



Port of Port Townsend
Special Meeting Agenda
Wednesday, October 28, 2020, 9:30 a.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
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Workshop & Regular Business Meeting Minutes for October 14, 2020 1-8
 - B. Approval of Warrants 9-22
 - C. Resolution 728-20 Cancellation of Warrants 23
 - D. Widener Contract Amendment #1 24-34
 - E. Commander's Beach House Assignment 35-60
- V. Public Hearing on Draft 2021 Operating & Capital Budget, 61-97
rates, property tax levy and IDD tax levy Rate Memo and schedule: 97-a to 97-m
- VI. First Reading ~ *none*
- VII. Regular Business
 - A. ICC updates 98
 - B. Boat Haven Main Stormwater Pump Replacement 98a-b
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Workshop & Special Business Meeting: Tuesday, November 10, 2020,
Public Workshop at 9:30 a.m., Meeting at 1:00 p.m., via Zoom
- XI. Executive Session – to discuss the performance of a public employee, RCW 42.30.110(1)(g), action
may follow the executive session
- XII. Adjournment
- Informational Items** 99
 - Contracts Update 100
 - September Operations Report 101-105

PORT COMMISSION PUBLIC WORKSHOP – October 14, 2020

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

Present: Commissioners Hanke, Petranek & Putney
Executive Director Berg
Deputy Director Eric Toews
Finance Director & Port Auditor Berg
Operations Manager Khile
Recorder Erickson
Corinne Mesa & Rocko Stojiljkovic of Molo

I. CALL TO ORDER:

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

II. AGENDA:

- Molo Marine Management Platform presentation, by Corinne Mesa of Molo.
- Discussion about boat ramp projects at Mats Mats Bay and Gardiner

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11:00 a.m. Executive Session (to discuss the performance of a public employee,
RCW 42.30.110(1)(g), no action following executive session

The Commission moved to executive session at 11:08 a.m.

III. ADJOURNMENT:

The Workshop adjourned at 11:45 a.m.

ATTEST:

Pamela A. Petranek, Secretary

William W. Putney III, President

Peter W. Hanke, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, October 14, 2020

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

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

- I. CALL TO ORDER (00:00:50)
Commissioner Hanke called the meeting to order at 1:00 p.m.
- II. APPROVAL OF AGENDA (00:00:55)
Commissioner Putney moved to accept the Agenda as presented. Commissioner Petranek seconded the motion. The agenda was approved by unanimous vote.
- III. PUBLIC COMMENTS (00:01:38) ~ shared live; and submitted via voicemail and read aloud:
Bertram Levy commented on a letter he had emailed to the Port regarding Boat Haven legacy rates and spoke about how few 30' slips were available, which is a popular size in Port Townsend. He said he thought that the slips having been remeasured as 34' should continue to be called 30'.
- IV. CONSENT AGENDA (00:06:00)
 - A. Approval of Regular Business Meeting Minutes from September 23, 2020 and Special Meeting Minutes for October 6, 2020
 - B. Approval of Warrants
Warrant #062894 through #062901 in the amount of \$33,941.48 and Electronic Payment in the amount of \$145,512.56 for Payroll & Benefits.
Warrant #062902 through #063000 in the amount of \$139,515.11 for Accounts Payable.
 - C. Resolution 726-20 regarding Auction of Various Boats.
Commissioner Petranek asked that item IV.D. Resolution 727-20 regarding grant application for Gardiner & Mats Mats Boat Ramps be moved to Regular Business for further discussion (item VII.F).
Commissioner Putney moved to accept the Consent Agenda items A-C as presented. Commissioner Petranek seconded the motion. Motion carried by unanimous vote.
- V. SECOND READING – (00:07:13)
 - A. Adoption of Comprehensive Scheme of Harbor Improvements (CSHI)
(Resolution 724-20 regarding CSHI 2020 Update):
Deputy Director Toews reminded Commission they had previously held a Public Hearing on the CSHI at First Reading during the Commission Meeting on September 23, 2020. There was no public testimony submitted nor were there any changes directed by Port Commission at that time. The State Environmental Policy Act programmatic review has been concluded for this matter; therefore, the CSHI is capable of adoption at this time, and Resolution 724-20 would accomplish that. If Commission adopts CSHI 2020 Update today, Port staff would immediately forward it to Washington State Recreation and Conservation Office, along with whatever form of grant-authorizing resolution is adopted today, making the Port grant eligible for boating facilities program monies in this biennial cycle.
Commissioner Petranek moved to adopt Resolution 724-20, approving the Comprehensive Scheme of Harbor Improvements Update 2020. Commissioner Putney seconded the motion.

Commissioner Petranek compared the draft CSHI with the Capital Budget and asked why there are projects and budgets that don't match up. Deputy Director Toews explained that the object of the CSHI is to give the public an idea of the scope and extent of capital investments undertaken at Port facilities through the life of the plan and that the annual capital budget operates to refine and amend the broad net cast by the CSHI. The projects that the Port intends to pursue should be reflected in the CSHI, but timing might change, due to funding issues.

Commissioner Petranek suggested that the description of the IDD levy in the CSHI be changed to make it more clear how the IDD money is set each year and how the public can be part of the process. Deputy Director Toews stated that he would modify the language on page II-3 of the CSHI 2020 Update document, making it clear that the decision on setting the levy would be an annual process as part of the budget, up to the discretion of the commission within a statute authority.

Vote taken on motion to adopt CSHI 2020 Update with clarifications made to the description of the IDD levy on page II-3. Motion carried by unanimous vote.

B. Draft 2021 Budget w/Proposed Rates (00:25:00)

Finance Director Berg introduced the 2nd draft of the 2021 budget, which used the COVID-19 model as the starting point. The first draft was based on the July YTD numbers plus the remaining COVID-19 budget for the year, and this 2nd draft uses the August YTD and again includes the consolidated budget, but adds in the department budgets and debt service costs for capital work done in each area. She felt this was helpful to see where the capital costs were borne. She reminded Commission that on October 28 there will be a public hearing on the 2021 budget and at that time a full budget document with narrative and graphics will be presented. She said that she added highlights in the memo portion of the budget assumptions to show what had changed from the 1st draft. She said that the operating revenues increased slightly by \$14,000 and expenses increased about \$116,000 from the first draft – minor adjustments to give a more accurate picture of what the Port expects its costs will be.

Executive Director Berg mentioned that the Port is planning to purchase 18 emergency-band radios for daily use in the yard and between Port properties, as well as in emergencies. These would work on licensed frequencies that we would rent, provided on a repeated tower. He stated that the Port is also purchasing radios that would be able to communicate with aircraft, allowing Port crew at the airport to stop planes from landing on a closed runway, for instance. Commissioner Putney asked if the Port had asked the county for an assigned band so that in a real emergency, we'd be able to speak to other government entities. Mr. Berg stated that the Port could have radios capable of listening to but not speaking on a law-agency frequency, and that staff will talk to emergency management and the 911 call center for a path to interoperability that makes sense (moving to a dual-band radio is much more expensive).

Finance Director Berg went over capital project expenses at the Port, which have increased from \$1.4 million to \$1.5 million. Executive Director Berg introduced Mike Love, Capital Projects Director and Port Engineer, who talked about the main stormwater pump station, centrally located in Boat Haven, which drains an area of about an acre, without which the Port would be flooded. This pump station is badly damaged and in need of repair, which he said Port crew can repair with made-to-order parts.

Commissioner Petranek asked if the potential grant for the Point Hudson should be reflected in the budget, and Executive Director Berg stated that it would be added if and when the grant is awarded. Finance Director Berg explained that initially in working through this presentation, she did put those numbers in on p. 44 of the packet under unsecured anticipated grants, and forgot to change the numbers back, which is one of the errors noted between the projects themselves and the funding.

Commissioner Petranek asked where the funding for dredging in Quilcene was, and Port staff responded that the bathometric study would be done this year, and that the actual dredging would happen if the outcome of our planning process results in a desire to dredge. These funds are now line item “Quilcene plan”—a community plan, preliminary engineering and, in 2022, funding for dock repair and whatever implementation looks like.

VI. FIRST READING (01:00:39) ~ None

VII. REGULAR BUSINESS (01:00:38)

A. COVID-19 update/2020 budget August YTD

Finance Director Berg said that the Port is all on a cash basis now, going back to January 2020, and that cash conversion back to 2018 caused adjustments that resulted in beginning cash decreasing by \$381,000, this difference being outstanding warrants and recognition of 2019 expenses paid in 2020. The Port saw improved numbers in August compared to July by about \$96,000. She said that staff had removed the airport terminal project and Boat Haven Main Breakwater repairs from the 2020 budget because staff didn't anticipate getting these completed this year.

Commissioner Petranek moved to approve the updated 2020 budget COVID-19 model.

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

B. C-D Dock Rates Discussion — Public Comments (01:09:50)

Executive Director Berg reminded Commission that this item had been discussed before by Commission: that affected tenants were informed that their rates would be increased in a two-step process after Commission decision in September, increasing by half on 1/1/2021, and the other half on 7/1/2021. This was followed by a second letter letting just the C-D dock tenants (who were mostly affected by a remeasuring done in 2017) know that these new rates would be discussed at today's meeting with a chance for public comment. He said he still felt that two (2) boats moored side by side paying different rates was not consistent with Port policy.

Commissioner Hanke asked for a cost differential between leaving these tenants at their current rates and moving to the published rates for all. He said he would like to revisit the current two-step process (going to published rates in 6 months) as it is too quick. He also felt that remeasuring their slips and charging them for a bigger slip than the one they signed up for was a bit harsh.

Commissioner Petranek agreed, saying that the amount might be small, but it would be hard on some of our tenants. She also agreed with the goal of everyone paying the same published rate, but wanted to be sure that the process followed was really thoughtful, inclusive of the Port's history, and sensitive to the plan to do work on C-D dock in the near future.

Finance Director Berg, in answer to commissioner Hanke's question about cost differential, said that the Port anticipated an additional \$19,000 for the first year, and more the second year, since everyone would be up to full rate.

Commissioner Putney felt for those who had to pay more, but said he thought it was important that everyone pay the same rate for the same length slip.

Commissioner Hanke suggested that the Port increase the C-D dock rates by half on 1/1/2021 and have them pay full published rates by 1/1/22. Commissioner Petranek agree that extending the timeline for increasing the rates was a good idea.

Public Comments:

- Don Gibson submitted a comment via email. He runs the reciprocal program for the PT Yacht Club, and when visitors come to PT with a boat 30' or under and stay in the 30' slip, they will expect to pay rent on a 30' slip, as he has done since he signed a contract in 2016.

He asked if the Port would update the map on its website with corrected lengths; what the plan for increased rates was; and if rates could remain the same for those who'd been paying the rate for a 30' slip, increasing to corrected length when a new tenant moved in. Commissioner Petranek commented that this felt like bait and switch to her. Commissioner Putney stated that these tenants were paying moorage on a month-to-month basis, and that although he has sympathy for them, changing rates were a part of life, and equity for all tenants was important.

- Bertram Levy commented that the rate was one issue, but the other issue was losing 60% of the 30' slips. He also stated that the 30' slips remeasured as 34' slips were built as 30' slips, and so it was a matter of definition.
- Carl Berger commented that he felt that it is important to get rates equitable; his boat is 5' shorter than his slip length, which works out to about \$1500/year more for him, but he feels in fairness all need to have the same rates, no matter how long it takes.

Commissioner Hanke moved to sunset the legacy rates, increasing the rates on C-D dock by half on January 1, 2021, and the remaining difference on January 1, 2022. Commissioner Putney seconded the motion.

Port Attorney Reardanz commented that there is no right for a rate *in perpetuity*. Leases are month-to-month and the Port needs to get to an equitable solution to address any question of gifting that may arise.

Motion carried by unanimous vote.

C. Contract with Molo for marina management and billing software (01:35:10)

Executive Director Berg summarized for the record what had been introduced and discussed at the workshop earlier today. The current situation at the Port for making reservations is not adequately serving the Port's needs or the Port's users' needs. Port tenants have also been asking for improvements in the Port management software for years. The Port gathered a committee of internal users to study what software would meet all the Port's needs, spoke with other marinas about what they use, interviewed 3 different marina software companies, and chose Molo as the best at meeting Port needs. Port staff then had site visits at the Port of Bremerton where Molo is being used, to ask questions about how it was working. As Molo appeared to be the best software for the Port, staff worked on a final agreement, and then went over contract costs. Port staff feel that having Molo available would drive usage up as well as improve customer service by freeing up time of our customer service reps. Mr. Berg stated that although January 1, 2021 was coming up in just 10 weeks, that the Port is ready to begin implementation on that day.

Commissioner Putney asked what the cost of the current software was. Finance Director Berg answered that it was software that we bought outright (no subscription fees) for \$30,000, then a fee of about \$1800/year for technical support. Another big change is using cloud storage which would facilitate Point Hudson's access to data greatly improved. The Molo subscription of \$87,675 for 5-years includes software, tech support and cloud storage of our data.

Commissioner Hanke commented that customers would need to be directed to use the software, but it was exciting that they could use it anytime, 24/7. Commissioner Petranek asked what kind of guarantee the Port had, once the \$87,675 is paid in 2020. Ms. Berg stated that the Port is getting 5 years at a discounted cost since it is paid in advance. Staff built into the contract an ability to opt out in 6 months, in which case the \$87,675 would be reduced by the regular annual fee, and the Port would get the rest back. Commissioner Putney said he was confident that staff had spent a good amount of time doing due diligence because they know how painful deciding against it later would be for the Port.

Commissioner Petranek moved to authorize Executive Director Berg to execute a five-year agreement with Molo marina management software in a final form to be approved by the Port's general counsel. Commissioner Putney seconded the motion. Motion carried by unanimous vote.

D. Intergovernmental Coordinating Committee (ICC) updates (01:48:52) (no materials)

Executive Director Berg reported that the next ICC meeting would be on October 22, with a special meeting on November 5. The Intergovernmental Collaborative Group (ICG) meets on October 27 (hosting a talk by Michael Schuman), and again on November 18 & December 16. He said it was possible there could be an additional ICG meeting regarding the ferry situation in late November or early December. He said the ICC was rounding 3rd base on the community group plans – the special November 5 meeting is in advance of the ICG to give them time to check in and hopefully have an adopted plan.

E. E.O. 2020-11 re 300-Ton Mobile Travel-Lift Tire Replacement (01:50:29)

Executive Director Berg reported that the tire manufacturer indicated that the tires were not the correct ones; however, the Travelift manufacturer confirmed yesterday that the tires were correct. The Port still needs tires, so he said he'd like to keep the resolution in place in order to be able to order a full set of tires when both manufacturers agree on the same tire. The Port wants to be safe – the new tires are identical in specification to the tires the Port has been using for 23 years, which is comforting, but Port staff would be more comfortable if the tire manufacturer said these were the correct tires, as well.

Commissioner Hanke moved to approve Emergency Order 2020-11. Commissioner Petranek seconded the motion. Motion carried by unanimous vote.

F. Resolution 727-20 regarding grant application for Gardiner & Mats Mats Boat Ramps (01:54:33)

Executive Director Berg said the Port was looking for authorization to apply for grant programs and asked if there were any concerns from the Commission, to please address it now.

Commissioner Petranek said she was uncomfortable with adding the ADA accommodation at Mats Mats boat ramp. She felt the Port should go ahead with repairs for Mats Mats, but not with ADA compliance, and that the Port should go full speed ahead for Gardiner boat ramp.

Commissioner Putney felt that the Port might have a better chance of getting anything if we make it ADA compliant, but if we decided to go for only one ramp in this grant application, the Port should prioritize Gardiner, because we'll lose it if we don't repair it.

Commissioner Hanke felt that the Mats Mats ramp is worthless unless you replace it; the ADA would make the ramp easier to walk onto, but it will cost us more money in matching funds. He thought it best to lose the Mats Mats application altogether and go with Gardiner.

Commissioner Putney was not convinced that splitting the project at Mats Mats into two (2) parts over 10 years was the way to go, saying that if the Port wants to keep it, we need to build it right. He went on to say that there is a need in Jefferson County for more trailer boat access than we currently have – there are marginal ramps at Mats Mats, Port Hadlock, and Quilcene – and the Port can't fix them all, so maybe we should do one (1) really well.

Commissioner Petranek thought that it was possible to repair Mats Mats boat ramp with \$300,000, but not to make it accessible to more people, because of the parking situation there.

Commissioner Petranek moved to approve the attached Resolution 727-20 authorizing the executive director to execute the RCO grant funding to support the Gardiner launch ramp improvement project. Commissioner Hanke seconded. Motion carried by unanimous vote.

VIII. STAFF COMMENTS (02:01:07)

Executive Director Berg commented on the following:

- The 4 Amigos¹ have continued the conversation about the North Olympic Legislative Alliance, and he anticipates that he will soon have an agreement for the Commission to consider that would more formally incorporate within NOLA the City, County, Port & PUD – with NOLA being the equally weighted Clallam/Jefferson alliance advocating on issues of mutual agreement and mutual interest.
- The Security Officer position at the Port remains open.
- He spoke with Kyle of the Jamestown S’Klallam Tribe yesterday to find out how things are coming together and they’re working with their team on more fully developing the proposal they talked about last month. They will come back to the commission with a more refined proposal for further deliberations in a few months. At that time the public could make more direct comments. No questions have come through the website, so there are probably people waiting for the opportunity to share their ideas for that type of use at Point Hudson.
- It’s sunny, we’re busy, and the yard is filling up, so things are looking good at the Port.

Deputy Director Toews informed Commission that Port staff would be having the conversation with FAA and WSDOT aviation for the upcoming 5-year capital planning. Port staff have submitted an initial request to accelerate a design for both the second taxiway connector as well as the rehabilitation of the parallel taxiway, with design in 2021 and hopefully construction in 2022. They are reaching out to FAA to see if there were any possible funding for the terminal project. He also told the Commission that the Jefferson County International Airport (JCIA) would be closed this upcoming week for implementation of Runway 9/27 Corrective Action Plan: pre-levelling, application of a tac-coat and then 2” of overlay, mandated by FAA rules; as well as saw cutting and replacing of asphalt on the A-2 Connector to address ponding.

Finance Director Berg thanked Commission for their feedback on the capital and operating budgets and looks forward to getting the next version of the budget out that will be closer to the final version. She also stated she was excited about getting and implementing the Molo software at the Port.

Port Attorney Reardanz commented that the Governor’s proclamation on open and public meetings was extended to November 9th at 11:59 PM.

X. COMMISSIONER COMMENTS (02:07:27)

Commissioner Petranek commented that she and Executive Director Berg had another Working Waterfront interview on KPTZ that aired yesterday, and they went over the budget process, comp. scheme, boats sinking, etc. at the Port. She gave an update on Marine Trades:

- Joni Blanchard made the cover of the Professional Boat Builder magazine, and Matt Mortenson and Chris Brignolli of Revision Marine received “best entrepreneurs of the year” from Jefferson County Community Leadership Awards.
- She noted the passing of Leif Erickson on September 22, who had a marine trades business for decades and was former Port Commissioner 2010-2013; and the passing of Gordon Nielson this past Saturday, who was many things and also a great citizen advocate for the Port.

¹ County Administrator Philip Morley, City Manager John Mauro, Port of Port Townsend Executive Director Eron Berg, Jefferson PUD General Manager Kevin Streett.

- She is representing the Port on the Marine Resource Committee, which had a guest speaker on sea-level rise and they'll be exploring ways to bring that up more in conversations with our governmental entities.
- She will take the Port boat out this Sunday and help to move buoys back in for the winter.
- Regarding our public comments for Jamestown S'Klallam proposal, she couldn't find it anywhere on our website, and suggested it be moved front and center on our home page.

Commissioner Hanke said that he had lots of comments on the airport but would save them for later; except for a few logistical questions about the work being done on the runway.

- XI. Next Public Workshop & Regular Business Meeting (02:15:18): Wednesday, October 28, 2020, Regular Business Meeting at 9:30 a.m. and a Special Executive Session at 11:00 a.m. to discuss the performance of a public employee, RCW 42.30.110(1)(g).
- XII. EXECUTIVE SESSION (02:15:38) - Current or Potential Litigation, RCW 42.30.110(1)(i) Commission moved to Executive Session at 3:15 p.m. for approximately 30 minutes with no action following executive session.
- XIII. ADJOURNMENT: meeting adjourned at 3:49 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



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 063001 through No. 063005 in the amount of \$9,963.79 and Electronic Payment in the amount of \$80,330.28, are approved for payment for a total amount of \$90,294.07 on this 28th 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

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the 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 063006 through No. 063043, are approved for payment in the amount of \$290,287.26 on this 28th 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: 10/28/2020

Register Number: CD-000834

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
063006	10/28/2020	A+E001	A+ Equipment Rentals, Inc			Check Entry Number: 001
			66105-1	10/20/2020	60.77	60.77
063007	10/28/2020	ALL003	All City Autobody & Towing			Check Entry Number: 001
			14987	10/6/2020	1,248.32	1,248.32
063008	10/28/2020	BAN005	Bank of America			Check Entry Number: 001
			10/05/2020 STATEMENT	10/5/2020	5,245.04	5,245.04
063009	10/28/2020	CEN030	CenturyLink			Check Entry Number: 001
			10/1/2020 STATEMENT	10/1/2020	100.00	100.00
063010	10/28/2020	CEN035	CenturyLink			Check Entry Number: 001
			10/8/2020 STATEMENTS	10/8/2020	806.98	806.98
063011	10/28/2020	CHM030	Chmelik Sitkin & Davis P.S.			Check Entry Number: 001
			9/2020 STATEMENT	10/19/2020	3,592.88	3,592.88
063012	10/28/2020	COA050	Mott MacDonald			Check Entry Number: 001
			100339-14	10/20/2020	32,075.15	32,075.15
063013	10/28/2020	COW020	Cowling and Co. LLC			Check Entry Number: 001
			061	9/30/2020	8,751.60	8,751.60
063014	10/28/2020	CPC020	CP Communications			Check Entry Number: 001
			POPT010120	10/1/2020	1,045.00	1,045.00
063015	10/28/2020	DEA060	Dean L. Sanders			Check Entry Number: 001
			10/14/2020 STATEMENT	10/14/2020	100.00	100.00
063016	10/28/2020	EDE005	Edensaw Woods, LTD			Check Entry Number: 001
			0000496714-001	10/13/2020	54.50	54.50
063017	10/28/2020	FER001	Ferrellgas			Check Entry Number: 001
			9/27/2020 STATEMENT	9/27/2020	238.90	238.90
063018	10/28/2020	FER030	Kristian Ferrero			Check Entry Number: 001
			MOLO PREVIEW TRAVEL	10/14/2020	62.10	62.10
			REISSUE OF 060235	10/22/2020	52.78	52.78
Check 063018 Total:					114.88	114.88
063019	10/28/2020	FIS020	Fish N Hole			Check Entry Number: 001
			5593699	10/19/2020	29.93	29.93
			5698423	3/6/2019	27.95	27.95
Check 063019 Total:					57.88	57.88
063020	10/28/2020	JC1007	Jeffco Utility Coord Council			Check Entry Number: 001
			2021 DUES	10/12/2020	100.00	100.00
063021	10/28/2020	JOH005	David Johnson			Check Entry Number: 001
			ML DESK	10/16/2020	342.16	342.16
063022	10/28/2020	LES050	Les Schwab			Check Entry Number: 001
			37900417028	10/19/2020	13.07	13.07
063023	10/28/2020	MOL010	Molo Inc.			Check Entry Number: 001
			5 YEAR CONTRACT 2021	10/28/2020	87,675.54	87,675.54
063024	10/28/2020	NIC020	Dwight Nicholson			Check Entry Number: 001
			REFUND 10/11/2020	10/11/2020	159.24	159.24
063025	10/28/2020	NOR001	North Coast Electric Co			Check Entry Number: 001
			S010433911.001	10/12/2020	110.60	110.60
063026	10/28/2020	OLY035	Olympic Peninsula Communications, LLC			Check Entry Number: 001
			011	10/2/2020	195.00	195.00
063027	10/28/2020	PET020	Peters Marine Services			Check Entry Number: 001
			475089	10/7/2020	76.30	76.30
063028	10/28/2020	PIN010	Pinnacle Investigations Corp			Check Entry Number: 001
			72217	10/16/2020	325.00	325.00

Run Date: 10/22/2020 4:43:27PM

A/P Date: 10/28/2020

Page: 1

User Logon: DLF

Check Register

Journal Posting Date: 10/28/2020

Register Number: CD-000834

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
063029	10/28/2020	PRI001	The Printery				Check Entry Number: 001
			200539	9/30/2020	440.60	0.00	440.60
			200563	9/30/2020	715.90	0.00	715.90
			Check 063029 Total:		1,156.50	0.00	1,156.50
063030	10/28/2020	PUD001	Pud District #1				Check Entry Number: 001
			10/05/2020	10/5/2020	17.25	0.00	17.25
			10/12/2020 STATEMENT	10/12/2020	12,687.38	0.00	12,687.38
			10122020.2	10/12/2020	25.65	0.00	25.65
			Check 063030 Total:		12,730.28	0.00	12,730.28
063031	10/28/2020	QUI001	Quill Corporation				Check Entry Number: 001
			11200030	10/8/2020	195.04	0.00	195.04
063032	10/28/2020	QUI090	Quilcene Village Store				Check Entry Number: 001
			10/11/2020 STATEMENT	10/11/2020	12.52	0.00	12.52
063033	10/28/2020	SCH026	David Schutte				Check Entry Number: 001
			REFUND 10/7/2020	10/7/2020	66.00	0.00	66.00
063034	10/28/2020	SHO010	Shold Excavating Inc				Check Entry Number: 001
			56985	10/15/2020	297.03	0.00	297.03
			57002	10/15/2020	155.33	0.00	155.33
			Check 063034 Total:		452.36	0.00	452.36
063035	10/28/2020	SNE020	S-Net Communications				Check Entry Number: 001
			88544	10/18/2020	516.79	0.00	516.79
063036	10/28/2020	SNO030	Laura Snodgrass				Check Entry Number: 001
			UNIFORM EXP 2020	10/28/2020	4.51	0.00	4.51
063037	10/28/2020	SOU070	Sound Storage GC				Check Entry Number: 001
			10/13/2020 STATEMENT	10/13/2020	188.00	0.00	188.00
063038	10/28/2020	SUM040	Summit Law Group PLLC				Check Entry Number: 001
			118002	10/21/2020	66.00	0.00	66.00
063039	10/28/2020	THE070	The Reel News				Check Entry Number: 001
			20581	10/1/2020	480.00	0.00	480.00
063040	10/28/2020	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			20-07314	10/12/2020	300.00	0.00	300.00
063041	10/28/2020	TYR030	Don & Cynthia Tyrell				Check Entry Number: 001
			REFUND 10/9/2020	10/9/2020	705.25	0.00	705.25
063042	10/28/2020	WA1803	State of Washington				Check Entry Number: 001
			3RD QTR 2020 LET	10/28/2020	130,875.20	0.00	130,875.20
063043	10/28/2020	WAS003	Washington Public Ports Assn.				Check Entry Number: 001
			020-358	10/1/2020	50.00	0.00	50.00
			Report Total:		290,287.26	0.00	290,287.26



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$12,561.79** on this **28th** day of **October**, 2020.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***September, 2020*** in the amount of
\$12,561.79

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-016-581-551**

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

Filing Date	October 20, 2020
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	October 26, 2020
Total Tax	12,561.79
Total Due	12,561.79

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

Print a copy of your return below.



Combined Excise Tax Return

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

Filing Period: September 30, 2020

Due Date: October 26, 2020

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	99,364.92	0.00	99,364.92	0.004710	468.01
Service and Other Activities (\$1 million or greater in prior year)	100,730.64	0.00	100,730.64	0.017500	1,762.79
Total Business & Occupation					2,230.80

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	99,364.92	0.00	99,364.92	0.065000	6,458.72
Total State Sales and Use					6,458.72

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	14,076.30	0.00	14,076.30	0.019260	271.11
Water Distribution	1,341.25	0.00	1,341.25	0.050290	67.45
Total Public Utility Tax					338.56

Deductions

Tax Classification	Deduction	Amount
Business & Occupation		
Retailing	Motor Vehicle Fuel Tax	0.00
State Sales and Use		
Retail Sales	Motor Vehicle Fuel Sales	0.00

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	99,364.92	0.025000	2,484.12
Total Local City and/or County Sales Tax			2,484.12

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	52,479.66
Total Transient Rental Income	52,479.66

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	52,479.66	0.020000	1,049.59
	Total Special Hotel/Motel		1,049.59

Total Tax	12,561.79
Subtotal	12,561.79
Total Amount Owed	12,561.79

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	10/20/2020
Confirmation #:	0-016-581-551
Payment Type:	ACH Debit/E-Check
Amount:	\$12,561.79
Effective Date:	10/26/2020



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of \$23,299.40 on this 28th day of October, 2020.

For: Washington State Department of Labor & Industries
2nd Quarter Tax Return for July - August, 2020 in the amount of \$23,299.40

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Patranek

S. Abigail Berg, Director of Finance
And Administration



Washington State Department of Labor & Industries

Submit Date: 10/14/2020
Confirmation Number: 7449237

Quarterly Report

3rd Quarter: July 1, 2020 – September 30, 2020

Due Date: 11/2/2020

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

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

Account Manager: KEITH CURTISS 360-902-6641

Volunteer Reporting

Class Code	Nature of Work	Number Of Volunteers
6901-00	Volunteers-Excl Law Enf Offcrs	1

Worker Reporting

Class Code	Nature of Work	Gross Payroll (nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$375,360.00	12,182	1.8534	\$22,578.12
5306-07	Counties/Tax Dist Adm/CI Offc	\$164,071.00	3,346	0.2094	\$700.65
6901-00	Volunteers-Excl Law Enf Offcrs	\$0.00	375	0.0550	\$20.63
Total of Premiums					\$23,299.40
Grand Total					\$23,299.40

Preparer's Information

Preparer:
DayTime Phone:
Email:

Donna Frary
360-379-5217
donna@portofpt.com

Payment Information

Method of Payment:	eCheck
Bank routing information:	125102906
Bank account information:	XXXXXXXXXXXX5811
Bank account Type:	BusinessChecking
Payment Amount:	\$23299.40
Scheduled Payment Date:	10/14/2020



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$1,397.18** on this **28th** day of **October**, **2020**.

For: Washington State, Employment Security Department for
WA State Paid Family Medical Leave – for **Qtr 3, 2020** in the amount of
\$1,397.18

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

Donna Frary

From: do_not_reply@esd.wa.gov
Sent: Wednesday, October 14, 2020 12:50 PM
To: Donna Frary
Subject: Payment Confirmation

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

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

Confirmation Number: 20101408749956

Payment Date: 10/14/2020

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

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

Payment Amount: 1397.18 USD
Total Amount: 1397.18 USD

DO NOT REPLY DIRECTLY TO THIS EMAIL.



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. 060235 in the amount of \$52.78 is declared void on this on this 28th 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

Manual Check and Payment Register
Journal Posting Date: 10/22/2020
Register Number: MC-000228

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
060235	REV 2/27/2019	FER030 Kristian Ferrero			52.78-
Check Comment: Lost Warrant					
CK06023501					
	2/27/2019	52.78-	0.00		
G/L Account:	721-7200-02	TRAVEL: MOORAGE		52.78-	
	Bank W Total:	52.78-	0.00	52.78-	52.78-
	Report Total:	52.78-	0.00	52.78-	52.78-

RESOLUTION NO. 728-20

A Resolution of the Commission of the Port of Port Townsend Authorizing Warrant Cancellation

WHEREAS: The Port of Port Townsend issued the following warrant:

Warrant #	Dated	Amount	Issued To:
059682	10/11/2018	28.50	Patrick Slack
059800	11/14/2018	239.92	Jack Pickett
060694	06/26/2019	48.14	Paul Hunter

WHEREAS: The aforementioned warrant has been lost or destroyed and has not been presented for payment; AND

WHEREAS: RCW 36.22.100 requires that any warrant not presented within one year of issue be canceled by the passage of a resolution of the governing body;

NOW, THEREFORE BE IT RESOLVED: that since the aforementioned warrant has not been presented for payment; said warrant is canceled as of this date.

ADOPTED this **28th 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

AGENDA COVER SHEET

MEETING DATE	October 28, 2020
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. D. Widener Contract Amendment #1
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Amendment to Personal Services Agreement with Widener & Associates for On-Call Permitting Services - Staff Memo 2. Supplemental Scope of Work for Permitting Assistance – Point Hudson Jetty Replacement; and 3. Supplemental Scope of Work for Permitting Assistance – Boat Haven Breakwater. 4. Supplemental Scope of Work for Boat Haven – D-Dock Renovation.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/23/2020
TO: Port Commission
FROM: Eron Berg, Executive Director
SUBJECT: Amendment to Personal Services Agreement with Widener & Associates for On-Call Permitting Services

ISSUE: Should the Commission authorize the Executive Director to amend the Personal Services Agreement with Widener & Associates (Cowling & Company, LLC) (dated July 31, 2020) to allow data collection and permitting for the Point Hudson Breakwater Replacement, Boat Haven Breakwater Repair, and D-Dock Renovation projects to proceed?

BACKGROUND: On July 31 of this year, the Port executed an agreement with Widener & Associates to provide on-call permitting assistance on a range of projects, including the Point Hudson Breakwater Replacement, Boat Haven Main Breakwater Repair, and Boat Haven D-Dock Renovation projects. The agreement with Widener & Associates was executed in accordance with the Port's applicable procedures. The initial agreement established an upset limit of \$25,000, consistent with the authority delegated to the Executive Director. Initial work under the agreement has involved coordination with the project engineers, agency outreach, and development of permitting strategies for the Point Hudson Breakwater Replacement Project, Boat Haven Breakwater Repair Project, and the D-Dock Renovation project.

DISCUSSION: In order for these projects to remain on schedule, it is now necessary to proceed with supplemental task orders (scopes of work) which will require additional funding to advance. For the Point Hudson Jetty, preparation of a Biological Assessment (BA) and preparation of a Joint Aquatic Resources Permit Application (JARPA) will be needed. The majority of the work will be focused on preparing an updated BA to be submitted to the United States Fish & Wildlife Service (USFWS) and the National Oceanographic and Atmospheric Administration (NOAA) Fisheries for review, possible negotiation of mitigation measures, and concurrence. Consultant coordination with NOAA fisheries to satisfy essential fish habitat requirements under federal law will be addressed. As may be required, the consultant will also be coordinating with the Port and the Army Corps of Engineers (USACE).

For the Main Breakwater Repair Project at Boat Haven, preparation of an abbreviated Biological Evaluation (BE) as well as a JARPA will be necessary. As was the case with the Point Hudson Jetty permitting effort, the majority of the Boat Haven Breakwater work will focus on preparation of the BE to submit to the USACE to advance the consultation process under the federal Endangered Species Act with NOAA Fisheries.

For the Boat Haven D-Dock Renovation Project the focus of the work involves preparation of an abbreviated BE to be submitted to the USACE, along with agency consultation and coordination.

FISCAL IMPACT: To complete the work outlined in the attached supplemental task orders (scopes of work), an additional \$83,774.40 is required, as follows: \$50,025.60 for the Point Hudson Breakwater supplemental work; \$25,012.80 for the Boat Haven Breakwater supplemental work; and \$8,736 for the D-Dock Renovation effort. Together, these task orders will increase the existing contract upset from \$25,000 to \$108,774.40.

RECOMMENDATION: Authorize the Executive Director to amend the existing Personal Services Agreement with Widener & Associates as to both scope and budget to allow project permitting efforts to proceed for the Point Hudson Breakwater Replacement Project, Boat Haven Breakwater Repair Project, and the Boat Haven D-Dock Renovation Project.

ATTACHMENTS:

1. Supplemental Scope of Work for Permitting Assistance – Point Hudson Jetty Replacement; and
2. Supplemental Scope of Work for Permitting Assistance – Boat Haven Breakwater.
3. Supplemental Scope of Work for Boat Haven – D-Dock Renovation.

Port of Port Townsend

Supplemental Scope of Work for: Permitting Assistance Point Hudson Jetty Replacement

PROJECT UNDERSTANDING

The Port of Port Townsend (Port) proposes to demolition and replace the North and South breakwater at the Point Hudson. This permitting consulting services is anticipated to include:

Tasks

1. Section 7 Coordination of permitting strategy and collect data for the Biological Assessment (BA).

A supplemental Biological Assessment will be prepared reviewing the original BA and providing details encompassing the new design and impacts. The following subtasks will be undertaken in preparation of the project BA supplement. Revise the BA, as appropriate, and submit the final BA to USFWS and NOAA Fisheries for their review, possible negotiation of mitigation measures, and concurrence. Concurrent with Endangered Species Act (ESA) consultation, the Consultant will coordinate with NOAA Fisheries to meet essential fish habitat (EFH) requirements under the Magnuson-Stevens Fishery Conservation and Management Act (MSA), as amended 1996. In doing so, the Consultant will provide NOAA Fisheries with the supplemental BA and a cover letter requesting the review of consultation, stating the effect determination(s), reasoning behind them, and proposed mitigation measures if any. If NOAA Fisheries responds with advisory EFH conservation recommendations, the Consultant will coordinate with the Port and USACE to jointly discuss the recommendations. Formally address and respond to NOAA Fisheries' recommendations within the regulated time frame.

Deliverable(s)

- One electronic and one hard copy of the draft BA for review by the Port with accompanying draft special provisions if required.
- One electronic and one hard copy of the draft BA, incorporating the Port's comments, for submittal to USFWS.

2. Section 404 Permit Application

The Joint Aquatic Resources Permit Application (**JARPA**). will be completed as part of the Section 404 Clean Water Act. The permit application shall include all requested information, such as application forms, all necessary permit drawings, an attachment describing project location, project purpose and need, alternatives considered, and a summary of project impacts. The Consultant, Widener shall also provide a draft transmittal letter for submittal of

the application by the Port. Draft applications, including supporting information, shall be submitted to the Port for review and comment. Revised permit application shall be provided to the Port for signature and submittal to permitting agencies. The Consultant shall perform the necessary coordination to obtain the permits.

Deliverable(s)

- One electronic copy of a draft JARPA for review by the Port
- One electronic copy of a draft JARPA, incorporating the Port's comments, for submittal to the Corp and DOE.

Project Name	Point Hudson Breakwater Supplement			
Client	Port of Port Townsend / Eron Berg and Eric Toews			
Location	Port Townsend, WA	Date	10/11/2020	
	Project Manager	Project Biologist		
	Hours	Hours		
JARPA				
Draft	24	60		
Final	20	30		
Response Comments	40	20		
Supplement BA				
Draft	20	80		
Final	20	20		
Response Comments	40	20		
Total hours	164	230		
Summary	Hours	Rate	Cost	
Project Manager	164	\$170.40	\$27,945.60	
Project Biologist	230	\$96.00	\$22,080.00	
Total Labor				\$50,025.60
TOTAL ESTIMATED COST				\$50,025.60
Widener & Associates				Cowling & Co. LLC
				1902 120th Place SE Suite 202 Everett, WA 98208

Port of Port Townsend Task Order

Scope of Work for: Permitting Assistance Boat Haven Breakwater Repair

PROJECT UNDERSTANDING

The Port of Port Townsend (Port) proposes to repair and maintain the breakwater at Boat Haven. This permitting consulting services is anticipated to include:

Tasks

1. Section 7 Coordination of permitting strategy and collect data for the Abbreviated Biological Evaluation (BE).

An Abbreviated Biological Evaluation will be prepared reviewing the original JARPA providing details encompassing the new roadway design and impacts. The following subtasks will be undertaken in preparation of the project BE. Revise the BE, as appropriate, and submit the final BE to the USACE for their review, possible negotiation of mitigation measures, and concurrence. Concurrent with Endangered Species Act (ESA) consultation, the Consultant will coordinate with NOAA Fisheries to meet essential fish habitat (EFH) requirements under the Magnuson-Stevens Fishery Conservation and Management Act (MSA), as amended 1996. In doing so, the Consultant will provide NOAA Fisheries with the supplemental BE and a cover letter requesting the review of consultation, stating the effect determination(s), reasoning behind them, and proposed mitigation measures if any. If NOAA Fisheries responds with advisory EFH conservation recommendations, the Consultant will coordinate with the Port and USACE to jointly discuss the recommendations. Formally address and respond to NOAA Fisheries' recommendations within the regulated time frame.

Deliverable(s)

- One electronic and one hard copy of the draft Abbreviated BE for review by the Port with accompanying draft special provisions if required.
- One electronic and one hard copy of the draft Abbreviated incorporating the Port's comments, for submittal to USACE.

2. Section 404 Permit Application

The Joint Aquatic Resources Permit Application (**JARPA**) will be completed as part of the Section 404 Clean Water Act. The permit application shall include all requested information, such as application forms, all necessary permit drawings, an attachment describing project location, project purpose and need, alternatives considered, and a summary of project impacts. Draft applications, including supporting information, shall be submitted to the Port

for review and comment. Revised permit application shall be provided to the Port for signature. The application will be submitted to the permitting agencies. The Consultant shall perform the necessary coordination to obtain the permits.

Deliverable(s)

- One electronic copy of a draft JARPA for review by the Port
- One electronic copy of a draft JARPA, incorporating the Port's comments, for submittal to the USACE and DOE.

Project Name	Boat Haven Breakwater Repair			
Client	City of Port Townsend / Eron Berg			
Location	City of Port Townsend	Date	10/17/2020	
TASKS	Project Manager	Project Biologist		
	Hours	Hours		
JARPA				
Draft	12	30		
Final	10	15		
Response Comments	20	10		
Programatic BA				
Draft	10	40		
Final	10	10		
Response Comments	20	10		
Total hours	82	115		
Summary	Hours	Rate	Cost	
Project Manager	82	\$170.40	\$13,972.80	
Project Biologist	115	\$96.00	\$11,040.00	
Total Labor				\$25,012.80
TOTAL ESTIMATED COST				\$25,012.80
Widener & Associates				Cowling & Co. LLC
				1902 120th Place SE Suite 202 Everett, WA 98208

Port of Port Townsend

Supplemental Scope of Work for: Permitting Assistance Boat Haven Dock Repair

PROJECT UNDERSTANDING

The Port of Port Townsend (Port) proposes to comprehensively renovate D Dock at Boat Haven (including replacement of creosote-treated piles) and complete electrical improvements to Linear Dock at Boat Haven. The preliminary work for this project has been completed under the original contract. We will be completing the permitting phase under this supplement. This permitting consulting services is anticipated to include:

Tasks

1. Section 7 Coordination of permitting strategy and collect data for the Abbreviated Biological Evaluation (BE).

A supplemental Abbreviated Biological Evaluation was prepared reviewing the original BE and providing details encompassing the new design and impacts. The Consultant will coordinate with the Port and USACE to jointly discuss the recommendations and respond to their comments.

Deliverable(s)

- One electronic and one hard copy of the final BE, incorporating the USACE comments.

2. Section 404 Permit Application

The Joint Aquatic Resources Permit Application (**JARPA**) was completed as part of the Section 404 Clean Water Act. The permit application has been submitted to the USACE for comments. The Consultant shall perform the necessary coordination to obtain the permits.

Deliverable(s)

- One electronic copy of a final JARPA, incorporating the USACE comments.

Project Name		Boat Haven Dock Repair		
Client		City of Port Townsend / Eron Berg		
Location		City of Port Townsend	Date	10/17/2020
TASKS	Project Manager	Project Biologist		
	Hours	Hours		
JARPA				
Draft				
Final				
Response Comments	20	10		
Abbreviated Biological Evaluation				
Draft				
Final				
Response Comments	20	10		
Total hours	40	20		
Summary	Hours	Rate	Cost	
Project Manager	40	\$170.40	\$6,816.00	
Project Biologist	20	\$96.00	\$1,920.00	
Total Labor				\$8,736.00
TOTAL ESTIMATED COST				\$8,736.00
Widener & Associates		Cowling & Co. LLC		
		1902 120th Place SE Suite 202 Everett, WA 98208		

MEETING DATE	October 28, 2020
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV.A. Commander's Beach House – Assignment & Assumption of Building Lease
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<p>A. Info Memo</p> <p>B. Proposed Assignment & Assumption of Commander's Beach House Lease</p> <p>C. Current Commander's Beach House Lease and Amendment #1</p>

DATE: 10/21/2020
TO: Port Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: Commander's Beach House – Assignment & Assumption of Building Lease

BACKGROUND: After twenty-one years of running the Commander's Beach House, providing top-notch service to their guests, and being an outstanding Port tenant, Jim and Gail Oldroyd are retiring. Their son and daughter-in-law are taking over the reins, moving here from Olympia. David Dionne is a professional chef bringing his creative talents to the B&B, and his wife Natalie Dionne is a home loan mortgage officer, who is able to work from home, allowing them the ability to run the B&B.

DISCUSSION: On May 1, 2020, the five-year lease option, which the Dionnes would assume, was exercised, with an expiration of April 30, 2025.

Mr. Toews and Ms. Nelson recently met with the Oldroyds and Dionnes to review and discuss the lease and responsibilities with the Dionnes. Mr. Toews discussed possible new policies that may be in place in 2025 when and if the Dionnes chose to continue the business.

RECOMMENDATION: Authorize the Executive Director to execute the attached Assignment & Assumption with David & Natalie Dionne d/b/a Commander's Beach House, a Washington State Sole Proprietorship.

ATTACHMENTS

- Proposed Commander's Beach House Assignment & Assumption of Building Lease
- Current Commander's Beach House Lease & Amendment #1

ASSIGNMENT & ASSUMPTION OF BUILDING LEASE

THIS ASSIGNMENT AND ASSUMPTION OF BUILDING LEASE is dated and effective as of **November 1, 2020** by and between JAMES OLDROYD III and GAIL R. OLDROYD, a married couple d/b/a the Commander's Beach House Bed & Breakfast ("Assignors"), and **DAVID C. DIONNE and NATALIE L. DIONNE, a married couple, also d/b/a the Commander's Beach House Bed & Breakfast** ("Assignees"), with a business address of 400 Hudson Street, Port Townsend, WA 98368.

WHEREAS, Assignors are Lessees under that certain BUILDING dated May 1, 2015, by and between the PORT OF PORT TOWNSEND, a Washington Municipal Corporation ("Lessor") and Assignors, (as amended thereafter on September 26, 2019, the "Lease"), respecting certain premises (the "Premises") located at Point Hudson, Port Townsend, Washington, as more particularly described therein;

WHEREAS, Assignors desire to assign their interest in the Lease to Assignees and Assignees desire to assume Assignors' obligations under the Lease, as amended; and

WHEREAS, Paragraph #20 of the Lease provides that the Assignors' interest in the Lease may not be assigned unless the Lessor grants its written consent to any such assignment,

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Assignors and Assignees agree, and Lessor consents, as follows:

- 1. Assignment of Lease:** Assignors do hereby transfer, assign, convey and deliver to Assignees their entire right, title and interest in the Lease and the Premises.
- 2. Assumption of Obligations:** Assignees do hereby accept this assignment and, for the benefit of Assignors and Lessor, expressly assumes and agrees to hereafter perform all of the terms, covenants, conditions and obligations of Assignors under the Lease, which accrue from and after the date hereof. Assignees have been furnished with a copy of the Lease, which is attached hereto as Exhibit "A" (including all amendments thereto), have reviewed the Lease, and understand all of the terms of the Lease.
- 3. Indemnity:** Assignors agree to save, indemnify, defend and hold Assignees harmless from and on account of any claims, demands, actions, losses, expenses and liabilities of Assignees under the Lease on account of or arising out of any obligations and liabilities of the Lessee thereunder, arising prior to the date hereof.

Assignees agree to save, indemnify, defend and hold Assignors harmless from and on account of any claims, demands, actions, losses, expenses and liabilities of Assignors under the Lease on account of or arising out of the obligations and liabilities so assumed and arising after the date hereof.

4. Deposit Adjustment: Assignors and Assignees understand and agree that the deposit on file with Lessor is insufficient and must be increased from the present amount on file of \$4,050.84 to \$4,831.72.¹ Accordingly, and as a condition precedent to Lessor's approval of this Assignment, Assignees expressly agree to deposit security in the amount of \$4,831.72 with Lessor. Upon fulfillment of this condition, Lessor will expeditiously refund Assignors the \$4,050.84 presently on file with the Port.

5. Contingency: Notwithstanding anything to the contrary herein, this Assignment shall be contingent upon the receipt of the consent of the Lessor as evidenced by the execution by the Lessor's consent set forth below. By consenting to this Assignment, Lessor acknowledges:

- a. That all rents, royalties, penalties, assessments, taxes, and charges of any kind owing to Lessor arising out of the Lease have been timely paid, that no such rents, royalties, penalties, assessments, taxes, or charges that have accrued to date hereof are unpaid, and that to the best of Lessor's knowledge there are no rents, penalties, assessments, taxes, or charges of any kind contemplated by Lessor to be imposed on or after the date hereof that are not specified in the Lease;
- b. That Assignors are not in default or violation of any provision of the Lease;
- c. That the Lease is in effect in accordance with its terms; and
- e. That the Lease is enforceable in accordance with its terms.

6. Successors and Assigns: This Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and assigns.

Executed as of the date first above written.

ASSIGNORS:

JAMES OLDROYD III and GAIL R. OLDROYD, a married couple, d/b/the Commander's Beach House Bed & Breakfast

James Oldroyd III

and by _____
Gail R. Oldroyd

¹ This represents the current monthly rental rate of \$2,140.96, plus leasehold tax of \$274.90 to total \$2,415.86; \$2,415.86 multiplied by two (2) equals \$4,831.72).

ASSIGNEES:

DAVID C. DIONNE and NATALIE L. DIONNE, a married couple, d/b/a the Commander's Beach House Bed & Breakfast

_____ and by _____
David C. Dionne Natalie L. Dionne

LESSOR'S CONSENT:

The Port of Port Townsend, as owner and holder of all right, title and interest under the Lease hereby consents to the foregoing assignment.

APPROVED AS TO FORM:

THE PORT OF PORT TOWNSEND
A Washington Municipal Corporation

Eron Berg, Executive Director

Port Attorney

STATE OF WASHINGTON
COUNTY OF JEFFERSON

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

Dated: _____

Signature of
Notary Public: _____

My Appointment Expires: _____

STATE OF WASHINGTON
COUNTY OF JEFFERSON

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

Dated: _____

Signature of
Notary Public: _____

My Appointment Expires: _____

STATE OF WASHINGTON
COUNTY OF JEFFERSON

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

Dated: _____

Signature of
Notary Public: _____

My Appointment Expires: _____

STATE OF WASHINGTON
COUNTY OF JEFFERSON

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

Dated: _____

Signature of
Notary Public: _____

My Appointment Expires: _____

STATE OF WASHINGTON
COUNTY OF JEFFERSON

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

Dated: _____

Signature of
Notary Public: _____

My Appointment Expires: _____

PORT OF PORT TOWNSEND BUILDING LEASE

THIS LEASE AGREEMENT made this 1st day of May, 2015, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port," and JIM & GAIL OLDROYD, a married couple, D/B/A "The Commander's Beach House Bed & Breakfast," hereinafter referred to as "Lessee,"

WITNESSETH:

That the parties hereto do mutually agree as follows:

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

The Commander's House, a 3,100 sq. foot building located at 400 Hudson Street, Port Townsend WA 98368 in the Port's Point Hudson facility

hereinafter referred to as "the premises."

2. **TERM:** The term of this Lease is five (5) years, beginning May 1, 2015, and ending at midnight, April 30, 2019 unless extended or sooner terminated as provided in this Lease. The Lessee shall also have an option to extend the lease term by one additional five (5) year term. Notification to extend the Lease will be done in writing 90 days prior to end of the initial lease term.
3. **RENT:** Lessee agrees to pay as rental for the leased premises the sum of **One Thousand Eight Hundred and Ninety-Four Dollars and Thirty-Three Cents** (\$1,894.33) plus all applicable taxes. The rent for each month shall be paid to the Port in advance on or before the first day of each and every month of the lease term, and shall be payable at such place as the Port may hereinafter designate. The rental rate beginning in year two and annually throughout the term of the lease will be adjusted by an amount equal to the accumulative amount found on the Consumer Price Index (CPI) for Seattle and Tacoma, which is compiled by the Department of Labor, Bureau of Statistics. In no event shall any rent adjustment result in either an increase exceeding 5%, or a reduction in rent from the rate paid in the prior year.
4. **LATE CHARGE:** In the event that any installment of rent remains unpaid more than twenty (20) days after it is due, then Lessee shall also be obliged to pay a "late charge" as per the Port of Port Townsend Rate Schedule then in effect.

5. **DEPOSIT:** Upon the execution of this Lease, Lessee shall deposit with the Port two month's rent in the amount of \$3,788.66 plus all applicable taxes. However, Lessee has an existing deposit of \$1,746.76 on file with the Port under an agreement now superseded by this Lease. Accordingly, within one (1) year of execution of this Lease, Lessee shall deposit an additional \$2,041.19 in order to satisfy the requirements of this Paragraph 5. The deposit shall be held by the Port as security for Lessee's faithful performance of all of its obligations under this Lease. Any interest earned on amounts deposited shall be retained by the Port. The deposit shall be returned to Lessee upon termination of this Lease, less any charges owing to the Port or expenses incurred by the Port in repairing damage caused by Lessee or restoring the leased premises to the condition required upon termination of this Lease.
6. **USE OF PREMISES:** Lessee shall use the premises for a bed & breakfast accommodation and shall not use them for any other purpose without the prior written consent of the Port. Lessee shall use the entire premises for the conduct of said business in a first class manner continuously during the entire term of this Lease, with the exception of temporary closures for such periods as may reasonably be necessary for repairs or redecorating or for reasons beyond Lessee's reasonable control. Lessee agrees that it will not disturb the Port or any other tenant of the Port's by making or permitting any disturbance or any unusual noise, vibration or other condition on or in the premises.
7. **UTILITIES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all utility services furnished to the premises.
8. **ACCEPTANCE OF PREMISES:** Lessee has examined the leased premises and accepts them in their present condition.
9. **MAINTENANCE AND REPAIR:** At the expiration or sooner termination of this Lease, Lessee shall return the premises to the Port in the same condition in which received (or, if altered by Lessee with the Port's consent, then the premises shall be returned in such altered condition), reasonable wear and tear and damage by fire or unavoidable casualty excepted. Lessee shall, at its' own expense, and at all times:
 - a. Keep the premises, and the adjoining roadways and sidewalks, neat, clean and in a safe and sanitary condition;
 - b. Maintain and keep the leased premises in a good state of repair; and
 - c. Not commit waste of any kind.The Port shall be responsible for necessary repairs to the roof (structures or coverings), foundation, electrical, plumbing, heating system, and exterior walls of which the premises are a part.
10. **ALTERATIONS AND IMPROVEMENTS:** Lessee shall make no alterations or improvements to or upon the premises or install any fixtures (other than trade

fixtures which can be removed without injury to the premises) without first obtaining written approval from the Executive Director of the Port. Such written approval shall also include agreement for disposition of the improvements upon termination of this Lease.

11. **INSPECTION - "FOR RENT" SIGNS:** The Port reserves the right to inspect the leased premises at any and all reasonable times throughout the term of this Lease, PROVIDED, that it shall not interfere unduly with Lessee's operations. The right of inspection reserved to the Port hereunder shall impose no obligation on the Port to make inspections to ascertain the condition of the premises, and shall impose no liability upon the Port for failure to make such inspections. The Port shall have the right to place and maintain "For Rent" signs in conspicuous places on the premises for thirty (30) days prior to the expiration or sooner termination of this Lease.
12. **POSSESSION:** If the Port shall be unable for any reason to deliver possession of the premises, or any portion thereof, at the time of the commencement of the term of this Lease, the Port shall not be liable for any damage caused thereby to Lessee, nor shall this Lease thereby become void or voidable, nor shall the term specified herein be in any way extended, but in such event Lessee shall not be liable for any rent until such time as the Port can deliver possession, PROVIDED, that if Lessee shall, in the interim, take possession of any portion of the premises, it shall pay as rental the full rental specified herein reduced pro rata for the portion of the premises not available for possession by Lessee, AND PROVIDED FURTHER, that if the Port shall be unable to deliver possession of the premises at the commencement of the term of this Lease, Lessee shall have the option to terminate this Lease by at least thirty (30) days written notice, unless the Port shall deliver possession of the premises prior to the effective date of termination specified in such notice. If Lessee shall, with the Port's consent, take possession of all or any part of the premises prior to the commencement of the term of this Lease, all of the terms and conditions of this Lease shall immediately become applicable.
13. **DAMAGE OR DESTRUCTION:**
 - a. Should the premises or the buildings or structures of which the premises are a part be damaged by fire or other casualty, and if the damage is repairable within four (4) weeks from the date of the occurrence (with the repair work and the preparations therefore to be done during regular working hours on regular work days), the premises shall be repaired with due diligence by the Port, and in the meantime the monthly minimum rental shall be abated in the same proportion that the untenable portion of the premises bears to the whole thereof, for the period from the occurrence of the damage to the completion of the repairs.
 - b. Should the premises or any buildings or structures of which the premises are a part be completely destroyed by fire or other casualty, or should they

be damaged to such an extent that the damage cannot be repaired within four (4) weeks of the occurrence, the Port shall have the option to terminate this Lease on thirty (30) days' notice, effective as of any date not more than sixty (60) days' after the occurrence. In the event that this paragraph shall become applicable, the Port shall advise Lessee within thirty (30) days after the happening of any such damage whether the Port has elected to continue the lease in effect or to terminate it. If the Port shall elect to continue this Lease in effect, it shall commence and prosecute with due diligence any work necessary to restore or repair the premises. If the Port shall fail to notify Lessee of its election within said thirty (30) day period, the Port shall be deemed to have elected to terminate this Lease, and the lease shall automatically terminate sixty (60) days after the occurrence of the damage. For the period from the occurrence of any damage to the premises to the date of completion of the repairs to the premises (or to the date of termination of the lease if the Port shall elect not to restore the premises), the monthly minimum rental shall be abated in the same proportion as the untenable portion of the premises bears to the whole thereof.

- 14. INDEMNIFICATION AND HOLD HARMLESS:** The Port, its employees and agents shall not be liable for any injury (including death) to any persons or for damage to any property, regardless of how such injury or damage be caused, sustained, or alleged to have been sustained by the Lessee or by others as a result of any condition (including existing or future defects in the premises) or occurrence whatsoever related in any way to the premises and the areas adjacent thereto or related in any way to Lessee's use or occupancy of the premises and of the areas adjacent thereto. Lessee agrees to defend and to hold and save the Port harmless from all liability or expense of litigation) in connection with any such items of actual or alleged injury or damage.
- 15. INSURANCE:** Lessee agrees to maintain during the lease term liability insurance as set forth below, at Lessee's sole expense. All such insurance shall name the Port of Port Townsend as an additional insured, and shall be with insurance companies acceptable to the Port.
- a. Comprehensive General Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000.00 combined single limit for each occurrence. Such insurance shall include but not be limited to bodily injury liability, personal injury liability, property damage liability, broad form property damage liability, contractual liability, and products/completed operations liability.
 - b. Comprehensive Business Automobile Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000.00 combined single limit for each occurrence. Such insurance shall include but not be limited to bodily injury liability, property damage liability, hired car liability, and non-owned auto liability.

- c. Workers Compensation Insurance as will protect tenant's employees from claims under Washington Workers Compensation Act as well as all Federal Acts applicable to the tenant's operations at the site such as but not limited to U.S. Longshoremen and Harborworkers Act, Jones Act, and Federal Employers Liability section of the Washington Workers Compensation Policy and all Federal Acts Insurance shall not be less than \$1,000,000.00 for each occurrence.

The Lessee agrees to supply the Port with appropriate evidence to establish that its insurance obligations have been met, and that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice to the Port. The conditions set forth in subparagraphs a, b and c of this Paragraph 15 shall be met prior to occupancy.

16. **WAIVER OF SUBROGATION:** The Port and Lessee hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance contracts, including any extended coverage endorsements thereto, PROVIDED, that this paragraph 16 shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of the Port or Lessee.
17. **INCREASE IN COST OF INSURANCE:** Lessee shall not use the demised premises in such a manner as to increase the existing rates of insurance applicable to the buildings or structures of which the premises are a part. If it nevertheless does so, then, at the option of the Port, the full amount of any resulting increase in premiums paid by the Port with respect to the buildings or structures of which the leased premises are a part, and to the extent allocable to the term of this Lease, may be added to the amount of rental hereinabove specified and shall be paid by Lessee to the Port upon the monthly rental day next thereafter occurring.
18. **TAXES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all license and excise fees and occupation taxes covering the business conducted on the premises, and all taxes on property of Lessee on the leased premises and any taxes on the leased premises or leasehold interest created by this Lease Agreement.
19. **COMPLIANCE WITH PORT REGULATIONS AND WITH ALL LAWS:** Lessee agrees to comply with all applicable rules and regulations of the Port pertaining to the building or other realty of which the premises are a part now in existence or hereafter promulgated for the general safety and convenience of the Port, its various tenants, invitees, licensees and the general public. Lessee also agrees to comply with all applicable federal, state, and municipal laws, ordinances, and regulations. Lessee further agrees that all buildings, structures or other improvements, approved by the Port, will be properly permitted by Jefferson

County. Any fees for any inspection of the premises during or for the lease term by any federal, state or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.

- 20. ASSIGNMENT OR SUBLEASE:** Lessee shall not assign or transfer this Lease or any interest therein nor sublet the whole or any part of the premises, nor shall this Lease or any interest thereunder be assignable or transferable by operation of law or by any process or proceeding of any court, otherwise, without the prior written consent of the Port. If Lessee is a corporation, Lessee further agrees that if at any time during the term of this Lease more than one-half (1/2) of the outstanding shares of any class of stock of Lessee corporation shall belong to any stockholders other than those who own more than one-half (1/2) of the outstanding shares of that class of stock at the time of the execution of this Lease or to members of their immediate families, such change in the ownership of the stock of the Lessee shall be deemed an assignment of this Lease within the meaning of this paragraph. If the Port shall give its consent to any assignment or sublease, this paragraph shall nevertheless continue in full force and effect and no further assignment or sublease shall be made without the Port's consent. In the event the Port shall give its consent to any assignment of this Lease, the Port will engage in good faith negotiations with the assignee for a new long-term lease agreement to supersede this Lease, if such long-term lease is desired by the assignee. The Port's consent to the assignment or transfer of this Lease will not unreasonably be withheld.
- 21. DEFAULTS:** Time is of the essence of this Lease Agreement, and in the event of the failure of Lessee to pay the rentals or other charges at the time and in the manner herein specified, or to keep any of the covenants or agreements herein set forth to be kept and performed, the Port may elect to terminate this Lease and reenter and take possession of the premises with or without process of law, PROVIDED, however, that Lessee shall be given fifteen (15) days' notice in writing stating the nature of the default in order to permit such default to be remedied by Lessee within said fifteen (15) day period. If upon such reentry there remains any personal property of Lessee or of any other person upon the leased premises, the Port may, but without the obligation so to do, remove said personal property and hold it for the owners thereof or may place the same in a public garage or warehouse, all at the expense and risk of the owners thereof, and Lessee shall reimburse the Port for any expense incurred by the Port in connection with such removal and storage. The Port shall have the right to sell such stored property, without notice to Lessee, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, and third to the payment of any other amounts which may then be due from Lessee to the Port, and the balance, if any, shall be paid to Lessee. Notwithstanding any such reentry, the liability of Lessee for the full rental provided for herein shall not be extinguished for the balance of the term of this Lease, and Lessee shall make

good to the Port any deficiency arising from a re-letting of the leased premises at a lesser rental than that hereinbefore agreed upon. Lessee shall pay such deficiency each month as the amount thereof is ascertained by the Port. Any failure by the owners, officers, or principals of Lessee to pay rentals, storage fees, moorage or any other charges owed to the Port under separate contract shall constitute default under provisions of this Lease Agreement.

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

26. **INSOLVENCY:** If Lessee shall file a petition in bankruptcy, or if Lessee shall be adjudged bankrupt or insolvent by any court, or if a receiver of the property of Lessee shall be appointed in any proceeding brought by or against Lessee, or if Lessee shall make an assignment for the benefit of creditors, or if any proceedings shall be commenced to foreclose any mortgage or any other lien on Lessee's interest in the premises or on any personal property kept or maintained on the premises by Lessee, the Port may at its option, terminate this Lease.
27. **WAIVER:** The acceptance of rental by the Port for any period or periods after a default by Lessee hereunder shall not be deemed a waiver of such default unless the Port shall so intend and shall so advise Lessee in writing. No waiver by the Port of any default hereunder by Lessee shall be construed to be or act as a waiver of any subsequent default by Lessee. After any default shall have been cured by Lessee, it shall not thereafter be used by the Port as a ground for the commencement of any action under the provisions of paragraph 21 hereof.
28. **PROMOTION OF PORT COMMERCE:** Lessee agrees that throughout the term of this Lease it will, insofar as practicable, promote and aid the movement of passengers and freight through facilities within the territorial limits of the Port. Lessee further agrees that all incoming shipments of commodities that it may be able to control or direct shall be made through facilities within the territorial limits of the Port if there will be no resulting cost or time disadvantage to Lessee.
29. **SURRENDER OF PREMISES - ATTORNEYS' FEES:** At the expiration or sooner termination of this Lease, Lessee shall promptly remove building from leased property or re-negotiate a lease at the same or different site at the Port. In the event that the Port shall be required to bring any action to enforce any of the provisions of this Lease, or shall be required to defend any action brought by Lessee with respect to this Lease, and if the Port shall be successful in such action, Lessee shall, in addition to all other payments required herein, pay all of the Port's actual costs in connection with such action, including such sums as the court or courts may adjudge reasonable as attorney's fees in the trial court and in any appellate courts.
30. **HOLDING OVER:** If Lessee shall, with the consent of the Port, hold over after the expiration or sooner termination of the term of this Lease, the resulting tenancy shall, unless otherwise mutually agreed, be for an indefinite period of time on a month-to-month basis. During such month-to-month tenancy, Lessee shall pay to the Port the same rate of rental as set forth herein, unless a different rate shall be agreed upon, and shall be bound by all of the additional provisions of this Lease Agreement in so far as they may be pertinent.
31. **ADVANCES BY PORT FOR LESSEE:** If Lessee shall fail to do anything required to be done by it under the terms of this Lease, except to pay rent, the Port may, at its sole option, do such act or thing on behalf of Lessee, and upon

notification to Lessee of the cost thereof to the Port, Lessee shall promptly pay the Port the amount of that cost.

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

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

To Lessee:
COMMANDER'S BEACH HOUSE BED & BREAKFAST
c/o Ms. Gail Oldroyd
400 Hudson Street
Port Townsend, WA 98368
Phone: (360) 385-1778

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

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

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

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

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

- 39. NON-DISCRIMINATION EMPLOYMENT:** The Lessee covenants and agrees that in all matters pertaining to the performance of this Lease, Lessee shall at all times conduct its business in a manner which assures fair, equal and non-discriminatory treatment of all persons without respect to race, creed or national origin and, in particular:
- a. Lessee will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of racial or other minorities, and
 - b. Lessee will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all patrons or customers without discrimination as to any person's race, creed, color, sex, sexual orientation, or national origin.


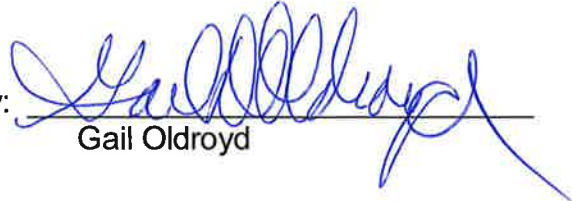
- 40. EASEMENTS:** The Parties recognize that the Port facilities are continuously being modified to improve the utilities and services used and provided by the Port. The Port or its agents shall have the right to enter the demised premises of the Lessee, and to cross over, construct, move, reconstruct,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

In the event that the Port does permanently deprive the Lessee from such beneficial use or occupancy, then an equitable adjustment in rent or in the cost

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

Lease Agreement dated this 1st day of May 2015 is hereby approved by the Port of Port Townsend, on this ____ day of April 2015 and effective upon the receipt of a deposit and liability insurance documentation from the Lessee.

LESSEE

By:  and by: 
Jim Oldroyd Gail Oldroyd

ATTEST:

PORT OF PORT TOWNSEND


Larry Crockett, Executive Director

APPROVED AS TO FORM


Port Attorney

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

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

Dated: May 11, 2015

Signature of
Notary Public:

Susan M. Nelson

My Appointment Expires: 11-05-16



**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

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

Dated: May 11, 2015

Signature of
Notary Public: 

My Appointment Expires: 11-05-16



**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

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

Dated: May 11, 2015

Signature of
Notary Public: Susan M. Nelson

My Appointment Expires: 11-05-16



LEASE AMENDMENT #1

THIS LEASE AMENDMENT made this 26th day of September 2019, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port," and JIM & GAIL OLDROYD, a married couple, doing business as (DBA) "The Commander's Beach House Bed & Breakfast", hereinafter referred to as "Lessee."

WITNESSETH:

1. On May 1, 2015, the parties entered into a Lease Agreement concerning certain premises situated at the Port of Port Townsend's Point Hudson facility, in Port Townsend, WA 98368, hereinafter referred to as the "Original Lease."
2. Paragraph #2 of the Original Lease states that the term of the agreement was to be for five (5) years, beginning May 1, 2015 and ending at "midnight, April 30, 2019" with one (1) five (5) option to extend thereafter.
3. The parties are agreed that Paragraph #2 contains a scrivener's error, and that the initial five (5) year term described in Paragraph #2 ends at midnight, April 30, 2020, rather than 2019.
- 4.. The parties are also agreed that Paragraph #2 of the Original Lease should now be amended to correct this scrivener's error, thereby clarifying that the initial five (5) year lease term along with the optional additional five (5) year term, would extend the cumulative term of the Original Agreement through to midnight on April 30, 2025.
5. The parties are further agreed that Lessee's email communication of Monday April 8, 2019 constituted written notice to extend the lease for an additional five (5) year term through to midnight on April 30, 2025.

NOW, THEREFORE:

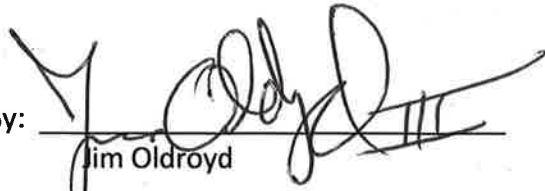
Paragraph #2 of the Original Lease Agreement dated May 1, 2015 shall be amended to read as follows (note: deleted text shown in ~~strikeouts~~; new/amended language show with double-underlining):


2. **TERM:** The term of this Lease is five (5) years, beginning May 1, 2015, and ending at midnight, April 30, 2019 2020 unless extended or sooner terminated as provided in this Lease. The Lessee shall also have an option to extend the lease term by one additional five (5) year term. Notification to extend the Lease will be done in writing 90 days prior to the end of the initial lease term.

All other terms and conditions of the Original Lease Agreement dated May 1, 2015 shall remain in effect.

APPROVED the 26th day of September 2019 by the Executive Director of the Port of Port Townsend.

LESSEE

By: 
Jim Oldroyd


and by: 
Gail Oldroyd

ATTEST:

PORT OF PORT TOWNSEND


Jim Pivarnik, Executive Director

APPROVED AS TO FORM


Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 28, 2020
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input checked="" type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	V. Public Hearing on Draft 2021 Operating & Capital Budget, rates, property tax levy and IDD tax levy
STAFF LEAD	Abigail Berg, Finance Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. 2021 Budget Memo 2. Draft 2021 Budget

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/28/2020
TO: Port Commission
FROM: Abigail Berg, Director of Finance & Administration & Eron Berg, Executive Director
SUBJECT: 2021 Budget – 3rd Draft

ISSUE

Provide the Commission with the 3rd 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, the 2nd draft was presented at the October 14th meeting; the 3rd draft will be presented at this meeting.

DISCUSSION

Since the 2nd draft budget presented on October 14th, there have been no changes to the budget aside from some minor edits and adjustments, to include the following:

1. Correction of principal payment on 2015 LTGO bond for 2021 to \$475,000 (was listed as \$460,000),
2. Work & Boat Yard budget variance column wasn't calculating properly,
3. \$600 was added to the budgeted Ramps revenue since it appears reasonable to expect similar activity as in 2020,
4. Main Stormwater Pump Station Repairs on the capital funding page needed total formula added to "Total 5-year estimate" column,
5. Point Hudson North & South Jetties amounts for 2022 and 2023 on the capital funding page were returned to their former amounts since the EDA grant has not been awarded yet.

Following are the budget assumptions that have been in place since the 2nd draft:

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% increase 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 past 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 staff's 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 projection 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 Draft Budget

RECOMMENDATION

We request the Commission's feedback on the 3rd Draft of the 2021 Operating and Capital Budget with the intention of adoption at the next Commission meeting on November 10th.



2021 OPERATING & CAPITAL BUDGET



Photo credit to Bill Curtsinger, December 2019

Approved by Port Commission on November xx, 2020

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MESSAGE FROM THE EXECUTIVE DIRECTOR

Introduction

I am new to the Port of Port Townsend as of March 16, 2020. This year has been a remarkable year that began optimistically with celebrating and planning to use the voter approved Industrial Development District (IDD) levy, shifted rapidly into uncertain times with the outbreak of corona virus, and is finishing with mixed forecasts for the future. As we continue to weather the pandemic and all of its fears, worries and uncertainties, we also continue to look forward to major capital improvements that will maintain the Port's viability for future generations. The Port's facilities and services provide the basis for our thriving marine trades industries which represent more than 400 jobs and 20% of Jefferson County's economy, a wide variety of outdoor public recreational opportunities (including marinas, boat ramps, an RV park and public beaches), as well as important air and water transportation links to the world.

The Port has two primary missions: (1) creating good jobs for our community, and (2) providing access to the world. Most of our mission is achieved through the stewardship of major properties in Jefferson County. Port facilities encompass some 550 total acres in East Jefferson County and include three marinas, six boat ramps, two large public docks, an international airport, 30 buildings leased to private businesses and three sandy beaches that are favorites in Port Townsend: at the trailhead for the Larry Scott Trail, at Point Hudson and at Fort Worden.

In my first six months here at the port, three messages from the community have been completely clear: (1) people actively use and love Port properties, (2) marine trades are not just vitally important for the economy, but are also core elements of the fabric of this community, and (3) the community expects the Port to maintain its properties so future generations may enjoy the same or similar opportunities as exist today. The Port exists not just to manage real estate, but to provide trusted stewardship of vitally important community assets.

Economic & Financial Outlook

This letter is written in late October, before a significant national election and during a third spike in COVID-19 cases. The economic and financial outlook is unclear and the Port's 2021 budget makes a number of assumptions based on 2020 actual experiences. A core assumption is that Port operations will not be disrupted in 2021 as they were in the spring of 2020 by a total, temporary closure of our tourist-oriented enterprises. Most revenue items for 2021 are budgeted to fall between 2018 and 2019 revenue, marking a steady recovery from the lows of this spring. The marine trades have remained a bright spot during this pandemic and this budget continues to focus support for that sector of the Jefferson County economy.

Planned 2021 Capital Investments

The 2021 capital budget includes a 5-year plan with critical projects that are funded, partially funded or unfunded at this time. 2021 projects that are funded are as follows:

- Design phase work on the North and South Point Hudson jetties:.....\$226,700
- Repair 2018 storm damage to the Main Breakwater at Boat Haven:\$350,000
- Boat Haven Boatyard resurfacing (to maintain stormwater compliance):.....\$90,000
- Develop a plan for Quilcene:\$ 50,000
- Sperry Building annual rehab project at Boat Haven:\$70,000
- Annual repairs to C, D and Linear Docks at Boat Haven Marina:\$150,000
- Moorage office relocation or reconfiguration:\$60,000
- Design phase work for electrical upgrades at Boat Haven Marina and Boatyard:\$30,000
- Point Hudson landscaping:\$40,000
- Jefferson County International Airport (JCIA) terminal:..... \$100,000
- JCIA runway reconstruction closeout:\$22,661

- Equipment/vehicle purchases:\$205,000
- Paint fuel dock office at Boat Haven:.....\$10,000
- Total:..... \$1,504,361

Major projects in the 5-year plan that still require additional funding include the construction phase work for the Point Hudson Jetty, a \$14.1 million project, and the Gardiner Launch Ramp at \$1.0 million. The Port is positioned well thanks to the voter approved IDD Levy from November 2019 which provides a significant amount of money for capital investment, both to fully fund certain projects and to provide grant match for other projects.

2021 Budget Priorities

Key priorities in the 2021 budget include:

1. Maintaining core lines of revenue for the Port by focusing on the basics (i.e., increasing business and holding the line on costs).
2. Faithfully executing IDD Levy funded projects.
3. Continuing and expanding the trend of enhanced maintenance at all Port properties to both keep our infrastructure working and to improve the appearance of Port properties.
4. Improving customer service throughout the Port with a focus on: (a) implementing a new marina management software that includes customer access, (b) adding new part-time positions to greet guests and tenants at Point Hudson, (c) setting up a volunteer program to welcome guests and tenants at Boat Haven and provide additional eyes on the docks, (d) staff training, (e) a new website designed for ease of use and access and (f) the addition of WIFI at Boat Haven and Point Hudson.

Without a doubt, 2021 will include unforeseen challenges and opportunities for the Port of Port Townsend. On behalf of the Port staff, we look forward to working collaboratively with our community partners, in particular the City, County and PUD, operating transparently, engaging the community, and pulling together to achieve the Commission's vision for our future.

Full speed ahead!

Eron Berg
Executive Director



INTRODUCTION

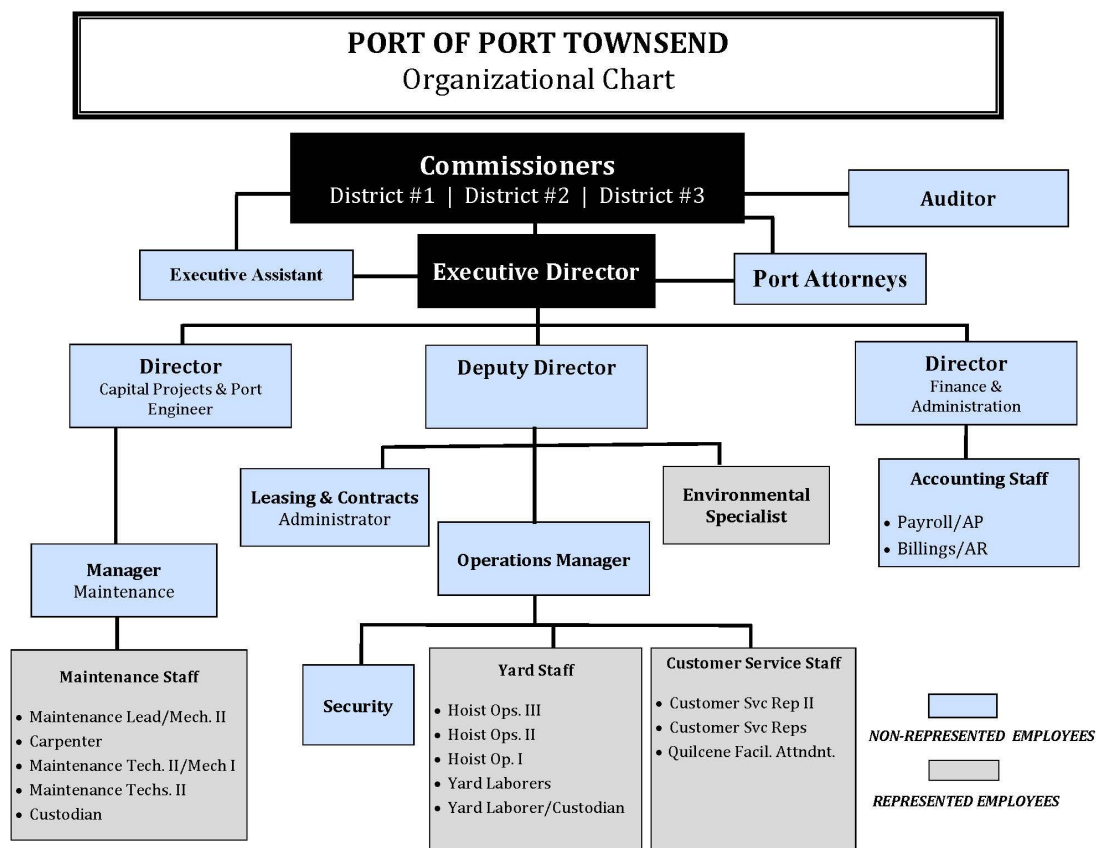
About Us

The Port of Port Townsend is a municipal corporation authorized by Washington State statute (Revised Code of Washington [RCW] Title 53) to provide for the development and maintenance of harbors and terminals and to promote tourism and foster economic activity. Created in 1924, the Port is a special purpose district independent from other local or state governments. The Port's geographical boundaries consist of all of Jefferson County, Washington.

The Port is governed by a 3-member Board of Commissioners; each elected to a 4-year term. The Commission delegates administrative authority to an Executive Director who manages staff to conduct operations of the Port. The County levies and collects taxes on the Port District's behalf, as determined by the Board of Commissioners, and acts as treasurer for the Port as defined under RCW 53.36.010.

Mission

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



Adopted: 9/9/2020

Port Commissioners

District 1 Commissioner: *Pamela Petranek, Secretary*

Term of Office: *January 1, 2020 – December 31, 2023*

Commissioner Petranek was first elected Port Commissioner in November 2019. She has a B.A. in Education, earned a U.S. Coast Guard Captain's license, teaches sailing and is a commercial fisherwoman for wild catch salmon in Alaska. Pam co-leads the Port Citizens Advisory Group and serves on the board of the Port Townsend Marine Trades Association.



District 2 Commissioner: *William W. Putney III, Vice President*

Term of Office: *January 1, 2018 – December 31, 2021*

Commissioner Putney is serving his first term as Port Commissioner. He is a retired technologist and entrepreneur. Since his retirement in 2009, he has devoted himself to volunteering. Currently, Bill serves as the Chief Engineer at KPTZ, and volunteers for PTFE, Northwind Art Center and AAUW. He has his private pilot's license and holds an FAA Airframe and Powerplant Mechanic's certificate.

District 3 Commissioner: *Peter W. Hanke, President*

Term of Office: *January 1, 2018 – December 31, 2021*

Commissioner Hanke was elected Port Commissioner in 2013 and re-elected in 2018. Mr. Hanke owns and operates Puget Sound Express, a family-owned passenger ferry and whale watch operation located at the Point Hudson marina. Besides being a boat captain and a business owner, Pete is also a pilot who has enjoyed flying out of Jefferson County International Airport since 1998.



OPERATING BUDGET 2021

Overview

The goal of the 2021 Operating and 5-year Capital Budget is to align our business practices and objectives to support both our organizational capital needs and our short and long-term financial sustainability. The Port Commission has instructed staff to prepare a budget that supports economic vitality while increasing our net cash position.

This 2021 budget format is modeled after a cash basis presentation so that all estimated incoming and outgoing cash is identified on one document. There are some changes in terminology and additional items added to this model that are explained in the areas to which they were added as noted below.

Organizational Initiatives

As part of our efforts to improve the Port's financial position over the course of the coming year, we intend to:

- Develop a comprehensive set of planning documents that reflect Commission direction.
- Continue to develop a comprehensive review of all Port business operations, carefully examining the value proposition each provides to the Port and to our customers.
- Modernize business and administrative procedures across our operations.
- Continue to develop a robust Capital Plan and funding strategies for the near term.
- Directly pursue and develop business to increase the Port's revenues by utilizing capacity in the boatyard, marinas, RV park, airport, and properties in Boat Haven and Point Hudson.
- Develop marketing and brand strategies to better position the Port in successfully attracting businesses and customers.
- Continue to fine-tune the Port's existing pricing structures across all business operations.

Revenue from Operations

The 2021 budget reflects total revenue from operations of \$6,194,243, a 4% increase over the 2020 Covid-19 Model Budget. The key aspect of Port revenue is that it had trended upward over the past few years; however, when the pandemic hit in early 2020, this trend was broken. The goal is to continue to grow revenue from operations by approximately \$200,000 or more year over year while controlling expenses to contribute to our Capital Improvement Program. Overall, the Port's revenues are generated throughout the operating units with Boat Haven Moorage providing 18.5%, the Yard 18.4%, Point Hudson 13.7%, PTBH properties 7.5%, Quilcene 1.6%, Ramps 0.5%, and Airport 1.6% of total revenues.

Expenses from Operations

Port-wide expenses from operations are budgeted to be \$5,266,804 in 2021, a 5.7% increase from the 2020 Covid-19 Model Budget. Much of this increase is due to gaining capacity for planning and executing capital projects by establishing a new position for a Director of Capital Projects/Port Engineer as well as contracts for grant writing and lobbying. In addition, there are unavoidable staff cost increases (COLA, healthcare and pension contributions), and some moderate increases in other expenses. General & Administrative (G&A) expenses total \$1,377,356 or 26% of total operating expenses. This is an increase of 6% over 2020's Covid-19 Model Budget, yet lower from the 2019 budget by \$191,797. Most of this is due to staffing changes over the past year and a half. G&A costs are allocated quarterly to each operating unit based on a weighted percentage of that unit's actual YTD operating revenues.

Net Operating Income

The 2021 budget reflects a net operating income of \$927,439, a slight decrease – less than 1% - when compared to 2020. We estimate an increase in operations revenue, while also estimating an increase in

operating expenses that will enable the Port to position itself to better plan and execute much needed capital projects.

Other Increases & Decreases in Fund Resources

The 2021 budget reflects a \$1,048,500 property tax levy, an increase of 1.8% from 2020, which includes a 1% increase and new construction, as calculated and recommended by the County Assessor. The IDD tax levy is estimated at \$1,634,289 for 2021, double from 2020, in an effort to build cash reserves for capital projects and pay for current projects without incurring additional debt. Interest income is budgeted conservatively at \$46,000 for 2021, which includes the ARRA Bond Interest Subsidy received semi-annually on the 2010 Limited Tax General Obligation (LTGO) bond which is approximately \$32,000. Grant revenue is budgeted at \$361,055 which is primarily for the close-out process of the FAA grant for the completion of the Jefferson County International Airport Runway Reconstruction and Taxiway Connector project.

New this year with the cash basis budget format, there is a change from terminology from “Non-Operating Income” to “Other Increases in Fund Resources” which are additional “sources of cash”. Specifically, these are Deposits & Retainage Collected and Taxes Collected (which includes Leasehold, Sales and Hotel/Motel Taxes).

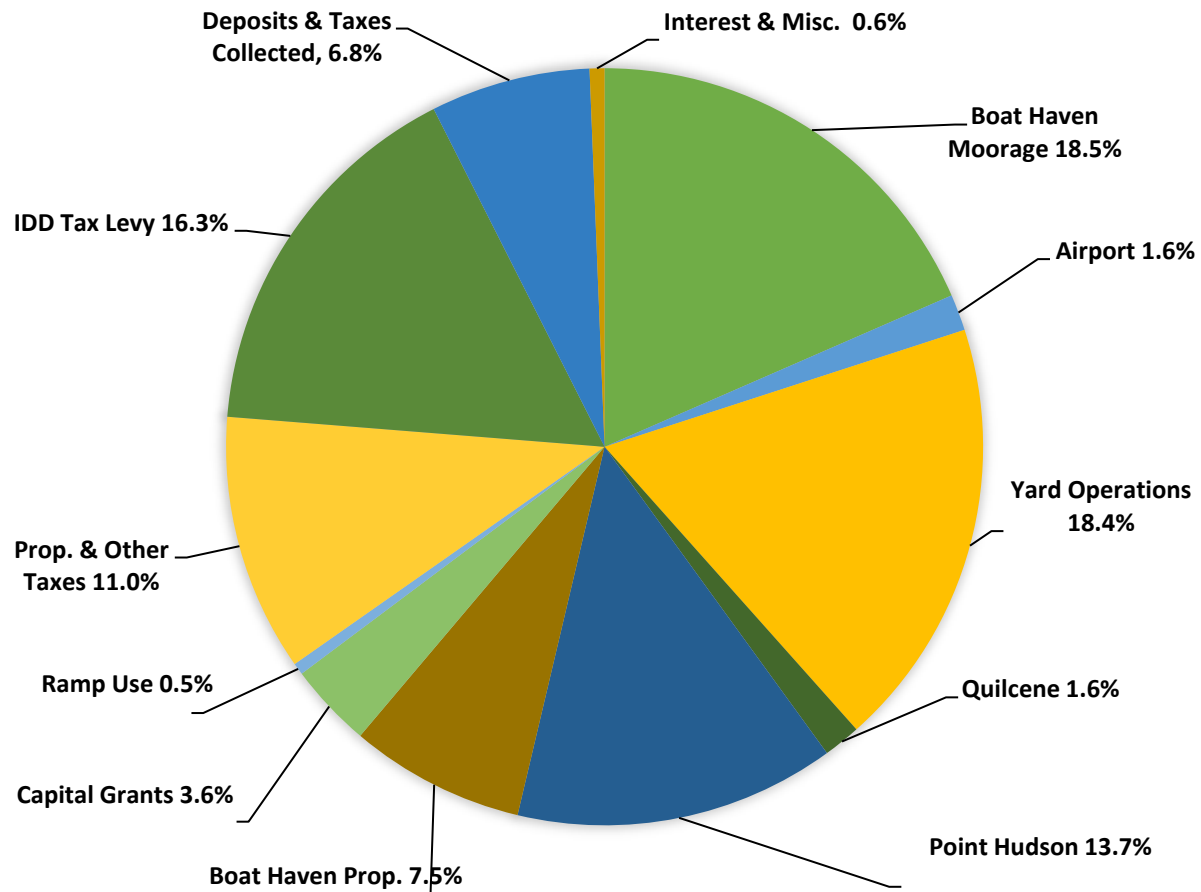
Similarly, there is a change in terminology from “Non-Operating Expense” to “Other Decreases in Fund Resources”. Specifically, these are Deposits & Retainage Paid, and Taxes Remitted (e.g. Leasehold, Sales and Hotel/Motel taxes). Other additions to the cash basis budget format are the principal paid on debt (interest has historically always been in the budget), and Capital Expenses. Other decreases in fund resources consist of Bond Management, Issuance & Investment costs of \$1,475, and Election costs of \$22,000.

Estimated Ending Cash

The ending cash balances are estimated to total \$4,579,599 that includes \$2,922,791 in Reserves and \$1,656,808 in Unreserved Cash. The estimated composition of ending reserves is as follows:

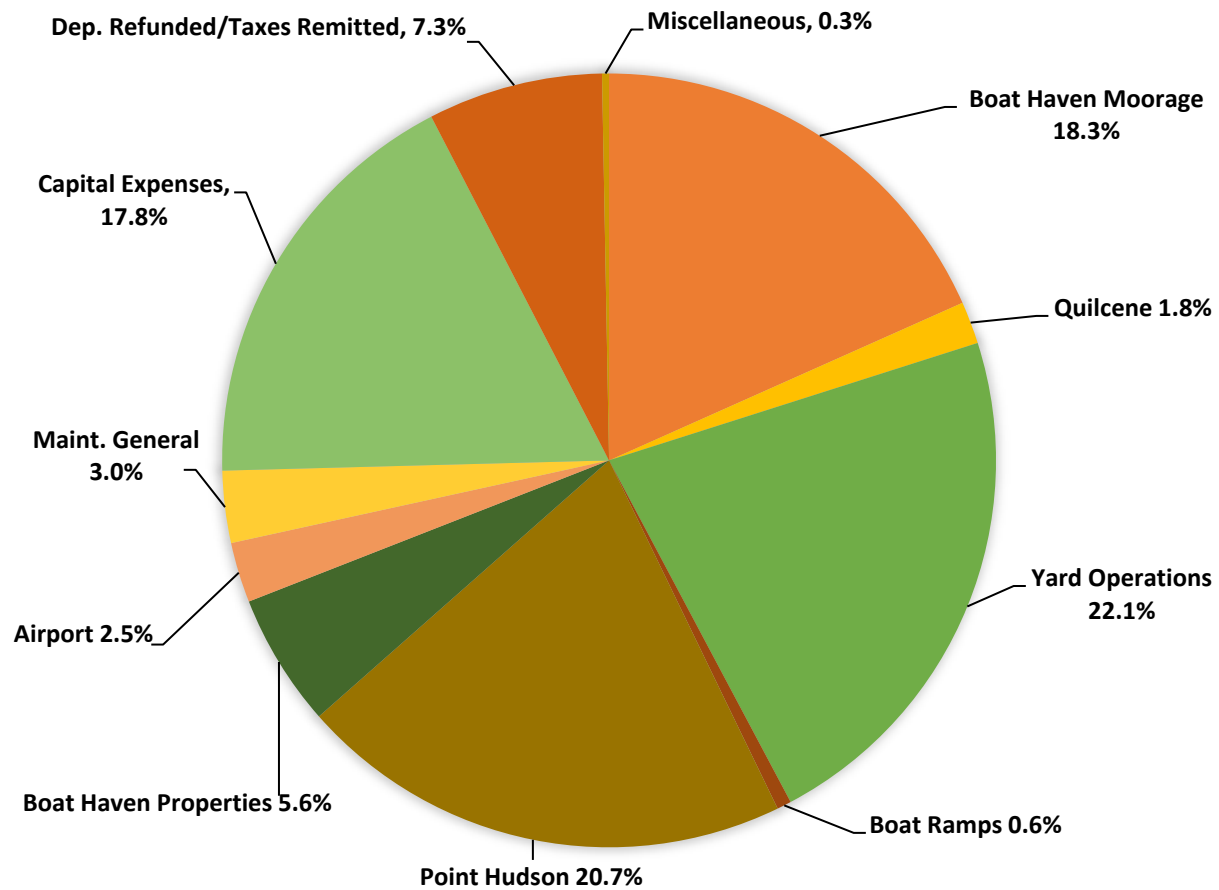
<u>Estimated Ending Cash Reserves for 2021</u>	
IDD Levy Capital Reserve	\$1,051,321
Port-Wide Capital Reserve	628,984
Boat Haven Capital Reserve	331,236
Operations Reserve	551,250
Emergency Reserve	350,000
Unemployment Reserve	10,000
	<u>\$2,922,791</u>

Graphic Summary of Budget

2021 "WHERE THE MONEY COMES FROM?"**2021 Budget - Revenue**

Boat Haven Moorage	\$ 1,853,219	18.5%
Yard Operations	1,849,605	18.4%
Point Hudson	1,375,227	13.7%
Boat Haven Prop.	750,817	7.5%
Quilcene	159,080	1.6%
Ramp Use	50,539	0.5%
Airport	155,757	1.6%
Capital Grants	361,055	3.6%
Prop. & Other Taxes	1,104,590	11.0%
IDD Tax Levy	1,634,289	16.3%
Deposits & Taxes Collected	685,298	6.8%
Interest & Misc.	64,000	0.6%
	<u>\$10,043,476</u>	

2021 "WHERE THE MONEY GOES"



2021 Budget - Expenses

Boat Haven Moorage *	\$ 1,546,666	18.3%
Yard Operations *	1,868,079	22.1%
Point Hudson *	1,744,178	20.7%
Boat Haven Properties	469,882	5.6%
Quilcene	149,458	1.8%
Boat Ramps	50,596	0.6%
Airport	211,892	2.5%
Maint. General	253,928	3.0%
Capital Expenses	1,504,361	17.8%
Dep. Refunded/Taxes Remitted	617,338	7.3%
Miscellaneous	24,363	0.3%
	<u>\$ 8,440,741</u>	

* Note: These include the debt services costs related to their departments which total \$1,028,763.

Consolidated Sources & Uses of Cash 2021 Budget
with comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actual & Remaining Budget	2021 Budget	2020-2021 variance
Beginning Cash & Investments					
Reserved			1,233,195	1,263,977	
Unreserved			1,683,435	1,915,396	
OPERATING REVENUES					
Boat Haven Moorage	1,815,115	1,900,981	1,812,569	1,853,219	40,650
Yard Operations	1,668,362	1,853,163	1,830,684	1,849,605	18,921
Point Hudson Marina, RV & Property	1,432,198	1,482,287	1,230,010	1,375,227	145,217
Boat Haven Properties	668,897	695,788	694,126	750,817	56,691
Quilcene Herb Beck Marina	156,455	166,058	165,105	159,080	(6,025)
JCIA Operations	134,721	150,635	150,221	155,757	5,536
Ramp Use	43,211	47,586	50,458	50,539	81
Total Operating Revenues	\$ 5,918,959	\$ 6,296,498	\$ 5,933,173	\$ 6,194,243	\$ 261,070
OPERATING 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
Facilities & Operations	440,397	488,838	433,597	451,751	18,154
Utilities	566,976	568,049	555,716	565,773	10,057
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
NET OPERATING INCOME	\$ 762,638	\$ 1,374,852	\$ 952,630	\$ 927,439	(25,191)
OTHER INCREASES IN FUND RESOURCES					
Deposits & Retainage Collected	75,380	109,925	77,728	78,505	777
Taxes Collected	668,488	709,204	580,617	606,794	26,177
Capital Contributions/Grants	113,113	402,793	3,476,852	361,055	(3,115,797)
Interest	56,046	64,159	46,049	46,000	(49)
Debt Proceeds - 2020 Line of Credit	-	-	1,650,000	-	(1,650,000)
Property & other taxes	1,089,297	1,094,866	1,912,147	2,738,879	826,732
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 DECREASES IN FUND RESOURCES					
Deposits & Retainage Paid	81,115	89,766	39,262	10,544	(28,718)
Taxes Remitted	548,586	719,151	580,593	606,794	26,201
Bond Principal & Interest	1,083,483	1,368,345	2,682,831	1,028,763	(1,654,068)
Bond Mgmt, Issuance, Investment	1,558	1,500	10,448	1,475	(8,973)
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	\$ 3,173,937	\$ (5,185,911)
Increase (Decrease) in Cash			\$ 464,653	\$ 1,602,736	\$ 1,138,083
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	4,580,199	1,400,826
			Reserved	\$ 1,263,977	\$ 2,922,791
			Unreserved	1,915,396	1,657,408
			Total Ending Cash	\$ 3,179,373	\$ 4,580,199

2021 Departmental Operating Budgets

Boat Haven Moorage

Boat Haven Moorage revenues are estimated to increase \$40,650, which includes a 1% rate increase, adding permanent moorage customers, and sunseting legacy rates. Similar to 2020, this increase in permanent moorage decreases the nightly moorage revenues.

New this year is the inclusion of the current debt service cost, both principal and interest. For Boat Haven Moorage, this is 83% of the 2010 Limited Tax General Obligation (LTGO) Bond used for reconstruction of the A/B docks. Including this in the departmental budget allows management to see the true picture of the department's gain/loss in operations year over year. The total increase in estimated moorage expenses is \$96,923. Most of this is related to staffing, specifically, an FTE was added March 9, of 2020 and in 2021 seasonal staff are anticipated for the full season, unlike during the pandemic in 2020.



BOAT HAVEN MOORAGE
2021 Budget with Comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actual & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING 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	13,355	1,669
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	\$ 1,546,666	\$ 96,423
NET OPERATING INCOME	\$ 244,961	\$ 435,079	\$ 362,326	\$ 306,553	\$ (55,773)

Boat Haven Yard

Overall Yard revenue is expected to increase by \$18,921, over 2020. During the pandemic in 2020, there was a lull in Yard activity, but overall, it did not appear to greatly reduce revenues for this department. As such we budgeted a modest increase in revenues for the coming year.

The discounted Workyard rate of \$0.37/ft/day is continued through March 31, 2021; after which the discount rate will be published as a 50% off the regular rate with the same one (1) month pre-payment required. In 2020, as part of the Co-op exchange of assets and lease amendment, the Port obtained a 70' covered shed with electrical hook-ups to be used to work on vessels. This is now offered to customers at \$75/day plus electrical for vessel repair.

New this year is the inclusion of the current debt service cost, both principal and interest. For the Yard, this is 17% of the 2010 Limited Tax General Obligation (LTGO) Bond used for the 80-ton Lift Pier. Including this in the departmental budget allows management to see the true picture of the department's gain/loss in operations year over year. A slight reduction in operating expenses of \$1,022 is anticipated for the 2021 budget, however with the estimated increase in operating revenue, the net effect is a reduction in the loss in operations by \$19,943 when compared to 2020.



WORK & BOAT YARD
2021 Budget with Comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actual & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING REVENUES					
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 Shipyard	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	-	-	-	-
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 OPERATING INCOME	\$ (151,940)	\$ (19,478)	\$ (38,417)	\$ (18,474)	\$ 19,943

Point Hudson

Overall, Point Hudson revenue is expected to increase by \$145,217 over the 2020 Covid-19 Model budget. Point Hudson Nightly RV Park revenue and Marina Nightly Guest revenues were both impacted severely due to the onset of the pandemic in 2020. Whereas we do not expect a complete rebound to pre-2020 levels, we anticipate an increase over 2020 as more is known on how to safely manage this pandemic. We estimate a similar, though smaller, rebound in Passenger Fee revenue. Building Lease revenues are expected to increase in part due to CPI, and in part due to new leases and lease renewals.

Total estimated increases in operating expenses when compared to 2020 are \$190,729. Staffing increases are the primary reason for expense increases in 2021 (personnel fully loaded cost totaling \$162,441). This includes an additional FTE at this location, as well as employing temporary staff for the entire season which was not done during the pandemic in 2020.



POINT HUDSON
2021 Budget with Comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actuals & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING 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	14,849	(4,148)
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	\$ 1,744,178	\$ 190,979
NET OPERATING INCOME	\$ (257,100)	\$ (146,698)	\$ (323,189)	\$ (368,951)	\$ (45,762)

Boat Haven Properties

Properties are expected to increase by approximately \$57,000 with the increase in the number of leases and renewals, in addition to CPI increases. All assets are marine dependent or related uses for manufacturing, warehousing and office requirements.

Overall, operating expenses are expected to increase by \$63,548 when compared to the 2020 Covid-19 Budget Model. Most of this increase is staffing, both departmental (Leasing & Contract Administrator) and maintenance as they are regularly working to maintain the condition of these properties.

BOAT HAVEN PROPERTIES 2021 Budget with Comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actuals & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING 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	200	100
Travel	-	-	172	250	-
General & Administrative	199,886	146,072	155,706	166,968	11,262
Total Operating Expenses	\$ 362,103	\$ 366,940	\$ 406,084	\$ 469,882	\$ 63,548
NET OPERATING INCOME	\$ 306,794	\$ 328,848	\$ 288,042	\$ 280,935	\$ (6,857)

Quilcene

Quilcene revenues are projected to decrease by \$6,025, largely due to the decommissioning of the fuel tanks at the marina which is a reduction of \$7,370. Other revenues are expected to be slightly higher than in 2020, thereby making up that variance of \$1,345.

Overall, operating expenses are budgeted to be reduced by \$23,985. Of that amount, \$8,135 is the cost of fuel that will no longer be purchased due to the decommissioned fuel tanks and the cost to decommission (\$5,660). The other significant reduction to expenses is repair and maintenance supplies for \$5,257. A long-term plan study will be executed in Quilcene to determine next steps in the full utilization of that facility.



QUILCENE
2021 Budget with Comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actuals & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING 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 OPERATING INCOME	\$ (9,583)	\$ 526	\$ (8,338)	\$ 9,622	\$ 17,960

Ramps

The Port has boat launch ramps located in Port Townsend, Port Hadlock, Gardiner and Mats Mats in Port Ludlow. All these boat ramps are single ramps, except for the one in Port Townsend which is a double ramp. Ramp revenues are not expected to vary significantly from 2020 revenues.

Increased operating expenses are expected for Ramps in the amount of \$4,215, when compared to 2020. Most of that increase is in personnel, totaling \$3,342; as well as a \$1,079 in Contract Services for a camera system by the Boat Haven ramp, and kiosk costs. The Contract Services increase here has been reduced from Boat Haven Moorage.

BOAT RAMPS 2021 Budget with Comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actuals & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING REVENUES					
Ramp Fees	37,112	39,976	44,910	44,936	26
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	\$ 50,539	\$ 81
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 OPERATING INCOME	\$ 2,400	\$ (5,567)	\$ 4,077	\$ (57)	\$ (4,134)



Jefferson County International Airport (JCIA)

JCIA revenues are estimated to increase by approximately 4% primarily due to applying CPI to leases. Overall, this is a \$5,536 increase when compared to 2020.

Expenses are estimated to be approximately 17% less, \$42,186, than in 2020. For 2020, there was a significant increase in maintenance staff work at the airport related to the runway rehabilitation project preparation, for a fully loaded cost variance of \$44,655. Another large difference was the expense of the airport terminal park model down payment in 2020 for \$6,828. Other expenses increased nominally to off-set those variances of \$9,047.

JEFFERSON COUNTY INTERNATIONAL AIRPORT
2021 Budget with Comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actuals & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING 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	2,750	1,486
General & Administrative	40,274	31,593	33,698	34,638	940
Total Operating Expenses	\$ 164,631	\$ 192,847	\$ 254,078	\$ 211,892	\$ (42,186)
NET OPERATING INCOME	\$ (29,910)	\$ (42,213)	\$ (103,857)	\$ (56,135)	\$ 47,722

Maintenance - General

The Port's Maintenance department activity is typically recorded to the Port department in which it occurs. Maintenance costs not tied to any particular department are included here under Maintenance - General.

Variances between 2020 and 2021 simply show year-to-year activity variances for non-specific departmental maintenance activity as well as capital work performed by Maintenance staff.

MAINTENANCE - GENERAL

2021 Budget with Comparison to Prior Years

	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	34,799	(3,373)
Utilities	7,879	7,343	6,155	10,270	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	253,928	(20,259)



CAPITAL BUDGET 2021

Overview

There are many relatively small-scale, capital projects (less than \$500,000) identified for 2021; all are fully funded. There may be additional capital projects not identified in this budget that would be examined on a case-by-case basis later. If a project can be funded through rents or on a reimbursable basis and will break even or better within the current fiscal year, it may be considered. Capital projects may also be funded by reallocating operating expenses currently categorized as “Maintenance & Repair” expenses to capital projects as needs warrant.

Jefferson County International Airport

Runway Reconstruction

The Jefferson County International Airport (JCIA) runway rehabilitation project is expected to be complete in late 2020 with only the remaining close-out grant costs budgeted for 2021. This amount totals \$22,661.

Airport Terminal

The airport is a precious, under-utilized asset of the Port. Although there are many private pilots who utilize this facility, the more transient customers are unable to do more than a simple, one-day fly-in because there are no facilities where they can rest, make future plans, use the bathroom (thereby removing the need for a porta-potty) and even wait for transportation to take them to local restaurants or shops. The airport terminal would provide such a location and help build that customer base. The estimated cost for this project is \$100,000.

Boat Haven

Workyard Resurfacing

Although the Port is in compliance with the Boatyard General Stormwater Permit administered by the Washington State Department of Ecology, on-going maintenance of the Workyard surface is necessary both to improve the working conditions for customers, and to remove and/or cap soils and sediments containing high concentrations of regulated substances (e.g., copper and zinc). The work will involve scarification of the existing surface, excavation to transition and blend existing edges and establish a new gravel surface grade. The effort is anticipated to maintain or improve stormwater system performance and compliance and be performed for 3-years consecutive with 2-years off, as conditions dictate.

Main Breakwater Repairs

The eastern 600 feet of the main breakwater at Boat Haven was originally constructed in 1935. This portion of the breakwater suffered considerable damage during a storm on December 20, 2018. The damage is similar in nature to storm damage that occurred in 2016. Permitting for this project is not yet complete. Ongoing maintenance and repair of the breakwater is critical to all operations and activities at Boat Haven.

Dock Renovations and Piling Replacement

The C, D and Linear docks at Boat Haven Marina need capital maintenance work over the next several years. Port Maintenance staff can perform this work once a permit is obtained from the U.S. Army Corp of Engineers. This capital work includes removal of dock sections, brought one at a time upland for maintenance, while replacement piles are driven; then subsequently having the dock sectionals re-installed onto the new piles. Once the permitting is obtained, and this initial year's work is executed, it will be clear how many sections may be completed annually. This project is included each year over the next 5-years. It will likely take several years after 2025 to complete this capital maintenance project.

Main Stormwater Pump Station

Perhaps the most critical infrastructure at the Boat Haven Yard is the stormwater collection and treatment system. This system must be maintained in order for the Port to preserve in good standing its Boat Yard General Permit with the WA State Dept. of Ecology. This pump station was installed in 1997 and is well past its expected useful life. It requires a major rehabilitation to ensure its continued proper functioning. The project is estimated to cost \$100,000 in 2021.

Boat Yard Electrical Design

Design work is required for the upgrade of the Boat Yard's electrical conduits, wiring, transformers, pedestals and meters. This project will include industrial grade lighting in certain key areas for improved security and safety. Design is scheduled in 2021 for an estimated \$30,000 with subsequent construction in 2022.

Sperry Buildings (2)

These are nearly all the original Port Townsend Industrial Park buildings constructed in the early 1970s. Many have moderate to substantial condition issues and require attention. This is a progressive project scheduled over several years, estimating completion of two (2) buildings per year by Port maintenance crew. In 2021, this project is estimated to cost \$70,000 and may include such structural condition issues as foundations, bearing and exterior walls, subflooring and roofs, unexposed electrical, plumbing and sewage systems, doors, windows, etc.

Moorage Office

In December 2018, Port Moorage staff were moved into the Yard office to increase efficiencies and customer service to port tenants and customers. While this has increased customer satisfaction, it has proved to be too small of a space for staff which was amplified by the onset of the pandemic in early 2020. The project for 2021, in the amount of \$60,000, is to relocate or rehabilitate this office. It is anticipated that Port Maintenance crew would perform this work.

Fuel Dock Building Painted

This project is to be performed by Port Maintenance crew and estimated to cost \$10,000.

Point Hudson

North & South Jetties Replacement

The replacement of the Point Hudson Jetty is among the Port's highest capital priorities due to the importance of Point Hudson to the community's economic vitality and character. The existing structure is severely compromised and in need of complete renovation (i.e., either progressive reconstruction or replacement) in the near term in order to maintain uninterrupted use of the historic marina. The work for 2021 involves continuing to advance the engineering design and permitting process for replacement of both jetties.

Landscaping

This project is planned in order to beautify this gem of the city of Port Townsend, Point Hudson. It will include landscaping surrounding buildings on the east side and around the RV Park where the public accesses the area for walking. Port Maintenance crew are performing this work and estimate the cost to be \$40,000 in 2021.

POINT HUDSON
2021 Budget with Comparison to Prior Years

	2018 Actual	2019 Actual	2020 Covid-19 YTD Aug Actuals & Remaining Budget	2021 Budget	2020-2021 variance
OPERATING 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	14,849	(4,148)
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	\$ 1,744,178	\$ 190,979
NET OPERATING INCOME	\$ (257,100)	\$ (146,698)	\$ (323,189)	\$ (368,951)	\$ (45,762)

Quilcene

Planning & Preliminary Engineering

Quilcene facility planning and preliminary engineering is budgeted for 2021 in the amount of \$50,000. A bathymetric survey will have been performed in 2020 that will assist in this future planning of the facility. The entrance channel to the Quilcene Marina requires periodic maintenance dredging to ensure safe navigation and continued recreational and commercial use of this important south Jefferson County facility; however, the Port does not want to move forward without a plan that ensures long-term facility sustainability. This project anticipated for 2021 involves retaining a consultant/engineer to scope the future potential for Quilcene.

Equipment & Vehicles

During 2021, the Port is planning to continue upgrading its fleet by purchasing two (2) pick-up trucks, replacing a forklift in the Yard, and purchasing a mini-excavator for Maintenance crew work.



5-Year Capital Projections

1 Year Capital Improvement Program & 5 Year Capital Plan
years 2021-2025
as of October 28, 2020

JEFFERSON COUNTY INTERNATIONAL AIRPORT (JICA)	2021 estimate	2022 estimate	2023 estimate	2024 estimate	2025 estimate	Total 5 year estimate
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						
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	9,671,000	8,480,000	705,000	3,230,000	23,590,361

Capital Funding

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)	-	-	-	-	(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)
TOTAL PROJECTED IDD LEVY FUNDS USE 2021-2025	(666,700)	(2,914,478)	(2,160,000)	(525,000)	(1,050,000)	(7,316,178)
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)	(4,237,089)	(2,340,000)	(705,000)	(1,230,000)	(10,016,450)
Unsecured Anticipated Grants						
PH Cantilevered Esplanade	-	-	-	-	(2,000,000)	(2,000,000)
PH North & South Jetties Replacement - Construction	-	(4,933,911)	(5,640,000)	-	-	(10,573,911)
Gardiner Launch Ramp	-	(500,000)	(500,000)	-	-	(1,000,000)
Total Unsecured Anticipated Grants	-	(5,433,911)	(6,140,000)	-	(2,000,000)	(13,573,911)
Total Funding Sources Secured & Unsecured	(1,504,361)	(9,671,000)	(8,480,000)	(705,000)	(3,230,000)	(23,590,361)

PROPERTY TAX LEVY

Regular Tax Levy

The preliminary total assessed value (AV) for the Port District for 2021, as of this budget version, is \$6,428,473,807. Per the County Assessor, the total recommended general tax levy to budget for 2021 is projected to be approximately \$0.16 per \$1,000 of AV, which calculates to \$1,048,500, including new construction estimates.

The Jefferson County Treasurer acts as an agent to collect property taxes levied in the County for all taxing authorities. Taxes are levied annually on January 1 on the property value listed as of the prior year. Assessed values are established by the County Assessor at 100% of fair market value. A revaluation of all property is required annually, which includes physical inspections every six-years while the remainder is performed with a combination of statistics, sales studies and inspections.

The Port is permitted by law to levy up to 45 cents per \$1,000 of assessed valuation for general port purposes. The rate may be reduced for either of the following reasons:

1. Washington State Law in Revised Code (RCW) 84.55.010 limits tax growth to 1% per year, plus adjustments for new construction,
2. If the assessed valuation increases by more than the tax limitations due to revaluation, the levy rate is decreased accordingly so that no more than the tax limit is collected.

Special Tax Levies

Special levies approved by the voters are not subject to the above limitation. The Port can levy property taxes for dredging, canal construction, leveling or filling upon approval of the majority of voters within the Port District, not to exceed \$0.45 per \$1,000 of AV of taxable property. The Port currently has no such levies.

Industrial Development District (IDD) Tax Levy

The Port may also levy property taxes for Industrial Development Districts (under a comprehensive scheme of harbor improvements), for 2-multiyear levy periods only. (A third multiyear levy is allowed for counties bordering the Pacific Ocean, such as Jefferson County, but first must be brought to the voters for approval.) The IDD levy may not exceed the sum of \$2.70 per \$1,000 of AV for taxable property in the Port District for taxes collected in the base year and the maximum allowable amount that could have been collected under RCW 84.55.010 for the first six (6) collection years of the levy period. The levy period may not exceed 20-years from the date the initial levy is made, and the levy rate in any year may not exceed \$0.45 per \$1,000 of AV. If a Port District intends to levy this tax over a second multiyear levy period, the Port must publish notice of intent to impose such a levy, and if signatures of at least eight (8) percent of the voters protest the levy, a special election must be held with a majority approval required.

In August 2019, enough signatures were obtained from the voters which required the special levy be placed on the November 2019 ballot. In November 2019, Jefferson County voters approved the Port's 2nd multiyear IDD levy. As such, 2019 is the base year from which the levy will be calculated. In 2020, the Port levied \$809,054 in IDD tax and in 2021 the Port is levying \$1,634,289 in IDD tax.

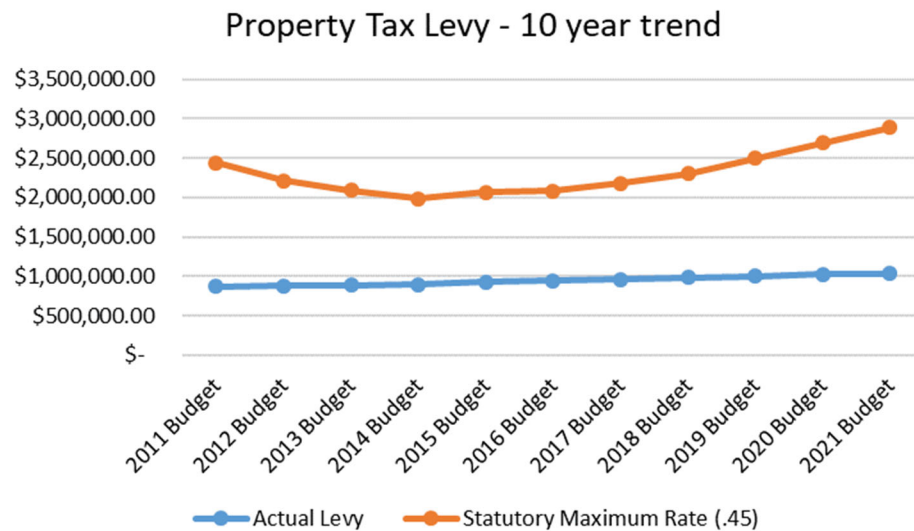
Tax Levy Uses

The Port Commission has directed that the funds collected by the regular tax levy will be used for debt service for general obligation bonds.

Tax Levy Graph

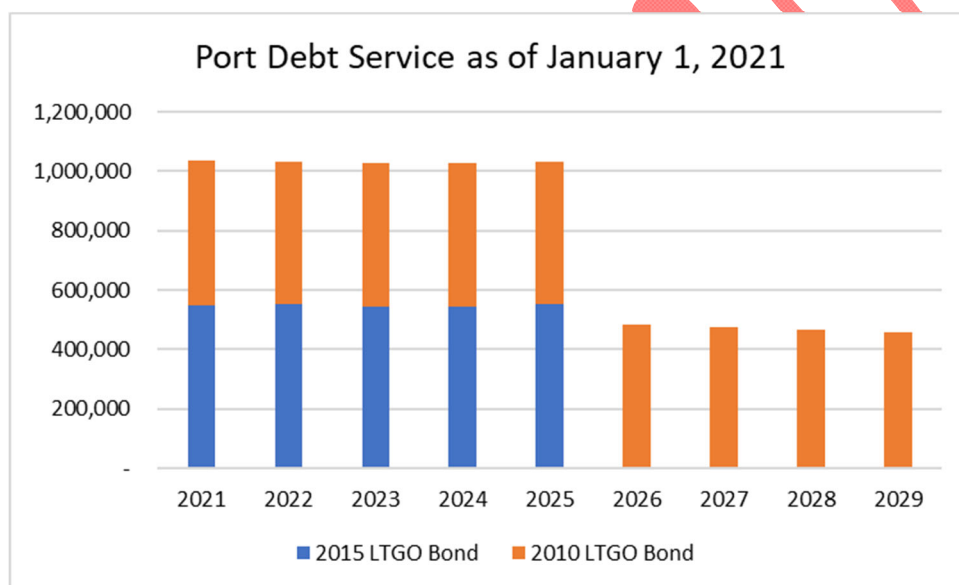
The following graph depicts the actual tax levy for the last 10 years (blue line) as compared to the statutory maximum rate for the same period. This maximum by statute depicted by the graph's orange line, would require approval of the Port District's voters, as discussed above. Annually, the Port is restricted to increases

in the levy by 1% (RCW 84.55.010) or more if there is banked capacity. A banked capacity can only occur when a taxing district opts not to take an increase in any given tax year. The Port does not have any banked capacity.



DEBT SERVICE

Name of Debt	Principal balance	Interest balance	Retirement
2015 LTGO Refunding Bond	\$ 2,515,000	\$ 192,975	December 2025
2010 LTGO Bond	3,310,000	986,475	December 2029
totals	\$ 5,825,000	\$ 1,179,450	
collective total		\$ 7,004,450	



Schedule and Purpose of Debt:

2015 LTGO Bond – Refunding of 2005 LTGO Bond used for Point Hudson Marina Reconstruction

2010 LTGO Bond – Reconstruction of Boat Haven A/B Dock (83%) and 80-Ton Lift Pier (17%)

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/28/2020

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 and 10/14/2020 Commission meetings, proposed 2021 rates for Port facilities were presented to the Commission for review and consideration. This meeting is the third reading of those rates.

In this memo, there were very minor language changes to clarify a couple items, specifically:

1. YARD RATES – changed “Wash Down” to “Owner Wash Down” with additional language explaining that if Port staff perform the wash down, there are additional charges for labor and sales tax on the labor. This has been a point of occasional confusion for incoming, new customers.
2. POINT HUDSON RATES – reference to the “Commercial Vessel Passenger Fees” says to “See Miscellaneous Rate Card”.
3. UNION WHARF & CITY DOCK RATES - reference to the “Commercial Vessel Passenger Fees” says to “See Miscellaneous Rate Card”.

The following were the changes presented at the 10/14/2020 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 the \$30.00 they are being charged in 2020. 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 to allow adoption at the next Commission meeting on November 10, 2020.

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% rate 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% rate 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
Owner Wash Down	\$ 2.30 per ft/30 mins (Port Wash Down charges are an additional rate for hourly Port Labor, plus Sales Tax)
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 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**

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

One-way Haul Out/Reblock	75% RT or minimum**
Inspections	Roundtrip Rate**
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)
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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.

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

2021 Rate Schedule -- DRAFT

1% rate increase

360.385.2828

POINT HUDSON

Indicates new rate type

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.

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

RV PARK – WINTER*(October 1 – April 30)*

Nightly – Premium Waterfront	\$	52.00	/night
Nightly - Hookup	\$	45.00	/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	

EVENT PARKING**“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
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RV PARK – WINTER*(October 1 – April 30)*

Nightly – Premium Waterfront	\$	53.00	/night
Nightly - Hookup	\$	46.00	/night

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	

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

**Subject to 9% WA State Sales Tax

2020 Rate Schedule

HERB BECK MARINA QUILCENE

360.765.3131 or 360.385.6211

Service Rates – Effective January 1, 2020

Approved by Port Commission on 11/26/2019

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

PERMANENT MOORAGE

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

LIVEABOARD FEE	\$ 80.15 /mo*
RESERVATION FEE	\$ 11.00 /mo*

ELECTRICAL FEES

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

LAUNCH RAMP

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

**Free with verified DVA determination

STORAGE

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

2021 Rate Schedule -- **DRAFT**

1% rate increase

HERB BECK MARINA QUILCENE

360.765.3131 or 360.385.6211

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/xx/2020

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

Indicates new rate type

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

PERMANENT MOORAGE

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

LIVEABOARD FEE	\$ 80.95 /mo*
RESERVATION FEE	\$ 11.00 /mo*

<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
(subject to change with utility rate increase)	

LAUNCH RAMP

Launch ramp fee	\$ 15.00 /day**
Annual Ramp Pass (Rolling Calendar)	\$ 100.00 /year**

(Daily **Launch** pass includes 1 day of boat trailer parking)

**Free with verified DVA determination

STORAGE

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

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

**Subject to 9% WA State Sales Tax

2020 Rate Schedule

JEFFERSON COUNTY INTERNATIONAL AIRPORT

360.385.6211

Service Rates – Effective January 1, 2020

Approved by Port Commission on 11/26/2019

	2020 Rate
Prevailing Ground Lease Rate	\$ 0.59 sq ft/year*
Daily Tie-down	\$ 6.00
Monthly Grass Tie-down	\$ 42.00 *
Annual Grass (must pay in advance)	\$ 435.00 *
Monthly Paved Tie-down	\$ 58.00 *
Monthly Hangar	\$ 191.52 *
Commercial Landing Fee	\$ 0.31 /1000 # of max loaded gross weight
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

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

**Subject to 9% WA State Sales Tax

2021 Rate Schedule -- **DRAFT**

1% rate 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

(payable monthly during season) \$1.05 per person

EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK

Daily Rental Fee \$310.00 /day

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% rate 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)

Under 35' length	\$ 5.00
Over 35' length	\$ 10.00

COMMERCIAL VESSEL PASSENGER FEES

SEE MISC. RATE CARD

EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK

Daily Rental Fee \$ 313.00 /day

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

*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		2021 Rate Schedule -- DRAFT	
Service Rates – Effective January 1, 2020		1% rate increase	
Approved by Port Commission on 11/26/2019		Service Rates – Effective January 1, 2021	Indicates new rate type
MISCELLANEOUS RATES & FEES		Approved by Port Commission on 11/xx/2020	
	2020 Rates	MISCELLANEOUS RATES & FEES	2021 Proposed 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
		(payable monthly in season)	
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
LAUNCH RAMP		LAUNCH RAMP	
Daily Pass	\$15.00	Daily Pass	\$ 15.00
		(Daily Launch pass includes 1 day of boat trailer parking)	
Annual Pass	\$100.00 per year	Annual Pass (Rolling Calendar)	\$ 100.00 per year
(free with DAV determination)		(free with DAV determination)	
Commercial Truck Fee		Commercial Truck Fee	
Daily	\$200.00 **	Daily	\$ 200.00 **
Monthly	\$600.00 **	Monthly	\$ 600.00 **
Annual	\$1,500.00 **	Annual (Rolling Calendar)	\$ 1,515.00 **
Best Management Practices Violation Fees		Best Management Practices Violation Fees	
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
Chain-up Fee		Chain-up Fee	
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
Impound Fee		Impound Fee	
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
Wait List Fee		Wait List Fee	
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

MISCELLANEOUS RATES & FEES (cont.)

Non-payment of Parking Fees:

1st Offense \$ 30.00

2nd 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

PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP

Dock \$ 26.00 /monthly

\$ 150.00 /annual

Beach \$ 21.00 /monthly

\$ 93.00 /annual

WORK FLOAT MOORAGE/LIFT PIER ACCESS

(Reserve with Yard Office)

Daily Rate, includes Top Side Access \$ 2.15 ft/day, \$50 min

Lift Pier Access/Top Side Usage \$ 27.00 one hour

\$ 50.00 per extra hour

Illegal Garbage Dump Fee \$ 355.00

MISCELLANEOUS RATES & FEES (cont.)

Non-payment of Parking Fees:

1st Offense \$ 30.00

2nd 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

PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP

Dock \$ 26.00 /monthly

\$ 151.00 /annual

Beach \$ 21.00 /monthly

\$ 94.00 /annual

WORK FLOAT MOORAGE/LIFT PIER ACCESS

(Reserve with Yard Office)

Daily Rate, includes Top Side Access \$ 2.15 ft/day, \$50 min

Lift Pier Access/Top Side Usage \$ 50.00 2 hours

GOODS & GUEST SERVICES

Laundry Soap \$ 1.00 /ea

Dryer Sheets \$ 1.00 /ea

GUEST AMENITIES

Showers \$ 0.25 per 90 seconds (0.50/3 minutes)

Laundry \$ 2.75 Washer / \$2.00 Dryer

OTHER FEES

Lease Assignment Review & Approval \$ 275.00

Use License preparation fee \$ 100.00

Food Truck Rate (may be subject to tax) \$ 36.00 /day

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*

MEETING DATE	October 28, 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. A. 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 |

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 28, 2020
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VII.B. Boat Haven Main Stormwater Pump Replacement
STAFF LEAD	Mikeal Love, Director of Capital Projects and Port Engineer
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Informational Memo

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/28/2020

TO: Port Commission

FROM: Eron Berg, Executive Director & Mikeal Love, Director of Capital Projects/Engineer

SUBJECT: Boat Haven Main Stormwater Pump Replacement

ISSUE

A pump within the Boat Haven Stormwater Pump Station continues to have intermittent failures and staff anticipates future pump issues requiring staff response, if not replaced.

BACKGROUND/DISCUSSION

The Port operates a storm water pump station that contains 4 pumps within the Boat Haven yard. This system needs to work properly to avoid potential localized flooding within the boat yard and to maintain stormwater treatment in conformance with our General Stormwater permit. In early October the Commission was informed of a pump failure within the Boat Haven Stormwater pump station and staff anticipated future pump issues. October 26, 2020 the same pump failed, and we will continue to have intermittent failures requiring staff response.

October 14, 2020, Port staff presented the 2nd Draft 2021 Budget, including the addition of the Boat Haven Main Stormwater Pump Replacement project.

This pump system is estimated to cost \$100,000 which exceeds the Executive Director's purchasing authority without prior Commission approval.

FISCAL IMPACT

Estimated cost of is \$100,000 which includes Port labor, materials and equipment to install the pump.

RECOMMENDATION

Port Staff recommends the Commission authorize the Executive Director to proceed with the purchase and replacement of the pumps within the Boat Haven Main Stormwater Pump Station.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 28, 2020
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Port Contracts Update 2. August 2020 Operations Report

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: October 20, 2020

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

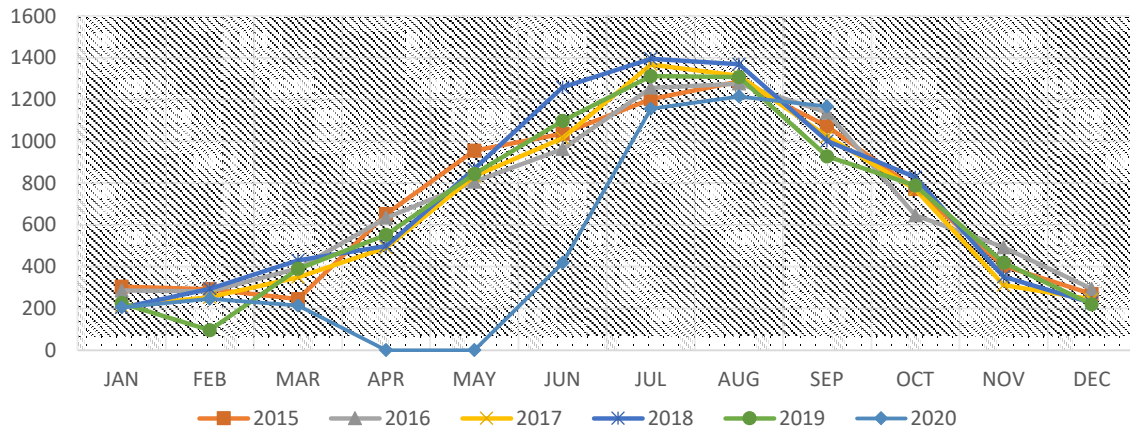
SUBJECT: October 28, 2020 Commission Update: Current Contracts Under \$25,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 713-20

Name	Dates	Description	Amount
Mott MacDonald	10/19/20 – 12/31/20	Quilcene Marina Dredging Survey & Assessment	Not to exceed \$24,900

Port of Port Townsend

Five Year Comparisons

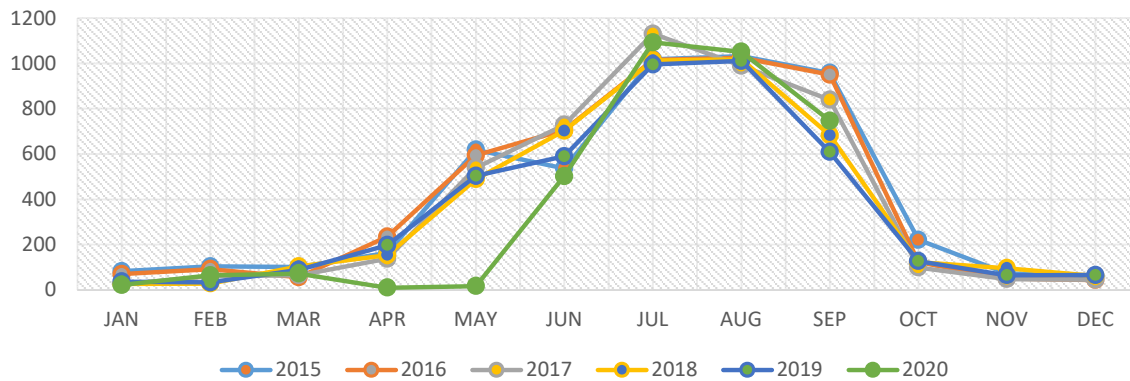
Point Hudson RV Nightly



POINT HUDSON RV PARK - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	304	291	244	652	955	1036	1202	1287	1072	771	403	269	8486
2016	286	281	392	634	806	963	1256	1276	1137	645	492	293	8461
2017	211	253	349	491	833	1015	1368	1314	1022	770	312	243	8181
2018	204	294	430	498	868	1258	1396	1369	1001	828	352	226	8724
2019	225	96	389	552	843	1098	1312	1307	928	788	419	220	8177
2020	205	246	213	0	0	418	1156	1215	1167				4620

Point Hudson Moorage Nightly



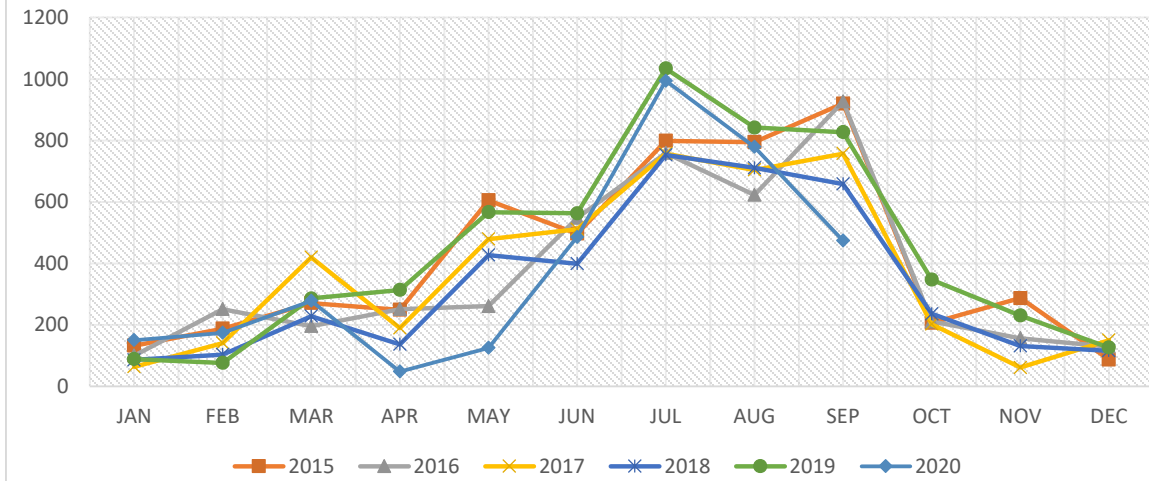
POINT HUDSON MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	83	104	101	163	619	537	1018	1033	958	221	73	60	4970
2016	70	92	56	235	594	706	1015	1026	950	122	51	44	4961
2017	25	60	65	138	540	729	1131	990	839	99	48	45	4709
2018	27	28	104	154	489	703	1013	1019	683	123	96	62	4501
2019	37	33	88	198	504	590	995	1011	609	127	65	66	4323
2020	22	64	72	10	17	502	1093	1051	747				3578

Port of Port Townsend

Five Year Comparisons

Boat Haven Moorage Nightly



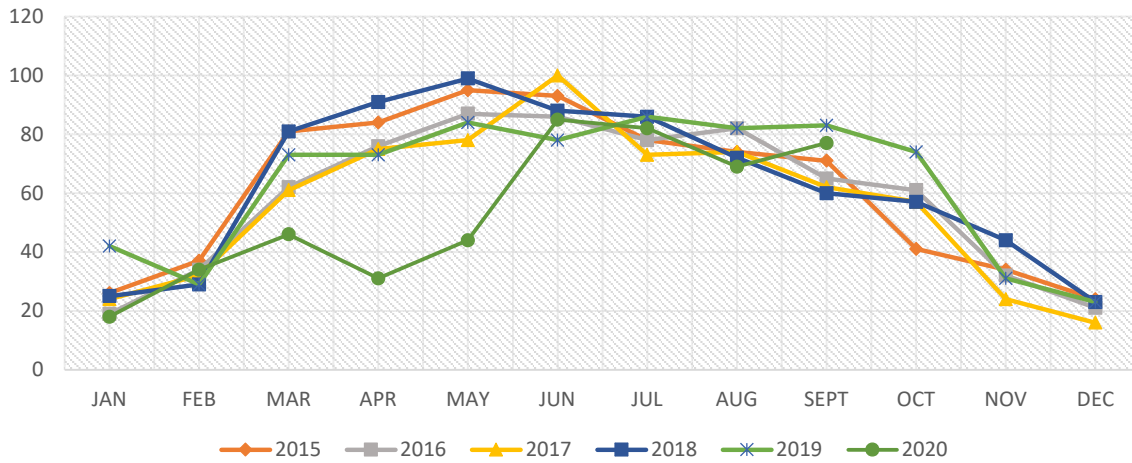
BOAT HAVEN MARINA - Nightly Count

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
2015	132	188	271	249	605	497	799	795	920	206	287	87	5036
2016	100	251	196	251	261	548	759	623	927	211	156	129	4412
2017	64	141	420	190	479	511	757	704	757	202	61	150	4436
2018	86	103	228	137	427	399	753	711	658	236	131	116	3985
2019	89	76	286	314	567	563	1034	842	827	347	230	126	5301
2020	150	174	278	48	125	486	994	779	474				3508

Port of Port Townsend

Five Year Comparisons

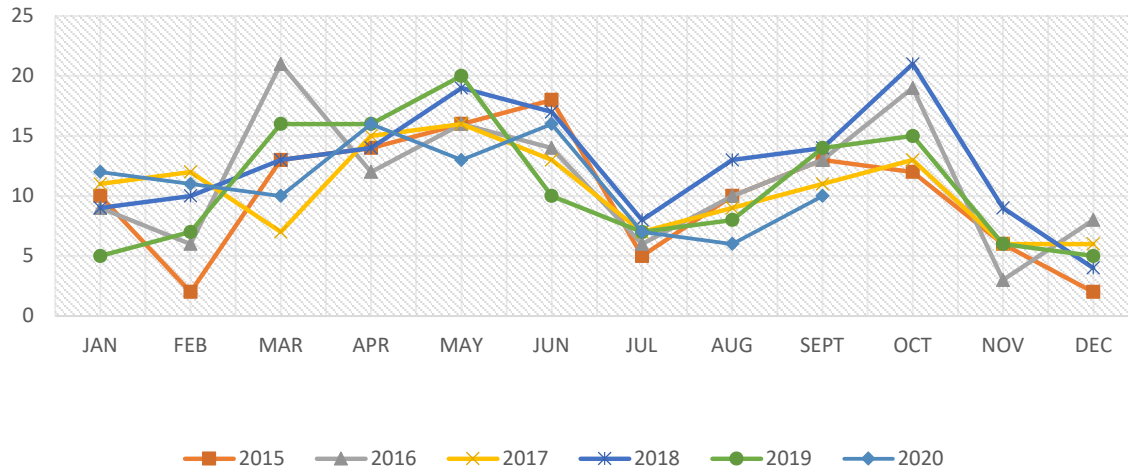
Workyard 75T Haul Outs



WORKYARD - 75T Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
2015	26	37	81	84	95	93	78	74	71	41	34	24	738
2016	19	34	62	76	87	86	78	82	65	61	32	21	703
2017	24	32	61	75	78	100	73	74	62	57	24	16	676
2018	25	29	81	91	99	88	86	72	60	57	44	23	755
2019	42	29	73	73	84	78	86	82	83	74	31	23	758
2020	18	34	46	31	44	85	82	69	77				486

Shipyard 300T Haul Outs



SHIPYARD - 300T - Haul Outs

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
2015	10	2	13	14	16	18	5	10	13	12	6	2	121
2016	9	6	21	12	16	14	6	10	13	19	3	8	137
2017	11	12	7	15	16	13	7	9	11	13	6	6	126
2018	9	10	13	14	19	17	8	13	14	21	9	4	151
2019	5	7	16	16	20	10	7	8	14	15	6	5	129
2020	12	11	10	16	13	16	7	6	10				101

OPERATIONS & OCCUPANCY REPORT

MOORAGE & RV'S	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEPT		OCT		NOV		DEC		Total Units	Units
PTBH - SLIPS	93%	278	93%	277	94%	281	92%	277	96%	287	97%	290	97%	290	96%	287	96%	287		0		0		0	299	SLIPS
PTBH - LINEAL	77%	2070	83%	2231	71%	1908	65%	1747	77%	2070	67%	1801	56%	1505	64%	1720	73%	1962		0		0		0	2,688	FT
PTBH - CONSTRAINED	19%	130	19%	130	16%	109	20%	137	22%	150	30%	205	35%	239	36%	246	34%	232		0		0		0	683	FT
PTBH - LIMITED	65%	20	63%	19	68%	20	65%	20	74%	22	66%	20	94%	28	97%	29	97%	29		0		0		0	30	SLIPS
PTBH - COM. RAFTING	111%	511	129%	593	122%	561	123%	566	101%	465	104%	478	78%	359	74%	340	130%	598		0		0		0	460	FT
PH - SLIPS 1-12	59%	499	61%	512	72%	604	63%	533	35%	295	42%	357	73%	614	72%	608	60%	506		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	60%	12		0		0		0	20	SLIPS
PH - LINEAL	104%	879	100%	850	101%	856	100%	846	87%	736	86%	729	91%	768	90%	765	91%	772		0		0		0	848	FT
PH - LIMITED	49%	573	51%	596	60%	701	60%	701	76%	888	75%	881	80%	931	77%	903	80%	936		0		0		0	1,169	FT
PH - KAYAK	63%	25	58%	23	60%	24	68%	27	84%	33	89%	36	90%	36	91%	36	78%	31		0		0		0	40	SLIPS
PH - RV	55%	25	57%	26	60%	27	40%	18	39%	18	26%	12	85%	39	90%	41	86%	40		0		0		0	46	SITES
QUIL - SLIPS	45%	14	44%	14	44%	14	47%	15	48%	15	83%	27	93%	30	91%	29	88%	28		0		0		0	32	SLIPS
QUIL - LINEAL	42%	88	42%	88	54%	113	41%	86	41%	86	51%	107	67%	141	76%	160	74%	155		0		0		0	210	FT
QUIL - LIMITED	0%	0	0%	0	0%	0	0%	0	0%	0	29%	56	58%	109	66%	125	40%	76		0		0		0	190	FT
WORKYARD	82%	98	91%	109	97%	116	82%	98	76%	91	75%	90	75%	90	68%	82	73%	88		0		0		0	120	SLIPS
SHIPYARD	82%	18	88%	19	92%	20	122%	27	115%	25	116%	26	89%	20	78%	17	54%	12		0		0		0	22	SLIPS
LONGTERM	92%	32	96%	34	91%	32	88%	31	84%	29	84%	29	72%	25	79%	28	82%	29		0		0		0	35	SLIPS

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

Monthly Counts

POINT HUDSON

Permanent/Business	11
Limited Access	38
Winter RV Monthlies	0
Monthly Moorage	1
Reservation Fees	406

BOAT HAVEN

Permanent	312
Monthly Moorage	45
Credit System	36
Annual Ramp	7
Daily Ramp	78

QUILCENE

Permanent	30
Nightly	27
Annual Ramp	1
Daily Ramp	64

YARD

One way Lifts	3
Re-blocks	4
Work Yard OPP	26.3
Ship Yard OPP	4.0

(OPP - Vessels off port property)

Port of Port Townsend Monthly Counts - 2020

POINT HUDSON

	LIMITED	RV MONTHLY	BUSINESS/ PERMANENT	MOORAGE MONTHLY	RES. FEES
JAN	21	18	11	30	238
FEB	21	19	11	33	249
MAR	23	21	11	31	24
APRIL	28	17	11	30	-183
MAY	35	17	11	13	15
JUNE	39	0	11	1	371
JULY	38	0	11	2	541
AUG	38	0	11	1	453
SEPT	38	0	11	1	406
OCT					
NOV					
DEC					

BOAT HAVEN

	PERMANENT	MOORAGE MONTHLY	CREDIT SYSTEM	A - RAMP	D - RAMP
JAN	307	43	8	48	6
FEB	300	39	8	52	36
MAR	305	39	22	20	15
APRIL	304	39	6	3	8
MAY	310	46	9	31	119
JUNE	308	54	18	54	152
JULY	309	54	34	73	350
AUG	306	48	52	30	243
SEPT	312	45	36	7	78
OCT					
NOV					
DEC					

QUILCENE

<i>QUILCENE</i>		BUSINESS/ PERMANENT	MOORAGE NIGHTLY	A- RAMP	DAILY RAMP
JAN		16	0	5	6
FEB		15	1	3	0
MAR		16	1	0	2
APRIL		17	0	2	5
MAY		17	5	13	39
JUNE		28	16	5	214
JULY		34	20	5	68
AUG		41	23	3	88
SEPT		30	27	1	64
OCT					
NOV					
DEC					

2019

POINT HUDSON

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

BOAT HAVEN

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

QUILCENE

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