	1 <sup>st</sup> Offense	\$ 150.00
2 <sup>nd</sup> Offense	\$ 250.00	2 <sup>nd</sup> Offense	\$ 250.00
3 <sup>rd</sup> Offense	\$ 400.00	3 <sup>rd</sup> Offense	\$ 400.00
<b>Impound Fee</b>		<b>Impound Fee</b>	
1 <sup>st</sup> Offense	\$ 200.00	1 <sup>st</sup> Offense	\$ 200.00
2 <sup>nd</sup> Offense	\$ 300.00	2 <sup>nd</sup> Offense	\$ 300.00
3 <sup>rd</sup> Offense	\$ 500.00	3 <sup>rd</sup> Offense	\$ 500.00
<b>Wait List Fee</b>		<b>Wait List Fee</b>	
Sign-up Fee	\$ 100.00	Sign-up Fee	\$ 100.00
Renewal Fee or Pass Fee	\$ 50.00	Renewal Fee or Pass Fee	\$ 50.00
Leave of Absence	\$ 100.00	Leave of Absence	\$ 100.00

Illegal Garbage Dump Fee	\$	350.00	
<b><u>MISCELLANEOUS RATES &amp; FEES (cont.)</u></b>			
<b><u>Non-payment of Parking Fees:</u></b>			
1 <sup>st</sup> Offense	\$	30.00	
2 <sup>nd</sup> Offense, and beyond	\$	100.00	
<b>Late Charge</b>	\$	10.00	minimum or 1.5%
<b>NSF Check Charge</b>	\$	50.00	per occurrence
<b>Fax – first page</b>	\$	3.00	
<b>Fax-Each additional page</b>	\$	1.50	
<b>Notary Service</b>	\$	12.00	

**PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP**

Dock	\$	26.00	/monthly
	\$	150.00	/annual
Beach	\$	21.00	/monthly
	\$	93.00	/annual

**WORK FLOAT MOORAGE/LIFT PIER ACCESS**

*(Reserve with Yard Office)*

Daily Rate, includes Top Side Access	\$	2.15	ft/day, \$50 min
Lift Pier Access/Top Side Usage	\$	27.00	one hour
	\$	50.00	per extra hour

Illegal Garbage Dump Fee	\$	355.00	
<b><u>MISCELLANEOUS RATES &amp; FEES (cont.)</u></b>			
<b><u>Non-payment of Parking Fees:</u></b>			
1 <sup>st</sup> Offense	\$	30.00	
2 <sup>nd</sup> Offense, and beyond	\$	100.00	
<b>Late Charge</b>	\$	10.00	min. or 1.5%
<b>NSF Check Charge</b>	\$	50.00	per occurrence
<b>Fax – first page</b>	\$	3.00	
<b>Fax-Each additional page</b>	\$	150.00	
<b>Notary Service</b>	\$	12.00	

**PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP**

Dock	\$	26.00	/monthly
	\$	151.00	/annual
Beach	\$	21.00	/monthly
	\$	94.00	/annual

**WORK FLOAT MOORAGE/LIFT PIER ACCESS**

*(Reserve with Yard Office)*

Daily Rate, includes Top Side Access	\$	2.15	ft/day, \$50 min
Lift Pier Access/Top Side Usage	\$	50.00	2 hours

**GOODS & GUEST SERVICES**

Laundry Soap	\$	1.00	/ea
Dryer Sheets	\$	1.00	/ea

**GUEST AMENITIES**

Showers	\$	0.25	per 90 seconds (0.50/3 minutes)
Laundry	\$	2.75	Washer / \$2.00 Dryer

**OTHER FEES**

Lease Assignment Review & Approval	\$	275.00	
Use License preparation fee	\$	100.00	
Food Truck Rate (may be subject to tax)	\$	36.00	/day
<b>Use License (varies by location, space &amp; duration)</b>			
Miscellaneous Storage (with agreement)	\$0.25/sq ft		

*\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.*

*\*\*Subject to 9% WA State Sales Tax*



<b>MEETING DATE</b>	September 23, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational Items
<b>AGENDA TITLE</b>	VIII. A. ICC Updates
<b>STAFF LEAD</b>	Executive Director Eron Berg
<b>REQUESTED</b>	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	

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

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

There are six focus groups:

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

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	September 23, 2020
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Port Contracts Update</li> <li>2. August 2020 Operations Report</li> </ol>

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** September 16, 2020

**TO:** Commissioners

**FROM:** Sue Nelson, Lease & Contracts Administrator

**CC:** Eron Berg, Executive Director

**SUBJECT:** September 23, 2020 Commission Meeting Update: Current Contracts Under \$25,000  
Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 713-20

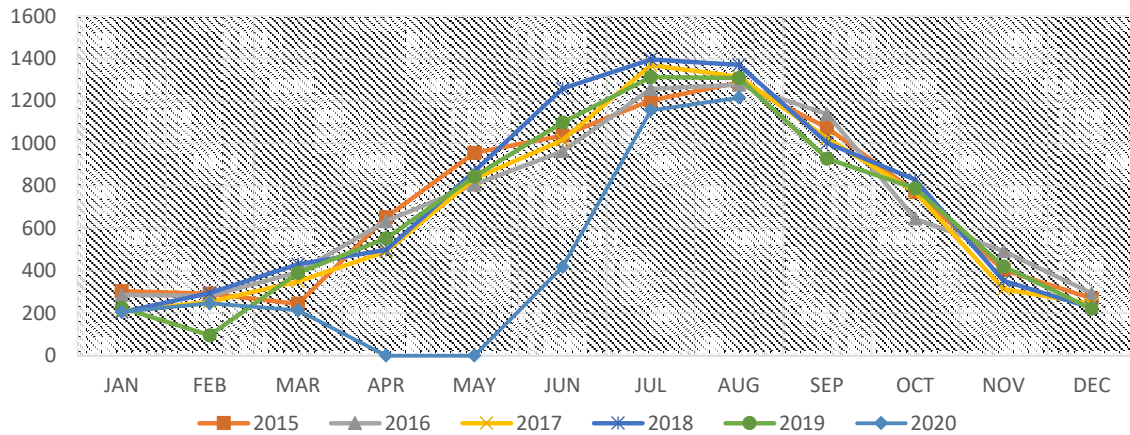
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Name	Dates	Description	Amount
Insight Strategic Partners, LLC	9/4/20 – 5/31/2021	Counsel/support-obtaining capital project funding support & state legislative outcomes beneficial to Port.	Not to exceed \$25,000
Reid Middleton	9/11/20 – 1/31/2021	Mats Mats & Gardiner boat ramp designs	Not to exceed \$24,000
Lisa Wilson	9/15/20 – 1/31/2021	RCO grant writing: Mats Mats & Gardiner ramps	\$25,000

# Port of Port Townsend

## Five Year Comparisons

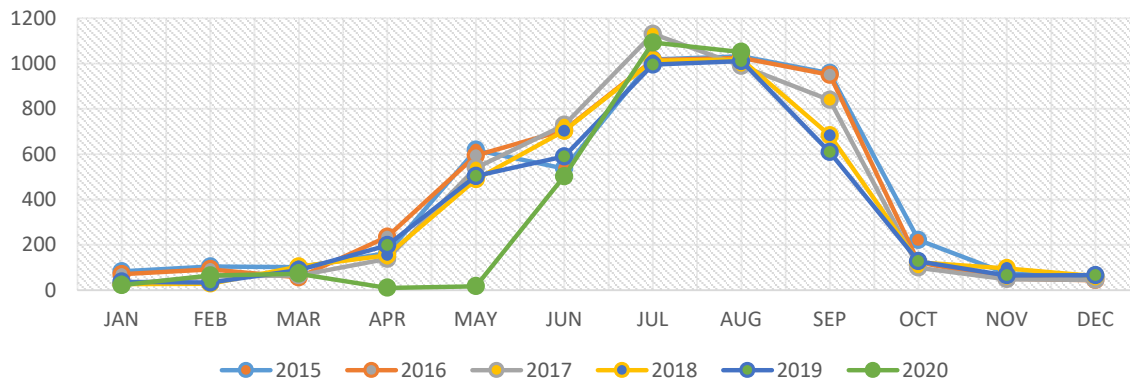
### Point Hudson RV Nightly



### POINT HUDSON RV PARK - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	304	291	244	652	955	1036	1202	1287	1072	771	403	269	8486
2016	286	281	392	634	806	963	1256	1276	1137	645	492	293	8461
2017	211	253	349	491	833	1015	1368	1314	1022	770	312	243	8181
2018	204	294	430	498	868	1258	1396	1369	1001	828	352	226	8724
2019	225	96	389	552	843	1098	1312	1307	928	788	419	220	8177
2020	205	246	213	0	0	418	1156	1215					3453

### Point Hudson Moorage Nightly



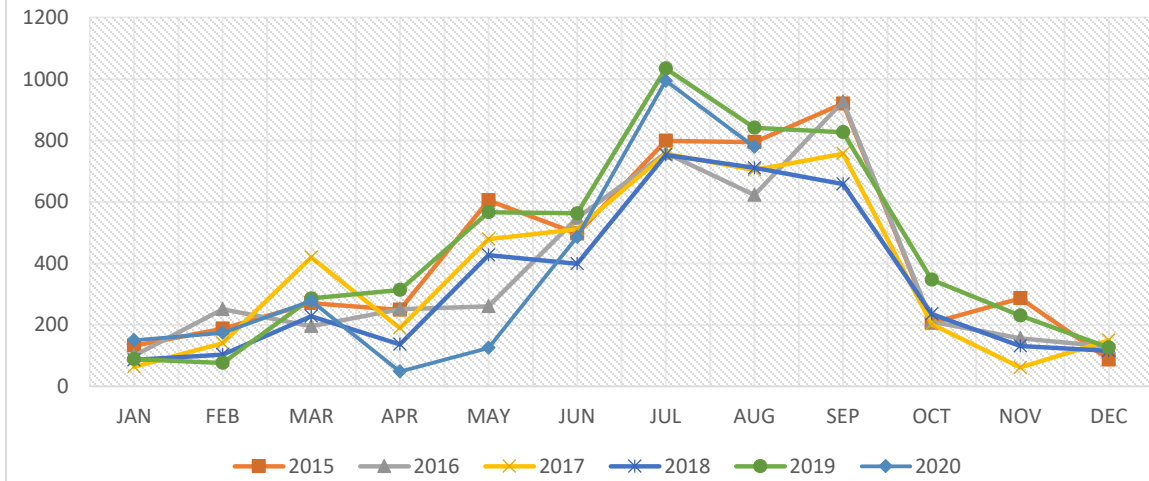
### POINT HUDSON MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	83	104	101	163	619	537	1018	1033	958	221	73	60	4970
2016	70	92	56	235	594	706	1015	1026	950	122	51	44	4961
2017	25	60	65	138	540	729	1131	990	839	99	48	45	4709
2018	27	28	104	154	489	703	1013	1019	683	123	96	62	4501
2019	37	33	88	198	504	590	995	1011	609	127	65	66	4323
2020	22	64	72	10	17	502	1093	1051					2831

# Port of Port Townsend

## Five Year Comparisons

### Boat Haven Moorage Nightly



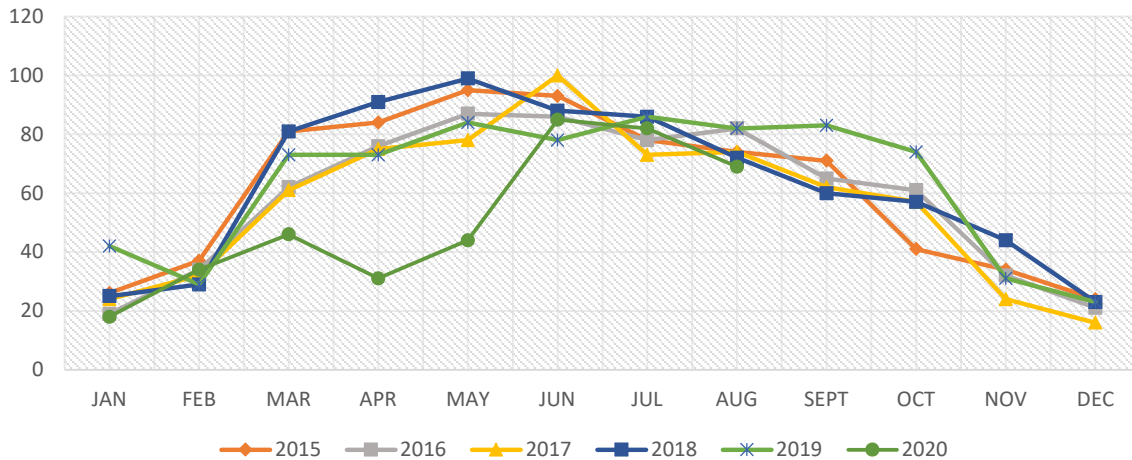
### BOAT HAVEN MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	132	188	271	249	605	497	799	795	920	206	287	87	5036
2016	100	251	196	251	261	548	759	623	927	211	156	129	4412
2017	64	141	420	190	479	511	757	704	757	202	61	150	4436
2018	86	103	228	137	427	399	753	711	658	236	131	116	3985
2019	89	76	286	314	567	563	1034	842	827	347	230	126	5301
2020	150	174	278	48	125	486	994	779					3034

# Port of Port Townsend

## Five Year Comparisons

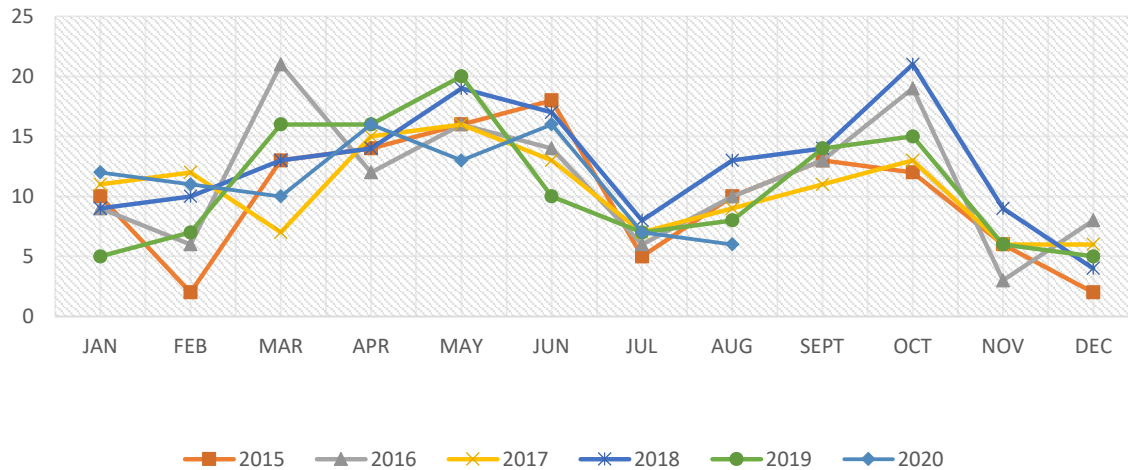
### Workyard 75T Haul Outs



### WORKYARD - 75T Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
2015	26	37	81	84	95	93	78	74	71	41	34	24	738
2016	19	34	62	76	87	86	78	82	65	61	32	21	703
2017	24	32	61	75	78	100	73	74	62	57	24	16	676
2018	25	29	81	91	99	88	86	72	60	57	44	23	755
2019	42	29	73	73	84	78	86	82	83	74	31	23	758
2020	18	34	46	31	44	85	82	69					409

### Shipyard 300T Haul Outs



### SHIPYARD - 300T - Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
2015	10	2	13	14	16	18	5	10	13	12	6	2	121
2016	9	6	21	12	16	14	6	10	13	19	3	8	137
2017	11	12	7	15	16	13	7	9	11	13	6	6	126
2018	9	10	13	14	19	17	8	13	14	21	9	4	151
2019	5	7	16	16	20	10	7	8	14	15	6	5	129
2020	12	11	10	16	13	16	7	6					91

## OPERATIONS & OCCUPANCY REPORT

MOORAGE & RV'S	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC		Total Units	Units
PTBH - SLIPS	93%	278	93%	277	94%	281	92%	277	96%	287	97%	290	97%	290	96%	287		0		0		0		0	299	SLIPS
PTBH - LINEAL	77%	2070	83%	2231	71%	1908	65%	1747	77%	2070	67%	1801	56%	1505	64%	1720		0		0		0		0	2,688	FT
PTBH - CONSTRAINED	19%	130	19%	130	16%	109	20%	137	22%	150	30%	205	35%	239	36%	246		0		0		0		0	683	FT
PTBH - LIMITED	65%	20	63%	19	68%	20	65%	20	74%	22	66%	20	94%	28	97%	29		0		0		0		0	30	SLIPS
PTBH - COM. RAFTING	111%	511	129%	593	122%	561	123%	566	101%	465	104%	478	78%	359	74%	340		0		0		0		0	460	FT
PH - SLIPS 1-12	59%	499	61%	512	72%	604	63%	533	35%	295	42%	357	73%	614	72%	608		0		0		0		0	840	FT
PH - SLIPS 13-32	82%	16	87%	17	89%	18	76%	15	43%	9	48%	10	84%	17	83%	17		0		0		0		0	20	SLIPS
PH - LINEAL	104%	879	100%	850	101%	856	100%	846	87%	736	86%	729	91%	768	90%	765		0		0		0		0	848	FT
PH - LIMITED	49%	573	51%	596	60%	701	60%	701	76%	888	75%	881	80%	931	77%	903		0		0		0		0	1,169	FT
PH - KAYAK	63%	25	58%	23	60%	24	68%	27	84%	33	89%	36	90%	36	91%	36		0		0		0		0	40	SLIPS
PH - RV	55%	25	57%	26	60%	27	40%	18	39%	18	26%	12	85%	39	90%	41		0		0		0		0	46	SITES
QUIL - SLIPS	45%	14	44%	14	44%	14	47%	15	48%	15	83%	27	93%	30	91%	29		0		0		0		0	32	SLIPS
QUIL - LINEAL	42%	88	42%	88	54%	113	41%	86	41%	86	51%	107	67%	141	76%	160		0		0		0		0	210	FT
QUIL - LIMITED	0%	0	0%	0	0%	0	0%	0	0%	0	29%	56	58%	109	66%	125		0		0		0		0	190	FT
WORKYARD	82%	98	91%	109	97%	116	82%	98	76%	91	75%	90	75%	90	68%	82		0		0		0		0	120	SLIPS
SHIPYARD	82%	18	88%	19	92%	20	122%	27	115%	25	116%	26	89%	20	78%	17		0		0		0		0	22	SLIPS
LONGTERM	92%	32	96%	34	91%	32	88%	31	84%	29	84%	29	72%	25	79%	28		0		0		0		0	35	SLIPS

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

### Monthly Counts

#### POINT HUDSON

Permanent/Business	11
Limited Access	38
Winter RV Monthlies	0
Monthly Moorage	1
Reservation Fees	453

#### BOAT HAVEN

Permanent	306
Monthly Moorage	48
Credit System	52
Annual Ramp	30
Daily Ramp	243

#### QUILCENE

Permanent	41
Nightly	23
Annual Ramp	3
Daily Ramp	88
	0

#### YARD

One way Lifts	5
Re-blocks	5
Work Yard OPP	26.4
Ship Yard OPP	2.2
(OPP - Vessels off port property)	

## Port of Port Townsend Monthly Counts - 2020

### POINT HUDSON

	LIMITED	RV MONTHLY	BUSINESS/ PERMANENT	MOORAGE MONTHLY	RES. FEES
JAN	21	18	11	30	238
FEB	21	19	11	33	249
MAR	23	21	11	31	24
APRIL	28	17	11	30	-183
MAY	35	17	11	13	15
JUNE	39	0	11	1	371
JULY	38	0	11	2	541
AUG	38	0	11	1	453
SEPT					
OCT					
NOV					
DEC					

### BOAT HAVEN

	PERMANENT	MOORAGE MONTHLY	CREDIT SYSTEM	A - RAMP	D - RAMP
JAN	307	43	8	48	6
FEB	300	39	8	52	36
MAR	305	39	22	20	15
APRIL	304	39	6	3	8
MAY	310	46	9	31	119
JUNE	308	54	18	54	152
JULY	309	54	34	73	350
AUG	306	48	52	30	243
SEPT					
OCT					
NOV					
DEC					

### QUILCENE

<i>QUILCENE</i>		BUSINESS/ PERMANENT	MOORAGE NIGHTLY	A- RAMP	DAILY RAMP
JAN		16	0	5	6
FEB		15	1	3	0
MAR		16	1	0	2
APRIL		17	0	2	5
MAY		17	5	13	39
JUNE		28	16	5	214
JULY		34	20	5	68
AUG		41	23	3	88
SEPT					
OCT					
NOV					
DEC					

## 2019

### POINT HUDSON

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

### BOAT HAVEN

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

### QUILCENE

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