



Port of Port Townsend
Meeting Agenda
Wednesday, October 14, 2020, 1:00 p.m.

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

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Regular Business Meeting Minutes for September 23, 2020 1-6
and Special Meeting Minutes for October 6, 2020 7
 - B. Approval of Warrants 8-15
 - C. Resolution 726-20 regarding Auction of Various Boats 16
 - D. Resolution 727-20 regarding grant application for
Gardiner Boat Ramp & Mats Mats Boat Ramp 17-22
- V. Second Reading
 - A. Adoption of Comprehensive Scheme of Harbor Improvements
(Resolution 724-20 regarding CSHI 2020 Update) 23-25
 - B. Draft 2021 Budget w/Proposed Rates, Property Tax Levy & IDD Levy recommendations ... 26-56
- VI. First Reading - *none*
- VII. Regular Business
 - A. COVID-19 update/2020 budget August YTD 57-66
 - B. C-D Dock Rates Discussion — Public Comments 67-72
 - C. Contract with Molo for marina management and billing software 73-92
 - D. ICC updates 93
 - E. E.O. 2020-11 re 300-Ton Mobile Travel-Lift Tire Replacement 94-95
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Regular Business Meeting at 9:30 a.m., Wednesday, October 28, 2020, via Zoom
- XI. Executive Session – Current or Potential Litigation, RCW 42.30.110(1)(i)
- XII. Adjournment

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- Contracts Update 96

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 23, 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 5:30 p.m.

II. APPROVAL OF AGENDA (00:00:15)

Commissioner Putney moved to accept the Agenda as presented. Commissioner Petranek seconded the motion.

Commissioner Hanke asked to discuss whether or not to take Questions after the Jamestown S’Klallam Tribe presentation. He proposed to only taken written comments to the Port after the presentation, those questions, like the ones we will hear during our public comments tonight, will be answered and posted by the Port on its website, so everyone has a chance to read through them. This will give the Commissioners time to read through these interactions and gain an understanding of public sentiment related to this issue. There will be a two-touch process later in the year by the Port, at which time the public can ask questions related to this issue. In addition, the City must weigh in on this issue, which will be a public process, thus giving the public ample time to weigh in on this issue in the future. He stated that the Port has no hidden agenda on this project, but is simply responding to an idea from the Jamestown S’Klallam Tribe. He also felt that with the agenda being fairly full, questions being asked later would be more efficient.

Commissioner Putney said he understood that this was a chance to make the public familiar with this proposed project, and there was no plan to make a decision tonight. Having already received comments from people, he said the Commission would continue to read those and answer them as they can.

Commissioner Petranek said she understood that they were there to listen to a presentation and welcome Jamestown S’Klallam. She hoped we could invite them back at a time when the public could ask questions and get answers – at a future workshop.

The agenda was approved by unanimous vote.

III. PUBLIC COMMENTS (00:5:11) ~ submitted via voicemail and read aloud:

Bertram Levy commented on a letter he received regarding a legacy rate change and all tenants paying for the length of their slip, which would be a change from what he has paid for 37 years.

Darlene Schanfald asked about the Jamestown tribe’s proposal to site a shellfish project in Hudson Bay, wondering which Critical Area Ordinances (CAOs) and Shoreline Management Plans (SMPs) would apply to this project - County’s, City’s, or Port’s?

Karen Sullivan asked about the size of the FLUPSY project, and any possible noise abatement.

Sky Aisling asked about a possible aquaculture operation at Point Hudson, and if there were photos of what it would look like, and sound clips of what it would sound like.

Jake Beattie, Executive Director of the Northwest Maritime Center expressed their support for the exploration of a Jamestown S’Klallam FLUPSY in the Point Hudson marina, as a sound investment for our future, and well in keeping with the character of our community. He felt that due diligence should be done for any negative externalities, but said it seems especially important to extend consideration to a tribe who used to harvest from the sea in this place we now call Point Hudson.

Brian Kuh, Executive Director of Team EDC, spoke of a strong partnership over the years with the Jamestown S'Klallam Tribe, and wanted to recognize that they've been here since time immemorial. He was in full support of anything that would showcase their culture and history at Point Hudson, and said he had seen their work and facilities and is very impressed.

IV. CONSENT AGENDA (00:15:47)

- A. Approval of Workshop and Regular Business Meeting Minutes from September 9, 2020
- B. Approval of Warrants
Warrant #062847 through #062850 in the amount of \$9,790.82 and Electronic Payment in the amount of \$79,104.32 for Payroll & Benefits.
Warrant #062851 through #062893 in the amount of \$52,798.48 for Accounts Payable.
Electronic Debit in the amount of \$15,240.88 for Combined Excise Tax Return.
- C. Interlocal Agreement with Jefferson County PUD.
- D. Scow Bay Boats New Lease

Commissioner Putney moved to accept the Consent Agenda as presented. Commissioner Petranek seconded the motion. Motion carried by unanimous vote.

V. Special Presentation (00:17:25)

- A. Jamestown S'Klallam presentation: FLUPSY and upland use at Point Hudson
Members of the Jamestown S'Klallam Tribe (JST) [Kyle Johnson, Executive Director for the economic authority for the JST; Kurt Grinnell, JST Councilman & CEO of Aquaculture program; Ralph Riccio, shellfish biologist for JST; Nathan Tsao, General Manager of the JST oyster operation in Kona, Hawaii] gave a high-level overview presentation of the tribe's aquaculture operations and a proposal to return tribal seafood culture and commerce to Point Hudson with the idea of a FLUPSY and related upland restaurant and seafood market. After the presentation, Commissioners asked questions including those posed earlier via email. A transcription of the Q & A can be found on the Port's website and will be added to as more questions are received.

VI. SECOND READING – none (01:28:42)

VII. FIRST READING (01:28:53)

- A. Public Hearing: Comprehensive Scheme of Harbor Improvements¹ (CSHI)
Commissioner Hanke opened the Public Hearing at 6:59 PM. He asked participants who wished to speak to raise their hands (virtually) so they could be called on. Before public comments, he called on Deputy Director Toews to give a staff presentation on the changes to the CSHI.
Deputy Director Toews reminded everyone that the CSHI is required for all Port Districts in the State of Washington, to promote transparency in the expenditure of public funds towards facility acquisition and improvements. The Port adopted the framework of the current plan in 2003 which integrated the Environmental Impact Statement. In 2013 the Port undertook a comprehensive update of the plan to simplify and streamline the narrative of the 2003 version. The Port is 7 years into that update, and current Port capital priorities no longer align with the 2013 plan. The improvement plans of Port facilities in the Draft 2020 CSHI are within the scope of the original environmental review; the Port is focusing on repairing, rehabilitating and replacing existing Port infrastructure. He highlighted 3 new projects that were outlined in both the 2013 version and the current draft 2020 version of the CSHI: 1) sand-blast containment facility; 2) Marine Trade incubator building; 3) development of the basic infrastructure for a

¹ 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/>.

light industrial park at the airport. He then went over the timeline of the presentation of the current draft 2020 CSHI.

Commissioner Petranek said that she would like to see the Seaplane dock removed from the CSHI, and asked what the other commissioners thought of this item. Commissioner Putney said that people are arriving in Port Townsend by seaplane now and having a dedicated seaplane base would allow us a way to establish a sea lane for safety. Commissioner Hanke said that he thought it would enhance Port Townsend tourism, and that for safety reasons we would not see landings during bad weather here, nor would they interfere with boating.

There were no public comments on the Comprehensive Scheme of Harbor Improvements.

Commissioners gave Deputy Director Toews high praise for his hard work on this document.

Public Hearing was closed at 7:15 PM.

B. First Draft of 2021 Budget w/Proposed Rates (01:44:44)

Finance Director Berg described this first draft of the 2021 budget as the bones of the budget; just the initial, consolidated view of activity and cash flow that includes the capital budget. After tonight's review and commentary, a second draft will be prepared that will show each department-level budget at the next Commission meeting on October 14. With the first public hearing on the budget at the October 28 Commission meeting, the whole document will be complete with narrative and graphics. She pointed out that as a comparison (see page 53 of the packet) the Port was more comfortable using the Covid-19 July Actual and remaining 2020 budget, rather than the projected 2020 budget adopted last November, since the COVID-19 July Actual was passed by Commission and better reflects the reality of the Port's budget during the pandemic. She went over revenues and expenditures. There was a discussion about the Port's insurance under Enduris and the possibility of finding a less expensive pool to cover the Port.

Finance Director Berg said that the new Molo software for online reservations encourages customers to pay online, and that Visa charges incurred by customers would cause our bank charges to go up, but that it would save the Port time and allow us to give better customer service. She stated that the Port is saving money on utilities because Lease and Contracts Administrator Nelson has been working hard to ensure lease agreements are adhered to regarding utilities.

Finance Director Berg pointed out that this year the Port will undergo a financial statement and accountability audit for the years 2018 and 2019, and then next year because of the FAA funding of the airport runway project, the Port will have a federal audit for 2020.

Commissioner Hanke commented on the line item for advertising and pointed out that the Port is competing for business. Executive Director Berg stated that he'd be happy to increase that line item when a plan is developed. He stated that the new reservation software would help with marketing.

Executive Director Berg stated that although there is no funding set aside for economic development in the budget; he would like to recognize that this is part of our mission and the Port would revisit what this means and engage in this area meaningfully. Commissioner Petranek stated that she would like to use the intergovernmental meetings to address this, moving forward with the existing groups meeting for COVID-19 recovery plans. Commissioner Putney stated later in the meeting that he would like to see more funding set aside and to have a plan to find some projects that push economic development forward, to broaden the Port's portfolio.

Capital Budget (2:08:33): Executive Director Berg described the 5-year Capital Plan on pages 57-58 of the meeting packet and how it connects to the staff recommendation on the IDD levy. These projects are born of the Comp. Scheme, and lists prioritized projects that would be

funded by IDD levy presented to the public and in conversations with the commission last year. He said that the mission is to effectively deliver the money that the voters passed in the form of projects that they want done; he then described each project on the list. He stated that the top-priority project is the Point Hudson jetty replacement, but funding was an issue. He summarized by saying that the total projected IDD funds used for these projects from 2021-2025 adds up to \$7.6 million, and if one applies 6% contingency and divides by 5, it amounts to what the Port is suggesting be levied for 2021. His goal is to fully fund the IDD projects as they come up in the IDD window without incurring additional long-term debt. Commissioner Putney asked what this tax levy would be per \$1,000 of assessed value, and Finance Director Berg stated it would be approximately 26¢, and the maximum the Port can levy is 45¢.

Executive Director Berg stated that his work at a city made him accustomed to a more formal budget process, with the Commission approving amendments to an approved budget throughout the year. However, this is not how port districts work in WA. He proposed that the staff bring to the Commission (much like the COVID model) on a monthly basis the adopted Port budget with actuals and any changes in assumptions and recommendations for additional spending. Commission would then adopt this updated budget monthly. He felt this would be good for the Commission as well as the community to see very clearly what the Port is doing. Commission agreed that this was a good way to move forward.

Commissioner Hanke commented that of all the equipment listed in Port equipment line item for \$205,000 the tight-packer would make the Port more money. Commissioner Putney said that owning this would save the Port money by not having to pay someone else do the work, and also wondered whether it would be good to research a sharing of equipment with the City. Executive Director Berg said the challenge with sharing equipment is that even in a small city, all parties often want the same truck on a good weather day.

2021 Rates (02:40:00): Finance Director Berg presented the proposed rates for 2021 as a rate sheet to make it easy to compare side-by-side with the 2019 figures. She stated that the rates would be increased by 1%. One exception is the kayak storage where customers have paid a flat rate, and the Port has paid the leasehold tax. In this case the Port is lowering the rate, but the customer will have to pay the leasehold tax. Another exception to the 1% increase is the JCIA hangar rentals; these are very low, and are being raised by 10%. The 2021 seasonal discount for the workyard (which spans the winter into 2022) will be 50% off, instead of a certain rate, to make it easy to apply to rates as they change.

Commissioner Putney commented about the daily tie-down rate at JCIA, stating that a daily tie-down rate is rare in general aviation; this is usually for overnight, and not for a few hours of parking the plane. He also wondered if this were the overnight rate, if it would be too low. Port staff agreed that the rate card should say overnight tie-down.

Boat Haven Moorage Rates were discussed and the goal of all tenants paying what it states on the rate card. Legacy rates in the C-D dock slips will be discussed at the October 14 meeting. There was a discussion about a formula developed by former Commissioner Collins that included berth area, and not just length of the slip as is the current policy. A new rate for storage containers will be added once these are acquired and the rate is known.

VIII. REGULAR BUSINESS (02:51:52)

A. Intergovernmental Coordinating Committee (ICC) updates (01:08:51) (no materials)

Executive Director Berg reported that tomorrow night's meeting would be chaired by Commissioner Hanke. They will be hearing back from the community groups and discussing how to spend the COVID Relief funds quickly on the basis of available dollars that had to be spent before the plan could even be developed. The Intergovernmental Collaborative Group

(ICG) met last week as part of this process, and the ICC will be working on developing the plan going forward.

IX. STAFF COMMENTS (01:20:42)

Executive Director Berg commented on the following:

- A boat sank at Union Wharf at 8:30 today, and a second boat was grounded on the beach at the west end of Boat Haven; the Department of Natural Resources will be paying for both boats to be destroyed here in our yard.
- On the C-D dock rate question and the concern expressed about the letter sent to tenants regarding moving to Commission authorized rates, he said that he understood that there were 3 ways that people ended up paying legacy rates: A/B dock construction; marketing for boats less than 50' in the 50' slips; and due to remeasuring – which affected most of the people on the list. He said he was looking forward to the conversation on October 14 and the opportunity for tenants to comment.
- He said he learned about North Olympic Legislative Alliance (NOLA) this week and Jefferson County's participation; he has had conversations with the lobbyist working the NOLA and other government partners about how their lobbyists might work with ours.
- He stated that the Port continues to move down path of MOLO (marina management reservation system) implementation, with a go-live date of January 1. They have offered a pricing structure that would exceed his authority, but they offered a 5-year contract for the cost of 3-years, which also locks in fees at a lower level.
- He has been working with our IT consultant, Zack, to get WiFi on our docks both at Boat Haven and Point Hudson for staff to use with mobile devices, as well as tenants and visitors. He is targeting January 1 as an implementation date for this project as well.
- Finally, the Port has hired Mike Love as the new Capital Projects Director and Port Engineer, who starts October 1.

Deputy Director Toews went over the schedule for implementation of the Jefferson County International Airport (JCIA) Runway 9/27 Corrective Action Plan.

X. COMMISSIONER COMMENTS (03:03:39)

Commissioner Putney commented that the Jefferson County Broadband action team heard a presentation from GeoPartners on doing a plan for Jefferson County to implement broadband, which will give the team a dollar amount to use to get grants with. During the presentation, they heard that the state has contracted with them to do a number of these for rural areas, and we're trying to get on the list, so we don't have to pay anything for it.

Commissioner Petranek said in order to save time, she would not make a comment.

Commissioner Hanke commented that he was gratified to see so many people participate tonight and was proud of how transparent the Port has been with the community about what we're doing.

XI. Next Public Workshop & Regular Business Meeting (01:41:18): Wednesday, October 14, 2020, with a Public Workshop at 9:30 a.m. and a Regular Business Meeting at 1:00 p.m., via Zoom.

XII. EXECUTIVE SESSION (01:41:28) - none

XIII. ADJOURNMENT: meeting adjourned at 8:33 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, President

Pamela A. Petranek, Secretary

William W. Putney III, Vice President

PORT COMMISSION SPECIAL BUSINESS MEETING – Tuesday, October 6, 2020

The Port of Port Townsend Commission met for a special business session via Zoom

Present: Commissioners Hanke, Petranek and Putney
Executive Director Berg
Port Recorder Erickson

I. CALL TO ORDER:

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

- II. US Economic Development Administration grant funding resolution, Point Hudson Jetty project, Commission authorization to submit supplemental documentation reflecting updated project cost, Port match contribution, and amount requested from EDA (20:38)

Executive Director summarized the agenda item by saying that although the Port was unsuccessful with a grant application at the 80% funding level, the EDA asked the Port to resubmit at a lower level. He said that the Resolution 725-20¹ would authorize him to update the forms and commit the Port to an increased match of \$4.781 million.

Commissioner Petranek moved to approve Resolution 725-20¹.

Commissioner Putney seconded the motion.

Commissioner Putney asked whether our percentage of the cost would stay the same regardless of the cost of the project. Executive Director Berg answered that Port staff don't know the answer to that right now, but are hoping it is still an 80-20 grant with a cap of \$9.281 million, rather than shifting to a 66-34 grant. So that in the event bids came in lower, the local share would go down, but never less than 20%. He promised to find out and follow up.

Commissioner Petranek stated she was never more excited at a Commission meeting. Executive Director Berg replied that fingers are crossed that the second view of this application is successful. If so, he suggested that the Port work with Representatives Tharinger and Chapman and Senator Van de Wege for a capital request for approximately \$2 million in the next session, and the remaining portion would be funded with IDD funds, which is right in line with what the 5-year capital plan shows. If not successful with legislative funding, we could look at other options (debt or increased IDD support).

Commissioner Putney asked whether or not the permit was still stalled, and Executive Director Berg stated that the Port is in consultation on this, and it is not stalled.

Commissioner Hanke read a public comment aloud: Ashlyn Brown of Port Townsend Watercraft commented in support for the proposed EDA funding of the jetty rebuilds at Point Hudson, saying this appears to be a great opportunity to finally get this project funded.

Motion carried by unanimous vote.

III. ADJOURNMENT:

The meeting adjourned at 1:07 p.m., there being no further business to come before the Commission.

ATTEST:

Peter W. Hanke, President

Pamela A. Petranek, Secretary

William W. Putney III, Vice President

¹ "Authorizing the Executive Director to Adjust the Port's Local Match Commitment for the Federal Economic Development Administration (EDA) Disaster Recovery Program Grant Submitted to the EDA on July 23, 2020 for Demolition and Reconstruction of the Point Hudson Breakwater."



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 062894 through No. 062901 in the amount of \$33,941.48 and Electronic Payment in the amount of \$145,512.56, are approved for payment for a total amount of \$179,454.04 on this 14th day of October, 2020.

For: **Payroll and Benefits**

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration



PO Box 1180 • Port Townsend, WA 98368

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Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 062902 through No. 063000, are approved for payment in the amount of \$139,515.11 on this 14th day of October, 2020.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Check Register

Journal Posting Date: 10/14/2020

Register Number: CD-000833

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	
062902	10/14/2020	ADM002	Admiral Ship Supply Inc.					Check Entry Number: 001
			9/30/2020 STATEMENT	9/30/2020	649.78	0.00	649.78	
062903	10/14/2020	AMB001	AMB Tools & Equipment Co					Check Entry Number: 001
			T323685	9/11/2020	573.67	0.00	573.67	
062904	10/14/2020	ARM070	Stephanie Armesto					Check Entry Number: 001
			REFUND 09282020	9/28/2020	66.00	0.00	66.00	
062905	10/14/2020	ARR010	Arrow Lumber Port Townsend					Check Entry Number: 001
			9/28/2020 STATEMENT	9/28/2020	241.77	0.00	241.77	
062906	10/14/2020	AVC050	Avcom Company					Check Entry Number: 001
			09010420	9/20/2020	886.17	0.00	886.17	
062907	10/14/2020	BAR025	Carolyn Bartlett					Check Entry Number: 001
			REFUND 09142020	9/14/2020	80.25	0.00	80.25	
062908	10/14/2020	BAR055	Colette Barrett					Check Entry Number: 001
			REFUND 9/11/2020	9/11/2020	50.00	0.00	50.00	
062909	10/14/2020	BER040	Abigail Berg					Check Entry Number: 001
			10/2020	10/5/2020	102.25	0.00	102.25	
062910	10/14/2020	BER045	Eron Berg					Check Entry Number: 001
			9/2020	10/1/2020	64.40	0.00	64.40	
062911	10/14/2020	BRE025	Kenneth Breiland					Check Entry Number: 001
			REFUND 09/29/2020	9/29/2020	52.00	0.00	52.00	
062912	10/14/2020	BRO040	Brother's Plumbing, Inc					Check Entry Number: 001
			88087	10/6/2020	200.65	0.00	200.65	
062913	10/14/2020	CAR001	Carl's Building Supply					Check Entry Number: 001
			09/30/2020 STATEMENT	9/30/2020	120.11	0.00	120.11	
062914	10/14/2020	CHM030	Chmelik Sitkin & Davis P.S.					Check Entry Number: 001
			8/31/2020 STATEMENT	9/21/2020	4,565.00	0.00	4,565.00	
062915	10/14/2020	CIT001	City Of Port Townsend					Check Entry Number: 001
			9/2020 STATEMENTS	9/30/2020	10,852.10	0.00	10,852.10	
062916	10/14/2020	COA050	Mott MacDonald					Check Entry Number: 001
			100339-13	9/15/2020	24,364.25	0.00	24,364.25	
062917	10/14/2020	COF040	Jessup Coffin					Check Entry Number: 001
			REFUND 09112020	9/11/2020	122.70	0.00	122.70	
062918	10/14/2020	COO045	Jill Cooper					Check Entry Number: 001
			REFUND 09/30/2020	9/30/2020	417.03	0.00	417.03	
062919	10/14/2020	COO050	Cooper Fuel & Auto Repair					Check Entry Number: 001
			STATEMENT 10/1/2020	10/1/2020	758.25	0.00	758.25	
062920	10/14/2020	DIR070	DirecTV					Check Entry Number: 001
			37802758229	9/28/2020	450.45	0.00	450.45	
062921	10/14/2020	DLL010	D L Logos					Check Entry Number: 001
			3443	8/13/2020	11.45	0.00	11.45	
062922	10/14/2020	DMD005	DM Disposal Co. Inc.					Check Entry Number: 001
			10/1/2020 STATEMENTS	10/1/2020	7,434.09	0.00	7,434.09	
062923	10/14/2020	DOU010	Double D Electric Inc.					Check Entry Number: 001
			I-14505	10/1/2020	790.26	0.00	790.26	
			RD-210	9/21/2020	38.50	0.00	38.50	
Check 062923 Total:					828.76	0.00	828.76	
062924	10/14/2020	EIS050	Paul Eisenberg					Check Entry Number: 001
			REFUND 10/6/2020	10/6/2020	24.54	0.00	24.54	
062925	10/14/2020	ELL040	Tom Elliott					Check Entry Number: 001
			REFUND 09182020	9/18/2020	514.35	0.00	514.35	

Run Date: 10/8/2020 5:42:20PM

A/P Date: 10/14/2020

Page: 1

User Logon: DLF

Check Register

Journal Posting Date: 10/14/2020

Register Number: CD-000833

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	
062926	10/14/2020	ERI040	Karen Erickson					Check Entry Number: 001
			781720028	9/25/2020	14.03	0.00	14.03	
062927	10/14/2020	FIS020	Fish N Hole					Check Entry Number: 001
			5593686	9/28/2020	23.02	0.00	23.02	
062928	10/14/2020	GOO002	Good Man Sanitation					Check Entry Number: 001
			108673A	10/1/2020	1,840.00	0.00	1,840.00	
062929	10/14/2020	GOU060	Paul Gourde					Check Entry Number: 001
			REFUND 09/17/2020	9/17/2020	208.00	0.00	208.00	
			REFUND 09/28/2020	9/28/2020	52.00	0.00	52.00	
			Check 062929 Total:		260.00	0.00	260.00	
062930	10/14/2020	GRO001	Groves & Co, Inc					Check Entry Number: 001
			20201184	9/25/2020	43.65	0.00	43.65	
			20201231	10/2/2020	203.72	0.00	203.72	
			Check 062930 Total:		247.37	0.00	247.37	
062931	10/14/2020	GUA080	Guardian Security Systems, Inc.					Check Entry Number: 001
			1047961	8/1/2020	147.16	0.00	147.16	
			1067308	10/1/2020	147.16	0.00	147.16	
			Check 062931 Total:		294.32	0.00	294.32	
062932	10/14/2020	HAD001	Hadlock Building Supply					Check Entry Number: 001
			B384352	8/27/2020	21.79	0.00	21.79	
062933	10/14/2020	HEN002	Henery Hardware					Check Entry Number: 001
			696147	8/26/2020	6.62	0.00	6.62	
			696182	8/27/2020	38.74	0.00	38.74	
			696233	8/27/2020	10.89	0.00	10.89	
			696299	8/28/2020	158.04	0.00	158.04	
			696442	8/31/2020	10.88	0.00	10.88	
			696520	9/2/2020	32.67	0.00	32.67	
			696524	9/2/2020	69.39	0.00	69.39	
			696541	9/2/2020	13.04	0.00	13.04	
			696587	9/3/2020	13.93	0.00	13.93	
			696640	9/3/2020	11.53	0.00	11.53	
			696663	9/4/2020	10.01	0.00	10.01	
			696670	9/4/2020	8.27	0.00	8.27	
			697236	9/15/2020	32.69	0.00	32.69	
			697275	9/16/2020	6.41	0.00	6.41	
			697288	9/16/2020	7.19	0.00	7.19	
			697437	9/18/2020	26.35	0.00	26.35	
			697699	9/22/2020	15.25	0.00	15.25	
			697726	9/23/2020	13.71	0.00	13.71	
			697746	9/23/2020	64.89	0.00	64.89	
			697794	9/23/2020	7.62	0.00	7.62	
			697876	9/25/2020	16.32	0.00	16.32	
			697880	9/25/2020	23.51	0.00	23.51	
			Check 062933 Total:		597.95	0.00	597.95	
062934	10/14/2020	HEN006	Quilcene Henery's Hardware					Check Entry Number: 001
			2009107251	9/29/2020	15.77	0.00	15.77	
062935	10/14/2020	HEN040	Reed Henderson					Check Entry Number: 001
			REFUND 10/7/2020	10/7/2020	8.00	0.00	8.00	
062936	10/14/2020	JAM040	Jamestown Networks					Check Entry Number: 001

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Check Register

Journal Posting Date: 10/14/2020

Register Number: CD-000833

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
			6142	10/1/2020	548.00	0.00	548.00
062937	10/14/2020	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			10/5/2020 STATEMENT	10/5/2020	795.57	0.00	795.57
062938	10/14/2020	JEN040	Jen-Jay, Inc				Check Entry Number: 001
			3212	10/5/2020	23,316.00	0.00	23,316.00
062939	10/14/2020	KIN040	Kingston Cove Yacht Club				Check Entry Number: 001
			REFUND 10/05/2020	10/5/2020	50.00	0.00	50.00
062940	10/14/2020	KIT001	Kitsap Tractor & Equipment				Check Entry Number: 001
			IK20094	8/7/2020	206.51	0.00	206.51
			IK20108	7/30/2020	169.82	0.00	169.82
			Check 062940 Total:		376.33	0.00	376.33
062941	10/14/2020	KOR050	Kord Information Systems				Check Entry Number: 001
			366	9/1/2020	1,728.00	0.00	1,728.00
062942	10/14/2020	LAN001	Landau Associates				Check Entry Number: 001
			0046545	9/17/2020	418.75	0.00	418.75
062943	10/14/2020	LAN035	Jeff Lansdale				Check Entry Number: 001
			REFUND 10/02/2020	10/2/2020	5.00	0.00	5.00
062944	10/14/2020	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4673966	10/1/2020	12.88	0.00	12.88
062945	10/14/2020	LER050	Monica Le Roux				Check Entry Number: 001
			REFUND 09/29/2020	9/29/2020	620.62	0.00	620.62
062946	10/14/2020	LES050	Les Schwab				Check Entry Number: 001
			9/30/2020 STATEMENT	9/30/2020	775.26	0.00	775.26
062947	10/14/2020	MAN085	Trevor Manners				Check Entry Number: 001
			9/2020	10/14/2020	106.96	0.00	106.96
062948	10/14/2020	MAR095	Donna & Chuck Marush				Check Entry Number: 001
			REFUND 09/15/2020	9/15/2020	73.50	0.00	73.50
062949	10/14/2020	MCH040	Heather McHugh				Check Entry Number: 001
			REFUND 09/17/2020	9/17/2020	40.50	0.00	40.50
062950	10/14/2020	MIL020	Colleen Miller				Check Entry Number: 001
			REFUND 10/5/2020	10/5/2020	84.63	0.00	84.63
062951	10/14/2020	MIZ070	Rebecca Mizhir				Check Entry Number: 001
			REFUND 09/15/2020	9/15/2020	90.00	0.00	90.00
062952	10/14/2020	MON040	Jennifer Montoya				Check Entry Number: 001
			9/2020	10/14/2020	130.00	0.00	130.00
062953	10/14/2020	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			10/1/2020 STATEMENT	10/1/2020	345.10	0.00	345.10
062954	10/14/2020	NEL070	Ted Nelson				Check Entry Number: 001
			REFUND 10/2/2020	10/2/2020	7.50	0.00	7.50
062955	10/14/2020	NEW075	Tasha & Justin Newcomb				Check Entry Number: 001
			REFUND 9/26/2020	9/26/2020	620.62	0.00	620.62
062956	10/14/2020	NOR014	North Hood Canal Chamber				Check Entry Number: 001
			INV-583	9/20/2020	50.00	0.00	50.00
062957	10/14/2020	NOR075	Ana North				Check Entry Number: 001
			REFUND 09/11/2020	9/11/2020	705.25	0.00	705.25
062958	10/14/2020	O'RE030	O'Reilly Auto Parts				Check Entry Number: 001
			09/30/2020	9/28/2020	293.97	0.00	293.97
062959	10/14/2020	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			570859397	9/2/2020	14.45	0.00	14.45
			572756294	9/14/2020	34.77	0.00	34.77

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Check Register

Journal Posting Date: 10/14/2020

Register Number: CD-000833

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
			573294022	9/16/2020	2,707.03	0.00	2,707.03
			Check 062959 Total:		2,756.25	0.00	2,756.25
062960	10/14/2020	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			09/30/2020	9/30/2020	17.33	0.00	17.33
062961	10/14/2020	OLY004	Olympic Art and Office				Check Entry Number: 001
			9/30/2020 STATEMENT	9/30/2020	4.32	0.00	4.32
062962	10/14/2020	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			9/30/2020 STATEMENT	9/30/2020	379.64	0.00	379.64
062963	10/14/2020	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0186198	9/28/2020	42.72	0.00	42.72
062964	10/14/2020	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			53971	9/17/2020	136.25	0.00	136.25
062965	10/14/2020	PET020	Peters Marine Services				Check Entry Number: 001
			475085	9/29/2020	3,790.47	0.00	3,790.47
			475086	9/29/2020	89.38	0.00	89.38
			Check 062965 Total:		3,879.85	0.00	3,879.85
062966	10/14/2020	PET025	Petrick Lock & Safe				Check Entry Number: 001
			18538	9/30/2020	19.58	0.00	19.58
			18543	9/30/2020	35.97	0.00	35.97
			185449	10/5/2020	213.79	0.00	213.79
			Check 062966 Total:		269.34	0.00	269.34
062967	10/14/2020	PET065	Pam Petranek				Check Entry Number: 001
			7/2020	10/1/2020	69.00	0.00	69.00
			8/2020	10/1/2020	93.15	0.00	93.15
			9/2020	10/1/2020	89.70	0.00	89.70
			Check 062967 Total:		251.85	0.00	251.85
062968	10/14/2020	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			72014	10/1/2020	278.00	0.00	278.00
062969	10/14/2020	PLU020	David Pluard				Check Entry Number: 001
			REFUND 10/2/2020	10/2/2020	24.00	0.00	24.00
062970	10/14/2020	POR005	Port Townsend Leader				Check Entry Number: 001
			10/1/2020 STATEMENT	10/1/2020	1,375.50	0.00	1,375.50
062971	10/14/2020	POR010	Portland Bolt & Mfg Co., Inc.				Check Entry Number: 001
			134944	10/1/2020	20,483.87	0.00	20,483.87
062972	10/14/2020	PUD001	Pud District #1				Check Entry Number: 001
			9/18/2020	9/18/2020	475.65	0.00	475.65
			9/25/2020	9/25/2020	365.20	0.00	365.20
			Check 062972 Total:		840.85	0.00	840.85
062973	10/14/2020	QUI001	Quill Corporation				Check Entry Number: 001
			10486576	9/15/2020	119.17	0.00	119.17
			10751317	9/23/2020	137.01	0.00	137.01
			10828438	9/25/2020	99.39	0.00	99.39
			10990514	10/1/2020	87.05	0.00	87.05
			Check 062973 Total:		442.62	0.00	442.62
062974	10/14/2020	ROD030	Rodda Paint				Check Entry Number: 001
			44157725	9/29/2020	382.11	0.00	382.11
062975	10/14/2020	RSI050	RSINet				Check Entry Number: 001
			5510	9/30/2020	180.00	0.00	180.00
062976	10/14/2020	SAF001	Safeway, Inc.				Check Entry Number: 001

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Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			10/03/2020 STATEMENT	10/3/2020	1,464.63	0.00	1,464.63
062977	10/14/2020	SAN030	San Juan Yacht Club				Check Entry Number: 001
			REFUND 09/11/2020	9/11/2020	55.00	0.00	55.00
062978	10/14/2020	SCH095	Wendy Schuss				Check Entry Number: 001
			REFUND 10/1/2020	10/1/2020	620.62	0.00	620.62
062979	10/14/2020	SEC010	Security Services				Check Entry Number: 001
			113096	10/1/2020	190.85	0.00	190.85
062980	10/14/2020	SHA030	Charlie Shaw				Check Entry Number: 001
			9/28/2020	9/28/2020	63.20	0.00	63.20
062981	10/14/2020	SHA035	Joe & Carol Shaw				Check Entry Number: 001
			REFUND 9/24/2020	9/24/2020	620.62	0.00	620.62
062982	10/14/2020	SOU040	Sound Experience				Check Entry Number: 001
			REFUND 9/21/2020	9/21/2020	548.77	0.00	548.77
062983	10/14/2020	SUM040	Summit Law Group PLLC				Check Entry Number: 001
			117126	9/22/2020	2,376.00	0.00	2,376.00
062984	10/14/2020	TAR020	Tara Dunford, CPA				Check Entry Number: 001
			2065	10/1/2020	1,080.00	0.00	1,080.00
062985	10/14/2020	TOW001	Townsend Electric				Check Entry Number: 001
			15714	9/17/2020	94.27	0.00	94.27
062986	10/14/2020	TOW070	Robert Townsend				Check Entry Number: 001
			REFUND 9/14/2020	9/14/2020	104.00	0.00	104.00
062987	10/14/2020	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			20-06650	9/21/2020	49.00	0.00	49.00
			20-07182	10/7/2020	80.00	0.00	80.00
Check 062987 Total:					129.00	0.00	129.00
062988	10/14/2020	TYM040	John Tymczyszyn				Check Entry Number: 001
			REFUND 09/14/2020	9/14/2020	76.20	0.00	76.20
062989	10/14/2020	ULI040	ULINE				Check Entry Number: 001
			124733612	9/24/2020	3,192.81	0.00	3,192.81
062990	10/14/2020	UPS020	The UPS Store				Check Entry Number: 001
			8/31/2020 STATEMENT	8/31/2020	25.75	0.00	25.75
062991	10/14/2020	US0001	United States Postal Service				Check Entry Number: 001
			3RD QTR 2020	10/14/2020	1,500.00	0.00	1,500.00
062992	10/14/2020	VEN070	VenTek International				Check Entry Number: 001
			123545	10/1/2020	103.55	0.00	103.55
062993	10/14/2020	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9862919897	9/15/2020	310.56	0.00	310.56
062994	10/14/2020	WA0300	Dept. of Labor & Industries				Check Entry Number: 001
			324413	3/16/2020	56.88	0.00	56.88
			328841	9/14/2020	203.20	0.00	203.20
Check 062994 Total:					260.08	0.00	260.08
062995	10/14/2020	WAK070	Sandra Wakefield				Check Entry Number: 001
			REFUND 9/15/2020	9/15/2020	620.62	0.00	620.62
062996	10/14/2020	WAN020	Denis Wang				Check Entry Number: 001
			REFUND 9/14/2020	9/14/2020	24.30	0.00	24.30
062997	10/14/2020	WAS016	Washington Tractor, Inc.				Check Entry Number: 001
			2195388	9/10/2020	331.06	0.00	331.06
062998	10/14/2020	WAS017	Marc Horton - Washington Project Consultants				Check Entry Number: 001
			093020-8	10/6/2020	3,325.00	0.00	3,325.00
062999	10/14/2020	WAV040	Wave Broadband				Check Entry Number: 001

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
			043328901-0008401	9/23/2020	147.75	0.00
			103263301-0008415	10/1/2020	1,473.37	0.00
			Check 062999 Total:		1,621.12	0.00
063000	10/14/2020	WES006	Westbay Auto Parts, Inc.			
			9/25/2020 STATEMENT	9/25/2020	1,085.89	0.00
			Report Total:		139,515.11	0.00

Payment Amount

147.75

1,473.37

1,621.12

1,085.89

139,515.11

Check Entry Number: 001

RESOLUTION NO. 726-20

A Resolution of the Commission of the Port of Port Townsend

RESOLUTION AUTHORIZING THE SALE OF ABANDONED VESSELS

WHEREAS: The Port of Port Townsend has in its possession five (5) boats described as follows:

<u>VESSEL</u>	<u>OWNER</u>	<u>ACCOUNT #</u>
Temptress	Daniel L. Darrah	978237
WN 3880MC	Clayton Eldridge	1591656
Flying Gull	Mike Jones	276505
Wings of a Dove	Harley Malm	1049106
Anchor Dragger	John McDonald	1631778

WHEREAS: Efforts have been made to locate the true owner of each said vessel, and proper notices have been sent to the person believed to be the true owner, or to anyone who might claim an ownership interest in the boat and no person or persons or entity has responded claiming ownership and willingness to pay the charges owing for storage, and ninety (90) days have elapsed since the sending of such notices,

NOW, THEREFORE BE IT RESOLVED:

1. That the above designated vessels are declared to be abandoned; and
2. The Port Executive Director is directed to sell the said boats at public sale to the highest and best bidder for cash pursuant to the procedures set forth in RCW 53.08.320 (5); and
3. That the date of public auction shall be October 28, 2020 at 10:00 AM; and
4. Auction to be held at the Port of Port Townsend Work Yard located at 2790 Washington Street, Port Townsend, Washington.

ADOPTED this 14th 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:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

William W. Putney III, Vice President

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/9/2020
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: RCO Boating Facilities Program (BFP) Grant Authorizing Resolution No. 727-20

ISSUE: Should the Executive Director and Deputy Director be authorized to execute and file such agreements as may be needed with the Washington State Recreation and Conservation Office (RCO) to secure Boating Facilities Program (BFP) funding to support the Gardiner and Mats Mats Boat Launch Improvement Projects?

BACKGROUND & DISCUSSION: At the August 12, 2020 regular meeting the Commission authorized staff to proceed with expedited preparation of an update to the Port's Comprehensive Scheme of Harbor Improvements (CSHI) in order to maintain eligibility for Boating Facilities Program (BFP) grants administered by the Recreation and Conservation Office (RCO). Consistent with the Commission's direction, the CSHI effort has progressed, and the Commission is slated to conclude its deliberations and adopt the updated CSHI during its regular meeting of October 14, 2020.

The CSHI update was intended, in part, to enable the Port to proceed with grant funding requests to help support boat launch renovation efforts at Mats Mats and Gardiner. Staff has prepared a draft of Port Commission Resolution No. 727-20 (attached) which would authorize the Executive Director or Deputy Director to execute and file all documents necessary to secure grant funding assistance from RCO for these boat launch improvement projects. The verbatim language and form of the resolution is mandated by the Washington State Attorney General's Office.

Staff is currently in the process of preparing grant applications as follows:

- **Gardiner Boat Launch Improvement Project.** This project would involve replacement of the existing ramp and installation of an ADA accessible seasonal handling float to improve the functionality of this facility. The Gardiner ramp is the only public launch ramp on Discovery Bay; comprehensive renovation or replacement of this ramp is critical to maintain continued public access at this location. The preliminary estimate for this project is up to \$750,000; the Port would be seeking up to \$600,000 (80%) funding from RCO's Boating Facilities Program, with a match requirement of up to \$150,000 (20%).
- **Mats Mats Boat Launch Improvement Project.** The ultimate objective at Mats Mats is to provide an elevated ramp facility that would enable somewhat larger trailer-boats to be launched from this location. However, the focus of the near-term work would be to replace the existing handling float with an ADA accessible float, repair or replace degraded sections of the ramp, and improve the layout and functionality of upland parking areas. A preliminary estimate for this project is still being developed. Project funding through the BFP local program is capped at \$1,000,000, with a 25% local match requirement applicable at this location. Staff is working with its design engineer (Reid Middleton) to ensure that the Port's match does not exceed \$400,000.

Grant applications for these projects will be submitted to RCO near the end of this month¹. Following technical review by RCO, projects are reviewed in February of next year, ranked in April, and the Funding Board announces grant awards in June of 2021.

FISCAL IMPACT: In aggregate, the fiscal impact of these two projects is up to \$550,000 in Port match (i.e., Gardiner – up to \$150,000; Mats Mats – up to \$400,000). BFP funding is generally limited to 75% of eligible project costs up to \$1,000,000. However, due to the COVID-19 Pandemic, RCO has decreased the match requirements for selected census tracts with lower median household incomes. As a result, the match requirement for Gardiner would be reduced from 25% to 20% of eligible project costs.

RECOMMENDATION: Approve the attached Resolution 727-20 authorizing the Executive Director and Deputy Director to execute and file such documents as may be necessary to secure RCO grant funding assistance to support the Gardiner and Mats Mats Boat Launch Improvement Projects.

ATTACHMENTS: One (1) attachment is included: draft Port Commission Resolution No. 727-20. Please also note that a sample RCO Grant Agreement is hyperlinked within the Resolution to enable convenient review.

¹ Note: The application deadline is November 1, 2020; following technical review, there is a further technical completion deadline of January 14, 2021.

RESOLUTION NO. 727-20

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE PORT OF PORT TOWNSEND TO FILE APPLICATIONS WITH THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE (RCO), SEEKING BOATING FACILITIES PROGRAM (BFP) GRANT FUNDING AS PROVIDED IN CHAPTER 79A.25 RCW AND TITLE 286 WAC TO SUPPORT IMPROVEMENTS TO THE GARDINER AND MATS MATS LAUNCH RAMP FACILITIES.

Project Numbers and Names: 20-2083 DEV, GARDINER BOAT LAUNCH IMPROVEMENT PROJECT; 20-2176 DEV, MATS MATS BOAT LAUNCH IMPROVEMENT PROJECT

This resolution authorizes the Executive Director or Deputy Director of the Port of Port Townsend to act as the representative/agent on behalf of our organization and to legally bind our organization with respect to the above-referenced Projects for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Projects referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Our organization intends to apply for funding assistance managed by the Office for the above "Projects."

Section 2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Eron Berg, Executive Director of the Port of Port Townsend OR Eric Toews, Deputy Director of the Port of Port Townsend
Project contact (day-to-day administering of the grant and communicating with the RCO)	Eric Toews, Deputy Director of the Port of Port Townsend
Agreement amendments	Eron Berg, Executive Director OR Eric Toews, Deputy Director

Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typically recorded on the property with the county.	Eron Berg, Executive Director OR Eric Toews, Deputy Director
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The above persons are considered “authorized representatives/agents” for purposes of the documents indicated. The Port shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

Section 3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office’s WEBSITE at:

<https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>.

We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

Section 4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representatives/agents have full legal authority to act and sign on behalf of the organization for their assigned role/document.

Section 5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.

Section 6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.

Section 7. Our organization further understands that prior to our authorized representatives/agents executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representatives/agents as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representatives/agents execute the Agreements with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.

Section 8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the projects referenced above.

Section 9. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to these projects should they not materialize.

Section 10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.

Section 11. Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

Section 12. Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.

Section 13. This resolution is deemed to be part of the formal grant application to the Office.

Section 14. Our organization warrants and certifies that this resolution was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

ADOPTED this 14th 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:

Pamela A. Petranek, Secretary

Peter W. Hanke, President


William W. Putney III, Vice President

On file at:
The Port of Port Townsend Administration Building
2701 Jefferson Street
Port Townsend, WA 98368

Consistent with Governor's Proclamation 20-28, this Applicant Resolution was adopted by our organization during a remotely accessible meeting (via ZOOM) on October 14, 2020.

Washington State Attorney General's Office

APPROVED AS TO FORM:



Assistant Attorney General

Date: February 13, 2020

Port Attorney

Date: October 14, 2020

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/9/2020

TO: Port Townsend Port Commission

FROM: Eric Toews, Deputy Director

SUBJECT: Comprehensive Scheme of Harbor Improvements Update – Second Reading/Adoption

ISSUE PRESENTED: Should the Commission approve Resolution No. 724-20 and formally adopt the Comprehensive Scheme of Harbor Improvements (CSHI) Update 2020?

BACKGROUND: Under Chapter 53.20 RCW, ports are required to adopt, prepare and update a comprehensive scheme of proposed capital improvements, ensuring transparency in the expenditure of public funds. The Port of Port Townsend last updated its Comprehensive Scheme in 2013. The purpose of the current update is to address changing capital priorities, and to ensure continued eligibility for funding (e.g., Recreation and Conservation Office Boating Facility Grants).

DISCUSSION: The draft update to the Port's CSHI was initially presented and discussed with the Commission at a workshop session conducted on Wednesday, September 9, 2020.

Following publication of notices satisfying the requirements of RCW 53.20.010, the Commission conducted an open record pre-decision public hearing on the proposed update to the CSHI (first reading). No public testimony was presented at the hearing. During its discussions and deliberations, the Commission did not direct any further changes to the draft CSHI update.

State Environmental Policy Act (SEPA) review has been completed for the proposed action. On Wednesday, September 2, 2020, a Threshold Determination of Non-Significance coupled with a Notice of Adoption of Existing Environmental Documents was issued by the Port's SEPA Responsible Official (Executive Director) and distributed to agencies with jurisdiction. The 14-day comment period on the threshold determination closed on Wednesday, September 16. Only one comment letter was received, as noted (and included) in the September 18, 2020 staff report to the Commission provided in advance of the public hearing. The 21-day SEPA appeal period lapsed on Wednesday, October 7, 2020. No appeals were filed. The SEPA process has now been concluded, and legislative action by the Commission may occur.

Upon adoption of Resolution No. 724-20, staff will certify the CSHI with RCO, thus enabling Boating Facilities Program (BFP) grant applications to be submitted seeking funding support for the Mats Mats and Gardiner Launch Ramp Improvement Projects.

FISCAL IMPACT: None. The adoption of Resolution No. 724-20 approving the update to the Comprehensive Scheme of Harbor Improvements 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 follows¹:

- 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

REQUESTED ACTION: Motion to adopt Resolution No. 724-20, approving the Comprehensive Scheme of Harbor Improvements Update 2020.

ATTACHMENTS: Draft Port Commission Resolution No. 724-20

Please note: due to its length, the Comprehensive Scheme of Harbor Improvements 2020 Update is not an attachment in this packet; however, it may be accessed online at <https://portofpt.com/planning/> .

¹ Cost estimates adjusted forward for future inflation, correlated with anticipated project scheduling.

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 14th 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:

Pamela A. Petranek, Secretary

Peter W. Hanke, President

William W. Putney III, Vice President

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/14/2020
TO: Port Commission
FROM: Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration
SUBJECT: 2021 Budget – 2nd Draft

ISSUE

Provide the Commission with the 2nd 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 22nd which included subsequent meetings and a workshop to discuss potential issues, goals and assumptions being used to develop the budget. The 1st Draft of the 2021 Budget was presented at the September 23rd meeting and the 2nd draft is to be presented at this meeting.

DISCUSSION

2021 Budget Assumptions

In this draft of the 2021 budget assumptions, any changes from the 1st draft narrative are highlighted in **blue**.

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 9th 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.
4. **After presenting the 1st draft, we did some fine tuning on the revenues and made some minor adjustments resulting in an overall increase of \$14,000.**

Operating Expenses

5. 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%.
6. 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.
7. **Salaries/Wages was reduced by \$34,622 which is a portion of the new Director of Capital Project's time going to capital projects. We also fine-tuned expectations on payroll taxes and benefits, increasing them by \$74,726 collectively.**
8. 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.
9. 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. **This line item was increased to \$296,906 for the online payment cost of the Molo marina billing software (\$12,000).**
10. **Operating Supplies increased by approximately \$18,000 to pay for the emergency radios for staff throughout the Port. This is a one-time purchase.**
11. 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.

12. 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.
13. 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. **Further review of Utilities resulted in an overall increase of \$29,186, some of which is directly related to the annual cost for Port staff radios.**
14. **Other line items were adjusted a few thousand dollars to reflect more accurate annual costs (e.g. janitorial supplies, fuels & lubricants, etc.).**
15. 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.
16. **Overall, operating expenses increased from the 1st draft by \$116,006.**

Other Increases in Fund Resources

17. 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.
18. 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.
19. 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 9th Commission meeting.
20. 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

21. 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.
22. 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.
23. 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).
24. 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.
25. **Capital expenses were increased by \$100,000 for BH Main Stormwater Pump repairs.**

FISCAL IMPACT

See attached 2021 Budget, and Estimated Reserves

RECOMMENDATION

We request the Commission's feedback on the 2nd 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 YTD Aug				2020-2021 variance
	2018 Actual	2019 Actual	Actual & Remaining Budget	2021 Budget	
2ND DRAFT -- 10/14/2020					
Beginning Cash & Investments					
Reserved			1,233,195	1,263,977	
Unreserved			1,683,435	1,915,396	
REVENUES					
PTBH - Permanent Moorage	1,122,610	1,151,242	1,188,331	1,216,467	28,136
PTBH - Monthly Guest	322,147	318,828	299,809	302,807	2,998
PTBH - Nightly Guest	194,524	259,395	171,027	172,737	1,710
PTBH - Electric	95,172	105,105	93,456	99,023	5,567
PTBH - Liveaboard Fee	26,397	24,512	26,897	26,826	(71)
PTBH - Work Float/Lift Pier Usage	11,911	8,042	3,758	4,942	1,184
PTBH - Miscellaneous Revenue	13,985	14,565	12,698	13,004	306
PTBH - Showers	21,364	10,443	9,726	10,102	376
PTBH - Laundry	6,252	6,549	5,974	6,268	294
PTBH - Key Fobs	-	1,270	550	646	96
PTBH - Promotional Sales	753	585	276	329	53
PTBH - Port Labor	-	445	67	68	1
Boat Haven Moorage	1,815,115	1,900,981	1,812,569	1,853,219	40,650
Yard - Work Yard Revenue	471,374	623,501	581,806	587,624	5,818
Yard - 70/75 Ton Hoist Revenue	308,865	340,124	290,144	293,045	2,901
Yard - Boat Yard Revenue	368,890	397,364	406,334	410,397	4,063
Yard - 300 Ton Hoist Revenue	217,684	177,846	184,803	186,651	1,848
Yard - Washdown Revenue	85,859	81,756	84,858	85,707	849
Yard - Bilge Water Revenue	5,869	6,463	5,321	5,374	53
Yard - L/T Storage	73,417	69,857	71,618	72,334	716
Yard - Blocking Rent	35,519	31,977	45,462	45,917	455
Yard - WY Electric	707	9,652	33,640	33,976	336
Yard - BY Electric	40,587	41,589	45,659	46,116	457
Yard - Off Port Property Tarp Fee	885	1,980	3,073	3,104	31
Yard - Liveaboard Fee	937	1,626	1,852	1,908	56
Yard - Miscellaneous Revenue	26,825	13,692	1,613	1,629	16
Yard - WY Port Labor	-	4,753	900	909	9
Yard - BY Port Labor	-	6,179	2,859	3,096	237
Yard - Enviro Fee Workyard	18,120	38,520	48,422	48,906	484
Yard - Enviro Fee Boatyard	2,900	6,100	19,310	19,871	561
Yard - Enviro Clean-Up Fee	610	185	3,010	3,040	30
Yard - Promo Sales	15	-	-	-	-
Marine Trades 3% Revenue	9,300	-	-	-	-
Yard Operations	1,668,362	1,853,163	1,830,684	1,849,605	18,921
Pt Hudson - Building Lease Revenue	336,763	363,046	350,371	380,386	30,015
Pt Hudson - Parking	2,465	11,809	2,809	2,837	28
Pt Hudson - Event Facility Rev	30,756	25,479	77	78	1
Pt Hudson - Property Utility Reimb	38,116	41,839	35,582	35,938	356
Pt Hudson - Permanent Moorage	134,070	138,628	145,769	147,227	1,458
Pt Hudson - Liveaboard Fee	5,504	6,145	6,621	6,687	66
Pt Hudson - Monthly Guest	124,680	120,550	126,656	127,923	1,267
Pt Hudson - Nightly Guest	218,480	215,172	159,085	196,085	37,000
City Pier & Union Wharf Usage	14,608	17,093	4,378	4,422	44
Pt Hudson - Monthly R.V.	66,632	70,559	62,656	63,283	627
Pt Hudson - Nightly R.V.	343,354	355,115	239,229	309,621	70,392
Pt Hudson - Kayak Racks	10,548	11,879	13,349	13,482	133
Pt Hudson - Reservation Fee	41,970	39,120	30,748	31,055	307
Pt Hudson - Showers	8,267	8,031	6,812	6,880	68
Pt Hudson - Laundry	12,580	10,561	9,563	9,659	96

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

2ND DRAFT -- 10/14/2020	2020 Covid-19 YTD Aug				2020-2021
	Actual & Remaining				
	2018 Actual	2019 Actual	Budget	2021 Budget	variance
Pt Hudson - Passenger Fee	8,972	14,091	789	3,793	3,004
Pt Hudson - Promotional Sales	1,323	977	653	660	7
Pt Hudson - Miscellaneous Rev	1,160	1,860	665	672	7
Pt Hudson - Enviro Clean-up	-	-	212	214	2
Pt Hudson - Electric	31,951	30,334	33,986	34,326	340
Point Hudson Marina, RV & Property	1,432,198	1,482,287	1,230,010	1,375,227	145,217
PTBH Prop - Lease Revenue	599,747	626,298	629,300	686,149	56,849
PTBH Prop - Fuel Dock Lease	20,788	21,198	20,311	20,514	203
PTBH Prop - Water, Swr, Garbage, Other	27,405	25,878	20,939	21,148	209
PTBH Prop - Electric	3,151	2,002	3,866	3,905	39
PTBH Prop - Stormwater Fees	7,196	9,174	10,875	10,984	109
PTBH Prop - Storage Unit Revenue	9,005	9,143	8,428	7,706	(722)
PTBH Prop - Miscellaneous	1,605	2,095	407	411	4
Boat Haven Properties	668,897	695,788	694,126	750,817	56,691
Quilcene - Lease Revenue	60,055	61,917	68,713	69,400	687
Quilcene - Permanent Moorage	46,875	47,547	53,280	53,813	533
Quilcene - Liveaboard Fee	377	743	2,656	2,683	27
Quilcene - Nightly Moorage	3,356	3,532	2,090	2,111	21
Quilcene - Showers	3,412	3,671	3,095	3,126	31
Quilcene - Reservations	330	770	383	387	4
Quilcene - Miscellaneous Revenue	247	20	76	77	1
Quilcene - Water	8,679	13,695	12,703	12,830	127
Quilcene - Electric	1,355	1,788	2,556	2,582	26
Quilcene - Recreational Ramp Fees	7,719	10,232	10,383	10,254	(129)
Quilcene - Commercial Use Fees	3,000	2,400	1,800	1,818	18
Quilcene - Fuel Sales	16,498	19,744	7,370	-	(7,370)
Quilcene - Monthly R.V.	3,545	-	-	-	-
Quilcene - Nightly R.V.	1,007	-	-	-	-
Quilcene Herb Beck Marina	156,455	166,058	165,105	159,080	(6,025)
JCIA - Lease Revenue	106,897	114,924	111,542	116,691	5,149
JCIA - Hangar Revenue	21,713	29,175	32,824	33,152	328
JCIA - Fuel Lease Revenue	3,313	2,605	1,708	1,725	17
JCIA - Electric	1,821	1,303	1,267	1,280	13
JCIA - Vehicle Parking Revenue	604	342	834	842	8
JCIA - Aircraft Parking	223	1,736	1,913	1,932	19
JCIA - Miscellaneous Revenue	150	550	133	134	1
JCIA Operations	134,721	150,635	150,221	155,757	5,536
Ramp Fees	37,112	39,976	44,910	44,336	(574)
PTBH - Commercial Use Fees	5,800	5,500	4,383	4,427	44
Dinghy Float Revenue	299	2,110	1,165	1,177	12
Ramp Use	43,211	47,586	50,458	49,939	(519)
Total Operating Revenues	\$ 5,918,959	\$ 6,296,498	\$ 5,933,173	\$ 6,193,643	\$ 260,470
EXPENDITURES					
Salaries & Wages	2,163,134	2,051,190	2,201,169	2,332,936	131,767
Payroll Taxes	218,246	223,337	230,545	251,957	21,412
Employee Benefits	745,646	777,463	815,677	889,398	73,721
Uniform Expense	7,395	8,627	8,650	8,950	300
Contract Services	320,140	277,935	268,072	296,906	28,834
Consulting Services	59,756	49,769	15,000	-	(15,000)
Legal fees	212,589	93,541	30,203	40,000	9,797
Audit	24,273	-	27,475	27,750	275
Insurance	237,198	276,190	313,720	316,857	3,137

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

2ND DRAFT -- 10/14/2020

	2020 Covid-19 YTD Aug Actual & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual		2021 Budget	
Computer/Office Supplies	5,568	10,688	3,377	5,104	1,727
Operating supplies	76,205	87,884	74,949	94,569	19,620
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	1,229	684	2,887	2,203
Publications	502	282	-	-	-
Postage	6,917	5,297	5,036	5,213	177
Janitorial supplies	37,163	26,652	27,760	28,038	278
Fuel & Lubricants	25,529	33,270	22,199	22,421	222
Permits & Licenses	7,266	6,378	4,091	5,500	1,409
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	16,984	21,154	4,170
Bank Charges	75,323	89,488	87,923	90,784	2,861
Excise Tax	24,530	25,414	22,895	24,524	1,629
Bad Debt	(321)	5,043	(200)	-	200
Miscellaneous Expense	496	8,160	18,337	1,500	(16,837)
Repair & Maintenance Supplies	115,319	141,871	100,000	100,000	-
Facilities & Operations	440,397	488,838	433,597	451,751	18,154
Utilities	566,976	568,049	555,716	565,773	10,057
Advertising (legal)*	8,881	4,677	4,720	4,767	47
Marketing	62,747	40,478	42,699	45,126	2,427
Promotion	12,206	12,088	2,702	2,729	27
Marketing & Advertising	83,834	57,243	50,121	52,622	2,501
Economic Development	30,000	-	-	-	-
Travel & Training	31,623	32,184	21,667	24,939	3,272
Cost of Goods - Fuel	15,112	16,255	2,035	-	(2,035)
Community Relations	-	1,025	6,896	6,965	69
Total Operating Expenditures	\$ 5,156,321	\$ 4,921,647	\$ 4,980,543	\$ 5,266,804	\$ 286,261
Excess (Deficiency) Rev. to Expenditures	\$ 762,638	\$ 1,374,852	\$ 952,630	\$ 926,839	(25,791)
Other Incr. in Fund Resources					
Retainage Collected	5,476	5,012	5,754	5,812	58
Yard Dep. Collected	-	22,000	11,000	11,110	110
PTBH Prop Lease Dep. Collected	14,598	21,979	19,811	20,009	198
PH Prop Lease Dep. Collected	-	12,836	4,756	4,804	48
PH Marina/RV Dep. Collected	55,306	48,098	36,407	36,771	364
Deposits & Retainage Collected	75,380	109,925	77,728	78,505	777
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	6,400	6,835	435
Taxes Collected	668,488	709,204	580,617	606,794	26,177
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)
Capital Contributions/Grants	113,113	402,793	3,476,852	361,055	(3,115,797)

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

2ND DRAFT -- 10/14/2020	2020 Covid-19 YTD Aug				2020-2021
	Actual & Remaining				
	2018 Actual	2019 Actual	Budget	2021 Budget	variance
ARRA Bond Interest Subsidy	32,707	32,829	32,441	32,000	(441)
Investment Interest	23,339	31,330	13,608	14,000	392
Interest	56,046	64,159	46,049	46,000	(49)
Debt Proceeds - 2020 Line of Credit	-	-	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	31,908	24,000	(7,908)
State Timber Excise Tax	52,200	42,710	31,274	24,000	(7,274)
Leasehold Excise Tax	8,069	6,960	9,911	8,090	(1,821)
Property & other taxes	1,089,297	1,094,866	1,912,147	2,738,879	826,732
Insurance Recovery	35,457	-	115,761	-	(115,761)
Finance Charges	23,814	22,678	11,717	17,000	5,283
Other Non-Operating Revenues	2,368	232,890	1,000	1,000	-
Misc. Incr. in Fund Resources	61,639	255,568	128,478	18,000	(110,478)
Total Incr. in Other Fund Resources	\$ 2,063,964	\$ 2,636,514	\$ 7,871,871	\$ 3,849,233	\$ (4,022,638)
Other Decr. In Fund Resources					
Retainage Paid	17,811	12,728	10,765	1,000	(9,765)
Yard Deposits Refunded	-	2,000	18,947	1,523	(17,424)
PTBH Prop Lease Dep. Returned	3,018	27,157	-	-	-
PH Prop Lease Dep. Returned	-	1,208	3,649	2,061	(1,588)
PH Deposits Refunded	60,286	46,673	5,901	5,960	59
Deposits & Retainage Paid	81,115	89,766	39,262	10,544	(28,718)
Sales Tax Remitted	81,268	88,673	67,699	68,376	677
Leasehold Tax Remitted	460,278	622,710	506,494	531,583	25,089
Hotel/Motel Tax Remitted	7,040	7,768	6,400	6,835	435
Taxes Remitted	548,586	719,151	580,593	606,794	26,201
Bond Principal Repaid - LOC	-	-	1,650,000	-	(1,650,000)
Bond Interest Repaid - LOC	-	-	8,243	-	(8,243)
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	96,000	82,350	68,325	(14,025)
Bond Principal - 2013 Revenue Bond	397,493	409,507	-	-	-
Interest Expense - 2013 Revenue Bond	7,189	-	-	-	-
Bond Principal & Interest	1,083,483	1,368,345	2,682,831	1,013,763	(1,669,068)
Bond Management Fees	958	900	500	1,000	500
Bond Issue Costs	-	-	9,500	-	(9,500)
Investment Fees	600	600	448	475	27
Bond Mgmt, Issuance, Investment	1,558	1,500	10,448	1,475	(8,973)
PH Breakwater - Combi Wall Design/Bid	177,919	-	-	-	-
PH Replacement of North & South Jetties	-	45,245	595,000	226,700	(368,300)
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
BH Main Stormwater Pump Station	-	-	-	100,000	100,000
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

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

2ND DRAFT -- 10/14/2020

	2020 Covid-19 YTD Aug Actual & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual		2021 Budget	
PTBH Water Meters / BFP	3,610	-	-	-	-
Yard Transformers Upgrade	-	-	5,000	-	(5,000)
PTBH Restrooms Remodel 2019	1,524	-	-	-	-
PH - 375 Hudson Air Quality Imprvmnts	-	77,542	30,134	-	(30,134)
PH Landscaping	-	-	-	40,000	40,000
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
Marina Software	-	-	87,676	-	(87,676)
Marina WiFi Infrastructure	-	-	30,000	-	(30,000)
Small Capital Projects	25,485	128,686	1,000	-	(1,000)
BH Fire Suppression	-	-	40,516	-	(40,516)
PH Fire Suppression	-	-	20,811	-	(20,811)
Equipment & Vehicles	145,271	120,447	75,581	205,000	129,419
Capital Project Expenses	617,531	818,185	5,031,040	1,504,361	(3,526,679)
Election Expense	-	10,021	15,674	22,000	6,326
Total Other Decr. In Fund Resources	\$ 2,332,273	\$ 3,006,967	\$ 8,359,848	\$ 3,158,937	\$ (5,200,911)
 Increase (Decrease) in Cash			\$ 464,653	\$ 1,617,136	\$ 1,152,483
Estimated Balance Sheet Adjustments			\$ (201,910)	\$ (201,910)	
Beginning Cash & Investments			\$ 2,916,630	\$ 3,179,373	\$ 262,743
Total Ending Cash & Investments			3,179,373	4,594,599	1,415,226
		Reserved	\$ 1,263,977	\$ 2,391,551	
		Unreserved	1,915,396	2,203,048	
		Total Ending Cash	\$ 3,179,373	\$ 4,594,599	

Port of Port Townsend
BOAT HAVEN MOORAGE
 2021 Budget with Comparison to Prior Years

2ND DRAFT -- 10/14/2020

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actual & Remaining Budget	2021 Budget	2020-2021 variance
REVENUES					
PTBH - Permanent Moorage	1,122,610	1,151,242	1,188,331	1,216,467	28,136
PTBH - Monthly Guest	322,147	318,828	299,809	302,807	2,998
PTBH - Nightly Guest	194,524	259,395	171,027	172,737	1,710
PTBH - Electric	95,172	105,105	93,456	99,023	5,567
PTBH - Liveaboard Fee	26,397	24,512	26,897	26,826	(71)
PTBH - Work Float/Lift Pier Usage	11,911	8,042	3,758	4,942	1,184
PTBH - Miscellaneous Revenue	13,985	14,565	12,698	13,004	306
PTBH - Showers	21,364	10,443	9,726	10,102	376
PTBH - Laundry	6,252	6,549	5,974	6,268	294
PTBH - Key Fobs	-	1,270	550	646	96
PTBH - Promotional Sales	753	585	276	329	53
PTBH - Port Labor	-	445	67	68	1
Total Operating Revenues	\$ 1,815,115	\$ 1,900,981	\$ 1,812,569	\$ 1,853,219	\$ 40,650
OPERATING EXPENSES					
Moorage Pay	161,400	172,003	148,540	199,150	50,610
Moorage Taxes	19,612	20,860	17,890	21,508	3,618
Moorage Benefits	59,279	60,738	54,588	75,923	21,335
Uniform Expense	278	822	639	1,176	537
Maint Pay	34,517	39,433	51,832	46,081	(5,751)
Maint Taxes	4,250	4,803	6,304	4,977	(1,327)
Maint Benefits	12,722	16,185	17,316	17,568	252
Enviro Pay	-	4,158	2,640	1,000	(1,640)
Enviro Taxes	-	544	334	108	(226)
Enviro Benefits	-	1,368	1,373	381	(992)
Contract Services	38,032	34,506	27,375	25,700	(1,675)
Insurance	57,586	65,277	80,465	81,500	1,035
Facilities & Operations	71,340	72,727	63,267	73,184	9,917
Utilities	175,634	174,707	158,286	169,020	10,734
Marketing & Advertising	13,359	12,916	11,686	13,855	2,169
Travel & Training	1,791	2,007	856	1,000	144
2010 LTGO Bond Princ & Int pmts (83%)	367,057	384,155	400,257	402,913	2,656
General & Administrative	553,297	398,693	406,595	412,122	5,527
Total Operating Expenses	\$ 1,570,154	\$ 1,465,902	\$ 1,450,243	\$ 1,547,166	\$ 96,923
Net Income from Operations	\$ 244,961	\$ 435,079	\$ 362,326	\$ 306,053	\$ (56,273)

Port of Port Townsend
WORK & BOAT YARD
 2021 Budget with Comparison to Prior Years

2ND DRAFT -- 10/14/2020

	2020 Covid-19 YTD Aug Actual & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual	Budget	2021 Budget	
REVENUES					
Yard - Work Yard Revenue	471,374	623,501	581,806	587,624	581,806
Yard - 70/75 Ton Hoist Revenue	308,865	340,124	290,144	293,045	290,144
Yard - Boat Yard Revenue	368,890	397,364	406,334	410,397	406,334
Yard - 300 Ton Hoist Revenue	217,684	177,846	184,803	186,651	184,803
Yard - Washdown Revenue	85,859	81,756	84,858	85,707	84,858
Yard - Bilge Water Revenue	5,869	6,463	5,321	5,374	5,321
Yard - L/T Storage	73,417	69,857	71,618	72,334	71,618
Yard - Blocking Rent	35,519	31,977	45,462	45,917	45,462
Yard - WY Electric	707	9,652	33,640	33,976	33,640
Yard - BY Electric	40,587	41,589	45,659	46,116	45,659
Yard - Off Port Property Tarp Fee	885	1,980	3,073	3,104	3,073
Yard - Liveaboard Fee	937	1,626	1,852	1,908	1,852
Yard - Miscellaneous Revenue	26,825	13,692	1,613	1,629	1,613
Yard - WY Port Labor	-	4,753	900	909	900
Yard - BY Port Labor	-	6,179	2,859	3,096	2,859
Yard - Enviro Fee Workyard	18,120	38,520	48,422	48,906	48,422
Yard - Enviro Fee Shipyard	2,900	6,100	19,310	19,871	19,310
Yard - Enviro Clean-Up Fee	610	185	3,010	3,040	3,010
Yard - Promo Sales	15	-	-	-	-
Marine Trades 3% Revenue	9,300	-	-	-	-
Total Operating Revenues	\$ 1,668,362	\$ 1,853,163	\$ 1,830,684	\$ 1,849,605	\$ 18,921
OPERATING EXPENSES					
Yard Pay	518,562	557,927	556,851	551,556	(5,295)
Yard Taxes	61,079	68,663	65,254	59,568	(5,686)
Yard Benefits	188,165	211,645	202,859	210,273	7,414
Uniform Expense	4,557	4,244	4,145	3,704	(441)
Maint Pay	39,838	53,674	75,167	64,514	(10,653)
Maint Taxes	4,800	6,524	9,467	6,967	(2,500)
Maint Benefits	14,668	19,633	27,629	24,595	(3,034)
Enviro Pay	-	14,645	21,747	24,947	3,200
Enviro Taxes	-	1,932	2,756	2,694	(62)
Enviro Benefits	-	5,656	7,865	9,511	1,646
Contract Services	25,231	28,433	24,125	30,600	6,475
Insurance	50,437	59,523	74,684	75,684	1,000
Facilities & Operations	213,166	238,764	170,743	183,026	12,283
Utilities	95,592	113,330	121,533	110,771	(10,762)
Marketing & Advertising	27,271	16,324	8,690	14,713	6,023
Travel & Training	2,982	2,968	2,947	1,113	(1,834)
2010 LTGO Bond Princ & Int pmts (17%)	75,180	78,682	81,980	82,524	544
General & Administrative	498,774	390,076	410,659	411,319	660
Total Operating Expenses	\$ 1,820,302	\$ 1,872,641	\$ 1,869,101	\$ 1,868,079	\$ (1,022)
Net Income from Operations	\$ (151,940)	\$ (19,478)	\$ (38,417)	\$ (18,474)	\$ 19,943

Port of Port Townsend
POINT HUDSON
 2021 Budget with Comparison to Prior Years

2ND DRAFT -- 10/14/2020

	2020 Covid-19 YTD Aug Actuals & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual	Budget	2021 Budget	
REVENUES					
Pt Hudson - Building Lease Revenue	336,763	363,046	350,371	380,386	30,015
Pt Hudson - Parking	2,465	11,809	2,809	2,837	28
Pt Hudson - Event Facility Rev	30,756	25,479	77	78	1
Pt Hudson - Property Utility Reimb	38,116	41,839	35,582	35,938	356
Pt Hudson - Permanent Moorage	134,070	138,628	145,769	147,227	1,458
Pt Hudson - Liveaboard Fee	5,504	6,145	6,621	6,687	66
Pt Hudson - Monthly Guest	124,680	120,550	126,656	127,923	1,267
Pt Hudson - Nightly Guest	218,480	215,172	159,085	196,085	37,000
City Pier & Union Wharf Usage	14,608	17,093	4,378	4,422	44
Pt Hudson - Monthly R.V.	66,632	70,559	62,656	63,283	627
Pt Hudson - Nightly R.V.	343,354	355,115	239,229	309,621	70,392
Pt Hudson - Kayak Racks	10,548	11,879	13,349	13,482	133
Pt Hudson - Reservation Fee	41,970	39,120	30,748	31,055	307
Pt Hudson - Showers	8,267	8,031	6,812	6,880	68
Pt Hudson - Laundry	12,580	10,561	9,563	9,659	96
Pt Hudson - Passenger Fee	8,972	14,091	789	3,793	3,004
Pt Hudson - Promotional Sales	1,323	977	653	660	7
Pt Hudson - Miscellaneous Rev	1,160	1,860	665	672	7
Pt Hudson - Enviro Clean-up	-	-	212	214	2
Pt Hudson - Electric	31,951	30,334	33,986	34,326	340
Total Operating Revenues	\$ 1,432,198	\$ 1,482,287	\$ 1,230,010	\$ 1,375,227	\$ 145,217
OPERATING EXPENSES					
Point Hudson Pay	140,837	181,445	150,423	259,999	109,576
Point Hudson Taxes	18,229	23,306	17,952	28,079	10,127
Point Hudson Benefits	46,376	60,435	56,383	99,121	42,738
Uniform Expense	260	-	611	1,160	549
Maint Pay	104,923	88,096	108,294	96,770	(11,524)
Maint Taxes	13,144	10,987	13,500	10,451	(3,049)
Maint Benefits	38,376	32,859	39,992	36,892	(3,100)
Enviro Pay	-	1,916	3,589	4,827	1,238
Enviro Taxes	-	253	415	521	106
Enviro Benefits	-	769	1,262	1,840	578
Contract Services	36,928	26,142	24,909	30,600	5,691
Insurance	46,901	56,647	63,760	64,890	1,130
Facilities & Operations	62,048	83,408	64,262	66,308	2,046
Utilities	190,157	182,498	170,424	178,120	7,696
Marketing & Advertising	20,903	23,268	18,997	14,599	(4,398)
Travel & Training	898	74	160	600	440
2015 LTGO Principal & Int pmts	539,200	546,000	542,350	543,325	975
General & Administrative	430,118	310,880	275,916	305,826	29,910
Total Operating Expenses	\$ 1,689,298	\$ 1,628,986	\$ 1,553,199	\$ 1,743,928	\$ 190,729
Net Income from Operations	\$ (257,100)	\$ (146,698)	\$ (323,189)	\$ (368,701)	\$ (45,512)

Port of Port Townsend
BOAT HAVEN PROPERTIES
 2021 Budget with Comparison to Prior Years

2ND DRAFT -- 10/14/2020

	2020 Covid-19 YTD Aug Actuals & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual	Budget	2021 Budget	
REVENUES					
PTBH Prop - Lease Revenue	599,747	626,298	629,300	686,149	56,849
PTBH Prop - Fuel Dock Lease	20,788	21,198	20,311	20,514	203
PTBH Prop - Water, Swr, Garbage, Other	27,405	25,878	20,939	21,148	209
PTBH Prop - Electric	3,151	2,002	3,866	3,905	39
PTBH Prop - Stormwater Fees	7,196	9,174	10,875	10,984	109
PTBH Prop - Storage Unit Revenue	9,005	9,143	8,428	7,706	(722)
PTBH Prop - Miscellaneous	1,605	2,095	407	411	4
PTBH Prop - Parking	-	-	-	-	-
Total Operating Revenues	\$ 668,897	\$ 695,788	\$ 694,126	\$ 750,817	\$ 56,691
OPERATING EXPENSES					
PTBH Property Pay	4,192	19,927	58,003	68,675	10,672
PTBH Property Taxes	484	2,091	5,081	7,417	2,336
PTBH Property Benefits	1,690	8,898	21,251	26,181	4,930
Maint Pay	50,026	47,011	42,479	55,298	12,819
Maint Taxes	6,215	5,785	5,122	5,972	850
Maint Benefits	18,312	16,428	14,750	21,082	6,332
Enviro Pay	485	14,669	18,686	22,326	3,640
Enviro Taxes	-	1,937	2,430	2,411	(19)
Enviro Benefits	157	5,315	7,046	8,511	1,465
Contract Services	6,990	4,799	4,577	5,926	1,349
Insurance	12,079	16,911	14,008	15,100	1,092
Facilities & Operations	17,315	33,622	20,507	17,775	(2,732)
Utilities	43,631	43,475	36,338	45,790	9,452
Marketing & Advertising	639	-	100	239	139
Travel	-	-	172	250	-
General & Administrative	199,886	146,072	155,706	166,968	11,262
Total Operating Expenses	\$ 362,103	\$ 366,940	\$ 406,084	\$ 469,671	\$ 63,587
Net Income from Operations	\$ 306,794	\$ 328,848	\$ 288,042	\$ 281,146	\$ (6,896)

Port of Port Townsend
QUILCENE
 2021 Budget with Comparison to Prior Years

2ND DRAFT -- 10/14/2020

	2020 Covid-19 YTD Aug Actuals & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual	Budget	2021 Budget	
REVENUES					
Quilcene - Lease Revenue	60,055	61,917	68,713	69,400	687
Quilcene - Permanent Moorage	46,875	47,547	53,280	53,813	533
Quilcene - Liveaboard Fee	377	743	2,656	2,683	27
Quilcene - Nightly Moorage	3,356	3,532	2,090	2,111	21
Quilcene - Showers	3,412	3,671	3,095	3,126	31
Quilcene - Reservations	330	770	383	387	4
Quilcene - Miscellaneous Revenue	247	20	76	77	1
Quilcene - Water	8,679	13,695	12,703	12,830	127
Quilcene - Electric	1,355	1,788	2,556	2,582	26
Quilcene - Recreational Ramp Fees	7,719	10,232	10,383	10,254	(129)
Quilcene - Commercial Use Fees	3,000	2,400	1,800	1,818	18
Quilcene - Fuel Sales	16,498	19,744	7,370	-	(7,370)
Quilcene - Monthly R.V.	3,545	-	-	-	-
Quilcene - Nightly R.V.	1,007	-	-	-	-
Total Operating Revenues	\$ 156,455	\$ 166,058	\$ 165,105	\$ 159,080	\$ (6,025)
OPERATING EXPENSES					
Quilcene Pay	19,755	35,386	34,860	31,907	(2,953)
Quilcene Taxes	2,784	4,678	4,259	3,446	(813)
Quilcene Benefits	3,808	12,857	12,639	12,164	(475)
Maint Pay	22,263	15,444	19,193	18,433	(760)
Maint Taxes	2,740	1,907	2,277	1,991	(286)
Maint Benefits	8,173	6,280	6,696	7,027	331
Enviro Pay	-	251	403	-	(403)
Enviro Taxes	-	31	52	-	(52)
Enviro Benefits	-	57	136	-	(136)
Contract Services	6,865	5,608	7,922	8,000	78
Insurance	4,783	5,686	6,980	7,080	100
Facilities & Operations	20,760	13,897	21,585	11,343	(10,242)
Utilities	12,196	12,155	10,970	11,890	920
Marketing & Advertising	-	131	300	700	400
Travel & Training	28	16	-	100	100
Cost of Fuel Sold	15,112	16,255	8,135	-	(8,135)
General & Administrative	46,771	34,894	37,036	35,377	(1,659)
Total Operating Expenses	\$ 166,038	\$ 165,532	\$ 173,443	\$ 149,458	\$ (23,985)
Net Income from Operations	\$ (9,583)	\$ 526	\$ (8,338)	\$ 9,622	\$ 17,960

Port of Port Townsend
BOAT RAMPS
 2021 Budget with Comparison to Prior Years

2ND DRAFT -- 10/14/2020

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actuals & Remaining Budget	2021 Budget	2020-2021 variance
REVENUES					
Ramp Fees	37,112	39,976	44,910	44,336	(574)
PTBH - Commercial Use Fees	5,800	5,500	4,383	4,427	44
Dinghy Float Revenue	299	2,110	1,165	1,177	12
Total Operating Revenues	\$ 43,211	\$ 47,586	\$ 50,458	\$ 49,939	\$ (519)
OPERATING EXPENSES					
Ramps Pay	3,861	3,392	3,363	4,000	637
Ramps Taxes	547	487	456	432	(24)
Ramps Benefits	879	1,060	1,351	1,525	174
Maint Pay	6,705	14,194	9,689	9,216	(473)
Maint Taxes	822	1,767	1,184	995	(189)
Maint Benefits	2,459	6,339	2,864	3,513	649
Enviro Pay	-	1,431	2,712	3,620	908
Enviro Taxes	-	189	328	391	63
Enviro Benefits	-	574	1,057	1,380	323
Contract Services	-	905	1,121	2,200	1,079
Insurance	3,435	3,742	3,082	3,302	220
Facilities & Operations	3,234	4,863	4,320	4,749	429
Utilities	3,623	3,585	3,535	4,167	632
Marketing & Advertising	2,000	-	-	-	-
General & Administrative	13,246	10,626	11,319	11,106	(213)
Total Operating Expenses	\$ 40,811	\$ 53,153	\$ 46,381	\$ 50,596	\$ 4,215
Net Income from Operations	\$ 2,400	\$ (5,567)	\$ 4,077	\$ (657)	\$ (4,734)

Port of Port Townsend
JEFFERSON COUNTY INTERNATIONAL AIRPORT
 2021 Budget with Comparison to Prior Years

2ND DRAFT -- 10/14/2020

	2020 COVID-19 YTD Aug Actuals & Remaining Budget				2020-2021 variance
	2018 Actual	2019 Actual	2020 Actual	2021 Budget	
REVENUES					
JCIA - Lease Revenue	106,897	114,924	111,542	116,691	5,149
JCIA - Hangar Revenue	21,713	29,175	32,824	33,152	328
JCIA - Fuel Lease Revenue	3,313	2,605	1,708	1,725	17
JCIA - Electric	1,821	1,303	1,267	1,280	13
JCIA - Vehicle Parking Revenue	604	342	834	842	8
JCIA - Aircraft Parking	223	1,736	1,913	1,932	19
JCIA - Miscellaneous Revenue	150	550	133	134	1
Total Operating Revenues	\$ 134,721	\$ 150,635	\$ 150,221	\$ 155,757	\$ 5,536
OPERATING EXPENSES					
JCIA Pay	1,380	6,681	9,909	9,240	(669)
JCIA Taxes	202	893	1,247	998	(249)
JCIA Benefits	512	2,739	3,595	3,523	(72)
Maint Pay	35,278	42,536	70,954	41,473	(29,481)
Maint Taxes	4,625	5,502	8,655	4,479	(4,176)
Maint Benefits	12,906	16,891	26,799	15,811	(10,988)
Enviro Pay	1,562	1,430	2,783	3,620	837
Enviro Taxes	180	189	327	391	64
Enviro Benefits	568	564	1,085	1,380	295
Contract Services	16,943	18,821	14,122	18,280	4,158
Insurance	25,091	28,515	37,954	38,479	525
Facilities & Operations	6,579	14,787	20,470	14,030	(6,440)
Utilities	17,381	20,260	21,216	22,800	1,584
Marketing & Advertising	1,150	1,446	1,264	2,500	1,236
General & Administrative	40,274	31,593	33,698	34,638	940
Total Operating Expenses	\$ 164,631	\$ 192,847	\$ 254,078	\$ 211,642	\$ (42,436)
Net Income from Operations	\$ (29,910)	\$ (42,213)	\$ (103,857)	\$ (55,885)	\$ 47,972

Port of Port Townsend
MAINTENANCE - GENERAL
 2021 Budget with Comparison to Prior Years

2ND DRAFT -- 10/14/2020

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actuals & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING EXPENSES					
Salaries & Wages	168,681	134,267	148,823	129,028	(19,795)
Payroll Taxes	15,726	13,290	14,449	13,935	(514)
Employee Benefits	56,650	51,973	50,723	49,190	(1,533)
Uniform Expense	2,163	3,321	2,259	2,910	651
Contract Services	1,736	1,000	448	1,100	652
Insurance	12,282	20,187	11,598	12,100	502
Facilities & Operations	28,402	46,052	38,172	34,893	(3,373)
Utilities	7,879	7,343	6,155	9,010	2,855
Advertising (legal)	2,289	87	250	196	(54)
Travel & Training	265	2,063	50	400	350
Total Operating Expenses	296,072	279,583	272,927	252,762	(20,259)

1 Year Capital Improvement Program & 5 Year Capital Plan
years 2021-2025
as of October 14, 2020

	2021 estimate	2022 estimate	2023 estimate	2024 estimate	2025 estimate	Total 5 year estimate
JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)						
2020 Runway Rehabilitation - grant close-out	22,661	-	-	-	-	22,661
Airport Terminal	100,000	-	-	-	-	100,000
Fuel Tank Replacement	-	325,000	-	-	-	325,000
Renovate Hangars	-	-	-	-	600,000	600,000
BOAT HAVEN						
Work & Boat Yard Resurfacing	90,000	-	100,000	100,000	100,000	390,000
Dock Renovations & Piling Replacement	150,000	150,000	150,000	150,000	150,000	750,000
Main Breakwater Repairs - Construction	350,000	-	-	-	-	350,000
Main Stormwater Pump Station repairs	100,000	-	-	-	-	100,000
Moorage Office	60,000	-	-	-	-	60,000
Work & Boat Yard Electrical Upgrades	-	-	-	-	-	-
<i>Design</i>	30,000	-	-	-	-	30,000
<i>Construction</i>	-	350,000	-	75,000	-	425,000
Sperry Buildings Capital Maintenance (planned 2/year)	70,000	100,000	100,000	100,000	100,000	470,000
POINT HUDSON						
Building Preservation (incl. roof replacements)	-	100,000	100,000	100,000	100,000	400,000
Replacement of North & South Jetties	-	-	-	-	-	-
<i>Design & Permitting</i>	226,700	-	-	-	-	226,700
<i>Construction</i>	-	7,050,000	7,050,000	-	-	14,100,000
Cantilevered Esplanade	-	-	-	-	2,000,000	2,000,000
QUILCENE						
Facility Planning & Preliminary Engineering	50,000	-	-	-	-	50,000
Implementation of Quilcene Plan	-	400,000	-	-	-	400,000
Marina Dock Repairs	-	256,000	-	-	-	256,000
Ramp Upgrade	-	-	300,000	-	-	300,000
OTHER CAPITAL						
Mats Mats Launch Ramp, Handling Float & Parking Improvements	-	675,000	675,000	-	-	1,350,000
Gardiner Launch Ramp w/Seasonal Float	-	500,000	500,000	-	-	1,000,000
Small Capital projects	-	140,000	140,000	140,000	140,000	560,000
Paint Boat Haven Fuel dock	10,000	-	-	-	-	10,000
Point Hudson Landscaping	40,000	-	-	-	-	40,000
Port Equipment/Vehicle replacement	205,000	300,000	40,000	40,000	40,000	625,000
Total Estimated Project Expenses	1,504,361	10,346,000	9,155,000	705,000	3,230,000	24,940,361

FUNDING SOURCES	2021 estimate	2022 estimate	2023 estimate	2024 estimate	2025 estimate	Total 5 year estimate
GRANTS -- Secured						
FAA - JCIA Runway Rehabilitation Grant close-out	(22,661)	-	-	-	-	(22,661)
RCO - PH North & South Jetties Replacement - Construction	-	(882,611)	-	-	-	(882,611)
BOAT HAVEN RESERVE						
Main Breakwater Repairs - Construction	(45,025)	-	-	-	-	(45,025)
IDD LEVY RESERVE						
PH North & South Jetties Replacement	-	-	-	-	-	-
<i>Design & 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)
Main Stormwater Pump Station repairs	(100,000)					
JCIA Fuel Tank Replacement	-	(325,000)	-	-	-	(325,000)
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 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)
TOTAL PROJECTED IDD LEVY FUNDS USE 2021-2025	(666,700)	(3,089,478)	(2,335,000)	(525,000)	(1,050,000)	(7,566,178)
NET OPERATING INCOME (NOI)						
Main Breakwater Repairs - Construction	(304,975)	-	-	-	-	(304,975)
JCIA Airport Terminal	(100,000)	-	-	-	-	(100,000)
Moorage Office	(60,000)	-	-	-	-	(60,000)
Quilcene Facility Planning & Prelim. Eng.	(50,000)	-	-	-	-	(50,000)
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)	(300,000)	(40,000)	(40,000)	(40,000)	(625,000)
Total Funding Sources Secured	(1,504,361)	(4,412,089)	(2,515,000)	(705,000)	(1,230,000)	(10,266,450)
Unsecured Anticipated Grants						
PH Cantilevered Esplanade	-	-	-	-	(2,000,000)	(2,000,000)
PH North & South Jetties Replacement - Construction	-	(4,640,658)	(4,640,658)	-	-	(9,281,316)
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)
Total Unsecured Anticipated Grants	-	(5,640,658)	(5,640,658)	-	(2,000,000)	(13,281,316)
Total Funding Sources Secured & Unsecured	(1,504,361)	(10,052,747)	(8,155,658)	(705,000)	(3,230,000)	(23,547,766)

Reserves Estimated for 2021 Budget
Updated October 14, 2020

<u>Estimated Ending Reserves 12/31/2020</u>		1,263,977	
Port Wide Capital	378,984		
Boat Haven Reserve	376,261		
Operations reserve	315,000		
Emergency Reserve	100,000		
Unemployment Reserve	10,000		
IDD Levy Reserve	83,732		
<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)	
Budgeted Ending Balance			428,980
<u>Boat Haven Reserve Beginning</u>		376,261	
2020 True-up for Budgeted Capital projects			
BH Linear Dock Electrical		(25,000)	
BH Fire Suppression		(40,516)	
2021 Budgeted Capital projects			
Main Breakwater Repairs		(310,745)	
Budgeted Ending Balance			-
<u>Operations Reserve Beginning</u>		315,000	
Budgeted Operations Funding	Jan-Dec	236,250	
Budgeted Ending Balance			551,250
<u>Emergency Reserve Beginning</u>		100,000	
Budgeted Emergency Funding	Jan-Dec	250,000	
Budgeted Ending Balance			350,000
Unemployment Reserve		10,000	
Budgeted Ending Balance			10,000
Total Budgeted Ending Other Reserve Balances			1,340,230
<u>IDD Levy Reserve Beginning</u>		83,732	
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)	
BH Main Stormwater Pump Station		(100,000)	
Budgeted Ending IDD Reserve Balance			1,051,321
Total Budgeted Ending Reserves			2,391,551

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/14/2020

TO: Port Commission

FROM: Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration

SUBJECT: 2021 Proposed Rate Schedule

ISSUE

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

BACKGROUND/DISCUSSION

At the 9/23/2020 Commission meeting, proposed 2021 rates for Port facilities were presented to the Commission for review and consideration. This meeting is the 2nd reading of those rates. There were two (2) changes since the September meeting:

1. A charge for Storage Boxes in the Yard was added and is offered at \$25.00/week.
2. The Prevailing Ground Lease Rate was corrected on the "JCIA" card to be \$0.06/sq ft, per month. There was a 1 cent increase and whereas it was previously listed on an annual basis, now it is listed on a monthly basis.
3. Commercial Passenger Rates were corrected on the "Miscellaneous Rates & Fees" card to be in alignment with the "Union Wharf & City Dock, etc." card of \$1.10/passenger.
4. The Fax-each additional page was corrected from \$150.00/page to \$1.50/page.

The following remaining items from the September meeting have not changed:

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 at Point Hudson.

One other rate that didn't follow the 1% increase for 2021 is 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*

note: Receive 5% discount on annual permanent tenancy if yearly rate is prepaid in cash or check before Jan. 15.

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*	45'	\$ 545.48 /month*
50'	\$626.69 /month*	50'	\$ 632.96 /month*
Linear Rate Under 25'	\$10.43 ft/mo*	Linear Rate Under 25'	\$ 10.53 ft/mo*
Linear Rate 51'+	\$13.53 ft/mo*	Linear Rate 51'+	\$ 13.67 ft/mo*
<u>SUMMER GUEST MONTHLY, based on availability</u>		<u>SUMMER GUEST MONTHLY, based on availability</u>	
<i>May 1 – September 30:</i>		<i>May 1 – September 30:</i>	
25'	\$317.87 /month*	25'	\$ 321.05 /month*
27'	\$350.19 /month*	27'	\$ 353.69 /month*
30'	\$396.12 /month*	30'	\$ 400.08 /month*
		34'	\$ 453.53 /month*
35'	\$483.37 /month*	35'	\$ 488.20 /month*
40'	\$552.55 /month*	40'	\$ 558.08 /month*
		42'	\$ 586.32 /month*
45'	\$658.83 /month*	45'	\$ 665.42 /month*
50'	\$732.56 /month*	50'	\$ 739.89 /month*
Linear Rate Under 25'	\$12.71 ft/mo*	Linear Rate Under 25'	\$ 12.84 ft/mo*
Linear Rate 51'+	\$16.36 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*

Storage Box Rental (see note below) \$ 25.00 per week*, **
(flat fee plus tax, no prorations)

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

NOTE: Storage Box Rental is only subject to LHT if rented for 30 days or more.

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

2021 Rate Schedule -- DRAFT	
360.385.2828	
POINT HUDSON	
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	2021 Proposed Rates
Vessels under 18' in width	\$ 1.36 ft/nt
Overwide Vessels (18'+)	\$ 1.87 ft/nt
TEMPORARY TIE-UP (up to 4 hrs)	\$ 10.00
	\$ 20.00 over 35'
WINTER MONTHLY MOORAGE	
<i>(October 1 – April 30)</i>	
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*
LIMITED ACCESS MOORAGE	\$ 7.92 ft/mo*
UNDESIRABLE MOORAGE	\$ 6.44 ft/mo*
BUSINESS MOORAGE	same as PTBH Permanent Rate, per ft/mo*
KAYAK OR ROWING SHELL STORAGE	\$ 27.00 /month*
TOP RACK KAYAK STORAGE	\$ 20.00 /month*
DORY ON DOCK	\$ 65.00 /month*
FEES	
Reservation Fee	\$ 11.00 per reservation
Live-aboard Fee	\$ 80.95 /month*
ELECTRICAL FEES	
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
<i>(subject to change w/utility rate increases)</i>	
Non-metered Electrical	\$ 1.57 ft/mo
Commercial Passenger Fee	\$ 1.10 /person, per trip
RV PARK - SUMMER	
<i>(May 1 – September 30)</i>	
Nightly – Premium Waterfront	\$ 64.00 /night
Nightly - Hookup	\$ 53.00 /night
RV PARK – WINTER	
<i>(October 1 – April 30)</i>	
Nightly – Premium Waterfront	\$ 53.00 /night
Nightly - Hookup	\$ 46.00 /night

RV PARK – BACK ROW (Year-round)	\$	45.00	per night
RV PARK – DRY CAMP (Year-round)	\$	32.00	per night
RV PARK – WINTER GUEST MONTHLY			
Oct-Jun, back row only	\$	550.00	/month*
Nov-Apr, front row	\$	625.00	/month*
RV Space - Extra Vehicle	\$	6.00	/night
RV Holding Tank – Dump Fee	\$	12.00	
<u>EVENT PARKING</u>			
“Back 40 Lot”:			
Daily:	\$	6.00	/day
Weekly:	\$	30.00	
Monthly	\$	55.50	*
“Landfall Site Parking” (across from NW Maritime Center):			
Daily (Apr 1–Sept 30):	\$	10.00	/day

RV PARK – BACK ROW (Year-round)	\$	46.00	per night
RV PARK – DRY CAMP (Year-round)	\$	33.00	per night
RV PARK – WINTER GUEST MONTHLY			
Oct-Jun, back row only	\$	555.00	/month*
Nov-Apr, front row	\$	630.00	/month*
RV Space - Extra Vehicle	\$	6.50	/night
RV Holding Tank – Dump Fee	\$	13.00	
<u>EVENT PARKING</u>			
“Back 40 Lot”:			
Daily:	\$	6.50	/day
Weekly:	\$	31.00	
Monthly	\$	56.00	*
“Landfall Site Parking” (across from NW Maritime Center):			
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'
<u>PERMANENT MOORAGE</u>	
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
<i>(subject to change with utility rate increase)</i>	

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

Indicates new rate type

360.765.3131 or 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.

2021 Proposed Rates	
NIGHTLY MOORAGE	\$ 0.86 ft/nt
TEMPORARY TIE-UP	\$ 6.00
	\$ 12.00 over 35'
<u>PERMANENT MOORAGE</u>	
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*
<u>KAYAK OR ROWING SHELL STORAGE</u>	\$ 27.00 /month*
<u>TOP RACK KAYAK STORAGE</u>	\$ 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
<i>(subject to change with utility rate increase)</i>	

LAUNCH RAMP

Launch ramp fee	\$ 15.00 /day**
<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>	
Annual Ramp Pass (Rolling Calendar)	\$ 100.00 /year**

**Free with verified DVA determination

STORAGE

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

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**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
VEHICLE PARKING	
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

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**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	\$ 0.06 sq ft/mo*
Overnight 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
VEHICLE PARKING	
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 -- D R A F T	
Service Rates – Effective January 1, 2020		1% increase Service Rates – Effective January 1, 2021 <div>Indicates new rate type</div>	
Approved by Port Commission on 11/26/2019		Approved by Port Commission on 11/xx/2020	
<u>MISCELLANEOUS RATES & FEES</u>		<u>MISCELLANEOUS RATES & FEES</u>	<u>2021 Proposed Rates</u>
	2020 Rates		
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	\$ 1.10 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
<u>LAUNCH RAMP</u>		<u>LAUNCH RAMP</u>	
Daily Pass	\$15.00	Daily Pass	\$ 15.00
		<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>	
Annual Pass	\$100.00 per year	Annual Pass (Rolling Calendar)	\$ 100.00 per year
	<i>(free with DAV determination)</i>		<i>(free with DAV determination)</i>
<u>Commercial Truck Fee</u>		<u>Commercial Truck Fee</u>	
Daily	\$200.00 **	Daily	\$ 200.00 **
Monthly	\$600.00 **	Monthly	\$ 600.00 **
Annual	\$1,500.00 **	Annual (Rolling Calendar)	\$ 1,515.00 **
<u>Best Management Practices Violation Fees</u>		<u>Best Management Practices Violation Fees</u>	
1 st Offense	\$200.00	1 st Offense	\$ 200.00
2 nd Offense	\$500.00	2 nd Offense	\$ 500.00
3 rd Offense	\$1,000.00	3 rd Offense	\$ 1,000.00
<u>Chain-up Fee</u>		<u>Chain-up Fee</u>	
1 st Offense	\$ 150.00	1 st Offense	\$ 150.00
2 nd Offense	\$ 250.00	2 nd Offense	\$ 250.00
3 rd Offense	\$ 400.00	3 rd Offense	\$ 400.00
<u>Impound Fee</u>		<u>Impound Fee</u>	
1 st Offense	\$ 200.00	1 st Offense	\$ 200.00
2 nd Offense	\$ 300.00	2 nd Offense	\$ 300.00
3 rd Offense	\$ 500.00	3 rd Offense	\$ 500.00
<u>Wait List Fee</u>		<u>Wait List Fee</u>	
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	
<u>MISCELLANEOUS RATES & FEES (cont.)</u>			
<u>Non-payment of Parking Fees:</u>			
1 st Offense	\$	30.00	
2 nd Offense, and beyond	\$	100.00	
Late Charge	\$	10.00	minimum or 1.5%
NSF Check Charge	\$	50.00	per occurrence
Fax – first page	\$	3.00	
Fax-Each additional page	\$	1.50	
Notary Service	\$	12.00	
<u>PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP</u>			
Dock	\$	26.00	/monthly
	\$	150.00	/annual
Beach	\$	21.00	/monthly
	\$	93.00	/annual
<u>WORK FLOAT MOORAGE/LIFT PIER ACCESS</u>			
<i>(Reserve with Yard Office)</i>			
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	
<u>MISCELLANEOUS RATES & FEES (cont.)</u>			
<u>Non-payment of Parking Fees:</u>			
1 st Offense	\$	30.00	
2 nd Offense, and beyond	\$	100.00	
Late Charge	\$	10.00	min. or 1.5%
NSF Check Charge	\$	50.00	per occurrence
Fax – first page	\$	3.00	
Fax-Each additional page	\$	1.50	
Notary Service	\$	12.00	
<u>PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP</u>			
Dock	\$	26.00	/monthly
	\$	151.00	/annual
Beach	\$	21.00	/monthly
	\$	94.00	/annual
<u>WORK FLOAT MOORAGE/LIFT PIER ACCESS</u>			
<i>(Reserve with Yard Office)</i>			
Daily Rate, includes Top Side Access	\$	2.15	ft/day, \$50 min
Lift Pier Access/Top Side Usage	\$	50.00	2 hours
<u>GOODS & GUEST SERVICES</u>			
Laundry Soap	\$	1.00	/ea
Dryer Sheets	\$	1.00	/ea
<u>GUEST AMENITIES</u>			
Showers	\$	0.25	per 90 seconds (0.50/3 minutes)
Laundry	\$	2.75	Washer / \$2.00 Dryer
<u>OTHER FEES</u>			
Lease Assignment Review & Approval	\$	275.00	
Use License preparation fee	\$	100.00	
Food Truck Rate (may be subject to tax)	\$	36.00	/day
Use License (varies by location, space & duration)			
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*

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 10/14/2020
TO: Commission
FROM: Abigail Berg, Finance Director & Eron Berg, Executive Director
SUBJECT: COVID-19 pandemic update, fiscal impact & updated 2020 budget

ISSUES

1. Provide the Commission with an update on the Port's response to the COVID-19 pandemic.
2. Update the Commission on the COVID-19 Model.
3. Should the Commission approve the updated 2020 budget/COVID-19 Model?

BACKGROUND

This is the eleventh memo providing updated information related to the COVID-19 pandemic, its impact on Port operations and the Port's response. No additional emergency orders have been issued in months. In addition to updates to the items mentioned in the prior COVID-19 memos, the primary purpose of this memo is to provide the Commission with information related to possible fiscal impacts of this pandemic on the Port, details on actions already taken and to discuss additional planned actions for 2020.

DISCUSSION

Brief updates since September 9, 2020 report:

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

We continue to work with our governmental collaborators with the chief appointed officers of the County, City, PUD and Port meeting weekly. The 5th meeting of the Intergovernmental Collaboration Committee will be held on October 22nd to hear initial presentations from the

community groups, review draft strategies, projects and initiatives that specifically highlight areas of overlap and intersection between and among the groups.

COVID-19 MODEL UPDATE

Staff are not proposing any updates to the assumptions from the model since it was last updated and presented to you on September 9th. Last month the model added the Line of Credit proceeds (LOC), the LOC repayment, and a reduction to anticipated FAA grant receipts due to the expected timing of grant close-out in 2021.

This month the GAAP/Cash conversion review and adjustments process is near completion. The conversion required reviewing and revising the 2018 and 2019 annual reports because 2018 was the first year of cash reporting. These are now available on the Port website. This resulted in adjustments to the 2020 beginning cash balance to properly recognize “unencumbered cash” by including the outstanding warrants at the beginning of the year. In the attached August YTD report, this beginning cash amount decreased by \$381,653. When reviewing the July YTD “balance sheet adjustments” for JANUARY, you will see those changed by almost that exact amount when compared to the August YTD “balance sheet adjustments” for JANUARY. In July, the January “balance sheet adjustments” were (\$271,183) and in August, after the GAAP/Cash conversion was completed through 2019, that same line changed to \$91,018 – a difference of \$362,201, representing almost all of the difference.

As part of the GAAP/Cash conversion, the January 2020 revenue that was previously recorded on an accrual basis has now been updated so that each month of 2020 revenues are reflected on a cash basis. There remain a few adjustments to the 2020 accounting codes as we transition from some of the remaining balance sheet accounts to new cash-based accounts (e.g. leasehold tax payable is replaced with leasehold tax collected and leasehold tax remitted). These 2020 adjustments will not result in further changes in beginning cash balances.

Even though the accounting system is now essentially cash based, there will remain payroll and warrant payable accounts. Those will populate the monthly variances on the last page of the Covid-19 financial reports as “balance sheet adjustments” for 2020.

The model with actual YTD August activity is attached.

MODERATE RECOVERY ASSUMPTIONS
JULY 2, 2020

PTBH

- Reduce perm moorage by 10% Apr-May
- Reduce nightly guest by 40% Apr-May; decrease additional \$40,000, June-September

YARD

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

PT HUDSON

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

PTBH PROP

- Restored revenue to budget as indicated by actuals.

RAMPS

- Reduce by 50% Apr-May; 25% June-Dec

Revenue decreases from this scenario totaled \$456,076 when compared to the adopted budget. This improved from July YTD numbers by \$96,648.

As this model has become the vehicle of tracking updated budgeting for the Port this year, additions to the model include an increase for WiFi infrastructure at the Boat Haven and Point Hudson marinas for \$30,000 and an increase to \$87,676 for new marina software, an increase over last month's report of \$30,000. This is for a 5-year package that will offer a substantial savings.

In addition, the airport terminal project and the Boat Haven Breakwater project have been moved to 2021. The estimated remainder for each of those projects, respectively for the year, were \$100,000 and \$300,000. The Insurance Recovery estimate associated with the Boat Haven Breakwater project was previously estimated at \$174,916, but since the project is unlikely to be completed this year, the revised 2020 amount is \$115,761 (\$59,155 less). Once this project is completed, Enduris will provide the remainder.

Our ability to complete the D-dock project is subject to permitting and may not happened in the remaining months of 2020.

EXECUTIVE SUMMARY OF UPDATED COVID-19 MODEL WITH AUGUST ACTUALS

			2020 YTD Actual & Covid-19 Projections		
	Adopted Bdgt	note	Sept. 9th report	note	Oct. 14th report
			(July YTD Actuals)		(Aug. YTD Actuals)
Revenues	6,389,249	a	5,836,525	b	5,933,173
Expenses	5,114,823		4,885,410		4,980,543
Net Revenue	1,274,426		951,115		952,630
Other Incr. in Cash	4,620,290		7,668,335	7,863,818	
Other Decr. In Cash	5,235,088		8,757,283	8,609,847	
Net Other Incr./Decr. In Cash	(614,798)		(1,088,948)	(746,029)	
Increase/(Decrease) in Cash	659,628		(137,833)	c	278,925
Est. Ending Reserved Cash - IDD	-		83,732		83,732
Est. Ending Reserved Cash - Other	1,062,234		1,063,275		1,180,245
Est. Ending Unreserved Cash	1,830,180		1,873,823		1,915,396
total Est. Ending Cash	2,892,414		3,020,830		3,179,373

Notes:

(a) The IDD Levy passed subsequent to the 2020 Adopted Budget, so that amount is not reflected in the first column, but is included in the YTD Actual columns.

(b) This number was reported as \$4,916,992 in the July Executive Summary, but the July YTD Covid-19 model was \$4,885,410 which was \$31,582 less. Here it is corrected.

(c) The prior month reported this number as (\$309,035), when it should have been (\$137,833).

FISCAL IMPACT

As discussed herein.

ATTACHMENTS

1. COVID-19 Budget Model with August YTD Activity
2. 2020 Estimated Reserves, updated October 9, 2020

RECOMMENDATIONS

1. Motion to approve the updated 2020 budget/COVID-19 model.

Updated 2020 Budget Projections for Covid-19 Pandemic

Includes August YTD Activity, prepared October 7, 2020

Beginning Cash \$ 2,916,630

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Budget Aug-20	Actual Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
Revenues																
PTBH - Perm Moorage	107,516	88,735	97,765	96,406	108,979	102,605	100,636	93,373	97,167	95,020	97,749	97,880	97,874	1,169,496	1,188,331	18,835
PTBH - Liveaboard Fee	1,924	1,724	1,924	1,924	2,405	2,886	2,886	2,229	2,646	2,229	2,229	2,061	2,061	24,749	26,897	2,148
PTBH - Work Flt/Lift Pier	52	363	52	151	-	-	114	750	26	750	750	750	750	9,000	3,758	(5,242)
PTBH - Monthly Guest	14,288	17,780	17,103	15,349	25,235	35,724	25,955	32,379	36,410	32,154	31,924	25,540	22,347	343,803	299,809	(43,994)
PTBH - Nightly Guest	7,441	6,876	9,917	3,875	9,451	22,926	45,508	35,020	29,439	36,050	12,566	6,489	6,489	232,883	197,027	(35,856)
PTBH - Nightly Guest - Est. Decr.	-	-	-	-	-	-	-	(14,000)	-	(14,000)	(4,000)	(4,000)	(4,000)	-	(26,000)	(26,000)
PTBH - Misc. Revenue	1,100	800	1,101	1,314	1,110	750	1,600	1,200	873	1,100	1,000	1,000	950	14,500	12,698	(1,802)
PTBH - Port Labor	-	-	-	-	-	-	67	-	-	-	-	-	-	-	67	67
PTBH - Showers	603	608	693	667	790	972	669	1,250	974	1,250	1,050	850	600	11,200	9,726	(1,474)
PTBH - Restroom Fobs	45	10	45	25	25	40	30	100	30	100	100	50	50	1,000	550	(450)
PTBH - Laundry	378	421	490	247	545	710	616	750	518	650	550	550	300	6,350	5,974	(376)
PTBH - Promo Sales	16	16	16	12	-	-	16	50	-	50	50	50	50	650	276	(374)
PTBH - Electric	8,282	3,073	9,505	8,578	9,154	7,784	8,741	7,100	7,539	6,300	6,500	8,700	9,300	106,600	93,456	(13,144)
PT Boat Haven Moorage	141,643	120,407	138,609	128,548	157,693	174,397	186,839	160,201	175,621	161,653	150,468	139,920	136,771	1,920,231	1,812,569	(107,662)
Yard - Liveaboard Fee	233	314	156	160	401	80	160	77	40	77	77	77	77	924	1,852	928
Yard - Miscellaneous Revenue	-	6	61	50	-	-	-	373	-	373	373	373	377	4,480	1,613	(2,867)
Yard - WY Port Labor	-	-	-	-	-	-	-	-	-	-	400	250	250	3,500	900	(2,600)
Yard - SY Port Labor	394	-	465	-	800	-	400	-	-	-	500	300	-	4,500	2,859	(1,641)
Yard - Enviro Clean Up	-	-	2,210	-	200	400	-	-	200	-	-	-	-	-	3,010	3,010
Yard - Wrk Yard Enviro Fee	3,376	3,789	4,977	4,306	4,185	2,745	2,699	4,260	4,680	4,560	4,300	4,800	4,006	51,306	48,422	(2,884)
Yard - Ship Yard Enviro Fee	1,504	1,250	696	1,428	2,361	1,243	1,419	-	909	1,500	2,900	4,100	-	16,932	19,310	2,378
Yard - 70/75 Ton Hoist Revenue	12,477	19,111	19,875	15,341	21,271	42,868	35,817	28,140	28,559	27,237	35,946	17,068	14,574	334,479	290,144	(44,336)
Yard - 300 Ton Hoist Revenue	22,436	19,354	12,888	25,035	22,207	17,218	6,686	13,335	6,716	15,540	14,285	10,915	11,524	200,291	184,803	(15,488)
Yard - Washdown Revenue	2,825	3,588	6,337	6,689	7,926	11,050	9,261	5,900	6,898	8,684	10,300	5,800	5,500	86,684	84,858	(1,826)
Yard - Bilge Water Revenue	26	20	487	789	1,379	66	2	428	178	625	725	563	461	6,480	5,321	(1,159)
Yard - Work Yard Revenue	49,238	40,938	52,897	42,171	36,075	59,989	63,268	54,720	59,370	54,720	45,004	40,554	37,583	580,687	581,806	1,119
Yard - Ship Yard Revenue	35,743	25,577	33,752	25,041	34,097	27,909	43,741	18,325	18,637	37,435	46,045	47,523	39,723	419,824	415,222	(4,602)
Yard - L/T Storage	4,326	3,248	5,167	5,325	11,380	6,233	6,147	6,317	4,523	6,317	6,317	6,317	6,317	75,804	71,618	(4,186)
Yard - Blocking Rent	3,044	2,375	3,428	3,018	2,884	3,819	2,694	2,000	3,295	5,200	5,275	5,200	5,230	56,430	45,462	(10,968)
Yard - Off Port Property Tarp Fee	210	-	444	424	36	423	640	125	396	125	125	125	125	1,500	3,073	1,573
Yard - WY Electric	2,547	2,357	3,624	2,765	2,470	3,259	3,479	2,400	2,998	2,400	2,550	2,550	2,640	31,980	33,640	1,660
Yard - SY Electric	4,063	2,285	4,172	3,375	9,183	3,067	3,061	1,280	1,533	2,680	3,560	4,380	4,300	43,040	45,659	2,619
Yard - Coop space - Est. Decr.	-	-	-	-	-	-	-	(2,222)	-	(2,222)	(2,222)	(2,222)	(2,222)	-	(8,888)	(8,888)
Yard Operations	142,442	124,212	151,636	135,917	156,855	180,368	179,473	135,458	138,932	165,251	176,460	148,673	130,465	1,918,841	1,830,684	(88,157)
Pt Hudson - Permanent Moorage	12,135	9,480	10,477	9,733	12,587	11,634	13,949	12,739	17,277	12,603	12,322	12,322	11,250	145,557	145,769	212
Pt Hudson - Liveaboard Fee	919	1,022	922	882	543	18	-	-	-	-	772	772	772	6,084	6,621	537
Pt Hudson - Monthly Guest	13,327	15,825	15,331	14,652	12,554	3,010	3,070	695	1,706	695	14,665	15,911	15,911	114,876	126,656	11,780
Pt Hudson - Nightly Guest	1,834	2,807	3,590	310	1,322	27,019	50,257	50,632	49,933	32,231	5,617	3,481	2,696	222,908	181,098	(41,810)
PH - Nightly Guest Est. Decr.	-	-	-	-	-	-	-	(25,316)	-	(16,116)	(2,809)	(1,741)	(1,348)	-	(22,013)	(22,013)
PH - City Pier/Union Wharf Usage	1,512	-	-	-	-	272	999	2,574	927	2,636	4,041	-	-	19,975	10,387	(9,588)
PH - City Pier/Union Wharf Est. Decr.	-	-	-	-	-	-	-	(2,317)	-	(2,372)	(3,637)	-	-	-	(6,009)	(6,009)
Pt Hudson - Monthly RV	9,698	6,894	7,363	7,095	10,156	-	(212)	-	-	-	5,203	7,924	8,535	68,604	62,656	(5,948)
Pt Hudson - Nightly RV	9,579	10,328	8,589	126	-	20,043	53,091	59,786	55,363	47,744	37,039	14,885	9,812	382,726	266,599	(116,127)

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Budget Aug-20	Actual Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
PH - Nightly RV Est. Decr.	-	-	-	-	-	-	-	(14,947)	-	(11,936)	(9,260)	(3,721)	(2,453)	-	(27,370)	(27,370)
Pt Hudson - Kayak Racks	1,599	629	1,014	1,322	1,210	1,682	1,278	920	1,474	758	758	758	867	11,869	13,349	1,480
Pt Hudson - Reservation Fee	2,634	2,706	269	(1,646)	246	3,673	7,094	5,720	5,232	3,270	3,290	2,050	1,930	43,150	30,748	(12,402)
Pt Hudson - Showers	415	300	598	514	364	498	681	1,020	690	904	736	563	552	8,740	6,812	(1,928)
Pt Hudson - Laundry	953	688	970	808	665	628	813	1,377	810	964	928	651	686	11,302	9,563	(1,739)
Pt Hudson - Passenger Fee	-	-	-	-	-	-	-	3,230	429	2,252	1,346	-	-	17,002	4,027	(12,975)
PH - Passenger Fee Est. Decr.	-	-	-	-	-	-	-	(2,907)	-	(2,027)	(1,211)	-	-	-	(3,238)	(3,238)
Pt Hudson - Promo Sales	24	45	48	-	-	92	86	150	108	150	50	50	-	950	653	(297)
Pt Hudson - Misc. Revenue	60	18	-	12	-	61	-	200	214	200	(100)	100	100	1,700	665	(1,035)
Pt Hudson - Enviro Clean up	-	-	-	212	-	-	-	-	-	-	-	-	-	-	212	212
Pt Hudson - Leases	34,841	29,959	30,462	26,949	27,094	34,956	30,012	32,237	39,387	32,237	32,237	32,237	32,236	386,843	382,608	(4,235)
PH - Lease Est. Decr.	-	-	-	-	-	-	-	(8,059)	-	(8,059)	(8,059)	(8,059)	(8,059)	-	(32,237)	(32,237)
Pt Hudson - Parking	223	241	109	55	110	180	688	2,800	455	750	-	-	-	10,150	2,809	(7,341)
Pt Hudson - Event Facility Rev	482	-	-	(200)	-	(50)	-	700	(155)	26,900	500	250	50	30,700	27,777	(2,923)
PH - Event Facility Est. Decr.	-	-	-	-	-	-	-	(700)	-	(26,900)	(500)	(250)	(50)	-	(27,700)	(27,700)
Pt Hudson - Property Utility Reim	3,431	954	3,812	1,528	954	4,399	1,182	3,300	5,022	3,500	3,600	3,600	3,600	42,500	35,582	(6,918)
Pt Hudson - Electric	1,703	759	2,347	2,062	2,492	3,299	5,439	4,500	5,423	2,950	2,450	2,450	2,610	34,810	33,985	(825)
Point Hudson Marina, RV & Prop	95,368	82,653	85,900	64,413	70,296	111,414	168,427	128,335	184,297	103,334	99,978	84,233	79,697	1,560,446	1,230,010	(330,436)
PTBH Prop - Leases	53,742	47,329	51,764	38,224	75,584	55,137	60,713	46,031	62,684	46,031	46,031	46,031	46,031	552,371	629,300	76,929
PTBH Prop - Storage Units	913	898	588	806	762	517	455	693	1,080	550	560	650	650	8,280	8,428	148
PTBH Prop - Miscellaneous	-	-	-	-	-	-	-	-	406	-	-	-	-	-	406	406
PTBH Prop - Fuel Dock Lease	1,192	904	1,039	1,209	875	2,683	2,209	2,500	3,003	2,300	2,300	1,600	1,000	20,000	20,311	311
PTBH Prop - Electric	154	(13)	538	86	524	485	699	310	642	200	150	200	200	2,800	3,866	1,066
PTBH Prop - Stormwater Fees	1,175	929	953	966	1,092	1,028	1,084	650	1,048	650	650	650	650	7,800	10,875	3,075
PTBH Prop - Other Util, Wtr, Swr, Garbg	1,500	230	1,169	2,023	1,994	1,975	1,769	2,116	1,807	2,116	2,116	2,120	2,120	25,400	20,939	(4,461)
PT Boat Haven Properties	58,675	50,276	56,051	43,314	80,831	61,825	66,929	52,300	70,669	51,847	51,807	51,251	50,651	616,651	694,126	77,475
Quilcene - Permanent Moorage	4,378	3,230	3,358	4,144	3,499	6,937	6,238	5,922	6,473	4,824	4,157	3,200	2,842	49,222	53,280	4,058
Quilcene - Liveaboard Fee	340	160	240	381	441	240	240	78	300	78	78	78	78	936	2,656	1,720
Quilcene - Nightly Moorage	77	22	-	-	229	497	648	1,000	293	260	65	50	(50)	3,645	2,090	(1,555)
Quilcene - Showers	420	280	150	340	450	250	255	400	30	300	250	200	170	3,074	3,095	21
Quilcene - Reservations	99	22	-	-	-	132	55	50	55	20	-	-	-	700	383	(317)
Quilcene - Misc Revenue	-	-	-	-	-	-	31	50	-	45	-	-	-	215	76	(139)
Quilcene - Lease	5,324	5,324	5,106	5,543	-	10,430	10,649	5,308	5,106	5,308	5,308	5,308	5,308	63,694	68,713	5,019
Quilcene - Fuel Sales	4,277	-	445	1,152	822	-	-	2,712	358	2,400	2,170	1,350	700	19,500	13,674	(5,826)
Quil - Fuel Sales Est. Decr.	-	-	-	-	-	-	317	(2,712)	-	(2,400)	(2,170)	(1,350)	(700)	-	(6,303)	(6,303)
Quilcene - Recreatl Ramp Fees	542	320	196	233	1,630	2,884	2,276	1,580	1,482	1,270	170	100	100	10,470	11,203	733
Quil - Recreatl Ramp Fee Est. Decr.	-	-	-	-	-	-	(1,442)	(790)	-	(635)	(85)	(50)	(50)	-	(820)	(820)
Quilcene - Commercial Use Fees	-	-	-	-	1,200	-	-	-	400	200	-	-	-	3,000	1,800	(1,200)
Quilcene - Water	860	296	921	1,089	-	1,989	2,412	1,200	335	1,200	1,200	1,200	1,200	14,400	12,703	(1,697)
Quilcene - Electric	255	99	347	301	343	586	162	107	162	75	75	75	75	1,189	2,556	1,367
Quilcene Marina & Property	16,572	9,754	10,764	13,181	8,613	22,505	24,725	14,905	14,994	12,945	11,218	10,161	9,673	170,045	165,105	(4,940)
Ramp Fees	2,960	4,450	2,699	315	5,138	7,957	11,970	2,760	5,853	2,200	1,398	1,000	200	43,700	46,140	2,440
Ramp Fees Est. Decr.	-	-	-	-	-	-	-	(690)	-	(550)	(350)	(250)	(50)	-	(1,200)	(1,200)
Ramps: Failure to Pay	-	-	(30)	-	-	-	-	-	-	-	-	-	-	-	(30)	(30)
Ramps - Commercial Use Fees	-	-	-	-	200	2,183	-	600	-	1,000	1,000	-	-	5,600	4,383	(1,217)
Ramps - Dinghy Float Revenue	-	300	-	150	-	-	564	150	-	100	50	-	-	2,000	1,164	(836)
Ramp Use	2,960	4,750	2,669	465	5,338	10,140	12,534	2,820	5,853	2,750	2,099	750	150	51,300	50,458	(842)
JCIA - Misc. Revenue	-	-	-	-	-	-	-	8	100	8	8	8	8	100	133	33
JCIA - Leases	8,436	8,954	9,177	9,126	9,443	9,040	8,999	9,371	10,884	9,371	9,371	9,371	9,371	112,452	111,542	(910)

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Budget Aug-20	Actual Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
JCIA - Hangar Rentals	3,251	2,137	2,492	3,126	2,522	2,521	2,542	2,681	3,507	2,681	2,681	2,681	2,684	32,175	32,824	649
JCIA - Vehicle Parking	180	-	-	32	-	-	200	85	212	85	45	45	35	720	834	114
JCIA - Aircraft Parking	418	55	33	416	116	24	248	250	302	151	50	50	50	1,476	1,913	437
JCIA - Fuel Lease	96	83	-	291	169	-	(8)	343	303	200	200	200	175	3,165	1,708	(1,457)
JCIA - Electric	169	-	-	539	5	71	69	124	99	75	80	80	80	1,647	1,267	(380)
JCIA Operations	12,550	11,228	11,702	13,530	12,254	11,656	12,049	12,862	15,406	12,571	12,435	12,435	12,403	151,735	150,221	(1,514)
Total Operating Revenues	470,210	403,280	457,331	399,368	491,881	572,306	650,976	506,881	605,772	510,351	504,465	447,423	419,810	6,389,249	5,933,173	(456,076)
Operating Expenses																
Salaries & Wages	186,128	169,397	84,409	302,731	184,382	189,602	186,053	186,694	176,101	186,700	184,348	183,134	183,103	2,262,501	2,216,088	(46,413)
Staff in Capital (loaded)	-	-	-	-	-	-	-	(1,000)	-	-	(6,648)	(6,648)	(1,623)	-	(14,919)	(14,919)
Payroll Taxes	19,956	17,789	9,116	31,476	18,957	19,848	20,062	19,540	19,115	19,539	18,350	18,153	18,185	229,387	230,545	1,158
Employee Benefits	-	64,363	67,993	71,425	73,682	141,825	67,656	66,577	67,831	66,578	65,207	64,694	64,423	741,251	815,677	74,426
Uniform Expense	672	2,566	481	348	-	-	213	712	538	952	952	1,052	876	8,650	8,650	(0)
Contract Services	41,717	20,745	10,575	17,192	23,318	11,930	14,950	35,393	41,905	22,305	20,302	21,802	21,331	257,016	268,072	11,056
Consulting Services	-	-	-	-	-	-	-	10,000	-	5,000	2,500	2,500	5,000	40,000	15,000	(25,000)
Legal Services	129	2,667	1,980	-	3,724	1,265	2,998	8,333	3,218	8,333	8,333	8,333	8,337	100,000	49,315	(50,685)
Use of In-House Counsel	-	-	-	-	-	-	-	(4,778)	-	(4,778)	(4,778)	(4,778)	(4,778)	-	(19,112)	(19,112)
Audit Services	-	-	-	-	-	-	-	-	-	-	-	15,200	12,275	27,475	27,475	-
Insurance	-	228	-	-	971	-	-	239,188	239,188	73,333	-	-	-	298,396	313,720	15,324
Office/Computer Supplies	790	251	867	86	494	32	254	-	102	-	500	-	-	3,000	3,377	377
Operating Supplies	3,677	5,441	4,208	4,319	2,487	11,362	3,337	14,096	6,255	9,630	8,963	8,758	6,511	90,000	74,949	(15,051)
Enviro Material/Supplies	-	-	-	8,612	2,694	3,362	5,361	-	-	3,000	-	-	-	2,500	23,028	20,528
Tarp Pool Expense	-	3,411	5,010	-	-	5,039	-	3,152	3,152	2,000	2,500	1,000	-	22,500	22,112	(388)
Emp Recog/Relations	-	-	-	-	50	-	134	-	-	-	-	-	500	1,200	684	(516)
Postage	-	15	551	-	1,594	551	-	125	-	635	75	735	880	5,742	5,036	(706)
Janitorial Supplies	-	1,223	1,573	414	10,131	540	62	3,020	1,579	3,324	2,830	2,955	3,130	30,250	27,760	(2,490)
Fuel & Lubricants	139	3,040	704	2,754	2,624	2,858	884	2,530	3,014	1,520	1,470	1,730	1,464	25,964	22,199	(3,765)
Permits	250	960	516	-	260	-	-	1,344	1,412	694	-	-	-	6,188	4,091	(2,097)
Equipment Rental	-	-	-	-	-	1,722	-	-	-	1,200	-	-	-	6,000	2,922	(3,078)
Claims & Damages	-	-	-	-	-	-	-	-	-	1,500	-	-	-	3,000	1,500	(1,500)
Membership & Dues	10,208	641	-	25	1,960	-	2,500	-	-	-	750	-	900	13,500	16,984	3,484
Bank Charges	5,823	6,557	7,540	6,875	5,894	7,412	8,429	7,373	11,341	7,715	7,460	7,276	5,601	82,650	87,923	5,273
Excise Tax	1,772	1,007	1,018	1,746	981	1,470	2,723	3,241	3,813	3,120	1,893	1,685	1,667	25,740	22,895	(2,845)
Bad Debt	-	(200)	48,973	(48,973)	-	-	-	-	-	-	-	-	-	8,000	(200)	(8,200)
Miscellaneous Expense	-	854	-	4,968	4,192	862	6,728	183	-	183	133	233	183	2,249	18,337	16,088
Repair & Maintenance Supplies	1,219	18,842	9,815	14,792	11,447	9,752	5,757	5,628	(45,703)	7,777	17,376	23,019	25,908	100,000	100,000	(0)
Utilities	39,303	57,294	48,643	60,490	42,077	22,337	35,367	42,962	47,783	43,056	48,098	54,569	56,699	565,100	555,716	(9,384)
Advertising - Legal (2018)	93	2,309	301	788	-	-	-	538	-	429	650	150	-	5,257	4,720	(537)
Marketing	-	3,474	2,997	4,901	1,292	2,330	8,105	3,334	6,943	4,114	3,868	2,337	2,338	35,000	42,699	7,699
Promotion	-	240	240	-	-	-	72	1,024	-	1,150	600	400	-	13,000	2,702	(10,298)
Economic Development	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	-	(15,000)
Travel & Training	-	1,857	1,968	(921)	1,063	4,372	178	2,450	451	1,500	850	4,100	6,250	35,000	21,667	(13,333)
Travel & Training Est. Decrease	-	-	-	-	-	-	-	(2,100)	-	-	-	-	-	-	-	-
Cost of Fuel (Quilcene)	-	2,035	-	-	-	-	-	-	-	2,400	1,500	1,200	1,000	17,000	8,135	(8,865)
Cost of Fuel Est. Decrease	-	-	-	-	-	-	-	-	-	(2,400)	(1,500)	(1,200)	(1,000)	-	(6,100)	(6,100)
Community Relations	4,832	(336)	2,000	-	-	-	-	-	400	-	-	-	-	-	6,896	6,896
Total Operating Expenses	316,708	386,669	311,477	484,049	394,274	438,470	371,820	649,558	588,437	470,509	386,582	412,389	419,160	5,078,516	4,980,543	(97,973)
Income (Loss) from Operations	153,502	16,611	145,854	(84,680)	97,607	133,836	279,156	(142,677)	17,335	39,843	117,883	35,035	651	1,310,733	952,631	(358,102)
Other Incr. in Fund Resources																

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Budget Aug-20	Actual Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
Retainage Collected	-	-	-	-	1,254	-	-	-	-	-	4,500	-	-	-	5,754	5,754
Yard Dep. Collected	-	1,000	-	-	-	-	-	-	10,000	-	-	-	-	-	11,000	11,000
PTBH Prop Lease Dep. Collected	14,682	1,173	1,984	121	953	421	-	-	478	-	-	-	-	-	19,811	19,811
PH Prop Lease Dep. Collected	906	166	566	1,334	566	928	146	-	145	-	-	-	-	-	4,756	4,756
PH Marina/RV Dep. Collected	(457)	3,333	1,954	5,137	3,782	3,904	10,852	-	7,901	-	-	-	-	-	36,407	36,407
Deposits & Retainage Collected	15,131	5,672	4,504	6,592	6,555	5,252	10,998	-	18,525	-	4,500	-	-	-	77,728	77,728
Sales Tax Collected	-	4,342	3,737	3,922	23,841	7,051	8,599	-	8,392	2,800	2,215	1,800	1,000	-	67,699	67,699
Leasehold Tax Collected	-	-	-	-	205,403	45,681	44,576	-	43,009	41,962	41,962	41,962	41,963	-	506,518	506,518
Hotel/Motel Tax Collected	-	-	-	-	743	409	1,084	-	1,699	1,200	665	400	200	-	6,400	6,400
Taxes Collected	-	4,342	3,737	3,922	229,987	53,141	54,259	-	53,100	45,962	44,842	44,162	43,163	-	580,617	580,617
Grants - FAA	-	69,836	-	-	-	49,550	257,161	-	-	-	1,155,902	1,665,000	48,962	3,288,400	3,246,411	(41,989)
Other Capital Grants	-	41,835	-	52,881	-	35,769	32,158	-	-	-	-	-	2,800	107,800	165,442	57,642
Inter Governmental - City/JCIA	-	-	-	-	-	-	-	-	(0)	35,000	-	-	-	-	35,000	35,000
2020 Cares Act - JCIA Operations	-	-	-	-	-	-	-	-	(0)	-	-	-	30,000	-	30,000	30,000
Capital Contibutions/Grants	-	111,670	-	52,881	-	85,318	289,319	-	-	35,000	1,155,902	1,665,000	81,762	3,396,200	3,476,852	80,652
ARRA Bond Interest Subsidy	-	-	-	-	-	-	16,441	-	-	-	-	16,000	-	32,000	32,441	441
Investment Interest	2,131	1,968	1,647	1,003	649	466	406	1,600	338	1,500	1,500	1,000	1,000	22,000	13,608	(8,392)
Interest	2,131	1,968	1,647	1,003	649	466	16,846	1,600	338	1,500	1,500	17,000	1,000	54,000	46,048	(7,952)
Debt Proceeds - Line of Credit	-	-	-	-	-	-	400,000	1,250,000	1,250,000	-	-	-	-	-	1,650,000	1,650,000
Operating Tax Levy	3,031	49,885	63,564	368,754	87,960	12,773	9,721	-	7,491	3,005	378,016	42,800	3,000	1,030,000	1,030,000	(0)
IDD Tax Levy	1,078	54,399	53,707	290,331	71,402	13,496	7,293	3,500	12,726	9,221	285,774	8,125	1,500	-	809,054	809,054
State Forest Revenues	1,263	9,153	5,949	31	11	6,024	206	2,000	1,271	2,000	2,000	2,000	2,000	24,000	31,908	7,908
State Timber Excise Tax	-	10,570	-	-	4,720	-	-	9,000	7,985	-	-	8,000	-	33,000	31,274	(1,726)
Leasehold Excise Tax	-	2,299	-	323	-	2,080	-	1,315	2,578	-	1,315	-	1,315	8,090	9,911	1,821
Property & other taxes	5,372	126,305	123,221	659,439	164,093	34,374	17,220	15,815	32,050	14,226	667,105	60,925	7,815	1,095,090	1,912,146	817,056
Insurance Recovery	1,150	-	-	-	2,833	4,326	-	-	-	-	107,452	-	-	50,000	115,761	65,761
Finance Charges	1,137	20	2,979	130	73	39	139	2,000	250	2,000	1,900	1,800	1,250	24,000	11,717	(12,283)
Other Non-Operating Revenues	(7,709)	-	-	-	-	163	173	105	1	105	5	105	105	1,000	(7,052)	(8,052)
Misc Other Incr. Fund Rscrs	(5,422)	20	2,979	130	2,906	4,528	312	2,105	251	2,105	109,357	1,905	1,355	75,000	120,426	45,426
Total Other Incr. Fund Resources	17,211	249,977	136,088	723,966	404,190	183,080	788,954	1,269,520	1,354,265	98,793	1,983,206	1,788,992	135,095	4,620,290	7,863,818	3,243,528
Other Decr. In Fund Resources																
Retainage Paid	-	-	-	-	6,265	-	-	-	-	-	-	-	4,500	-	10,765	10,765
Yard Deposits Refunded	-	-	-	-	-	-	-	10,419	18,947	-	-	-	-	-	18,947	18,947
PH Prop Lease Dep. Returned	-	-	-	-	-	710	-	-	2,939	-	-	-	-	-	3,649	3,649
PH Deposits Refunded	-	-	-	1,981	9,503	-	(7,050)	-	1,467	-	-	-	-	-	5,901	5,901
Deposits & Retainage Paid	-	-	-	1,981	15,768	710	(7,050)	10,419	23,353	-	-	-	4,500	-	39,261	39,261
Sales Tax Remitted	2,565	3,880	4,879	3,245	3,921	4,112	7,051	-	9,094	11,800	8,215	6,800	2,138	-	67,699	67,699
Leasehold Tax Remitted	-	-	-	-	238,820	-	128,127	-	-	-	139,547	-	-	-	506,494	506,494
Hotel/Motel Tax Remitted	-	-	-	-	929	-	3	-	2,013	1,700	1,065	490	200	-	6,400	6,400
Taxes Remitted	2,565	3,880	4,879	3,245	243,670	4,112	135,181	-	11,107	13,500	148,827	7,290	2,338	-	580,593	580,593
Principal - 2010 LTGO Bond	-	-	-	-	-	-	-	-	-	-	-	-	295,000	275,000	295,000	20,000
Interest - 2010 LTGO Bond	-	-	-	-	-	93,619	-	-	-	-	-	-	93,619	187,238	187,238	(0)
Principal - 2015 LTGO Refund Bond	-	-	-	-	-	-	460,000	-	-	-	-	-	-	440,000	460,000	20,000
Interest - 2015 LTGO Refund Bond	-	-	-	-	-	-	44,625	-	-	-	-	-	37,725	82,350	82,350	-
Principal - 2020 Line of Credit	-	-	-	-	-	-	-	-	-	-	-	1,650,000	-	-	1,650,000	1,650,000
Interest - 2020 Line of Credit	-	-	-	-	-	-	-	-	-	3,032	-	5,211	-	-	8,243	8,243
Bond Principal & Interest	-	-	-	-	-	93,619	504,625	-	-	3,032	-	1,655,211	426,344	984,588	2,682,831	1,698,243
Bond Management Fees	-	-	-	-	-	-	-	-	-	250	-	-	250	1,000	500	(500)
Debt Issue Costs	-	-	-	-	-	9,500	-	-	-	-	-	-	-	-	9,500	9,500
Investment Fees	50	50	50	50	32	23	20	45	17	40	40	40	35	500	448	(52)
Bond Mgmt, Issuance, Investment	50	50	50	50	32	9,523	20	45	17	290	40	40	285	1,500	10,448	8,948
PH South Jetty project	488	11,468	17,124	26,898	1,253	26,520	37,237	14,488	32,425	24,881	162,608	161,500	92,597	100,000	595,000	495,000

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Budget Aug-20	Actual Aug-20	Budget Sep-20	Budget Oct-20	Budget Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
JCIA Runway Rehab	11,240	775	370	595	54,267	253,854	1,666,586	1,373,000	1,372,103	236,020	84,104	67,701	11,240	3,304,000	3,758,855	454,855
BH Breakwater Repair	61	142	30	15,356	35,769	-	(35,606)	17,908	-	-	-	-	-	300,000	15,752	(284,248)
PH Hudson St. Air Ventilation	-	3,557	26,827	(35)	(215)	-	-	-	-	-	-	-	-	-	30,134	30,134
PH Hudson St. Leashld Imp	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	-	(35,000)
2019 WorkYard Resurfacing	665	-	-	-	-	-	-	-	-	-	-	-	-	-	665	665
2020 WorkYard Resurfacing	-	-	-	333	143	-	190	-	1,317	600	82,918	-	4,500	90,000	90,000	-
Yard Transformers Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	5,000	-
JCIA Airport Terminal	-	-	3,000	3,728	-	-	(6,728)	-	-	-	-	-	-	-	-	-
D-Dock Renovation	-	-	-	-	-	-	1,969	50,201	49,201	966	-	88,080	59,784	-	200,000	200,000
Linear Dock Electrical	-	-	-	-	-	-	2,425	25,088	25,088	3,659	15,878	8,000	-	-	55,050	55,050
Quilcene Dredge Design	-	-	-	-	-	-	-	-	-	10,000	5,000	10,000	-	40,000	25,000	(15,000)
Marina Software	-	-	-	-	-	-	-	-	-	-	87,676	-	-	-	87,676	87,676
Marina Wifi infrastructure	-	-	-	-	-	-	-	-	-	-	15,000	15,000	-	-	30,000	30,000
Small Capital projects	1,000	-	-	-	-	-	-	-	-	-	-	-	-	125,000	1,000	(124,000)
BH Fire Suppression	-	-	-	-	-	-	-	-	40,516	-	-	-	-	-	40,516	40,516
PH - Fire Supression	-	-	-	-	-	-	-	-	20,811	-	-	-	-	-	20,811	20,811
Equipmt/Vehicles	19,969	-	-	19,969	-	-	-	-	35,643	-	-	-	-	-	75,581	75,581
PH S. Jetty CONTINGENCY	-	-	-	-	-	-	-	-	-	-	-	175,000	75,000	250,000	250,000	-
2020 Capital Project Work	33,424	15,941	47,352	66,844	91,216	280,374	1,666,073	1,480,685	1,577,104	276,126	453,184	525,281	248,121	4,249,000	5,281,040	1,032,040
Election Expense	-	-	-	15,674	-	-	-	-	-	-	-	-	-	-	15,674	15,674
Total Other Decr. Fund Resources	36,039	19,871	52,281	87,793	350,687	388,338	2,298,850	1,491,149	1,611,580	292,948	602,051	2,187,822	681,588	5,235,088	8,609,847	3,374,759
Net Other Incr/Decr Fund Rsrcs	(18,827)	230,106	83,807	636,173	53,503	(205,258)	(1,509,896)	(221,629)	(257,315)	(194,155)	1,381,155	(398,830)	(546,493)	(614,798)	(746,029)	(131,231)
Balance Sheet Adjustments	91,018	126,477	(59,633)	(76,390)	92,566	11,046	(4,616)	-	(108,145)	-	-	-	-	-	72,323	72,323
Total Increase/Decrease in Cash	225,693	373,194	170,028	475,103	243,676	(60,376)	(1,235,356)	(364,306)	(348,125)	(154,312)	1,499,038	(363,795)	(545,842)	695,935	278,925	(417,010)
Ending Cash/Investments	3,142,323	3,515,516	3,685,544	4,160,647	4,404,323	4,343,947	3,108,591	2,744,285	2,760,466	2,589,973	4,089,011	3,725,216	3,179,373	2,928,720	3,179,373	250,653
Reserved Cash/Investmts - Other	1,254,445	1,275,695	1,275,696	1,307,495	1,307,496	1,328,746	1,349,994		1,392,494							
Reserved Cash/Investmts - IDD	1,078	55,477	109,184	399,515	470,917	484,413	491,708		504,434							
Unreserved Cash/Investments	1,886,799	2,184,344	2,300,664	2,453,637	2,625,910	2,530,788	1,266,889		863,538							
Total Ending Cash/Investments	3,142,322	3,515,516	3,685,544	4,160,647	4,404,323	4,343,947	3,108,591		2,760,466							
<u>Total Ending Cash 2020</u>	<u>Adopted Bdgt</u>	<u>Covid Bdgt</u>														
Cash Reserve - Other	1,062,234	1,180,245														
Cash Reserve - IDD	-	83,732	IDD levy passed subsequent to 2020 budget adoption.													
Cash Unreserved	1,830,180	1,915,396														
Total	2,892,414	3,179,373														

Reserves - Other, calculated for 2020 Budget
Updated for October 14, 2020 Commission meeting

<u>Actual Beginning Reserves 1/1/2020</u>		1,233,195	
Port Wide Capital	380,934		
Boat Haven Reserve	562,261		
Operations reserve	180,000		
Contingency reserve	75,000		
Hazardouse Waste Reserve	25,000		
Unemployment Reserve	10,000		
<u>Port Wide Capital Beginning</u>		380,934	
Budgeted Reserve Funding 2020	Jan-Dec	120,000	
Cap. Funded Cap. 2019 True-up	Apr-20	(31,950)	
Cap. Bdgt 2020-Workyard Resurfacing		(90,000)	
Budgeted Ending Balance			378,984
<u>Boat Haven Reserve Beginning</u>		562,261	
Cap. Funded Cap. 2019 True-up	Apr-20	(756)	
Revised Reserve Use - D-Dock Renovation		(119,728)	
Revised Reserve Use - Linear Dock Elect		(25,000)	
Revised Reserve Use - BH Fire Suppression		(40,516)	
Budgeted Ending Balance			376,261
<u>Operations Reserve Beginning</u>		180,000	
Budgeted Operations Funding	Jan-Dec	135,000	
Budgeted Ending Balance			315,000
<u>IDD Levy Reserve Beginning</u>		-	
Budgeted Levy Receipts	Jan-Dec	809,054	
Estimated for PH S. Jetty		(590,000)	
Estimated for D-Dock Renovation		(80,272)	
Estimated for Linear Dock Electrical		(30,050)	
Estimated for Quilcene Dredge Design		(25,000)	
Estimated Ending Balance			83,732
Contingency reserve			75,000
Hazardouse Waste Reserve			25,000
Unemployment Reserve			10,000
Total Budgeted Ending Reserve Balances			1,263,977

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 10/14/2020
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: C-D Dock “legacy” rates

ISSUES

1. How should the Commission address the “legacy” rates on the C-D docks that have resulted in tenants who use the same size slips paying different rates?

BACKGROUND

Some tenants at the A-B, C-D and commercial docks have been paying a rate that is less than the commission-approved rates on the annual rate cards. Some of these rates, “legacy rates”, have been in existence for more than a decade. Tenants ended up with legacy rates in three ways: (1) as a result of changing slip lengths following the A-B dock reconstruction, (2) following a promotion that allowed boats that were shorter than 50’ to occupy 50’ slips and pay for the actual length of the boat, or (3) after the docks were measured in 2017.

DISCUSSION

This item has been discussed at various commission meetings since the moorage office billed the commission-approved rates on January 1, 2020. After that billing, the decision was made to restore legacy rates and allow the Commission to address the issue in the near future. It was discussed again at the last three Commission meetings. Following the August 26, 2020 commission meeting, the attached letter was mailed to all tenants on the list. In my discussion with the commission, I focused almost entirely on the A-B reconstruction as the underlying reason why tenants ended up with legacy rates. A close look at the list shows that the majority of legacy rates are actually the result of the remeasuring that occurred in 2017. Prior to 2017, the Port included 30’, 40’ and 45’ slips at the C-D docks and those slips actually measure, 34’, 42’ and 42’, respectively. In other words, for many decades until 2017, tenants were charged 30’ or 40’ while receiving a slip that was either 34’ or 42’ in length. The 45’ slips were also billed at 40’.

There are some complexities about the moorage rate model, the condition of the C-D versus the A-B docks and slip widths that the Commission may wish to discuss. The Port rents moorage on the basis of length and the Commission’s adopted rate policy charges the larger of the boat’s actual overall length or the slip length. In bringing this to the commission originally, it was my intent to address the inequity of charging two neighbors different rates for the exact same slip. That remains my concern and is the same concern addressed by the Port’s general counsel at the August 26, 2020 meeting.

This item is on your agenda today for reconsideration of the rate increase approved on August 26th that closes the gap on the legacy rate in two steps, half on January 1, 2021 and the other half on July 1, 2021. This item is noted for public comment and tenants have been invited to attend and provide comment to the commission.

FISCAL IMPACT

Phasing out the legacy rates increases revenue to the Port by approximately \$25,579 per year.

ATTACHMENTS

1. September 23, 2020 letter informing tenants of the graduated phase out of the legacy rates.
2. List of all tenants who are receiving legacy rates (i.e., paying rates other than those shown on the approved rate cards).
3. Example letter from September 25, 2020 providing notice to tenants from the C-D docks that this issue would be reconsidered at the October 14, 2020 meeting.

RECOMMENDATIONS

Following an opportunity for public comment:

1. Staff is looking for direction from the commission. Rate increase letters have already been sent out; would the commission like to stay the course or alter the course for the C-D dock rates?



September 23, 2020

Tenant Name
Tenant Address
City, ST Zip

RE: Moorage rate increase

Dear *Tenant Name*:

As many of you are aware, there is a group of tenants who have had the benefit of a “legacy” moorage rate since 2011, largely due to the A/B Dock replacement project, which resulted in a number of slip and rate peculiarities. Tenants like you have benefited from these legacy rates by being billed on the basis of boat length, rather than on the total length of the slip, as established under the Port Commission’s currently adopted rate policy (Resolution #569-11, effective as of November 9, 2011), readopted annually. Your moorage slip, *tenant slip#*, is one of these “legacy” slips; in the past, you have been billed at *X* feet less than slip length.

To ensure fair and equitable treatment of all of our moorage tenants, Port staff will be bringing these “legacy” slips into compliance with the Commission’s established rate policy over the course of the next year. You are currently paying *\$189.48* per month, based on the length of your boat. In 2021, your monthly cost will be *\$227.83* per month based on the length of your slip (which includes an anticipated 1% CPI increase, subject to approval by the Commission). To ease you into this new rate, we will be increasing your rate by half of the difference in these amounts beginning January 1st and the other half on July 1st, 2021. This means your new rate as of January 1, 2021 will be *\$209.60*, and your new rate as of July 1, 2021 will be *\$227.83* per month.

Please be aware that the Port maintains a “switch request list”, where moorage tenants can ask to be moved to a different slip of more appropriate size for their vessel, or different location in the marina. If you would like to be placed on the switch list, please come by the Boat Haven Moorage office and request to be placed on this list at any time. The list is maintained in the order of request. Please be aware that being on the switch list does not affect the rate charged for the slip you currently occupy.

If you have any further questions regarding this, please contact the Boat Haven Moorage office at (360) 385-6211.

Respectfully,

Kristian Ferrero, CSR II

2701 Jefferson Street P.O. Box 1180 Port Townsend, Washington 98368
p: (360) 385-0656 | e: info@portofpt.com | f: (360) 385-3988 | w: portofpt.com

Slip #	Act #	Last_name	First_name	2020_Rate	1%increase	2021-Actual	Rate-Diff	Length-Diff	Jan-1-rate
A-005	2094	Yates	Linda	\$189.48	\$191.37	\$227.83	\$36.46	4	\$209.60
A-006	497	Delorenzo	Anthony	\$180.46	\$182.26	\$227.83	\$45.57	5	\$205.05
A-007	15918	Mccullough	Kim	\$216.55	\$218.72	\$227.83	\$9.11	1	\$223.27
A-019	7834	West	Brad	\$223.04	\$225.27	\$227.83	\$2.56	1	\$226.55
A-025	4641	Williams	Philip	\$189.48	\$191.37	\$227.83	\$36.46	4	\$209.60
A-040	8531	Abraham	Patricia Ann	\$240.75	\$243.16	\$252.43	\$9.27	1	\$247.79
A-041	13836	Daubenberger	Joseph	\$240.75	\$243.16	\$252.43	\$9.27	1	\$247.79
A-042	1174	Liu	Chelcie	\$222.23	\$224.45	\$252.43	\$27.98	3	\$238.44
A-044	10	McKelvey	Troy	\$240.75	\$243.16	\$252.43	\$9.27	1	\$247.79
A-047	30	Klemann	David	\$225.57	\$227.83	\$285.31	\$57.48	6	\$256.57
A-048	33	Hazen, Jr.	John	\$225.57	\$227.83	\$285.31	\$57.48	6	\$256.57
A-049	28	Dorn	Malcolm	\$240.75	\$243.16	\$285.31	\$42.15	4	\$264.23
A-051	18727	Pilgrim & Chris Pierson	Phil	\$240.75	\$243.16	\$285.31	\$42.15	4	\$264.23
A-053	591	Carey	John	\$240.75	\$243.16	\$285.31	\$42.15	4	\$264.23
A-069	37	Siver	Stanford	\$415.30	\$419.45	\$475.37	\$55.92	5	\$447.41
B-079	52	Spear	Alexander	\$395.38	\$399.33	\$475.37	\$76.04	5	\$437.35
B-101	186	Takaki	James	\$305.89	\$308.95	\$348.66	\$39.71	4	\$328.80
B-103	275	Colson	William	\$315.76	\$318.92	\$348.66	\$29.74	3	\$333.79
B-104	206	Fischbach	Paul	\$305.89	\$308.95	\$348.66	\$39.71	4	\$328.80
B-105	39	Olsen	Dana	\$315.76	\$318.92	\$348.66	\$29.74	3	\$333.79
B-124	474	Lamas & Dimitri Kuznetsov	Fernando	\$249.93	\$252.43	\$285.31	\$32.88	3	\$268.87
B-129	8	Pierce	Kenton	\$225.57	\$227.83	\$285.31	\$57.48	5	\$256.57
C-135	3	Kaplan	Jon	\$291.84	\$294.76	\$323.34	\$28.58	3	\$309.05
C-136	7135	Ebert	Sascha	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-137	146	Carr	Graham	\$301.25	\$304.26	\$323.34	\$19.08	2	\$313.80
C-139	498	Carr	Steve & Cami	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-142	7520	Teagarden & Stephen Phillips	Pamela	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-143	17040	Grimm	Robert	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-146	4960	Rosens	Randy & Linda	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-148	1220	Young	Wilbur	\$291.84	\$294.76	\$323.34	\$28.58	3	\$309.05
C-150	2951	Givens	Don	\$301.25	\$304.26	\$323.34	\$19.08	2	\$313.80
C-151	276	Cowling	Thomas	\$291.84	\$294.76	\$323.34	\$28.58	3	\$309.05
C-153	35630	Burman	Bruce	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-157	36756	Gibson	Donald	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-158	17323	Jacus	David	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-159	4695	Atwood	James	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
C-162	12400	Waligora	Marek	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
C-163	75	Wright	Kevin	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
C-165	1434	Orr	Janice Ann	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
C-166	6415	Holm	Keith	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
C-175	125	Millar	Janet	\$405.41	\$409.46	\$419.58	\$10.12	1	\$414.52
C-176	302	Hicken	Ronald	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
C-177	7401	Kingsolver	Richard	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46

Slip #	Act #	Last_name	First_name	2020_Rate	1%increase	2021-Actual	Rate-Diff	Length-Diff	Jan-1-rate
C-179	1302	Raab	Steve	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
D-199	2361	St. Oegger	Mark	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
D-201	4302	Irwin	Ronald	\$301.25	\$304.26	\$323.34	\$19.08	2	\$313.80
D-202	21158	Haub	Andy	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
D-203	101	Madinger	Duane	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
D-204	99	Schumann	Rolf	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
D-206	3410	Bolling	Doug	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
D-215	9297	Sommer	Webb	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
D-216	2081	Knoblock	Todd	\$310.67	\$313.78	\$323.34	\$9.56	1	\$318.56
D-217	15643	MacMillan	Catherine	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
D-219	90	Lane	Richard	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33
D-223	28106	Germano, Jr.	Frank	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
D-225	94	Levy	Bertram	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
D-227	769	Ohman	Scott	\$380.99	\$384.80	\$419.58	\$34.78	2	\$402.19
D-229	250	Pryor & Siekaj Witold	Ainslie	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
D-232	7309	Morningstar	Brian	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
D-234	11202	Nelson	Ralph	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
D-235	3737	Cook & Sharon Sahm	Gary	\$405.41	\$409.46	\$419.58	\$10.12	1	\$414.52
D-239	6942	Cawrse	Thomas	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
D-243	7611	Powers	John	\$395.38	\$399.33	\$419.58	\$20.25	2	\$409.46
D-248	9331	Mace	Brad	\$395.38	\$399.33	\$528.72	\$129.39	12	\$464.03
M-025	40	Andrus	Phil	\$301.25	\$304.26	\$323.34	\$19.08	2	\$313.80
M-031	3269	Lathrop	Justin	\$301.25	\$304.26	\$323.34	\$19.08	2	\$313.80
M-037	2444	Mattioli & John Sroufe	Alton	\$282.49	\$285.31	\$323.34	\$38.03	4	\$304.33



October 9, 2020

«First_name» «Last_name»
«address»
«CITY»

Re: Slip #«Slip_»

Dear «First_name»:

Last week you received a letter from the Port regarding legacy rates moving to the Port Commission's currently adopted rate policy.

We will be discussing the C-D & M dock rates at the Regular Port Commission meeting on October 14 at 1:00 p.m. via Zoom. Check our website for details on how to attend. This agenda item will include an opportunity for you to comment. You can also send your comment to me electronically via email at karen@portofpt.com, or call me directly at 360-385-2323.

Sincerely,

Karen Erickson
Executive Assistant and Recorder

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 10/14/2020
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: New software package for operations and billing

ISSUES

1. Should the Commission authorize the executive director to enter into a contract with Molo for marina management and billing software?

BACKGROUND

In an effort to update our present system of taking reservations and billing for all of the Port's transactions, staff have researched new software companies that have a proven track record of assisting organizations to provide the best customer service. Utilizing an internal committee of users (both front-end and accounting department users) with Jim Pivarnik providing staff support, essential criteria were developed including:

- The system must integrate with our Sage accounting program.
- The successful system must be flexible and modular in nature to service the many business units that the Port operates, not just marinas.
- It must generate reports by location or business unit.
- The system must have 24/7 customer service for both the customer, operations, and management staff.
- The system must be able to migrate the existing customer database into the program.
- The reports generated must report transactions on a cash basis.
- The system must operate in real time, be cloud-based and do everything from online reservations to receiving payments, and generating reports that can be compatible with our accounting system.
- The successful company must provide verifiable customer support and training.
- Customer support to be handled by a team and not just a single employee/point of contact.
- Any proposal must address system set-up costs.
- Annual costs and fees must be clearly identified and within the Port's capacity.
- Port must be able to implement a conversion to the new system by January 1, 2021.

This is a mission-critical project for customer service, operations, accounting and for staff to be able to provide the Commission and the public with accurate and transparent reports of Port activity. With successful implementation, our goal is to provide enhanced customer service, improved staff morale and increased utilization.

DISCUSSION

We contacted over 40 marinas to find out what systems they are using. Many were struggling with the same issues we have experienced. With that information, we researched 29 companies that provide marina management software. Many were eliminated because they did not offer the service that would conform to the above requirements (most do not provide a true reservation system; they provide requests that require staff to do the actual booking and reply). In the end, we interviewed three (3) companies that met our essential criteria: Camplife, Camis, and Molo. In the end, the management team unanimously choose Molo for its ease of use for customers and staff alike. After that, all operations staff were brought in for a Molo demonstration and operational verification and both accounting and operational staff visited the Port of Bremerton to see and discuss how Molo works with an actual port. (Note that Bremerton does not use Molo's online reservation functionality at this time.)

Staff believes that Molo's ability to track customers, vessels, slip availability, and reservations, were all key components. They also felt that Molo's reporting and real-time accounting interface will help improve the customer experience in each of our business units and help the Port run more efficiently.

Finally, Molo's proposal is for five years which includes a significant discount (i.e., buy 3, get 2 free). The proposal and any agreement will allow the Port to terminate the five-year commitment and convert to a one-year contract within the first six months. This is intended to allow us to implement and fully test the program without jeopardy of a long-term commitment, while also maintaining the advantage of the discount for a long-term contract.

FISCAL IMPACT

2020: \$87,675.54 (for the 5 years)

2021 and annually thereafter: Approx. \$12,000 (online payment fee)

It is our intent that Molo will drive additional business to the Port which would offset some of these costs, but it is difficult to forecast; any possible additional business is therefore not included here. Just looking at Point Hudson, utilization is seasonally very strong, but there remains room for growth both during the peak season and during the off season. Using Molo will also offer the Port the opportunity to introduce some dynamic pricing including peak weekend/season pricing and discounted pricing midweek and off season, if the commission so desires.

Utilization for 2018-2020:

		January		February		March		April		May		June		July		August		September		October		November		December			
2020																											
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 - RV		55%	25	57%	26	60%	27	40%	18	39%	18	26%	12	85%	39	90%	41		0		0		0		0	46	SITES
2019																											
PH- SLIPS 1-12		56%	470	59%	496	49%	413	55%	464	42%	354	50%	417	72%	601	69%	582	53%	445	52%	435	65%	547	64%	537	840	FT
PH - SLIPS 13-32		100%	20	100%	20	100%	20	84%	17	40%	8	54%	11	83%	17	86%	17	55%	11	81%	16	89%	18	85%	17	20	SLIPS
PH - RV		64%	29	55%	25	74%	34	81%	37	81%	37	82%	37	96%	44	98%	45	86%	39	79%	36	79%	36	56%	26	46	SITES
2018																											
PH- SLIPS 1-12		65%	546	69%	580	59%	496	63%	526	43%	364	59%	496	67%	564	70%	588	77%	644	72%	606	79%	664	66%	556	840	FT
PH - SLIPS 13-32		87%	17	93%	19	89%	18	92%	18	44%	9	67%	13	84%	17	86%	17	63%	13	90%	18	90%	18	90%	18	20	SLIPS
PH - RV		61%	28	71%	33	70%	32	72%	33	78%	36	91%	42	98%	45	97%	45	92%	42	83%	38	71%	33	53%	25	46	SITES

ATTACHMENTS

1. Molo's proposal.

RECOMMENDATIONS

1. Motion to Authorize the Executive Director to execute a five-year agreement with Molo marina management software in a final form to be approved by the Port's general counsel.



molo

Molo Proposal **Port of Port Townsend**

Prepared By

Corinne Mesa
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802.760.9556

Prepared For

Jim Pivarnik
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About Us

A Management Platform for Marine Businesses

Molo's iPad and web-based apps help marine businesses gain efficiency and offer new levels of customer service.

Simple

Molo is accessed using your web browser or iPad. Learning to use Molo takes days, eliminating the era of clunky software or paper workflows that takes weeks to teach employees.

Smart

With no start-up costs, no contracts, and pricing based on marina size, Molo provides a risk-free and inexpensive way to modernize your marina operations.

Powerful

Molo tracks customers, vessels, slip availability, reservations, service, sales, and more. Our one-click reporting and real-time accounting interface help you run your business more efficiently.

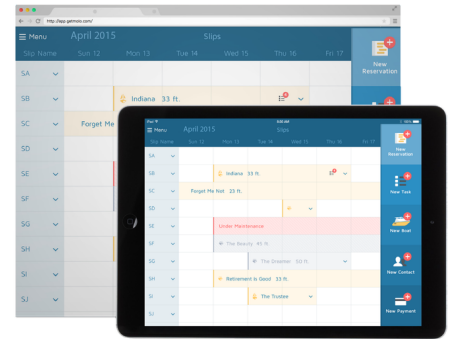
Solution Overview

Molo Marina Management

Molo provides a web and iPad app for managing your marina.

Some of the features include:

- Slip Reservations
- Online Slip Contracts
- Reservation Confirmation Emails
- Point of Sale
- Invoicing and Accounting
- Credit Card and Bank Account Payments
- Real-Time Accounting Interface



Molo Service Management

Molo provides more advanced marina management tools and a full platform for managing repairs, service, and refits.

- Estimates
- Work Orders
- Job Templates
- Labor Tracking and Profitability
- Parts Management
- Inventory Tracking
- Vendor Billing

Molo Subscription Pricing

This price below can be paid monthly or yearly. **If paid yearly, 2 months are discounted from the subscription price.**

If you dry store vessels during the off-season that you also store in wet slips during the on-season or have dry dock space dedicated for service, those dry spaces are free in Molo and are not included in the calculation of your subscription pricing.

What Your Subscription Covers

Our monthly subscription price covers everything we have to offer. The idea is to remove all the excess costs, fees, and ancillary charges normally associated with software. Here is what is included:

- All Our Current Selected Features
- Unlimited Users
- Unlimited Devices
- Unlimited Transactions
- Free 24/7 Phone, Email, and Online Support
- Free Upgrades

A Note on Our Pricing Tables

All the pricing tables you see in this proposal have two unique features that let you do automatic price calculations on your own.

- Some items have a checkbox next to them. These are optional and you can uncheck the box to update the price calculation.
- Most of the quantity fields can also be changed to help you calculate exactly what you'll be paying for Molo.

Our goal was to make this process as transparent and simple as possible, removing the mystery and high startup costs associated with most traditional software.

Five Year Pricing Option

Boat Haven	Price	Quantity	Discount	Subtotal
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Marine Management				
<input checked="" type="checkbox"/> Single Space Price for each single wet slip, mooring, dry rack, etc. per five year term.	\$149.50	380	43.55%	\$32,069.25
<input checked="" type="checkbox"/> Side-To Dockage Side-to, alongside, or bow-to-stern dockage is billed based on the maximum usable dock length per foot per five year term. *Fuel dock NOT included	\$7.50	3,646	43.55%	\$15,436.25
<input checked="" type="checkbox"/> Molo Map The Molo Map allows you to see a birds-eye view of your marina helping you keep tabs occupancy, arrivals, and departures. You can even do quick availability checks using just arrival, departure, and vessel dimensions to visually see which slips are available. There is a one-time setup fee of \$199. The standalone map setup fee goes away if you elect the Premium Setup.	\$99.90	1	0%	\$99.90
Accounting				
<input checked="" type="checkbox"/> Xero Cloud Accounting The price for Xero for a five year period.	\$1,800.00	0	0%	\$0.00

Total \$47,605.40

Point Hudson	Price	Quantity	Discount	Subtotal
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Marine Management				
<input checked="" type="checkbox"/> Single Space Price for each single wet slip, mooring, dry rack, etc. per five year period.	\$149.50	100	43.55%	\$8,439.28
<input checked="" type="checkbox"/> Side-To Dockage Side-to, alongside, or bow-to-stern dockage is billed based on the maximum usable dock length per foot per five year period.	\$7.50	2,017	43.55%	\$8,539.47
<input checked="" type="checkbox"/> Molo Map The Molo Map allows you to see a birds-eye view of your marina helping you keep tabs occupancy, arrivals, and departures. You can even do quick availability checks using just arrival, departure, and vessel dimensions to visually see which slips are available. There is a one-time setup fee of \$199. The standalone map setup fee goes away if you elect the Premium Setup.	\$99.90	0	0%	\$0.00
Accounting				
<input checked="" type="checkbox"/> Xero Cloud Accounting The price for Xero for a five year period.	\$1,800.00	0	0%	\$0.00

Total \$16,978.75

Quilcene	Price	Quantity	Minimum Waived	Discount	Subtotal
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Marine Management					
<input checked="" type="checkbox"/> Single Space Price for each single wet slip, mooring, dry rack, etc. per five year term.	\$149.50	36	100 Min	43.55%	\$3,038.14
<input checked="" type="checkbox"/> Side-To Dockage Side-to, alongside, or bow-to-stern dockage is billed based on the maximum usable dock length per foot per five year term.	\$7.50	400		43.55%	\$1,693.50
<input checked="" type="checkbox"/> Molo Map The Molo Map allows you to see a birds-eye view of your marina helping you keep tabs occupancy, arrivals, and departures. You can even do quick availability checks using just arrival, departure, and vessel dimensions to visually see which slips are available. There is a one-time setup fee of \$199. The standalone map setup fee goes away if you elect the Premium Setup.	\$99.90	1		0%	\$99.90
Accounting					
<input type="checkbox"/> Xero Cloud Accounting The price for Xero for a five year period.	\$1,800.00	0		0%	\$0.00

Total \$4,831.54

Workyard	Price	Quantity	Discount	Subtotal
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Marine Management				
<input checked="" type="checkbox"/> Single Space Price for each single wet slip, mooring, dry rack, etc. per five year term.	\$149.50	155	43.55%	\$13,080.88
<input checked="" type="checkbox"/> Side-To Dockage Side-to, alongside, or bow-to-stern dockage is billed based on the maximum usable dock length per foot per five year term.	\$7.50	0	0%	\$0.00
<input checked="" type="checkbox"/> Molo Map The Molo Map allows you to see a birds-eye view of your marina helping you keep tabs occupancy, arrivals, and departures. You can even do quick availability checks using just arrival, departure, and vessel dimensions to visually see which slips are available. There is a one-time setup fee of \$199. The standalone map setup fee goes away if you elect the Premium Setup.	\$99.90	1	0%	\$99.90
Accounting				
<input checked="" type="checkbox"/> Xero Cloud Accounting The price for Xero for a five year period.	\$1,800.00	0	0%	\$0.00

Total \$13,180.78

Shipyard	Price	Quantity	Minimum Waived	Discount	Subtotal
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Marine Management					
<input checked="" type="checkbox"/> Single Space Price for each single wet slip, mooring, dry rack, etc. per five year term.	\$149.50	59	100 Min	43.55%	\$4,979.17
<input checked="" type="checkbox"/> Side-To Dockage Side-to, alongside, or bow-to-stern dockage is billed based on the maximum usable dock length per foot per five year term.	\$7.50	0		0%	\$0.00
<input checked="" type="checkbox"/> Molo Map The Molo Map allows you to see a birds-eye view of your marina helping you keep tabs occupancy, arrivals, and departures. You can even do quick availability checks using just arrival, departure, and vessel dimensions to visually see which slips are available. There is a one-time setup fee of \$199. The standalone map setup fee goes away if you elect the Premium Setup.	\$99.90	1		0%	\$99.90
Accounting					
<input checked="" type="checkbox"/> Xero Cloud Accounting The price for Xero for a five year period.	\$1,800.00	0		0%	\$0.00

Total \$5,079.07

* Xero Subscription is not eligible for the annual discount.

Notes on Molo Subscription Pricing

1. During the first 6 months of the 5 year plan, Port of Port Townsend has the option to downgrade from 5 years to 1 year with a refund of the difference (discount not included). 1 year = \$24,907.65. 5 years = \$87,675.54 with a difference of \$62,767.89. After 6 months,

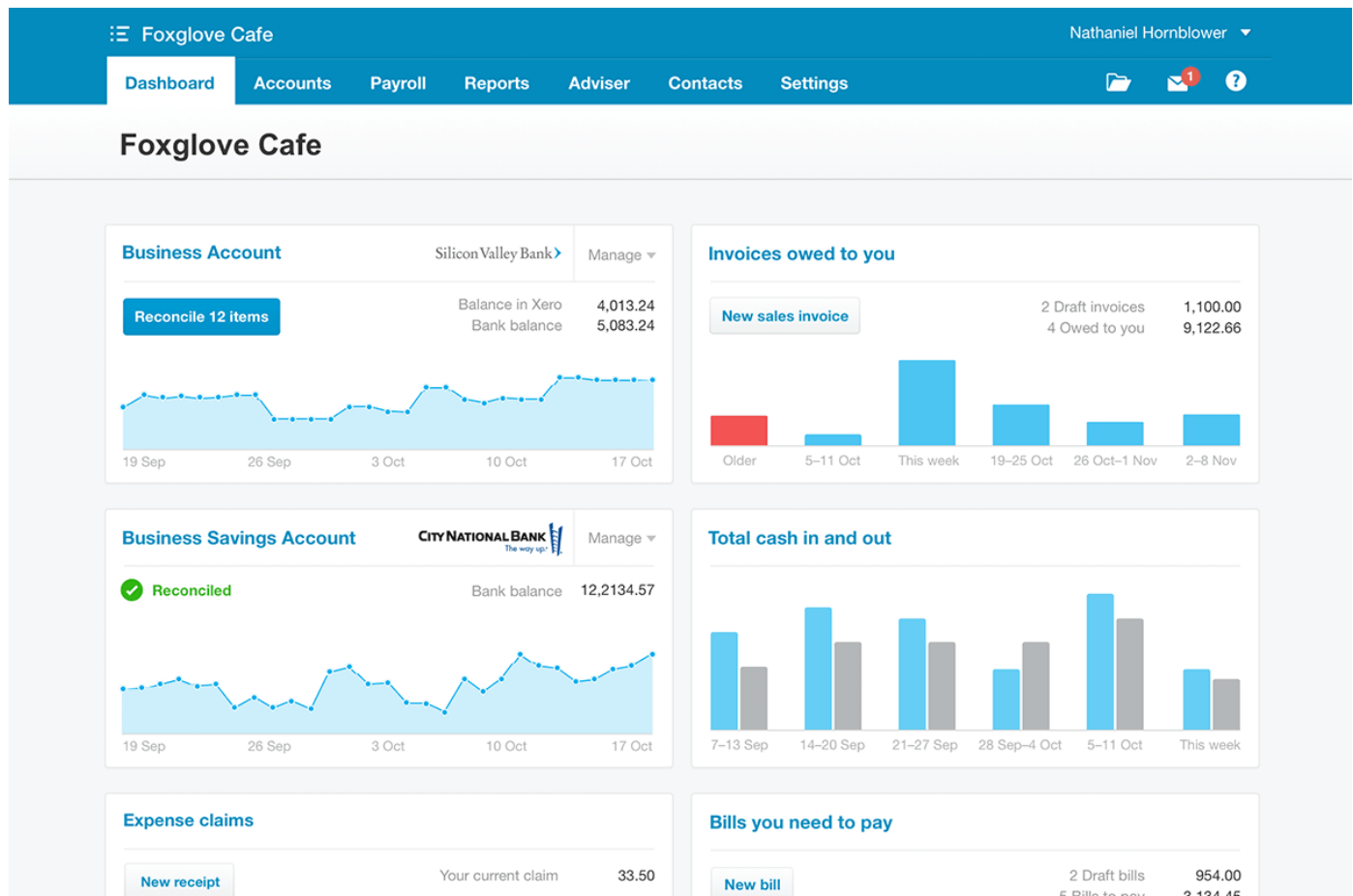
no refund will be issued.

2. Pricing calculated based on preliminary dock layouts. As layouts change, monthly subscription pricing will be adjusted to match.
3. Your price is based on the number of slips and their dimensions that are built in Molo.
4. When dimensions are used to calculate pricing, the "Maximum" dimension entered into Molo is utilized.
5. If dimensions are increased or slips added when paying using the 5 year plan, you are charged for the prorated remaining portion of the year at the moment the slip dimensions or slip counts are changed.
6. If dimensions are decreased or slips removed during the 5 year contract, no refund is provided.
7. If the 5 year contract is renewed, those new slips and dimensions are utilized to calculate the 5 year contract unless they are removed from Molo prior to renewal.

Notes on Service Module Pricing *(Only applicable for business who use Molo Service Management.)*

1. The Molo Service Module Pricing is only activate if the service tools are utilized. This includes: **Job Templates, Estimates, and Work Orders.**
2. Molo charges 1.99% of each service invoice created. There is a cap on the monthly fees of \$699 / month.
3. If you pay our monthly maximum on an annual basis, 2 months are free. Therefore, you pay \$6,990 / year and no service invoice fees are charged.
4. If a service invoice is voided in the same billing period, no fee applies. If it an invoice is voided in a future billing period (month) from when it was created, no refund or credit is issued.

Molo Integration with Xero Cloud Accounting



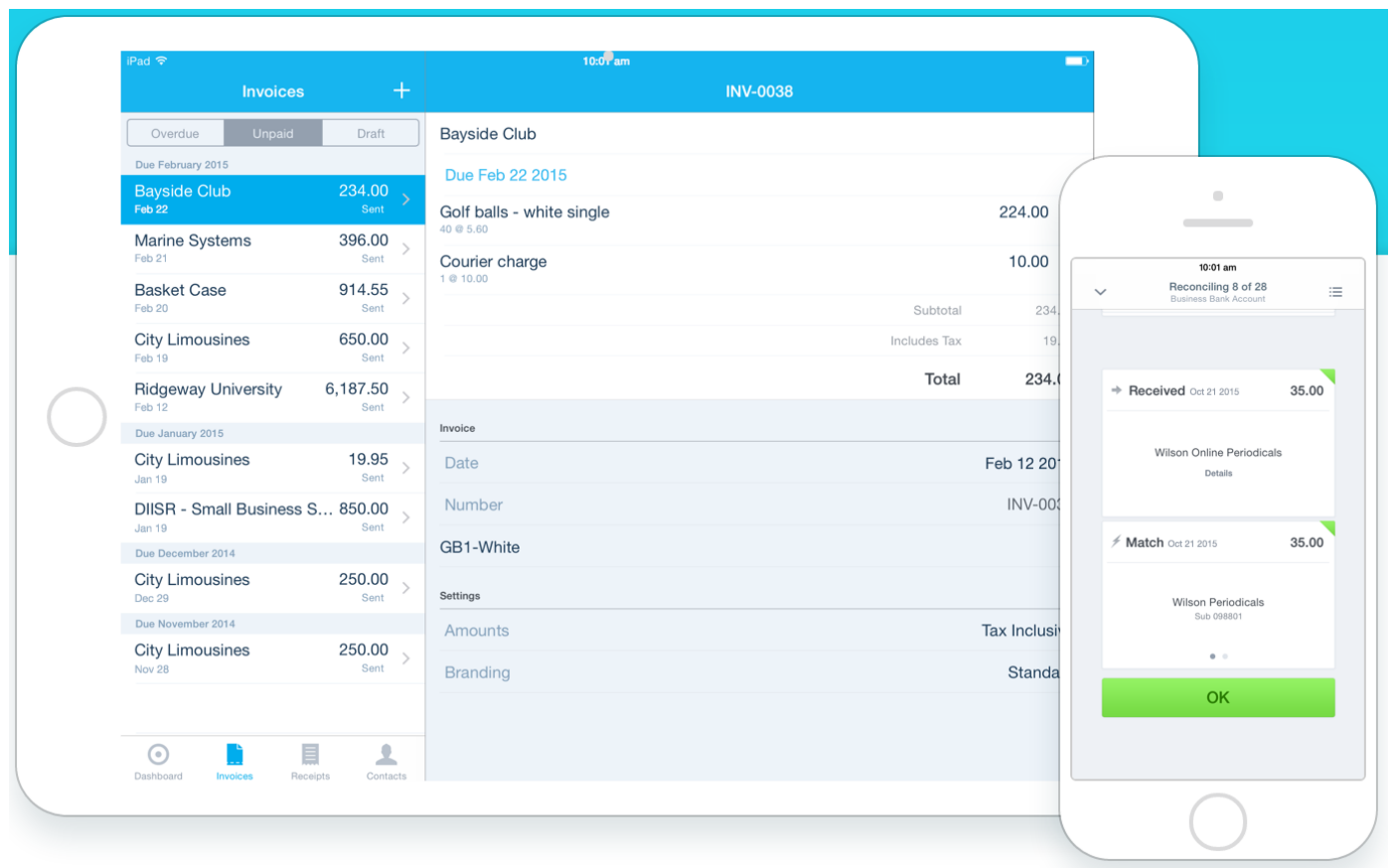
Molo can include a real-time interface to Xero's cloud accounting platform. You can use Xero alongside your existing accounting software or replace it entirely with this powerful, cloud-based option.

Molo will act as your Xero advisor. We will configure Xero for your business and manage the entire integration with Molo. No more dealing with manual data entry, file imports, or managing errors. Customers, invoices, revenue, credit notes, payments, and refunds are all sent seamlessly to Xero. Xero also has tools for:

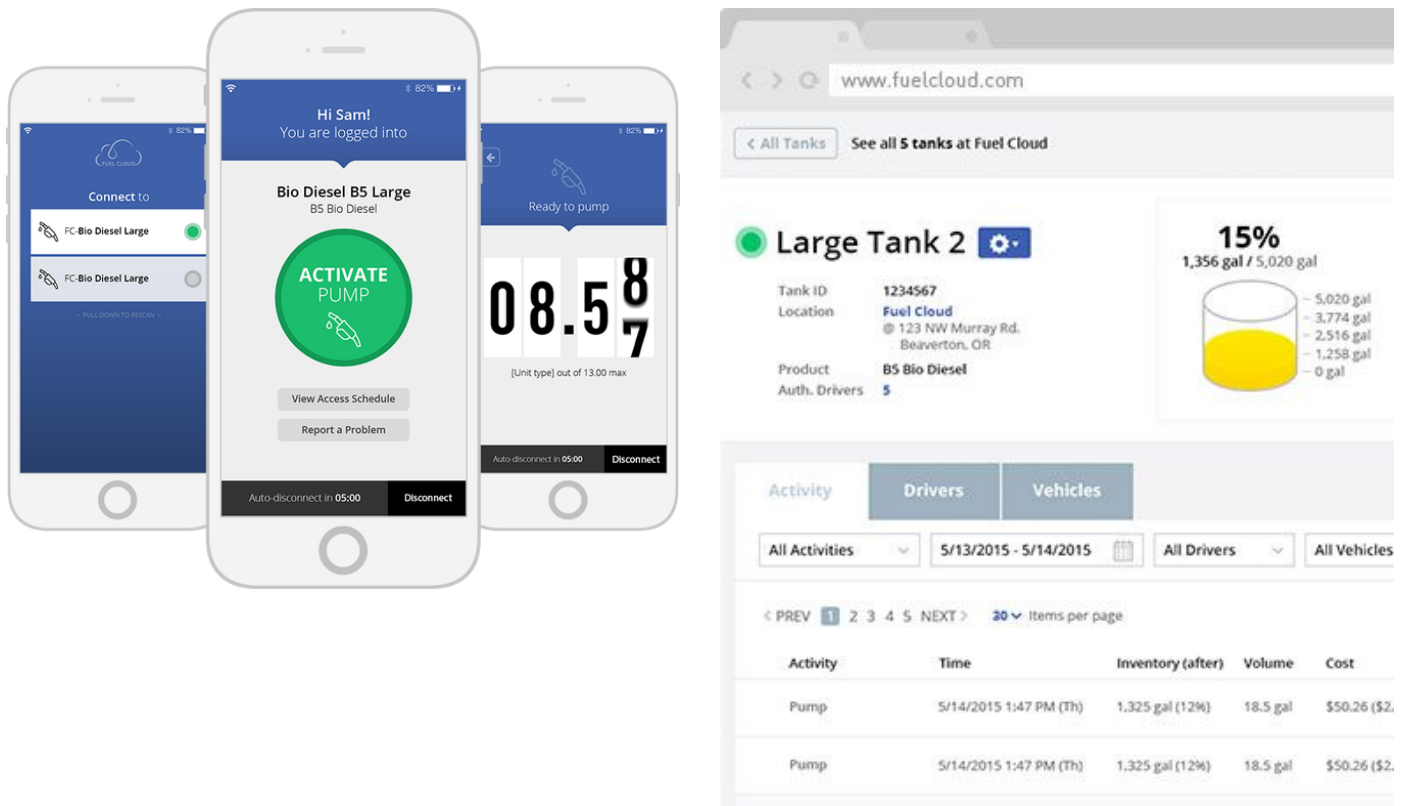
- Entering and approving vendor bills. They can be entered by one staff member as pending and a manager can mark them as approved.
- Print checks for expenses, vendor bills, and reimbursements
- Track invoices and AR that is automatically sent in from Molo.

- Invite an unlimited number of accountants and bookkeepers. Since Xero runs in the cloud, they can access Xero without accessing your computers or network.
- Track multiple budgets in Xero and run reports to see variances against actual expenditures and projected revenue.
- Automatic bank feed importing and one-click bank reconciliation. You can even do bank reconciliation from your smartphone or tablet.
- One-click sales tax reporting.
- Over 100+ customizable and publishable financial reports.

There are many more features not listed here. **We encourage you to visit Xero's website** (<https://www.xero.com/us/>) to watch their videos and read about their features in depth to learn more. Xero also includes interfaces to a number of other cloud applications and a mobile app that allows you to visualize account balances and do bank reconciliation on the run.



Molo Integration with Fuel Cloud Tank and Pump Management



Molo can include a real-time integration with Fuel Cloud. The Fuel Cloud system allows for cloud-based tank and pump monitoring. The features below are included in all paid Molo subscriptions for free.

Fuel Cloud requires the installation of hardware on your fuel equipment and a monthly subscription fee. A live web demonstration and additional details can be provided upon request.

- Monitor fuel tank levels remotely from any web browser.
- Receive real-time email notifications for low and critical low tank levels.
- Authorize pumps from your fuel hut or marina office via a smartphone or tablet.
- If permitted, provide boaters with personalized PIN numbers so they may authorize pumps themselves.
- Import fuel transaction data into Molo's point-of-sale tools with a single click. **No more manual entry errors!!**
- Import multiple fuel transactions into house accounts or reservation invoices.

Molo Credit Card and Bank Account Payment Processing

Molo provides credit card and bank account payment processing integrated directly into our app. All of the marinas who have implemented Molo to date have realized a savings in their payment processing costs.

Below are the most notable features of Molo's payment processing.

- **One click automatic payments!** With a single click, you can charge the credit cards of all your customers for their outstanding balances, service invoices, house account charges, late fees, and more.
- Molo offers an **Automatic Credit Card Updater** tool. This will automatically check all your stored credit cards to see if any have new card numbers, expiration dates, or billing addresses. Molo can automatically retrieve this information from card issuers so your cards stay as up-to-date as possible keeping your AR down!*
- Molo offers full gross payouts of all payments received. No need to wrestle with reconciling variable payments for each day.
- Payments arrive in your bank account usually in 36 hours or less.
- Credit card and bank account details can be stored in Molo to bill customers with a single-click. It's a great way to add electrical and water charges to long-term reservations and quickly collect payment for monthly invoices.
- Molo offers options to collect **EMV (Chip), Magnetic Swipes, Apple Pay, and Android Pay** payments in your office or even on the docks where there is no WiFi!
- Email receipts for all transactions can include your logo, links to your website, and icons linking to your social media. You can also include coupons and future offers in these email receipts.

Molo Online Payment

Molo online payment allows customers to pay invoices from their smartphone, tablet, or computer. For reservations, customers can even sign their contract online and pay the predefined deposit amount.

With one click you can send email invoices or statements to quickly chase down AR.

Molo Online payment fees apply only when a customer signs their contract online or pays an invoice using the **Pay Online Now** button in Molo emails.

Note: If you do a Chip Transaction, phone payment, or a customer emails you a signed paper contract with credit card written out, **you will never pay Molo any transactions fees** above and beyond normal payment processing rates.

In short, if you are taking the payment and doing the work, we don't charge any of the below fees.

Molo will cap the Molo Online Payment fee at \$999/ Month. No additional fee's will be added once the \$999/ Monthly cap has been reached.

Transaction Amount	Percent Fee
\$0 - 4,999	1.99%
\$5,000 - 9,999	1.49%
\$10,000 - 19,999	0.99%
\$20,000 and Up	0.49%

Billing is done by summing all individual transactions within each bracket above and multiplying the matching percent. Fees are billed twice monthly from your payment method on file.

Molo Setup and Configuration

Molo offers a flexible setup and configuration options for each new marina customer.

Free setup includes :

1. Slips and Dry Spaces
2. Up to 25 seasonal or transient rates
3. Up to 25 inventory items and contract add-ons
4. Up to 25 Service Job templates
5. Unlimited Slip Contracts
6. Unlimited GL accounts and one year of financial data for Xero accounting

Our premium setup is \$749 and includes everything in the basic setup plus:

1. Up to 100 seasonal or transient rates
2. Up to 1000 inventory items
3. Up to 100 service job templates
4. Up to 2 years of financial data for Xero accounting
5. Professionally designed clickable map
6. Up to 1000 Customer Contact Records

We can provide a quote if additional setup is necessary.

Onsite Configuration and Training

Some marinas find it helpful to have us on site for a short period of time. Molo can provide onsite training and hardware setup assistance, including the setup of iPads, cash drawers, and receipt printers.

We will not provide electrical connections or configure WiFi access but where electricity exists and network connectivity is available, Molo will perform the setup of all point of sale hardware. Some of our hardware have options for mounting to desks or counters, including drilling, bolting, or screwing. You'll need to arrange for these services with a contractor or handyman.

In order to receive an estimate on the cost for this support service, you need to send the dates you wish us to be present and a quote will be sent to you.

Review Complete

Enter your initials below to indicate you've reviewed the proposal. This is not an authorization or commitment of payment.

Initials

MEETING DATE	October 14, 2020
AGENDA ITEM	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational Items
AGENDA TITLE	VIII. D. ICC Updates
STAFF LEAD	Executive Director Eron Berg
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	

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

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

There are six focus groups:

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



EMERGENCY ORDER 2020-11:

Declaration of Emergency & Authorization to Waive Competitive Bidding Requirements

In conformance with the Delegation of Authority Resolution No. 713-20 adopted by the Commission on January 8, 2020, and Washington State statutes RCW 39.04.020, RCW 39.04.280, and RCW 53.08.120, the Executive Director of the Port of Port Townsend declares an emergency situation exists which presents a real, immediate threat to the proper performance of essential functions, or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Further, the Executive Director waives the competitive bidding requirements and authorizes the award of all necessary contracts to address this emergency situation.

The emergency situation exists as a result of inspections and investigations conducted by the Port's Maintenance Lead, Sean Wiles, on Thursday, October 8, 2020 of the tires fitted to the 300-Ton Mobile Travel Lift at the Port's Boat Haven facility. The inspection and investigations revealed that the tires recently fitted to the travel-lift are not load rated to safely carry loads of up to 300-tons and require immediate replacement before Port yard staff can safely resume haul-out operations of vessels that exceed 150 tons (approx.). Because the Port's haul-out operations annually serve a substantial number of large commercial fishing vessels (180+ tons) seeking repair and refit work at Boat Haven, the replacement of the tires on the 300-Ton Lift must occur immediately to ensure that scheduled work on vessels can stay on schedule. A loss of time could result in substantial financial losses to the Port and its customers.

Staff recommends that procurement and installation of new, appropriately load-rated, tires be handled under emergency contracting provisions in order minimize disruption to scheduled haul-out operations at Boat Haven.

Signed October 9, 2020:

Eron Berg, Executive Director
Port of Port Townsend



MEMORANDUM

To: Port of Port Townsend Port Commission
From: Eron Berg, Executive Director
Date: October 9, 2020
Re: Declaration of Emergency – 300-Ton Mobile Travel-Lift Tire Replacement

RCW 39.04.280 requires that, if an emergency exists, the person designated by the governing body may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts to address the emergency situation.

Within the delegation of authority resolution, Resolution No. 713-20, Article IV, “Contracts for Performance of Work”, paragraph #3, the Commission authorizes the Executive Director to make a finding of the existence of an emergency and to execute any contracts necessary to respond to the emergency. It further provides that the Executive Director shall, at the first opportunity, contact a Port Commissioner, and at the first Port Commission meeting following the finding of the existence of an emergency, request the Port Commission ratify the finding of emergency and any contracts that have been, or may be, awarded to execute pursuant to that finding.

On October 8, 2020, the Port’s Maintenance Department Lead, Shawn Wiles, contacted a representative of the Michelin Tire Company regarding his personal observations and concerns relating to the performance of replacement tires recently fitted to the Port’s 300-Ton Mobile Travel-Lift (“the lift”). The Michelin Tire Company representative informed Mr. Wiles that the tires fitted to the lift (Michelin XTS 29/R35s) were not load rated for 300-tons, would be unsafe at such loads, and should not generally be used for weights exceeding 150 tons.

As you are aware, autumn haul-out operations at Boat Haven serve a substantial number of large commercial fishing vessels (180+ tons) that routinely undergo refits at Boat Haven before heading north each season to fish in Alaska waters. These haul-out operations are critical to the integrity of both the fishing fleet, and an essential part of the Port’s operations.

As a result of the foregoing, I have declared an emergency and have authorized staff to immediately source, acquire and install appropriately rated tires on the lift to ensure that haul-out operations at Boat Haven can continue to as little disruption as possible. The initial estimate for the replacement of these tires is \$138,000.

Requested Action: Motion to ratify and confirm Emergency Order 2020-11 waiving competitive bidding requirements and authorizing the Executive Director to award of all necessary contracts to address this emergency situation.

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: October 7, 2020

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: October 14, 2020 Commission Meeting –Update: Current Contracts Under \$25,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution 713-20

Name	Dates	Description	Amount
Kord	10/1/20 – 10/1/2021	Annual software support for TMP	\$1,728/year
E.D. Hovee	10/5/2020 – 12/31/2020	Economic Impact Study-WSF elimination or reduction in ferry service	Not to exceed \$10,000