

PORT OF PORT TOWNSEND RETREAT AGENDA

Date: February 17, 2021

Time: 9:00-10:00 Executive Session

10:00-2:30 Retreat

Time	Item	Leader
9:00-10:00	Executive Session - To discuss with legal counsel representing the Port litigation or potential litigation - RCW 42.30.110(1)(i)	Commissioner Hanke
10:00-10:05	Objectives of Retreat	Eron Berg
10:05-10:35	Finance—2020 Preliminary Report	Abigail Berg
10:35-11:20	Maintenance & Capital Projects	Chris Sparks & Mike Love
11:20-12:05	Operations (Yard & Moorage)	Terry Khile & Kristian Ferrero
12:05-12:35	Lunch Break	
12:35-1:00	2021 Communications & Marketing Plan	Scott Wilson
1:00-1:25	Leasing & Rental Portfolio Update	Sue Nelson
1:25-1:50	BMP Update & Enforcement, and Overview of Stormwater System	Terry Taylor
1:50-2:30	Commission & Staff Round Table Discussion	Commissioners
2:30	Adjournment	Commissioner Hanke

This workshop is open to Commissioners, Management, other Port staff, Consultants and the public. It is not the opportunity to give public testimony, but if Commissioners request input from individuals in the audience, those people may speak. The principal purpose of the workshop is to allow Port staff and the Board of Commissioners to communicate with each other and/or Consultants, answer Commission questions, and get the Commission's opinions and input regarding the subject topic(s).

Finance - 2020 Preliminary Report

Abigail Berg, Director of Finance & Administration

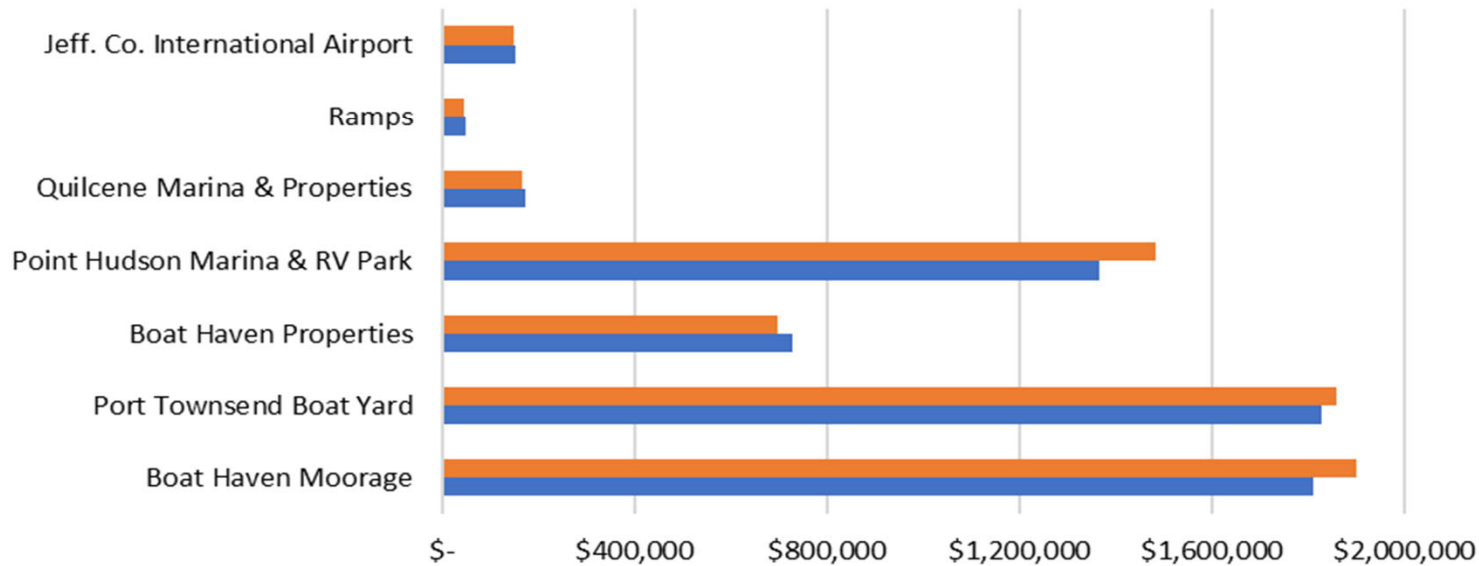
Executive Summary
Comparing 2020 Actuals to 2019 Actuals



	Year of 2020	Year of 2019	increase/(decrease)
Operating Revenues	\$ 6,116,323	\$ 6,304,235	\$ (187,912)
Operating Expenses	5,169,723	5,006,026	163,697
Net Revenue	946,600	1,298,209	(351,609)
Est. Ending Reserved Cash - IDD	651,396	-	651,396
Est. Ending Reserved Cash - Other	1,395,090	1,233,195	161,895
Est. Ending Unreserved Cash	2,325,244	1,948,915	376,329
total Est. Ending Cash	\$ 4,371,730	\$ 3,182,110	\$ 1,189,620

This is a high level summary to compare where the Port landed at the end of 2020 as compared to the actual results of 2019. For most of last year, we provided comparative to the budget, which was adjusted to address the uncertainty of the pandemic. Now that 2020 is over, this comparison shows the results of the last two (2) years.

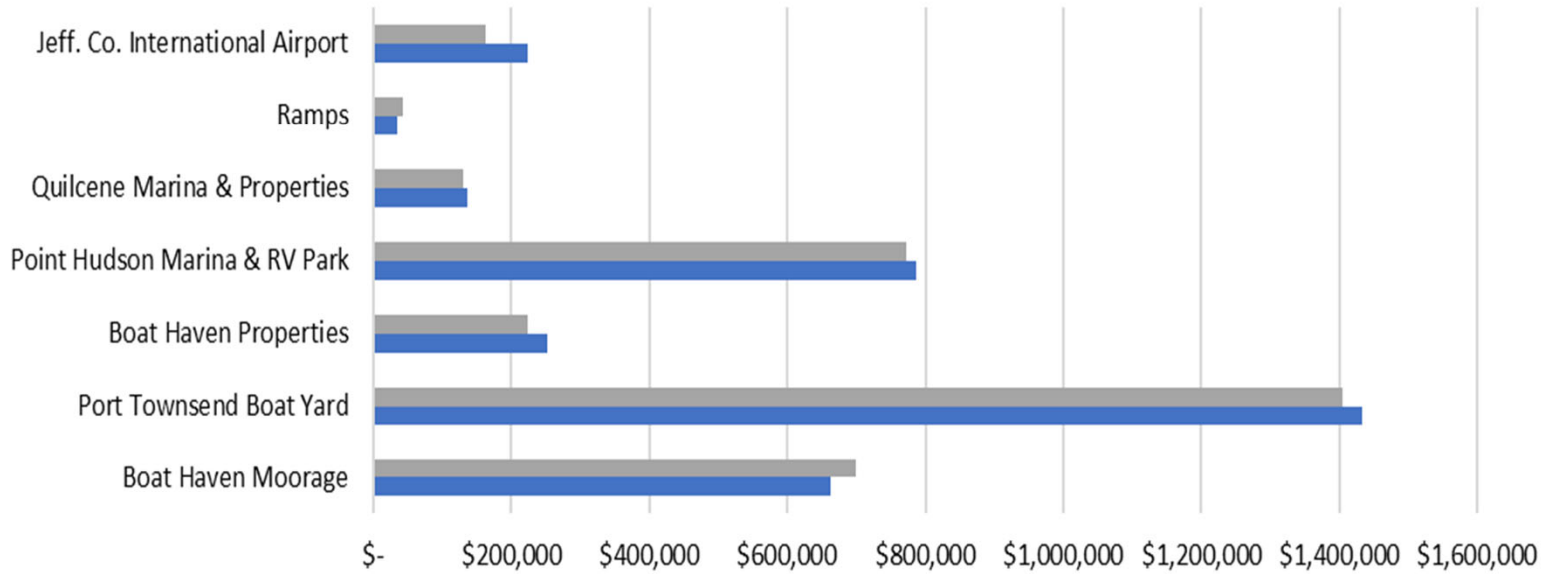
Operating Revenue - 2020 Actuals Compared to 2019



	Boat Haven Moorage	Port Townsend Boat Yard	Boat Haven Properties	Point Hudson Marina & RV Park	Quilcene Marina & Properties	Ramps	Jeff. Co. International Airport
2019 Actuals	\$1,900,981	1,859,895	696,478	1,482,287	166,374	47,586	150,635
2020 Actuals	\$1,812,329	1,828,933	729,907	1,367,832	174,630	50,739	151,952

2019 Actuals 2020 Actuals

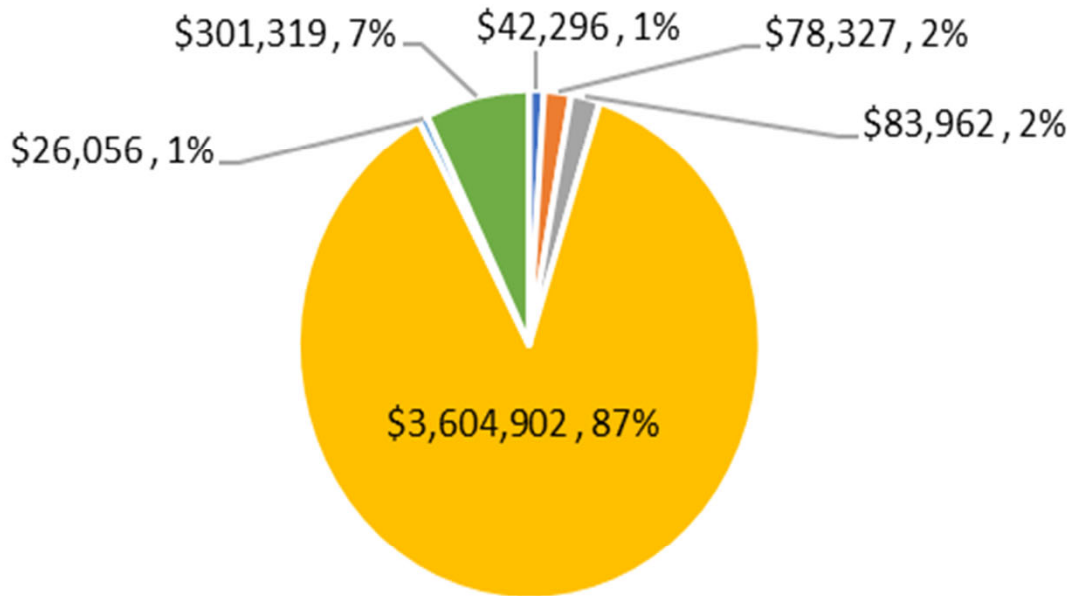
Operating Expense - 2020 Actuals Compared to 2019



	Boat Haven Moorage	Port Townsend Boat Yard	Boat Haven Properties	Point Hudson Marina & RV Park	Quilcene Marina & Properties	Ramps	Jeff. Co. International Airport
■ 2019 Actuals	\$698,295	1,403,884	222,463	772,106	130,879	42,527	162,374
■ 2020 Actuals	\$663,299	1,431,884	251,563	786,989	137,046	33,733	222,836

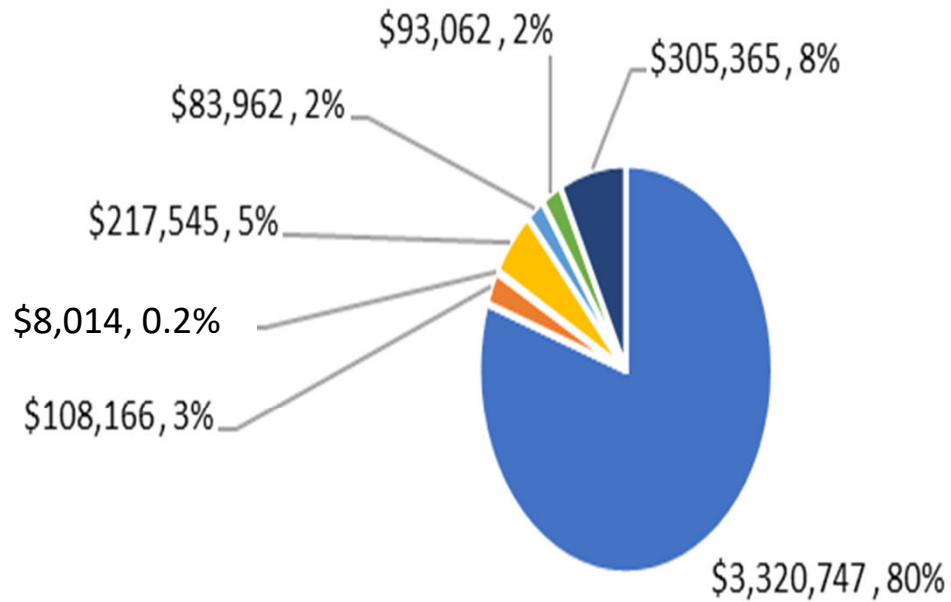
■ 2019 Actuals ■ 2020 Actuals

2020 Capital Project Expenses



- LINEAR DOCK ELECTRICAL 2020
- D-DOCK RENOVATION 2020
- WORKYARD RESURFACING 2020
- JCIA- RUNWAY REHAB 2019
- BH BREAKWATER REPAIR 2019
- PH SOUTH JETTY 2019-2020

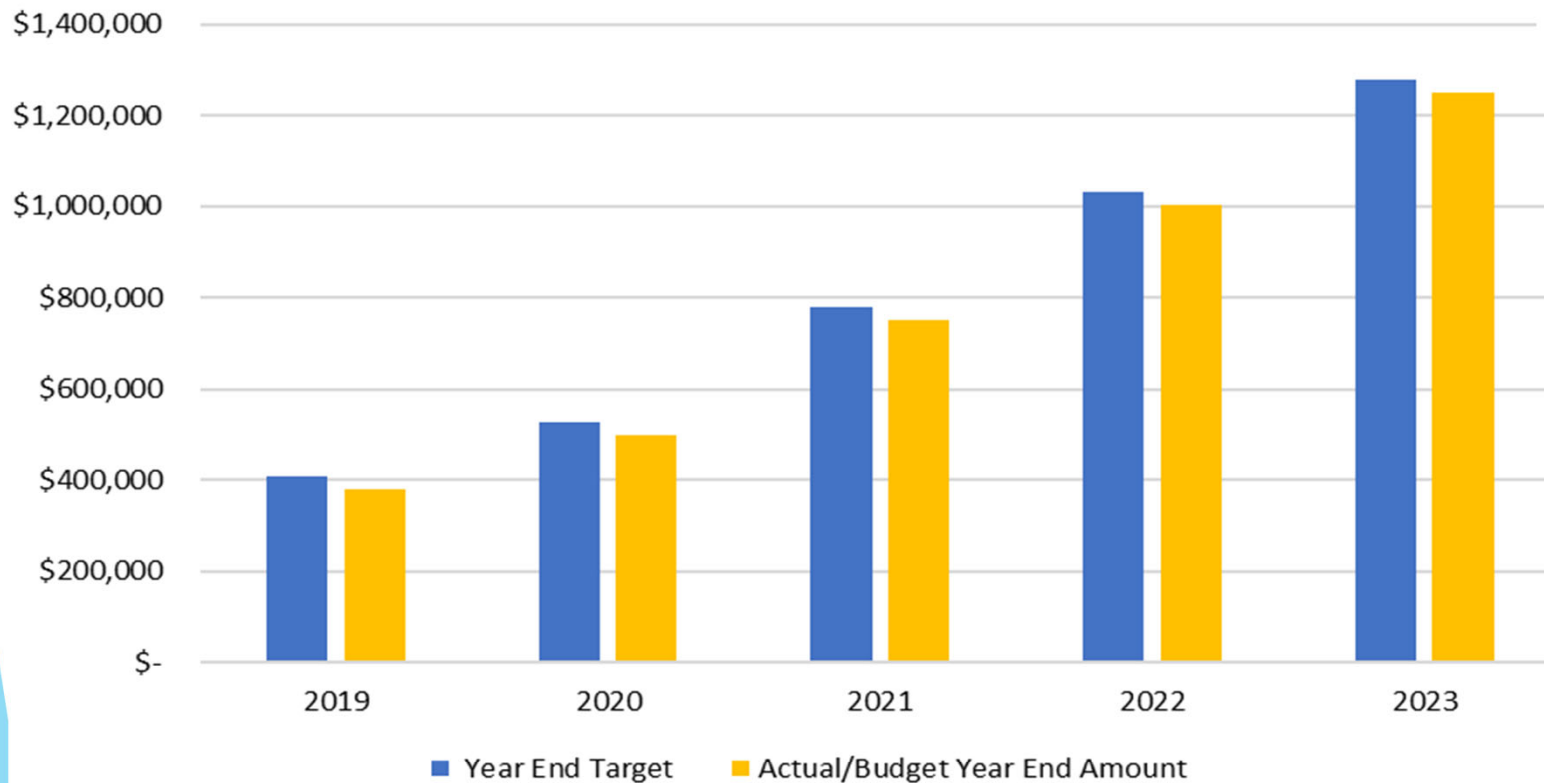
2020 Capital Project Funding Sources



- Grants - FAA
- Grant - Jefferson County PIF
- Grant - WSDOT
- IDD Tax Levy
- Port Wide Capital Reserve
- Boat Haven Renovation Reserve
- Net Operating Income

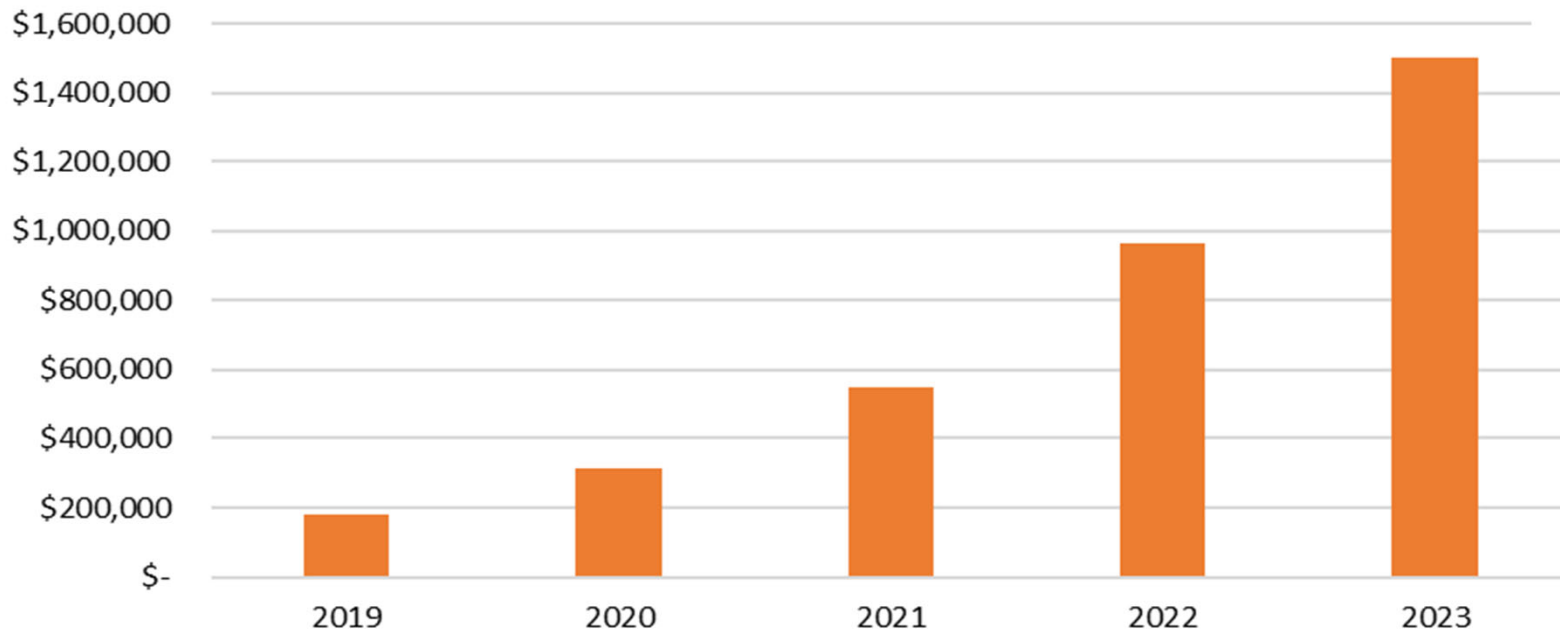


Port-wide Capital Reserve Projections



Per resolution 693-19 and the 2019 and 2020 Capital Budgets, this is the status of the current targets of the Port-wide Capital Reserve. Of note, there was no budgeted use for these funds in the Capital Budget projections 2021-2025. A goal was initially set for approximately \$1,200,000.

Operating Reserve Targets



Per resolution 692-19 and actual funding to date, this reserve is on target with its original goal of reaching \$1,500,000 in Operating Reserves by the end of 2023. This amount was set at the time of resolution as 25% of annual Operating Expenses. This may need adjustment for the 2022 budget since 25% of 2020 Operating Expenses has already exceeded that amount by ~\$30,000.

Port of Port Townsend Debt Service Analysis As of January 1, 2021



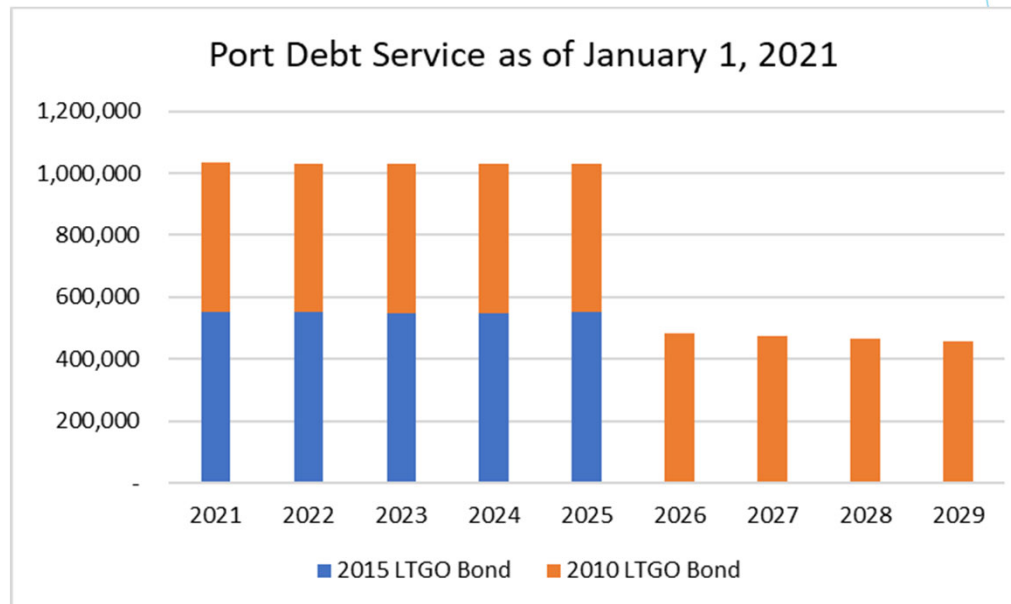
Name/Type of Debt	Principle Balance	Interest Balance	Pay-off Date
2015 LTGO Bond (refunded)	\$2,515,000	\$192,975	July 2025
2010 LTGO Bond	\$3,310,000	\$986,475	December 2029
Total	\$5,825,000	\$1,179,450	
Total Principle & Interest:		\$7,004,450	

Source Bond Amortization Schedules

Use of Debt:

2015 LTGO Bond - Refunding of 2005 LTGO Bond used for Point Hudson Marina Construction

2010 LTGO Bond - Reconstruction of Boat Haven A/B Dock (83%) and 75 Ton Lift Pier (17%)



Port of Port Townsend

Maintenance & Capital Projects

Chris Sparks, Maintenance Manager

Mike Love, Capital Projects/Port Engineer

WHAT WE MAINTAIN....



Boat Haven, Point Hudson, Airport, Quilcene, Port Hadlock, Mats Mats, Gardiner, City Dock, Union Wharf, Shore Beaches

54 buildings located at 4 different locations	\$18,000,000 (insured valuation)
3 miles of floating dock at 5 different locations	\$12,000,000 (material replace cost)
Above-water Piers (City Dock, Union Wharf, Marinas)	\$4,000,000 (replacement value)

Utilities	(Power, Water, Sewer, Storm, Cable TV, Airport)
General Surfacing	(pavement, chip seal, gravel, grass, concrete, vegetation control, shoreline, jetties, marina dredging)

Recommend developing a GIS-Geographic Information System to track the Port infrastructure.....

CURRENT MAINTENANCE STAFF

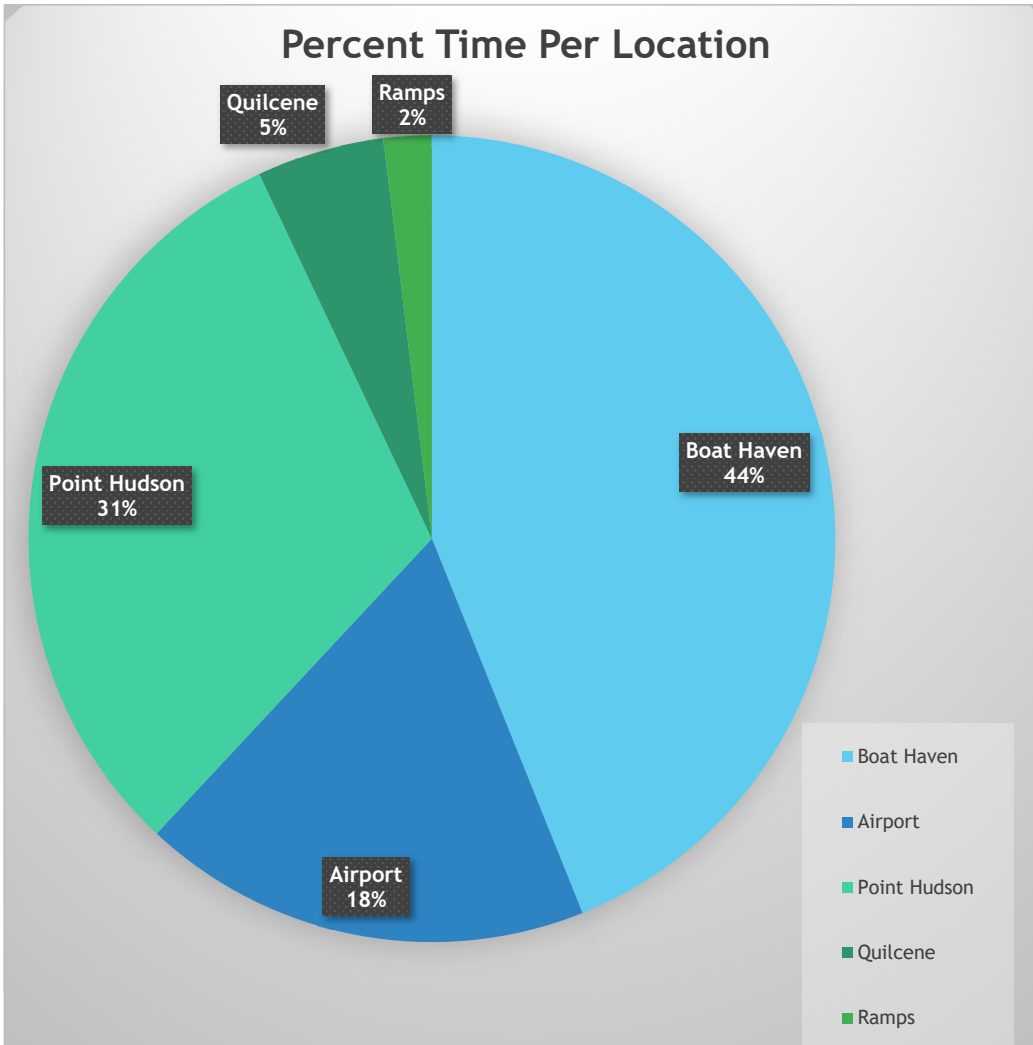
Current Staffing Level in Maintenance - Chris Sparks Manager

- ▶ (1) Tech 2 - Vehicle Fleet Mechanic (Justin)
- ▶ (2) Tech 1 - Janitorial Service/Landscape (Richard and Nathan)
- ▶ (1) Tech 2 - Mechanic/Electrician/Equipment Operator (Shawn)
- ▶ (3) Tech 2 - Equipment Operator, General Maintenance (Johnny, Charlie, and Laura)
- ▶ (1) Tech 2 - Building Maintenance (Dave)

Types of Work that we perform:

- ▶ Triage - Fixing the infrastructure after it breaks
- ▶ Proactive Work- Capital Restoration Projects (fixing the infrastructure before it breaks)

Percent Time Per Location



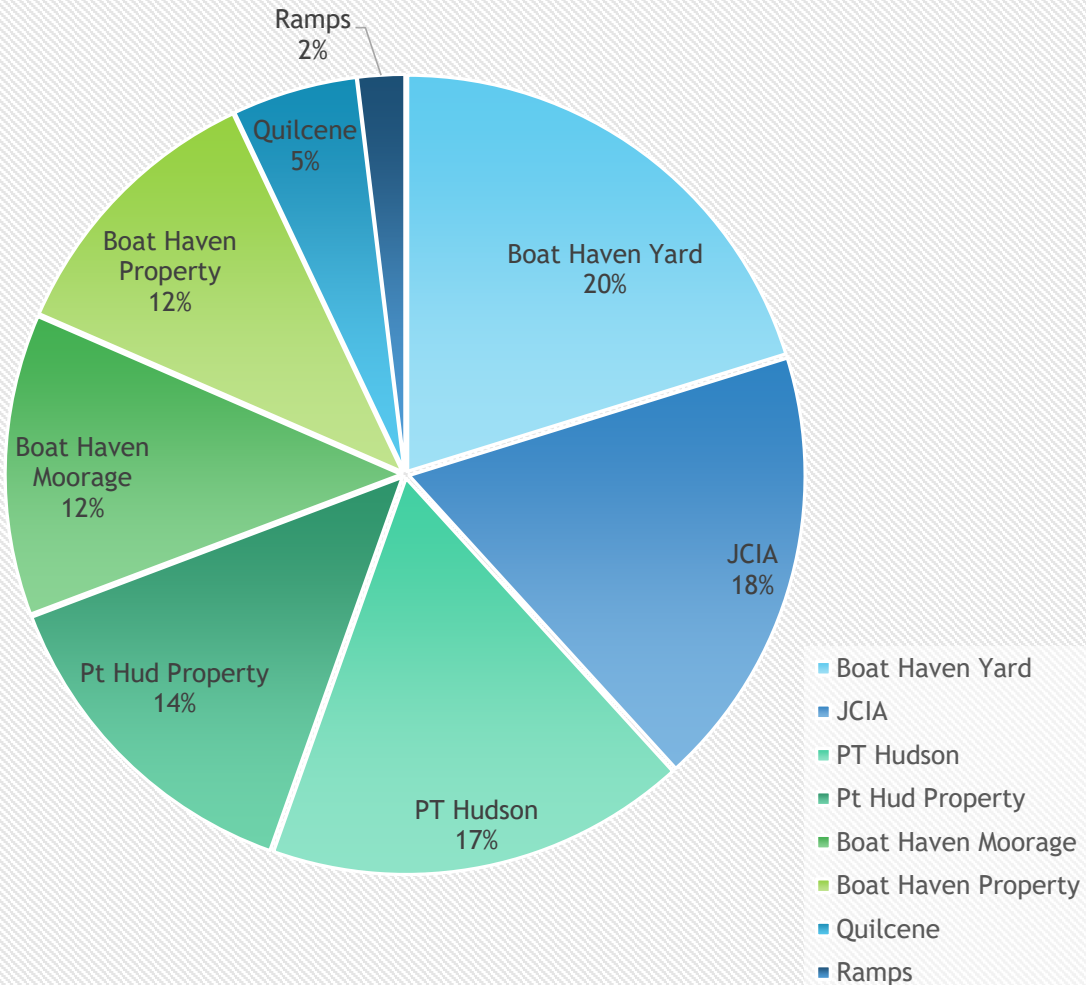
WHERE DO WE WORK MOST?

Our timesheet records show that in 2020 of the 11,855 hours of work we recorded 5,206 staff hours at Boat Haven.

Travel time to our Countywide locations -
1.5 hours roundtrip to Quilcene



Crew Time Activities



WHAT ARE WE WORKING ON?

Boat Haven Yard (Stormwater included)	2396
JCIA (Airport)	2138
PT Hudson (RV Park, Marina)	2037
Pt Hud Property Building	1640
Boat Haven Moorage	1454
Boat Haven Property	1356
Quilcene	606
Ramps	228



Smart Sheets Work Tracking Software

2018 - 457 service requests
2019 - 426 service requests
2020 - 216 service requests

Reduction in call outs 2020 due to.....

- 1) COVID reduced use
- 2) Not recording all activities
- 3) Performing more permanent repairs

Request	Date Submitted	From	Contact Info	Facility	Issue/Problem	Completion Date	Duration	Customer Status Update
MR1399	11/06/20		Cfauls@portofpt.com 360-301-4111	Point Hudson Marina	Womens shower farthest in the hand wand is spraying water from when used	11/09/20	2d	Port staff has completed this maintenance
MR1400	11/14/20		CFAULS@PORTOFPT.COM	Boat Haven Marina	LACK OF HOT WATER IN MENS SHOWERS CUSTOMER COMPLAINT	11/16/20	2d	Port staff has completed this maintenance
MR1401	11/17/20		kristian@portofpt.com	Boat Haven Marina	Boat haven men's restroom, first shower on the right coin op is jammed	11/17/20	1d	Port staff has completed this maintenance
MR1402	11/20/20		abigail@portofpt.com	Administration Building	need a hammer and three nails to hang pictures (I can nail 'em in), also	11/20/20	1d	Port staff has completed this maintenance
MR1403	11/20/20		karen@portofpt.com	Administration Building	lock on front door is loose - Kristian reports he could spin the whole lock	11/20/20	1d	Port staff has completed this maintenance
MR1404	11/20/20		karen@portofpt.com	Administration Building	light out in hall next to stairs (in front of Karen's Office)	11/23/20	2d	Port staff has completed this maintenance
MR1405	11/24/20		Sean Westlund - 360-301-4111	Quilcene Marina	Dock cracked and moving, cracking apart - Sean send a video			
MR1406	12/02/20		michelle@portofpt.com	Quilcene Marina	broken water line on inside of old fuel dock. Please secure. Thank you	12/03/20	2d	Port staff has completed this maintenance
MR1407	12/09/20		jennifer@portofpt.com	Point Hudson Properties	CAN WE PLEASE GET NUMBER SIGNS FOR THE ROW SHELL RAMP	12/11/20	3d	Port staff has completed this maintenance
MR1408	12/09/20		donna@portofpt.com	Other	For the new marina program we were required to purchase new cash d	12/11/20	3d	Port staff has completed this maintenance
MR1409	12/14/20		jennifer@portofpt.com	Point Hudson Marina	Tenant report - pump out hose has holes in it, has been duct taped but	12/14/20	1d	Port staff has completed this maintenance
MR1410	12/14/20		Dave	Point Hudson Properties	repair dead bolt on rear door at PS express	12/14/20	1d	Port staff has completed this maintenance
MR1411	12/15/20		jennifer@portofpt.com	Point Hudson Properties	CAN WE PLEASE GET THE ENVIRONMENTAL CENTER GROUND PRESSURE WASHED? THANK YOU! ~JENN			
MR1415	12/22/20		Dave	Boat Haven Properties	repair rear door of Sunrise coffee	12/22/20	1d	Port staff has completed this maintenance
MR1412	12/18/20		Cfauls@portofpt.com 360-301-4111	Point Hudson Marina	WE HAVE 3 OLD GROSS NASTY CHAIRS IN THE OFFICE THAT WE	12/18/20	1d	Port staff has completed this maintenance
MR1413	12/22/20		Sue	Boat Haven Properties	Sunrise Coffee-leaking roof near heater vent where flashing was installed	12/22/20	1d	Port staff has completed this maintenance
MR1414	12/22/20		Brittany- Moorage office	Boat Haven Marina	Power box at C-180/181 broken/falling off post	12/23/20	2d	Port staff has completed this maintenance
MR1417	12/28/20		Sue	Point Hudson Properties	Light above sink in downstairs common area of Sail Loft building is out	12/31/20	4d	Port staff has completed this maintenance
MR1418	12/28/20		MATT MORTENSEN 360-301-4111	Boat Haven Properties	Rec'd call from Matt Mortensen that the front door to property is off the track and unable to secure. 20' x 20' door			Parts or equipment are not immediately available
MR1419	12/29/20		abigail@portofpt.com	Boat Haven Marina	need additional holes drilled in walls for ethernet - contact me, I'll be there	01/01/21	4d	Port staff has completed this maintenance
MR1420	01/02/21		abigail@portofpt.com	Point Hudson Marina	CSR workstations - need cabinets raised so 2nd monitor can be installed	01/04/21	2d	Port staff has completed this maintenance
MR1421	01/05/21		abigail@portofpt.com	Point Hudson Marina	need shelves built for under WS 3 & 4 for CPU and UPS so they're not on floor	01/06/21	2d	Port staff has completed this maintenance
MR1422	01/05/21		MICHELLE@PORTOFPT.COM	Quilcene Properties	Screws are protruding out of the side of slip 1 causing damage to the slip	01/06/21	2d	Port staff has completed this maintenance
MR1423	01/05/21		Cfauls@portofpt.com 360-301-4111	Point Hudson Marina	The old office desk taken to the old Coast Guard Bldg.	01/06/21	2d	Port staff has completed this maintenance
MR1424	01/05/21		Cfauls@portofpt.com 360-301-4111	Boat Haven Marina	Repair/resurface walls where they were raised			
MR1425	01/05/21		Cfauls@portofpt.com 360-301-4111	Point Hudson Marina	Bolt safe to floor in moorage office	01/06/21	2d	Port staff has completed this maintenance
MR1426	01/05/21		karen@portofpt.com	Boat Haven Properties	main door to Admin Bldg. needs weather stripping - wind is blowing right through. Only one side has stripping (opening side). It would help to have a			
MR1427	01/07/21		maint	Point Hudson Marina	replace missing section of railing at head of gangway	01/07/21	1d	Port staff has completed this maintenance
MR1428	01/07/21		michelle@portofpt.com	Quilcene Marina	Rub railing still falling off new dock. Please repair. Thanks	01/13/21	5d	Port staff has completed this maintenance
MR1429	01/07/21		dave j	Boat Haven Marina	replaced broken life ring housing	01/07/21	1d	Port staff has completed this maintenance
MR1430	01/08/21		maint	Point Hudson Marina	install new monitor brackets at moorage office	01/08/21	1d	Port staff has completed this maintenance
MR1431	01/08/21		Cfauls@portofpt.com 360-301-4111	Point Hudson Marina	Requesting installation of a weather station at Point Hudson.			
MR1432	01/11/21		Quilcene -360-765-3131	Quilcene Marina	Reported by Quilcene customer that there was no hot water in women's	01/11/21	1d	Port staff has completed this maintenance
MR1433	01/11/21		michelle@portofpt.com	Quilcene Marina	NEED SIGNAGE AT RAMP CHANGED TO REFLECT THE NEW DAILY	01/13/21	3d	Port staff has completed this maintenance
MR1434	01/12/21		maint	Quilcene Marina	install new lever handle and dead bolt on office and utility door.	01/12/21	1d	Port staff has completed this maintenance
MR1435	01/14/21		Cfauls@portofpt.com 360-301-4111	Point Hudson Marina	Cable out at 335 customer complaint	01/14/21	1d	Port staff has completed this maintenance
MR1436	01/14/21		Cfauls@portofpt.com 360-301-4111	Point Hudson Marina	Customer in 331 reported the power was out at his site so he plugged	01/14/21	1d	Port staff has completed this maintenance
MR1437	01/19/21		BOAT HAVEN MOORAGE	Boat Haven Marina	REPORT BY MOORAGE TENANT THAT THERE ARE SEVERAL LIGHTS	01/21/21	3d	Port staff has completed this maintenance
MR1438	01/29/21		kristian@portofpt.com	Boat Haven Marina	Linear dock at hash 55 pedestal 19/20, vessel destiny ran into it while	02/01/21	2d	Port staff has completed this maintenance

2021 - CAPITAL PROJECT LIST

Projects greater than \$10,000 estimate



Capital Projects 2021

Crew Labor Cost per Hr \$67.00

Location	Description	Labor Hours	Labor Cost	Equipment Cost	Material Cost	Subcontractor	SubTotal	Contingency	Total
1 Quilcene Marina	Dock Renovation Program	960	\$ 64,320	\$ -	\$ 28,775		\$ 93,095	\$ 9,310	\$ 102,405
2 Boat Haven D Dock	Dock Renovation Program	2,750	\$ 184,250	\$ -	\$ 116,675		\$ 300,925	\$ 30,093	\$ 331,018
3 Point Hudson Marina	Dock Renovation Program	240	\$ 16,080	\$ -	\$ 5,800		\$ 21,880	\$ 2,188	\$ 24,068
4 Boat Haven Yard	Storm Water Pump Replacement	200	\$ 13,400	\$ -	\$ 77,000		\$ 90,400	\$ 9,040	\$ 99,440
5 Boat Haven	Sperry Building #3	250	\$ 16,750	\$ -	\$ 13,450		\$ 30,200	\$ 3,020	\$ 33,220
6 Boat Haven	Sperry Building #2	200	\$ 13,400	\$ -	\$ 6,400		\$ 19,800	\$ 1,980	\$ 21,780
7 Boat Haven Marina	Paint Fuel Dock Building	100	\$ 6,700	\$ -	\$ 1,250		\$ 7,950	\$ 795	\$ 8,745
8 Point Hudson	Landscape Improvements	200	\$ 13,400	\$ 4,000	\$ 7,500	\$ 10,000	\$ 34,900	\$ 3,490	\$ 38,390
9 Boat Haven Yard	480 Power	240	\$ 16,080	\$ 4,000	\$ 42,800	\$ 6,000	\$ 68,880	\$ 6,888	\$ 75,768
10 Boat Haven Yard	Relocate Moorage/Yard Office	-	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 200	\$ 2,200
11 Airport	Tailspin Tommy's Rehab Bldg	-	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 200	\$ 2,200
12 Port Facilities	WiFi connectivity	-	\$ -	\$ -	\$ 23,150	\$ -	\$ 23,150	\$ 2,315	\$ 25,465
13 Boat Haven Yard	Storage Containers	200	\$ 13,400	\$ -	\$ 12,000	\$ -	\$ 25,400	\$ 2,540	\$ 27,940
		5,340							

Bid Projects

	Design/Permit	Property	Construction	CM	SubTotal	Contingency	Total
14 Point Hudson Breakwater	\$ 337,000	\$ -	\$ 5,000,000	\$ 250,000	\$ 5,250,000	\$ 525,000	\$ 5,775,000
15 Boat Haven Yard	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ 9,000	\$ 99,000
16 Boat Haven	\$ -	\$ -	\$ 240,000	\$ -	\$ 240,000	\$ 24,000	\$ 264,000
							\$ 6,930,638 Total

Season Work Schedule

Dry	Yellow
Anytime	Green
Permit	Red

New Projects \$10,000 or greater Capital Projects

20 Point Hudson Windows Pavilion Bldg

TO BE ABLE TO PERFORM MORE CAPITAL IMPROVEMENT/RESTORATION PROJECTS.



With current staffing level we estimate 1,500 Labor Hours available for Capital Projects.

In 2021 we propose to complete at the current staffing level:

1. Restore Sperry Building 3 - Boat Haven
2. Restore Sperry Building 2 - Boat Haven
3. 480 Power installation - Boat Haven Yard
4. Stormwater Pump Replacement - Boat Haven Yard
5. Pavilion Building Window Replacement - Point Hudson
6. Commission Meeting Room - Point Hudson
7. Point Hudson Office Remodel - Point Hudson
8. Skookum Building Remodel - Boat Haven Building

IF we want to do more Capital Projects with Port Staff we recommend you consider.....

- ▶ Create a 2-person team primarily focused on infrastructure restoration (Capital Projects/Funding from IDD)
- ▶ Add 1 staff person to the maintenance crew to help with triage projects.

STORMWATER PUMP REPLACEMENT BOAT HAVEN YARD



SPERRY BUILDING #2 PT BREWERY BUILDING



SPERRY BUILDING #3 SUNRISE COFFEE/ FURNITURE RX BUILDING



CURRENT VEHICLE LIST



Number	Year	Make	Model	Description	Mileage
1	1997	Chev	3/4 Ton	Flatbed(Yard)	155056
5	1986	Toyota	1 Ton	Flatbed(Yard)	154235
18	1997	Dodge	Ram2500	Utility	255703
20	1990	Ford	Ranger	Janitorial	139247
22	1993	Ford	F700	Dump Truck	92651
28	1985	Toyota	Truck	Truck	215869
29	2000	Isuzu	1 Ton Flatbed	Truck(Yard)	173692
32	1986	Toyota	1 Ton Flatbed	Truck(Yard)	211303
33	2003	Chev	1/2 Ton	Truck	191317
34	2000	Ford	Ranger	Truck(Security)	118885
35	1999	Chev	Water Truck		No Mileage
36	1988	Chev	4x4	Truck	213979
37	1999	Ford	Ranger	Truck	166863
41	1999	Chev	Van	Van	128530
42	2000	GMC	Sierra	Dump Truck (Yard)	56086
43	1984	Ford	800	Vac Truck	228242
44	2017	GMC	Sierra	Truck	16568
45	2017	GMC	Sierra	Truck	19085
46	1992	Chev	3/4 Ton	Truck(Yard)	176941
		Genie	4x4	Manlift	
		Grader		Yard Grader	
		Case		Backhoe	
		Forklift			
		Forklift			

If we add a staff person, we propose to

- Add 1 vehicle to the fleet
- Replace 1 vehicle in the fleet

VEHICLES CONSIDERED FOR REPLACEMENT



Additional Questions...

Summary Recommendations:

1. Add one staff person and focus two staff members on Capital Restoration work.
2. Establish a GIS system of asset management.

Chris Sparks - Maintenance Manager

Mike Love - Capital Project/Port Engineer

BUILDINGS WE OWN...INSURED VALUE EST. \$18,000,000

A	B	C	D	E	F	G	H	I	J	K	L
	Member ID	Sched	Add Date	Remove	Description	Location Address	Structure Val	Equipment Val	Leasehold Val	Leasehold Equip Val	T
1					Schooner Martha Workshop	Jackman Street, Port Townsend WA 98368					
2					J&S Building #13	810 Hainer Pl, Port Townsend WA 98368					
3	100 318-45	06/11/2010			Maintenance Annex/Archive Bldg #35	607 9th St, Port Townsend, WA 98368	5,000.00	154,792	0	0	154,791.67
4	100 318-55	09/01/2006			Maintenance Shop #14	607 8th St, Port Townsend, WA 98368	5,000.00	356,521	111,682	0	468,203.21
5	600 318-43				Duplex	430 Hudson St, Port Townsend, WA 98368	5,000.00	430,976	0	0	430,976.31
6	500 318-22	06/22/2009			Johnston Warren Bldg	419 Hainer Pl, Port Townsend, WA 98368	5,000.00	619,477	0	0	619,476.86
7	600 318-73				Commander's House	400 Hudson St, Port Townsend, WA 98368	5,000.00	313,199	0	0	313,199.22
8	750 318-49				Cupola House	380 Jefferson St, Port Townsend, WA 98368	5,000.00	364,521	0	0	364,520.62
9	600 318-78	11/01/2012			Hospital Bldg - WA Fish & Wildlife	375 Hudson St, Port Townsend, WA 98368	5,000.00	2,227,471	0	0	2,227,471.30
10	400 318-50	09/01/2006			Administrative Office #32	333 Benedict St, Port Townsend, WA 98368	5,000.00	197,394	10,064	0	207,457.66
11	202 318-5	09/01/2008			Sperry Building #2	330 10th St, Port Townsend, WA 98368	5,000.00	189,467	0	0	189,466.81
12	300 318-77				Hanger #1 (C)	325 Airport Rd, Port Townsend, WA 98368	5,000.00	205,455	0	0	205,454.87
13	300 318-76				Hanger #2 (D)	325 Airport Rd, Port Townsend, WA 98368	5,000.00	205,455	0	0	205,454.87
14	205 318-6	09/01/2008			Sperry Building #5	325 10th St, Port Townsend, WA 98368	5,000.00	189,467	0	0	189,466.81
15	300 318-54				Maintenance Hanger	320 Airport Rd, Port Townsend, WA 98368	5,000.00	679,697	0	0	679,696.51
16	700 318-72	09/01/2005			Sail Loft Building	315 Jackson St, Port Townsend, WA 98368	5,000.00	1,002,364	0	0	1,002,363.86
17	500 318-9	09/01/2008			Sperry Building #6	315 Hainer Pl, Port Townsend, WA 98368	5,000.00	189,467	0	0	189,466.81
18	500 318-10	09/01/2008			Sperry Building #11	311 Hainer Pl, Port Townsend, WA 98368	5,000.00	284,202	0	0	284,201.80
19	203 318-11	09/01/2008			Sperry Building #3	308 10th St, Port Townsend, WA 98368	5,000.00	189,467	0	0	189,466.81
20	207 318-8	09/01/2008			Sperry Building #7	307 10th St, Port Townsend, WA 98368	5,000.00	189,467	0	0	189,466.81
21	212 318-3	09/01/2008			Sperry Building #12	305 10th St, Port Townsend, WA 98368	5,000.00	189,467	0	0	189,466.81
22	204 318-12	09/01/2008			Sperry Building #4	304 10th St, Port Townsend, WA 98368	5,000.00	315,778	0	0	315,778.38
23	208 318-7	09/01/2008			Sperry Building #8	301 10th St, Port Townsend, WA 98368	5,000.00	252,623	0	0	252,623.12
24					Tailspin Tommy's	300 Airport Rd, Port Townsend, WA 98368					
25	1,000 318-41	06/08/2005			West End Restroom #15	2950 Warhington St, Port Townsend, WA 98368	5,000.00	59,400	0	0	59,399.54
26	1,000 318-29	09/01/2005			Ship Warehouse Bldg #16	2900 Warhington St, Port Townsend, WA 98368	5,000.00	33,393	14,049	0	48,242.77
27	1,000 318-67	09/01/2006			Skeakum Building #23	2900 Warhington St, Port Townsend, WA 98368	5,000.00	1,315,963	0	0	1,315,962.63
28					Moderate Risk Waste facility #19	282 10th St, Port Townsend, WA 98368					
29	1,000 318-47				Chinaak Building #24	2800 Warhington St, Port Townsend, WA 98368	5,000.00	575,732	0	0	575,732.07
30	1,000 318-30	09/01/2008			Warehouse Building #25	2790 Warhington St, Port Townsend, WA 98368	5,000.00	37,894	29,702	0	67,595.39
31	1,000 318-51	09/01/2009			Yard Office #26	2790 Warhington St, Port Townsend, WA 98368	5,000.00	92,921	31,504	0	124,425.08
32	1,000 318-20-001	04/29/2020			PTBH Prop Bldg #21	2701 Jefferson Street	1,000.00	319,103	0	0	319,103.00
33	1,000 318-20-004	04/29/2020			PTBH Prop Bldg #21	2701 Jefferson Street	1,000.00	134,359	0	0	134,359.00
34	1,000 318-20-003	04/29/2020			PTBH Prop Bldg #22	2701 Jefferson Street	1,000.00	92,372	0	0	92,372.00
35	1,000 318-20-004	04/29/2020			Work Yard Adjacent to Bldg #23	2701 Jefferson Street	1,000.00	109,167	0	0	109,167.00
36	0 318-82	09/16/2012			Admin Bldg	2701 Jefferson St, Port Townsend, WA 98368	5,000.00	1,225,870	254,938	0	1,480,807.21
37	600 318-42				Restaurant/Office	265 Hudson St, Port Townsend, WA 98368	5,000.00	1,105,574	0	0	1,105,574.44
38	1,000 318-34				Coast Guard Storage #34	2601 Warhington St, Port Townsend, WA 98368	5,000.00	10,364	0	0	10,363.95
39	1,000 318-46	09/01/2012			Meatage Office #33	2601 Warhington St, Port Townsend, WA 98368	5,000.00	172,591	5,000	0	177,591.00
40	1,000 318-40				Restroom/Laundry Building #29	2601 Warhington St, Port Townsend, WA 98368	5,000.00	280,793	24,505	0	305,297.56
41	1,000 318-44	09/01/2005			Skeakum Mfg Building #31	2601 Warhington St, Port Townsend, WA 98368	5,000.00	970,522	0	0	970,522.33
42	1,000 318-4	09/01/2012			Dive Shop Building	2410 Warhington St, Port Townsend, WA 98368	5,000.00	148,855	0	0	148,855.29
43	700 318-38	09/01/2006			Puget Sound Express Bldg	227 Jackson St, Port Townsend, WA 98368	5,000.00	142,609	0	0	142,608.74
44	700 318-33				Storage Building	227 Jackson St, Port Townsend, WA 98368	5,000.00	32,898	0	0	32,898.22
45					Port Townsend Aircraft Services	191 Airport Road, Port Townsend, WA 98368					
46	800 318-39				Restroom	1731 Linger Langer Rd, Quilicura, WA 98376	5,000.00	167,292	6,831	0	174,123.01
47	800 318-1	12/10/2003			Coast Seafood Bldg 1	1601 Linger Langer Rd, Quilicura, WA 98376	5,000.00	321,909	0	0	321,909.27
48	800 318-2	12/10/2003			Coast Seafood Bldg 2	1601 Linger Langer Rd, Quilicura, WA 98376	5,000.00	56,234	0	0	56,233.57
49	600 318-35	09/01/2009			Dac's Restaurant Building	141 Hudson St, Port Townsend, WA 98368	5,000.00	619,477	0	0	619,476.86
50	600 318-53	09/01/2012			Pavillion	103 Hudson St, Port Townsend, WA 98368	5,000.00	357,253	0	0	357,253.12
51	600 318-48	09/01/2005			Pt Hudson Meatage Office	103 Hudson St, Port Townsend, WA 98368	5,000.00	55,598	13,887	0	69,484.96
								\$ 17,184,967.93			\$ 17,687,929.13

Port Operations Report (Yard & Moorage)

Terry Khile, Operations Manager

Kristian Ferrero, Moorage

Current Challenges/Issues Facing Port Operations:



1. Boat Yard General Stormwater Permit Compliance - best management practices (maintaining water quality)
2. Increasing revenue generation from yard - a key priority for long-term financial sustainability
3. Negative customer feedback:
 - ▶ Most often associated with BMP requirements
 - ▶ Requiring adequate security be posted for “at risk” vessels before haul-out
4. Aging facilities/infrastructure:
 - ▶ Acute need to rehabilitate the infrastructure that is the basis of our revenue
 - ▶ Coordinating project logistics with Port Maintenance to assure adequate notice is provided to tenants and arrangements are made well in advance of project initiation (BTW - Maintenance is doing great work - but there is a lot of catching up to do)
5. Need to replace aging/worn out equipment (e.g., trucks, forklifts)
6. Low morale - COVID 19 and inadequate marina management systems have taken a toll on staff - successful deployment of MOLO and additional staffing should help
7. Staffing issues (this is in the process of being addressed - but we need to redouble our efforts):
 - ▶ Clearly defined roles and responsibilities
 - ▶ Tools, training and management support to get the job done

OPPORTUNITIES FOR POSITIVE CHANGES/IMPROVEMENTS

1. Clarifying Port rules regarding security deposits needed to agree to haul-out “high risk vessels” to make sure the public is not responsible for projects abandoned in the Yard
2. Parking Management - Boat Haven & Point Hudson:
 - ▶ “Carnival parking” is not working well - and conflicts often arise (e.g., vehicles blocking lift access or access to buildings)
 - ▶ Commission may want to develop a parking management plan and initiate paid permit parking in certain areas (e.g., permanent moorage) to mitigate these issues
3. Derelict/Abandoned Vessels:
 - ▶ We have made a lot of progress in this area (i.e., internal processes for obtaining vessel custody and seeking DNR reimbursement for demolition/disposal)
 - ▶ However, we may want to explore a cooperative agreement with DNR to build a “kill pit” to ensure proper containment of toxic materials during demolition - this could also be a revenue generator for the Port

How We Measure Success in Operations:

1. Total Haul Outs and Full Boat and Work Yards
2. Keeping our employees safe/healthy (minimizing/eliminating workplace injuries)
3. Avoiding L&I Claims
4. Happy co-workers that enjoy coming to work each day and serving our customers
5. Receiving positive feedback from our customers and tenants

Areas of Focus for 2021:

1. Team spirit - we need to cultivate a culture of excellence and a “we’re all in this together” mentality, where we always work to help each other out
2. Developing positive/collaborative relationships with customers, tenants and the public (this would be really helpful with respect to BMP compliance)
3. Evaluating and deciding on equipment/infrastructure upgrades that will help us maximize income generating use of limited space at Boat Haven (e.g., tight stack trailer)
4. Exploring ways to expand space for blocking vessels at Boat Haven:
 - ▶ Potential to move the Moderate Risk Waste (MRW) facility to gain additional space?
 - ▶ Exploring the potential for off-site dead storage of vessels
 - ▶ Evaluating potential costs/benefits and issues associated with expanding the Boat Yard into the “Balch” property to gain additional income-generating space
5. Marine Trades Growth - examine the potential for purpose built new structures to meet the needs of marine trades businesses and add to the range of services offered to customers at Boat Haven

LUNCH BREAK!

RECORDING TURNED OFF.
STAY ON ZOOM (CHAT & EAT TOGETHER) OR TAKE A BREAK AWAY!



2021 Communications & Marketing Plan

Scott Wilson

Port Marketing & Communications 2021



Audience 1: Jefferson County taxpayers, voters, local Port customers

- ▶ “Port Report” 8-pg quarterly newsletter

People focus: Marine trades workers, business owners, Port staff

December / March / June / September

Distribution: Leader, PDN, countertop

PORT REPORT

ECONOMIC VITALITY | COMMUNITY PARTNERSHIPS
OPENNESS & ACCOUNTABILITY | STEWARDSHIP

WINTER-SPRING NEWSLETTER *from the* PORT OF PORT TOWNSEND



Gordon Kwiatkowski of Haven Boatworks looks through his drill bit's smoke and steam while refastening the hull of MV Carmelita.

INSIDE: Berg: Port's busy year 2 Port job? It's jobs 3 Haven Boatworks growing 4 Wrenches spin at Tailspin Tommy's 7



The Port's job is to create, support jobs

What's 'Job One' at the Port of Port Townsend? Jobs.

The Port of Port Townsend is unique among government entities in Jefferson County, thanks to a legislated mandate to promote jobs and economic development. No other government agency has jobs as central to its mission.

When you think of the Port, you think of marinas, the boat yard, and maybe the Jefferson County International Airport. You should also think of almost 60 business tenants who employ well over 400 local people. Talk to any of the three elected commissioners, the administration or the on-the-ground workers for the Port, and you'll learn they see their central mission as supporting those businesses and sustaining those jobs.

That's why marina breakwaters need to be rebuilt or repaired, why the airport needed a new runway, and why the Port Townsend Marine Trades Association often partners with the Port on projects and policies.

"The Port has a mandate to engage in economic development in Jefferson County," said Port Executive Director Eron Berg, who took the helm at the Port in March of this year. He had been city supervisor and city



Claire Ethier and Chris Chimenti run purpleheart through Haven's thickness planer. It will become a transom guard on the MV Delight.

attorney for Sedro-Woolley. "I see that as helping however we can to create good jobs for our community with a clear focus on marine trades jobs, particularly supporting those businesses who are already here and working."

While tax-supported, the Port's primary source of revenues is through its operations. Like a business, it works to pay its

own way to minimize its tax support.

For 2021, for example, the Port expects to generate \$6.2 million from its operations, while collecting just over \$1 million from its regular property tax levy.

As a landlord, the Port is always interested in helping new businesses locate in Jefferson

County. For example, the Port recently welcomed Waterline Boats Brokerage as a tenant at Point Hudson.

20 percent of jobs

The Port's impact on local jobs extends far beyond those turning wrenches on airplane engines or replacing the keels

>> Continued on page 6



District 1
Commissioner
**Pam
Petranek**

Skipper, commercial fisherman.
Email: pam@portofpt.com
360-385-0656, ext. 6



District 2
Commissioner
**Bill
Putney III**

Technology engineer, pilot.
Email: bill@portofpt.com
360-385-0656, ext. 6



District 3
Commission Chair
**Pete
Hanke**

Owns PS Express, airplane pilot.
Email: phanke@portofpt.com
360-385-0656, ext. 6



Executive
Director
**Eron
Berg**

Email: eron@portofpt.com.
360-385-0656

Doing Business with the Port

How do I:

• **Become a tenant?** Talk to Sue Nelson (snelson@portofpt.com) or 360-385-0656.

• **Sign up for permanent boat moorage?** Call the Boat Haven Moorage Office at 360-385-6211.

• **Sign up for transient boat moorage?** Call the Boat Haven Moorage Office at 360-385-6211, the Point Hudson Marina at 360-385-2828, or the Herb Beck Marina (Quilcene) office at 360-765-3131.

• **Get a vessel hauled out?** Call the Boat Haven Yard Office at 360-385-6211 to schedule.

• **Pay a bill?** Call the Boat Haven Moorage Office at 360-385-6211.

• **Comment on or participate in a discussion of the Port Commission?** Call Karen at 360-385-2323, or email info@portofpt.com.

• **Attend a meeting of the Port of Port Townsend Commission?** All meetings are open to the public. Regular business meetings are the second Wednesday of each month at 1 p.m. and the fourth Wednesday of each month at 5:30 p.m. Meeting agendas and supporting documents are accessed via the website, portofpt.com. Under "Governance," go to "Meeting Schedule & Documents" and find the meeting you want. Each agenda includes links and information on how to attend a live meeting via Zoom. The Port also maintains full recordings and documents of all previous meetings. Under "Governance," go to "Archived Meeting Documents and Recordings."



What the Port Manages



Point Hudson Marina

An intimate marina surrounded by historic buildings, with 50 slips and 800 feet of linear dock. Also an RV park with 48 spots. Home of the annual Wooden Boat Festival. A haul out, marine trades, biologists, several restaurants, foot-passenger ferry to the San Juans.

Boat Haven

Center of the marine trades in Port Townsend and the region's largest marina, home to 475 vessels. Fuel, showers, restroom, pumpout. Over 400 skilled marine trades workers employed by 60 businesses. Acres of upland storage used both by the pros and do-it-yourselfers. Three lifts carry boats up to 300 tons. Dual boat ramps.

Port Administration

Port staff can help with billing questions, and with public engagement in the public decision-making by the elected Port of Port Townsend Commission.
www.portoft.com

Jefferson Co. International Airport

The new 3,000-foot runway is open, together with Customs, full aircraft services, fuel, the renowned PT Aero Museum, and the Spruce Goose Cafe. Some 80 aircraft are home-based here.

Boat Launches

The Port operates four rural boat launches. They are at Discovery Bay (Gardiner Beach Road), Port Hadlock (Lower Hadlock Road), Mats Mats Bay near Port Ludlow (Verner Avenue) and Quilcene (Linger Longer Road). There are also dual launches at the Port Townsend Boat Haven.

Quilcene Marina

The Herb Beck Marina in Quilcene offers 50 slips, accommodates liveaboards and offers services such as pump out, showers and restrooms. Dry storage is available. Nearby is Coast Seafoods, operating on Port land.

Look for the Spring-Summer Newsletter in March 2021

Published by the Port of Port Townsend, Eron Berg, Executive Director
Content: Olympic Peninsula Communications
Layout & Design: ROHgraphics.com
Printing: Port Townsend Leader

PORT OF PORT TOWNSEND

Serving all of Jefferson County

Port Marketing & Communications 2021

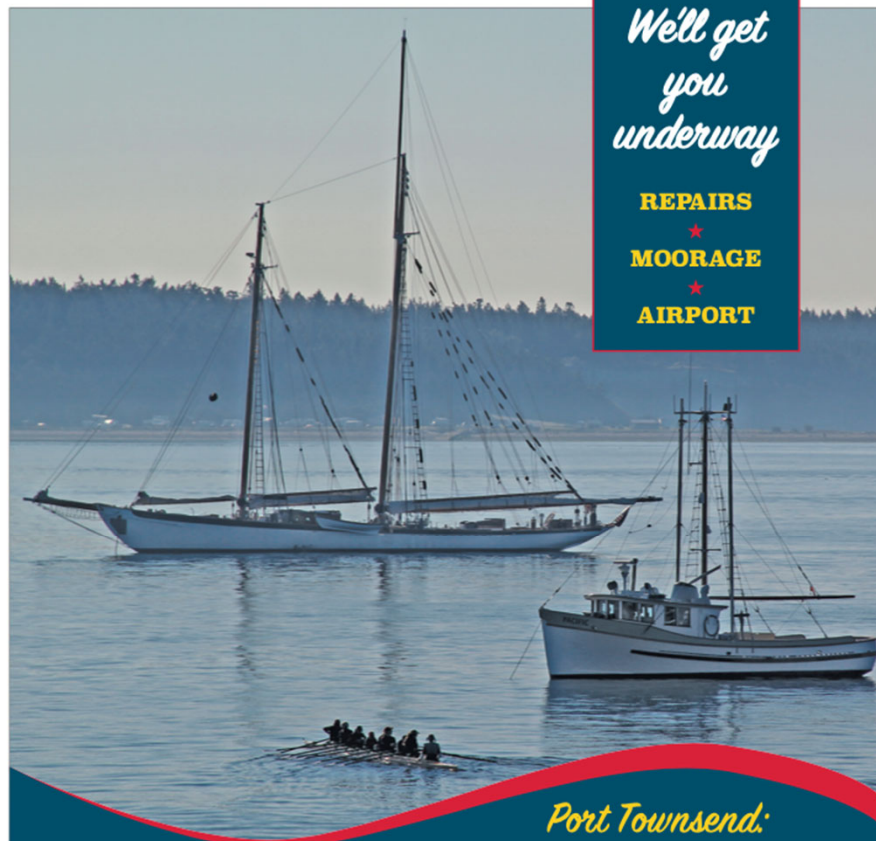


Audience 1: Jefferson County taxpayers, voters, local Port customers, continued...

- ▶ Special sections & magazines for Jefferson County

- "Visitor Guide," May, 12-month distribution

- "Working Waterfront," February & August



*We'll get
you
underway*

REPAIRS



MOORAGE



AIRPORT

*Port Townsend:
A Seaport like no other*



360-385-6211
portofpt.com

BOAT HAVEN BOATYARD & SHIPYARD: Over 400 of the world's best marine trades professionals are based at the Boat Haven. Hire the pros or do-it-yourself. Three lifts carry vessels up to 330 tons. **For 75 tons or under, a fall-winter yard storage special can save you 50%.** Call for details: 360-385-6211.

HISTORIC POINT HUDSON MARINA: Over 50 slips for transient boats. Water, power, showers, laundry. Tie up at the home of the annual Wooden Boat Festival. Also a seaside RV park. Call for details: 360-385-2828.

JEFFERSON COUNTY INTERNATIONAL AIRPORT: Come land on a runway rebuilt in 2020! Airplane services and the famous Spruce Goose Restaurant.





Well over 100 local marine trades and Port of Port Townsend workers gathered by the rebuilt Pacific Grace in February. Photo credit: Bill Cartledge

Celebrating OUR WORKING WATERFRONT

The marine trades experts based at the Port of Port Townsend are second to none on the West Coast. They're here to help you get your boat of any size ready for the coming season.

Find your expert at the Port or by visiting ptmta.org

Port Townsend Marine Trades Association

2 Months Left!

Almost half price
for yard storage
until March!

Call for details.

Don't miss the *Shipwrights' Regatta*

Classic sailing vessels
fill Port Townsend Bay
Feb. 23 - noon start.

95 Years



1924 to
2019

www.portoftpt.com

(360) 385-0656 2701 Jefferson St. Port Townsend

**PORT OF
PORT TOWNSEND**
Serving all of Jefferson County

Port Marketing & Communications 2021

Audience 2: Commercial boat skippers re haulouts

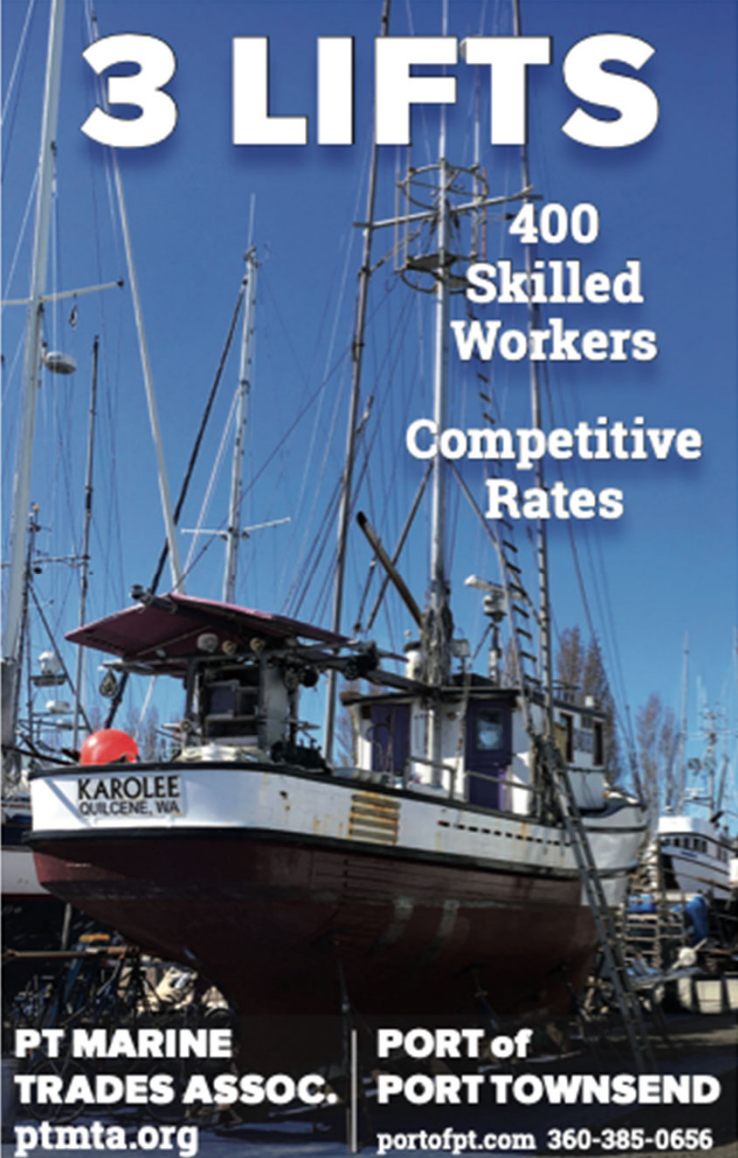
- ▶ Trade publications & websites

 - Late summer, early fall cycles

 - Partnership with PTMTA

 - National Fisherman / Fishermen's News / Pacific Fishing /
Western Maritime / Wooden Boat Magazine

- ▶ Fishing association digital platforms



3 LIFTS

400
Skilled
Workers

Competitive
Rates

**PT MARINE
TRADES ASSOC.**
ptmta.org

**PORT of
PORT TOWNSEND**
portofpt.com 360-385-0656





Boatyard Special: 50% off Fall-Winter at Port of Port Townsend

The Port of PT's fall-winter yard storage discount of about 50% starts Oct. 1, 2020 until March 31, 2021, for vessels up to 75 tons.

Reserve your haul-out date and yard space now. Do it yourself or bring in one of 400 marine trades pros.

- ★ Discount period:
Oct. 1, 2020 to March 31, 2021
- ★ Discount rate: 37 cents per foot
- ★ Pre-pay minimum of 1 month



360-385-6211

portofpt.com

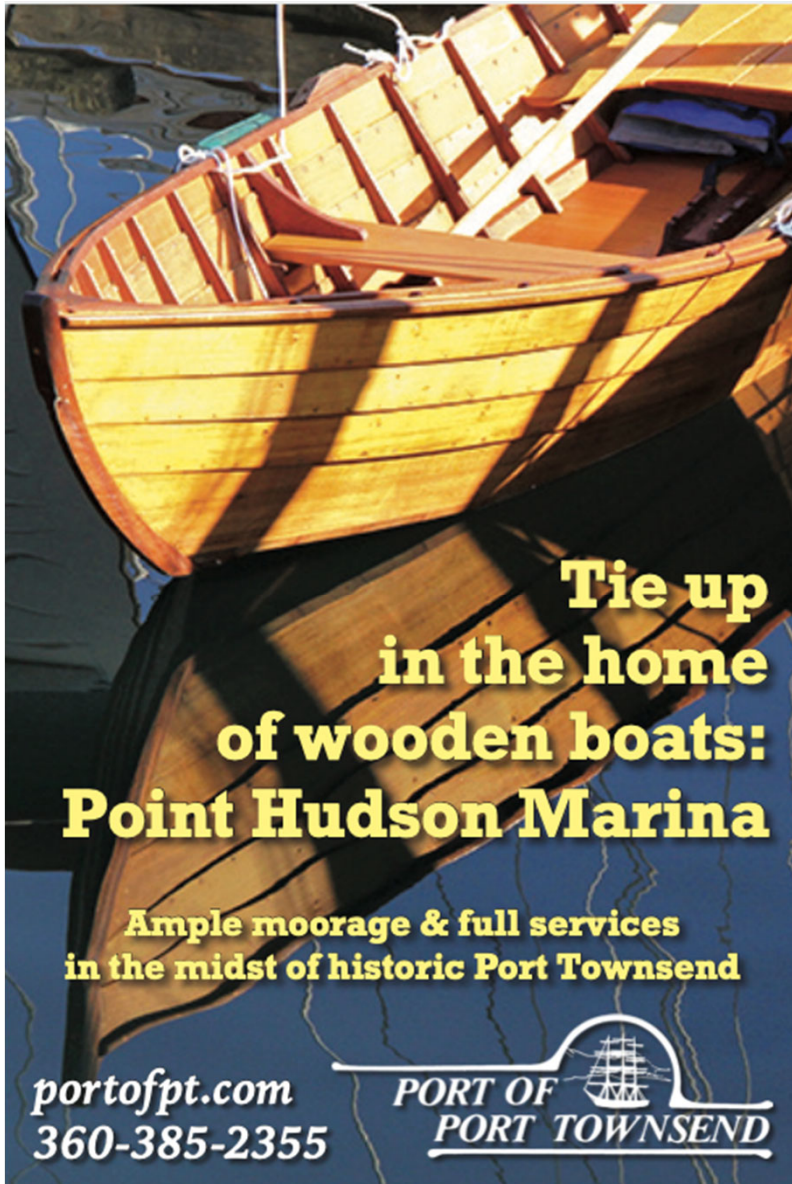


Port Marketing & Communications 2021

Audience 3: Recreational skippers re haulouts & moorage

- ▶ Sailing & powerboat publications & websites
 - Fall (haulouts) & spring (guest moorage)
 - 48 Degrees North / Northwest Yachting

- ▶ Annual tides & cruising guides
 - Ports & Passes / Waggoner / Northwest Boat Travel

A photograph of a wooden boat, likely a rowing boat, on a body of water. The boat is made of light-colored wood and has a dark interior. It is reflected in the water below it.

**Tie up
in the home
of wooden boats:
Point Hudson Marina**

**Ample moorage & full services
in the midst of historic Port Townsend**

**portofpt.com
360-385-2355**

**PORT OF
PORT TOWNSEND**



Port of Port Townsend

**Small craft.
Large craft.
Tradecraft.**

Three travel lifts and 400 marine trades serve the Boat Haven Marina.

**A boatyard. A shipyard.
Two marinas.
Three haulouts.
World's best marine trades.
Northwest's coolest town.**

Boat Haven Marina has three lifts up to 330 tons, a boatyard and shipyard where you can hire pros or do your own work. 400 of the world's best marine trades craftspeople can help with any job. Fuel dock, laundry, showers, chandleries and a nearby grocery store. The quiet and beautiful Point Hudson Marina & RV Park has 50 transient slips and is at the edge of Victorian Port Townsend's commercial district.

Visit www.portoftpt.com for details on the FALL-WINTER 50% DISCOUNT YARD RATES for vessels up to 75 tons.



Point Hudson Marina's 44 slips



400 marine trades pros ready to help



Boat Haven: 360-385-6211 boathaven@portoftpt.com
Point Hudson: 360-385-2828 pointhudson@portoftpt.com
www.PortofPT.com

Boat Haven monitors 66A

Pt Hudson monitors 9



Serving all of Jefferson County



Port Marketing & Communications 2021

Annual marketing budget: Approx. \$28,000

Other Communications

- ▶ Press releases for local or trade publications & websites
- ▶ Photos for web & print
- ▶ Brochures & pamphlets

Leasing & Rental Portfolio Update

Sue Nelson, Lease & Contracts Administrator

LEASE & RENTAL AGREEMENT PORTFOLIO



LEASE AGREEMENTS

LOCATION	TOTAL COUNT	BUILDING	LAND	BLDG/LAND
Boat Haven	32	15	13	4
Point Hudson	16	12	1	3
JCIA	25	2 [1]	23	
Quilcene	2	1		1
Current No. of LEASES:	75	30	37	8

LEASES IN HOLD-OVER STATUS (hold-overs included in lease count above)

LOCATION	TOTAL COUNT	BUILDING	LAND	BLDG/LAND
Boat Haven	2	1	1	
Point Hudson	1	1		
JCIA	2		2	
Quilcene	1	1		
Current No. of LEASES:	6 [2]	3	3	

RENTAL AGREEMENTS

LOCATION	TOTAL COUNT	BUILDING	LAND	BLDG/LAND
Boat Haven	9	3	5	1
Point Hudson	5	5		
JCIA	4	x	4 [3]	
Quilcene				
Current No. of RENTAL AGREEMENTS:	18	8	9	1

Total Number of Agreements by type: [4] 93 21 23 2

- 1 JCIA Fuel Concession counted as "Building"
- 2 Jevne-Sea J's; Octopus Gardens Dive Shop; Gathering Place; Broderon (T-Hangar); Brotherton (T-Hangar); Quilcene Harbor Yacht Club
- 3 Four expired T-hangar pad agreements, formerly handled by BH Moorage Office
- 4 Not included:

3 License Agreements:

Bill Marlow (JCIA easement) - no exp;
 Rainshadow Prop. {Swan Hotel/Finnie}
 (PH easement) - no exp;
 PT Sailing Assoc. (BH-occasional use of land)- annual agreement

2 LOIs: MRW (LOI & Lease agreement)

Larry Scott Trail

1 Interlocal Agreement: Jefferson Fire District #6 (JCIA), expired 2017



LEASE & RENTAL AGREEMENT PORTFOLIO



NUMBER OF YEARS REMAINING ON AGREEMENTS*

(*Total years remaining include lease options) :

Years Remaining	26+ yrs	16-25 yrs	6-15 yrs	1-5 yrs	< 1 year	Month-to-month
Boat Haven	3		9	14	6	9
Point Hudson			5	10	2	4
JCIA	15	1	4	2	3	4
Quilcene	1				1	
Total:	19	1	18	26	12	17

NUMBER OF AGREEMENTS EXECUTED SINCE I TOOK THIS POSITION, 7/1/19:

Approximately 32 new and renewed agreements (*includes Lease and Rental Agreements*).

Currently tackling the most difficult lease issues.

BMP Update & Enforcement and Overview of Stormwater System

Terry Taylor, Environmental Specialist





Stormwater Treatment Photos

Mike Love



ROUND TABLE DISCUSSION

Port Commission & Staff