



**Port of Port Townsend
2nd Monthly Meeting Agenda
Wednesday, January 27, 2021, 5:30 p.m.**

Via <https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password: 911887
This meeting will only be accessible remotely, as per Governor's Proclamation 20-28.

Agenda

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Workshop & Business Meeting Minutes from January 13, 2021 1-6
 - B. Approval & Ratification of Warrants 7-15
 - C. Admiral Ship Supply Lease Amendment #1 16-19
- V. Second Reading ~ *none*
- VI. First Reading ~ *none*
- VII. Regular Business
 - A. Quilcene Planning 20-23
 - B. November Financials 24-32
 - C. Quarterly Projects Report 33-51
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Special Meeting of the Intergovernmental Collaborative Group (ICG) on Thursday, February 4, 2021 at 5:00 p.m., via Zoom

Next Workshop & Regular Business Meeting: Wednesday, February 10, 2021; Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom
- XI. Executive Session - To discuss with legal counsel representing the Port litigation or potential litigation - RCW 42.30.110(1)(i)
- XII. Adjournment

Informational Items

- “This Place” articles *Maritime Trades* and *The Rebirth of Point Hudson* 52-57
- Commission Contract Update.....58

PORT COMMISSION PUBLIC WORKSHOP – January 13, 2021

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

Present: Commissioners Hanke, Petranek & Putney
Executive Director Berg
Deputy Director Eric Toews
Port Engineer Love
Recorder Erickson

I. CALL TO ORDER:

Commissioner Hanke called the Workshop to order at 9:32 a.m.

II. AGENDA:

- ❖ Quilcene Planning Process (00:01:22)
A draft plan outlining the purpose, context and suggested goals for the Quilcene planning process, as well as key work plan elements and timeline recommended by staff was presented by Deputy Director Toews.
- ❖ Boatyard Planning Process (00:48:24)
Plans were discussed for ways to improve efficiency of Port boatyard space, prioritization of use, traffic patterns, etc.
- ❖ Overview of Point Hudson Jetty (01:18:57)
Port Engineer Love brought the Commission up to date on progress of plans for work on the Point Hudson Jetty.

III. ADJOURNMENT:

The Workshop adjourned at 11:15 a.m.

ATTEST:

William W. Putney III, Secretary

Pamela A. Petranek, Vice President

Peter W. Hanke, President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, January 13, 2021

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 Woolson

I. CALL TO ORDER (00:00:03)

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

II. APPROVAL OF AGENDA (00:00:11)

Commissioner Petranek asked to move agenda item VII. IDC to follow VII. Regular Business.

Commissioner Petranek moved to approve the Agenda with this change. Commissioner Putney seconded the motion. The agenda was approved by unanimous vote.

III. PUBLIC COMMENTS (00:01:23) -- None

IV. CONSENT AGENDA (00:01:38)

A. Approval of Workshop & Business Meeting Minutes from December 9, 2020

B. Approval & Ratification of Warrants

Warrants #063215 through #063219 in the amount of \$10,169 and Electronic Payment in the amount of \$91,529.69 for Payroll & Benefits. (12/23/20).

Warrants #063220 through #063253 in the amount of \$72,271.12 for Accounts Payable. (12/23/20).

Electronic Debit in the amount of \$5,363.50 to WA Dept. of Revenue for Combined Excise Tax.

Warrants #063254 through #063262 in the amount of \$34,310.94 and Electronic Payment in the amount of \$154,595.98 for Accounts Payable (12/30/20).

Warrants #063264 through #063315 in the amount of \$75,512.53 for Accounts Payable.

Warrants #063316 through #063318 in the amount of \$5,200.00 for Accounts Payable.

Electronic Debit in the amount of \$19,305.56 to WA Dept. of L&I for 4th Quarter Taxes.

Electronic Debit in the amount of \$1,485.57 to WA State Paid Family Medical Leave for Qtr 4, 2020.

C. Stormwater Media Replacement for Boat Haven Aquip Units 1 & 2

Commissioner Putney moved to accept the Consent Agenda. Commissioner Petranek seconded the motion. Consent agenda was approved by unanimous vote.

V. SECOND READING ~ none

VI. FIRST READING ~ none

VIII. REGULAR BUSINESS (00:04:19)

A. Point Hudson Jetty Funding

Executive Director Berg reviewed with Commission funding offered by EDA for a \$15 million project, including design phase work. EDA funding would be just over \$7 million, and the Port's match for the other \$7 million is committed to in the form of a single-issue tax-exempt bond represented by the revolving line of credit (LOC) from Cashmere Valley Bank. The idea is to have the LOC available for the Port Commission to commit to this project, which satisfies EDA's requirements.

Finance Director Berg said this bond gives the Port the flexibility of going to the legislature and perhaps getting \$2 million which would free this money up to use in other areas. She said that we would also be using some of our regular tax levy to the loan. In addition, if current callable debt (i.e. the 2010 LTGO bonds) are paid down in any amount, the resulting savings on future 2010 bond payments could be used for 2021 LOC payments.

1. Resolution 740-21 re EDA Funding

Commissioner Putney moved to adopt Resolution 740-21. Commissioner Petranek seconded the motion. Resolution adopted by unanimous vote.

2. Resolution 741-21 to New Line of Credit

Commissioner Putney moved to adopt Resolution 741-21. Commissioner Petranek seconded the motion, and Resolution was adopted by unanimous vote.

B. 2021 Organizational Topics (00:12:41):

1. Election of Commission Officers:

Commissioner Petranek referred to a discussion on this topic at the December meeting and said she agreed that Commissioner Hanke serving for two years as president made sense. She suggested that she serve as Vice President and Commissioner Putney serve as Secretary, based on the idea that she would be President in 2022 and continue in one-year rotations after that. Commissioner Hanke asked Commissioner Petranek chair the Strong Towns meeting coming up on February 4 as a start to her Vice Presidency.

Commissioner Putney moved to accept this slate of commission officers for 2021. Commissioner Hanke seconded and the motion carried by unanimous vote.

2. Committee Assignments (00:17:14):

Executive Director presented a list of committees with proposed assignment of commissioners, based on discussions he has had with Commissioners. Commissioner Putney asked if Commissioner Petranek could serve as alternate for WPPA board of trustees, so that she could attend with him to see how the board works.

Commissioner Putney moved to adopt Committee Assignments with changes noted. Commissioner Petranek seconded the motion. Motion carried unanimously.

3. Resolution 742-21 Commission Meeting Procedures (00:23:17)

Discussion on point F. 4. Commissioner Petranek suggested that each agenda item be presented by staff, followed by questions from the commission, public comments, and finally deliberation and vote by the commission. Commissioner Putney felt that this would take up too much time, and the way F.4. was written, a commissioner could ask for public comment if they deemed it necessary. Commissioner Hanke said he doesn't want to limit the public's ability to comment, but also wants to be fair and allow for meetings to be more efficient; he suggested that folks call or email him with comments outside the meeting. Commissioner Putney agreed with this and said he really enjoyed and encouraged public discourse, and public meetings don't allow for good discussions. Commission agreed that the way F.4. was worded, it allowed for commissioners to decide in the moment to allow more public comment, if needed.

Commissioner Petranek moved to adopt Resolution 742-21 Commission Meeting Procedures. Commissioner Putney seconded, and Resolution was adopted by unanimous vote.

4. Resolution 743-21 Delegation of Management Authority to the Executive Director (00:48:14)

Executive Director Berg explained that this draft resolution was based on one written for the Port of Bellingham, which they had reviewed at the last meeting, modified to fit Port of Port Townsend. He explained that the intent with this delegation resolution is to allow for true day-to-day operations at the Port, for example the Aquip units needed for the boatyard stormwater treatment. He assured the commission that it is based on commission policy and could always be changed, if needed. Commissioner Putney commented that this agreement had prudent control and oversight. Commissioner Petranek clarified on a few points. Commissioner Hanke commented on the litigation settlement section, and said it was a good agreement.

Commissioner Putney moved to adopt Resolution 743-21. Commissioner Petranek seconded the motion and Resolution was adopted by unanimous vote.

5. COMMISSION ANNUAL RETREAT (00:58:58)

The Commission had a short discussion about when and how to have a retreat, and what to include on the agenda. Executive Director Berg reminded the Commission in his memo that the list of topics they had been tracking included:

- Capital projects update & plan
- Marketing marine trades
- Shoreline Master Program policies
- Identification of new economic opportunities
- Economic development planning/consideration of Associate Economic Development Organization (ADO) designation from Jefferson County

Commissioners all agreed that there were urgent matters to discuss, and to wait until it might be possible to meet in person would be too late in the year for most of these agenda items. They felt that a retreat on the date set aside (2/17/21) via Zoom would work as a start, having an agenda beginning with presentations from staff on elements of the Port. Any of the five topics above not covered at the retreat could be moved to a Commission Workshop later in the year. They did not rule out an in-person retreat later in the year.

C. STORMWATER UPDATE (01:14:04)

Port Engineer Love reminded the Commission that the Port's Boatyard Permit, regulated by the Dept. of Ecology, requires that stormwater treatment be monitored and reported to DOE. Staff were concerned about recent test results and found that the filter media needed to be replaced (the last time it was replaced was in 2017). New filter media was placed in one vault, and it worked well in the last big rainstorm. Staff will replace media in the second vault as soon as possible. He stated that everyone working in the yard needed to be aware and use Best Management Practices. Commissioner Petranek mentioned that the Marine Trades Association was having a board meeting on 1/19/21 and stormwater was on the agenda, and the goal is to work together, and for the community to partner with trades "beyond BMPs". Port Engineer Love said he'd be glad to attend, and perhaps Environmental Specialist Taylor could also attend. He said that Port staff were having a stormwater meeting weekly and he would let Mr. Taylor know about the meeting. Commissioner Hanke suggested that the Port create a check list (like pilots have to check before takeoff) for boaters to use as they approach the haul-out slip to help them remember all the things they needed to do before their boat leaves the water and before they do work in the yard.

VII. RECESS TO A MEETING OF THE INDUSTRIAL DEVELOPMENT CORPORATION (IDC) OF THE PORT OF PORT TOWNSEND (01:23:23)

Commissioner Hanke recessed from Port Commission meeting and called the IDC meeting to order at 2:25 PM.

Election of Year 2021 IDC Officers: Commissioner Hanke asked if anyone wanted to propose a slate of officers. Commissioner Petranek suggested the IDC officers be the same as the Commission officers for 2021. Commissioner Putney suggested the following slate of officers: Commissioner Putney to serve as President, with Commissioner Hanke as Vice President and Commissioner Petranek as Secretary.

Commissioner Putney moved to approve this slate. Commissioner Petranek seconded and slate of officers was approved by unanimous vote.

Approval of January 8, 2020 IDC Minutes

Commissioner Hanke moved to accept the minutes and Commissioner Petranek seconded. Minutes were accepted by unanimous vote.

IDC Officers reviewed the IDC Financial Report. Commissioner Putney adjourned the IDC meeting at 2:29 PM, and Port Commission meeting resumed at 2:30 PM.

IX. STAFF COMMENTS (01:27:37)

Executive Director Berg commented that there would be an ICG meeting on February 4th from 5:00-7:00 p.m. for the first of a Community Conversation series. Chuck Marohn, author of Strong Towns, will be guest speaker. The next regular ICG meeting is February 18. Mr. Berg spoke about the airport closure on 1/14/21 from 8:00 a.m. to 4:00 p.m. for runway profilographing to meet FAA specifications, along with runway shoulder work. He mentioned that there was a report of geese being attracted to retained water at one end of the runway, and said Port staff were taking this concern seriously and were working to address this issue. Mr. Berg also mentioned that he'd met with Betsy Davis of the NW School of Wooden Boats and they talked about ways to work together for the future of maritime trades in the Port, including a possibility of locating a classroom and/or dorm rooms in the Skookum building at Boat Haven. He informed the commission that Craftsman United is vacating the Port at the end of April. He continues to meet weekly with the administrators.

Finance Director Berg commented that losing a great employee in Brittany Bolling was going to make things tough going forward. She said that the Port successfully launched Molo on Monday, 1/4/21, after working a 3-day holiday weekend to make sure it was ready. This included:

- Inputting all the "prior system balances" to Molo, which could be up to 4 entries per customer, to ensure the Accounts Receivable Aging in TMP at 12/31 matched Molo at 1/1.
- Figuring out how to input negative Accounts receivable balances for those customers that like to pay in advance.
- Entering statement preferences in accordance with the old system, TMP.
- Entering property billings in accordance with the leases
- Starting to enter the auto pay info that had been received from customers.

She said customer notices about the switch to Molo went out with statements in November and December with information about what to expect; also, a notice was posted on Molo, along with a list of FAQs on the website, which will be updated later this week. The whole team has been pulling together to respond to phone calls and emails from customers on questions they have. Most of the customer responses have been good. She said the next step is to open reservations online on 2/1/21. Meanwhile, staff are busy entering new credit card authorizations, answering questions about statements, and processing many requests for the 5% discount from permanent moorage customers paying for the year in advance.

Commissioner Putney asked how it was going with the integration of Molo with Port accounting system.

Finance Director Berg answered that this was something they're working on; they'll know more at the end of the month, and it is looking promising. She explained that with Molo, staff produce a report online and then download it directly into Excel and then the information can be sorted as needed, and then uploaded to the Port's accounting system.

Finance Director Berg also mentioned that the FAA had paid the Port the \$1.3 million, which will pay off the 2020 Line of Credit for the construction at the airport.

Port Engineer Love commented that with the winter wind and rainstorms staff were often in fire-drill mode, and he is looking at permanent fixes to these problems to stay out of reactive mode. He said staff were expecting the excavator to show up this week, and it will be used right away for 480 power, storm drainage work at the airport, and maintenance in the yard for stormwater.

X. COMMISSIONER COMMENTS (01:44:04)

Commissioner Putney commented that he'd been working in the background with folks on affordable housing projects. He's had discussions with County Commissioner Kate Dean and Executive Director Berg about the fact that the lack of affordable housing is one of the roadblocks that we need to overcome.

Commissioner Petranek commented that she planned to attend the Marine Trades Association meeting on January 19 and stormwater is on the agenda. PTYC has a scholarship offer and applications are due by 2/8/2021 for any marine-trade related education. She attended the Marine Resource Committee meeting

this past week and volunteered for eelgrass buoy work, and kelp bed survey. The guest speaker at this meeting spoke about impacts of the Navy using shorelines for training. There will be a special meeting tomorrow 1/14/21 at 6:00 PM to review impacts to our shorelines and advise the County Commission, then making a resolution to Washington State Parks Board of Commissioners advising them on whether to allow Special Ops increasing use from 5 to 28 parks, with the main impact on Jefferson county – they're asking for the contiguous shoreline of most of Jefferson County.

Commissioner Hanke gave a shout out to staff working through the holiday weekend on setting up Molo. He predicted that this would be a great move and thanked all staff for their hard work implementing it.

XI. NEXT REGULAR BUSINESS MEETING (01:53:02)

The next Regular Business meeting will be on Wednesday, January 27, 2020 at 5:30 p.m., via Zoom, with a Special Meeting regarding the Port Audit beginning at 5:00 p.m. via Zoom.

XII. Executive Session - none

XIII. ADJOURNMENT

Commissioner Hanke adjourned the meeting at 2:55 PM, there being no further business before the Commission.

ATTEST:

Peter W. Hanke, President

William W. Putney III, Secretary

Pamela A. Petranek, Vice President



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 063323 through No. 063362, are approved for payment in the amount of \$274,307.49 on this 27th day of January, 2021.

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: 1/27/2021

Register Number: CD-000845

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
063323	1/27/2021	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			12/31/2020 STATEMENT	12/31/2020	266.84	0.00	266.84
063324	1/27/2021	APE020	Apex Bulk Handlers				Check Entry Number: 001
			17329	1/11/2021	2,651.27	0.00	2,651.27
063325	1/27/2021	BAN005	Bank of America				Check Entry Number: 001
			1/5/2021 STATEMENT	1/5/2021	6,891.94	0.00	6,891.94
063326	1/27/2021	CEN030	CenturyLink				Check Entry Number: 001
			1/1/2021 STATEMENT	1/1/2021	250.00	0.00	250.00
063327	1/27/2021	CEN035	CenturyLink				Check Entry Number: 001
			1/8/2021 STATEMENTS	1/8/2021	848.40	0.00	848.40
063328	1/27/2021	COW020	Cowling and Co. LLC				Check Entry Number: 001
			084	11/30/2020	1,939.20	0.00	1,939.20
			085	11/30/2020	4,680.00	0.00	4,680.00
			090	11/30/2020	2,726.40	0.00	2,726.40
			099	12/31/2020	1,555.20	0.00	1,555.20
			100	12/31/2020	1,065.60	0.00	1,065.60
			101	12/31/2020	2,044.80	0.00	2,044.80
Check 063328 Total:					14,011.20	0.00	14,011.20
063329	1/27/2021	DLL010	D L Logos				Check Entry Number: 001
			3544	1/8/2021	49.05	0.00	49.05
063330	1/27/2021	DMD005	DM Disposal Co. Inc.				Check Entry Number: 001
			1/1/2021 STATEMENTS	1/1/2021	6,449.92	0.00	6,449.92
063331	1/27/2021	FER001	Ferrellgas				Check Entry Number: 001
			12/27/2021 STATEMENT	12/27/2020	262.37	0.00	262.37
063332	1/27/2021	KEN010	Kendrick Equipment				Check Entry Number: 001
			U50111	1/6/2021	1,544.99	0.00	1,544.99
			U50150	1/20/2021	475.29	0.00	475.29
Check 063332 Total:					2,020.28	0.00	2,020.28
063333	1/27/2021	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4684820	1/1/2021	12.88	0.00	12.88
063334	1/27/2021	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			1/1/2021 STATEMENTS	1/1/2021	345.10	0.00	345.10
063335	1/27/2021	O'RE030	O'Reilly Auto Parts				Check Entry Number: 001
			3939-466846	1/21/2021	14.16	0.00	14.16
063336	1/27/2021	OES001	OESD 114				Check Entry Number: 001
			2021000534	1/15/2021	4,029.00	0.00	4,029.00
063337	1/27/2021	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			258729	1/6/2021	147.15	0.00	147.15
063338	1/27/2021	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			12/31/2020 STATEMENT	12/31/2020	8.67	0.00	8.67
063339	1/27/2021	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001
			014	1/7/2021	1,272.50	0.00	1,272.50
063340	1/27/2021	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			54755	1/8/2021	545.00	0.00	545.00
			54820	1/14/2021	92.65	0.00	92.65
Check 063340 Total:					637.65	0.00	637.65
063341	1/27/2021	PET025	Petrick Lock & Safe				Check Entry Number: 001
			20025	1/8/2021	403.03	0.00	403.03
063342	1/27/2021	PET065	Pam Petranek				Check Entry Number: 001
			12/2020	12/31/2020	23.00	0.00	23.00

Run Date: 1/22/2021 1:15:10PM

A/P Date: 1/27/2021

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Check Register
Journal Posting Date: 1/27/2021
Register Number: CD-000845

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
063343	1/27/2021	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			73236	1/16/2021	70.00	0.00	70.00
063344	1/27/2021	PLA040	PLATT				Check Entry Number: 001
			1E8559	1/7/2021	67.36	0.00	67.36
063345	1/27/2021	POR005	Port Townsend Leader				Check Entry Number: 001
			106032	12/31/2020	1,755.00	0.00	1,755.00
063346	1/27/2021	PUD001	Pud District #1				Check Entry Number: 001
			1/11/2021 STATEMENTS	1/11/2021	27,653.53	0.00	27,653.53
			1/11/21	1/11/2021	25.65	0.00	25.65
Check 063346 Total:					27,679.18	0.00	27,679.18
063347	1/27/2021	QUI001	Quill Corporation				Check Entry Number: 001
			13318413,13353227	12/28/2020	43.67	0.00	43.67
			13384174	12/30/2020	383.56	0.00	383.56
			13560297	1/5/2021	19.23	0.00	19.23
			13656347	1/8/2021	50.98	0.00	50.98
Check 063347 Total:					497.44	0.00	497.44
063348	1/27/2021	ROD030	Rodda Paint				Check Entry Number: 001
			44159712	1/19/2021	495.66	0.00	495.66
063349	1/27/2021	RSI050	RSINet				Check Entry Number: 001
			5671	1/8/2021	180.00	0.00	180.00
063350	1/27/2021	SHO010	Shold Excavating Inc				Check Entry Number: 001
			58363	12/23/2020	24.53	0.00	24.53
063351	1/27/2021	SNE020	S-Net Communications				Check Entry Number: 001
			94356	1/18/2021	12.74	0.00	12.74
063352	1/27/2021	SNO030	Laura Snodgrass				Check Entry Number: 001
			1/12/2021	1/12/2021	147.10	0.00	147.10
063353	1/27/2021	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			8009385	12/31/2020	92.40	0.00	92.40
063354	1/27/2021	SOU070	Sound Storage GC				Check Entry Number: 001
			1/12/2021	1/12/2021	188.00	0.00	188.00
			1/5/2021	1/5/2021	188.00	0.00	188.00
Check 063354 Total:					376.00	0.00	376.00
063355	1/27/2021	SUN003	Sunshine Propane				Check Entry Number: 001
			017210	12/30/2020	76.30	0.00	76.30
063356	1/27/2021	SUN030	SunCruiser Publishing inc.				Check Entry Number: 001
			INV-0624	1/18/2021	1,650.00	0.00	1,650.00
063357	1/27/2021	VEN070	VenTek International				Check Entry Number: 001
			125084	1/1/2021	103.55	0.00	103.55
063358	1/27/2021	WA0501	Employment Security Department				Check Entry Number: 001
			Q4/2020	12/31/2020	972.00	0.00	972.00
063359	1/27/2021	WA1803	State of Washington				Check Entry Number: 001
			4TH QTR 2020	1/27/2021	128,440.73	0.00	128,440.73
063360	1/27/2021	WA1901	State of Washington				Check Entry Number: 001
			L140232	1/13/2021	14,476.80	0.00	14,476.80
063361	1/27/2021	WAS003	Washington Public Ports Assn.				Check Entry Number: 001
			021-032	1/6/2021	10,143.00	0.00	10,143.00
063362	1/27/2021	WHI025	Whitney Equipment Company, Inc.				Check Entry Number: 001
			91784	12/31/2020	46,453.29	0.00	46,453.29
Report Total:					274,307.49	0.00	274,307.49

Run Date: 1/22/2021 1:15:10PM
A/P Date: 1/27/2021

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Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
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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 **\$4,614.08 is ratified.**

Signed and Authenticated on this **27th** day of **Janaury**, 2021.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***December, 2020*** in the amount of
\$4,614.08

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 **0-018-073-744**

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

Filing Date	January 17, 2021
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	January 19, 2021
Total Tax	4,614.08
Total Due	4,614.08

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: December 31, 2020

Due Date: January 25, 2021

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	38,200.82	0.00	38,200.82	0.004710	179.93
Service and Other Activities (\$1 million or greater in prior year)	29,238.18	0.00	29,238.18	0.017500	511.67
Total Business & Occupation					691.60

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	38,200.82	0.00	38,200.82	0.065000	2,483.05
Total State Sales and Use					2,483.05

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	9,776.00	0.00	9,776.00	0.019260	188.29
Water Distribution	981.70	0.00	981.70	0.050290	49.37
Total Public Utility Tax					237.66

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	38,200.82	0.025000	955.02
Total Local City and/or County Sales Tax			955.02

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	12,337.61
Total Transient Rental Income	12,337.61

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	12,337.61	0.020000	246.75
	Total Special Hotel/Motel		246.75

Total Tax	4,614.08
Subtotal	4,614.08
Total Amount Owed	4,614.08

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	1/17/2021
Confirmation #:	0-018-073-744
 Payment Type:	 ACH Debit/E-Check
Amount:	\$4,614.08
Effective Date:	1/19/2021



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656
3988

Operations: (360) 385-2355

Fax: (360) 385-

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 obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 063319 through No. 063322 generated on January 14th, 2021 in the amount of \$10,201.60 and Electronic Payment in the amount of \$83,917.83, for a total amount of \$94,119.43 **is ratified.**

Signed and Authenticated on this 27th day of January, 2021.

For: Payroll and Benefits

Commissioner Pete W. Hanke

Commissioner William W. Putney III

Commissioner Pam Petranek

S. Abigail Berg, Director of Finance
And Administration

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 27, 2021
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) Admiral Ship Supply, Inc. Lease Amendment No. 1
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Information Memo 2. Admiral Ship Supply - Draft Amendment No. 1 3. Admiral Ship Supply - Exhibit 'A'

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 1/20/2021
TO: Port Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: 1/27/21 Meeting: Admiral Ship Supply, Inc. – Amendment No. 1

BACKGROUND & DISCUSSION: Last year, Bob Frank, President of Admiral Ship Supply, brought to our attention that his lease dated February 1, 2015, shows an inaccurate description of the leased premises. The premises is described as a 3,000 square foot retail building, which is the correct total footprint of the building. However, the eight individual mini-storage units, located within the building, were inadvertently included in that description. The total area of those eight units is 495 square feet, reducing the actual size of the Admiral Ship Supply lease to a building area of 2,505 square feet. The proposed Amendment No. 1 would correct the oversight on the original lease.

RECOMMENDATION: Authorize the Executive Director to execute the attached Admiral Ship Supply, Inc. Amendment No. 1, along with Attachment 'A'.

ATTACHMENTS

- Proposed Admiral Ship Supply Amendment No. 1
- Admiral Ship Supply Exhibit 'A'

LEASE AMENDMENT NO. 1

THIS LEASE AMENDMENT made this ____ day of January 2021, 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 ADMIRAL SHIP SUPPLY, INC., a Washington corporation, hereinafter referred to as "Lessee."

WITNESSETH:

1. On February 1, 2015, the parties entered into a Lease Agreement concerning certain premises situated at the Port of Port Townsend's Boat Haven facility, in Port Townsend, WA 98368, hereinafter referred to as the "Original Lease."
2. The parties are agreed that the Original Lease should be amended to modify and correct the description of the Leased Premises, reducing the square footage by 495 square feet, the square footage of the eight storage units inadvertently included in the premises described in the Original Lease.

NOW, THEREFORE: Effective on January ____, 2021, the Original Lease shall be amended as set forth below (note: deleted text shown in ~~strikeouts~~; new/amended language show with double underlining):

A. Paragraph 1 of the Original Lease, "Leased Premises," shall be amended to read as follows:

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

~~A 3000 sq ft~~ 2,505 sq. ft. of a retail building located at 305 10th Street, Port Townsend, WA 98368 in the Port's Boat Haven facility,

hereinafter referred to as "the premises", which is depicted in Exhibit 'A', and attached hereto and incorporated herein by this reference.

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

APPROVED this ____ day of January 2021, by the Port of Port Townsend and duly authenticated by the signature of the Executive Director.

LESSEE:

PORT OF PORT TOWNSEND:

Robert W. Frank, President
ADMIRAL SHIP SUPPLY, INC.

Eron Berg, Executive Director

APPROVED AS TO FORM:

Port Attorney

Admiral Ship Supply

305 10th Street

Exhibit 'A'

305 10th St

Google Earth

N

100 ft

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 27, 2021
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	VIII.A. Quilcene Planning
STAFF LEAD	Deputy Director, Eric Toews
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Memo

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 1/22/2021
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Herb Beck Marina, Quilcene – Recommended Public Engagement Process

ISSUE: Should the Commission authorize staff to proceed with a simplified public outreach program concerning the future of the Herb Beck Marina in Quilcene in 2021 as outlined below?

BACKGROUND: At the January 13, 2021 Workshop, staff presented an informational memorandum intended to assist the Commission in determining how best to engage the public and plan for the future of the Port's Quilcene facility. That memo outlined potential goals to guide the planning effort, key work plan elements, and a suggested timeline. As outlined, the process was expected to lead to specific recommendations concerning capital improvements that would be incorporated into the Comprehensive Scheme of Harbor Improvements (CSHI) and reflected in the Port's 5-year rolling capital plan and annual capital budgets.

DISCUSSION: During the workshop, Commission reservations over the process became evident. Concerns ranged from its procedural complexity and the anticipated demand on available resources, to whether or not the right questions had been identified which require public input. Concerns were also voiced over the appropriate level of background information necessary to support the community conversation.

Near the close of the workshop, it was agreed that staff would meet with each Commissioner one-on-one to better understand expectations as to both process and substance, and that staff would return with a modified public engagement process at the January 27th Regular Meeting.

What Our One-on-One Discussions Revealed

Our one-on-one meetings with you brought a number of recurrent themes to light:

1. The Commission is committed to meaningfully engaging with facility users and the public about the future of Quilcene this year.
2. COVID-19 makes launching a meaningful engagement process difficult at this time.
3. Our public engagement effort should proceed deliberately in 2021, focusing on asking the right questions of facility users and the public, actively listening, carefully documenting, and reporting what we learn.

4. We should redouble our efforts to repair and maintain the facility in 2021, demonstrating a sustained commitment to responsible stewardship of this cherished community asset.
5. Public input and additional information are needed on a number of topics to help inform future Commission decisions. These include:
 - a. Understanding how Port tenants and the public currently use the facility.
 - b. Exploring how the use and configuration of the marina might be re-imagined (e.g., to emphasize trailer boat use rather than permanent moorage) so as to reduce long-term maintenance and repair obligations.
 - c. Learning what types of upland improvements could meet the needs of present facility users and the public (e.g., camping and RV use) within the Port's financial limitations.
 - d. Overall, identifying a future for the facility that is long-term financially sustainable and aligned with the community vision.

Recommended Engagement Strategy – Active Listening

Based on your input, we are recommending that the focus of the public outreach effort this year be to engage with citizens and actively listen to their ideas and concerns. We intend to accomplish this as follows:

- **Develop a Questionnaire (February/March):** Work with the Commission to develop a questionnaire that asks the questions you want answered. We will meet with you individually again before presenting and discussing a draft questionnaire at the March workshop. Based on your feedback, we will modify it as needed. With your help, we will also identify current facility users and stakeholders we wish to have answer the Questionnaire.
- **Administer Questionnaire (April/May):** After the Commission approves the Questionnaire, in the April/May timeframe staff (with consultant support) would conduct phone calls and one-on-one conversations with facility users and stakeholders employing the Questionnaire to guide the dialogue. We would also make the Questionnaire available for citizens at large to complete and submit via the Port's website. Citizens at large would also be able to sign up for one-on-one phone interviews via the Port's website, if they prefer. Notes of each conversation will be kept in order to document what we have heard, and later, in order to report recurrent/common themes back to the community and Commission.
- **Physically Distanced In-Person Public Meetings (Tentative – June/July):** Later in the spring or early summer, physically distanced outdoor public meetings, or perhaps even indoor meetings with limited occupancy, may again be possible. This would permit us to

hold one or more outdoor workshops either at the Quilcene facility or the Community Center to informally meet and discuss the future of the Quilcene facility with interested citizens. If able to proceed, we would seek to hold up to three (3) informal in-person workshop meetings to address the topic areas outlined in the Questionnaire. However, because the arc of the pandemic cannot be known at this time, this task element remains entirely tentative.

- **Identify Common Themes – Report Back to the Commission (August):** Following the efforts outlined above to actively listen to the public and stakeholders, we will review and identify common themes, and report to the community and Commission what we have heard.
- **Use “Common Themes” to Inform 2022 Budget:** The input received from the process will help to inform staff and the Commission in developing the 2022 combined Operating & Capital Budget.
- **Determine “Next Steps”:** The “common themes” will also help staff and the Commission determine what additional public engagement might be appropriate in the future. The Commission may also conclude that no additional formal public planning process is needed in the immediate future.

We believe the strategy outlined above can meaningfully engage the community, build trust, and help to inform Port decision-making as we move forward. At the same time, it is less formal, more flexible, and allows us to adapt and adjust our process as the conversation with the community and stakeholders evolves.

RECOMMENDATION: Motion to authorize staff to proceed with the 2021 Public Engagement Process for the Herb Beck Marina, Quilcene as presented in the Informational Memorandum.

ATTACHMENTS: None.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 27, 2021
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	VIII.B. November Financials
STAFF LEAD	Financial Director, Abigail Berg
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Memo 2. COVID-19 Budget model with November 2020 YTD 3. November 2020 Reserves Projection

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 1/21/2021
TO: Port Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: November YTD Covid-19 Budget Model

ISSUE

1. Provide the Commission with an update on the Port's financial activity through November 2020 and updated projections for the remainder of the year.
2. Should the Commission approve the updated 2020 Covid-19 Budget Model?

BACKGROUND

Since the onset of the pandemic in March, the Commission has been provided with information related to possible fiscal impacts of this pandemic on the Port and details on actions already taken, and we have discussed additional planned actions for 2020. This report was delayed due to the necessary shift in focus to the new billing software implementation – Molo, which went live January 4, 2021.

DISCUSSION

Since 2020 is over, I have made some adjustments to the December projections, specifically, the receipt of the \$1.2 million FAA grant funds. This changed the Port's cash position significantly and the pay-off of the 2020 Line of Credit was promptly arranged for early January. The model with actual YTD November activity is attached.

Overall projected operating revenue decreased when compared to the originally adopted budget by \$344,515. This has improved since the October report by \$31,642.

Overall projected operating expenses decreased when compared to the originally adopted budget by \$74,950. This has improved since the October report by \$35,122.

Increases in Other Fund Resources (or non-operating revenues) increased, when compared to YTD October, by just over \$1.2 million; this is directly related to the FAA grant reimbursement received in December. (In the October report, we had not expected to receive those funds by year end.)

There was a nominal increase of \$7,251 in Decreases in Other Fund Resources (or non-operating expenses) when compared to the October YTD report.

EXECUTIVE SUMMARY OF UPDATED COVID-19 BUDGET MODEL WITH NOVEMBER RESULTS

	Adopted Budget	note	2020 YTD Actuals & Remaining Covid-19 Projections		note
			Dec. 9th report	Jan. 27th report	
			(Oct. YTD Actuals)	(Nov. YTD Actuals)	
Revenues	6,389,249		6,013,092	6,044,734	
Expenses	5,114,823		4,968,444	5,003,566	
Net Revenue	1,274,426		1,044,648	1,041,168	
Other Incr. in Cash	4,620,290	a	6,661,374	7,921,804	a
Other Decr. In Cash	5,235,088	a	7,881,359	7,888,610	a
Net Other Incr./Decr. In Cash	(614,798)		(1,219,985)	33,194	
Est. Increase/(Decrease) in Cash	659,628		38,057	1,141,914	c
Est. Ending Reserved Cash - IDD	-	b	495,142	495,142	
Est. Ending Reserved Cash - Other	1,062,234		1,226,291	1,226,291	
Est. Ending Unreserved Cash	1,830,180		1,181,485	2,423,014	
total Est. Ending Cash	2,892,414		2,902,918	4,144,447	c

Notes:

(a) The original 2020 Budget adopted in November 2019 only included grant revenues, taxes and other miscellaneous non-operating revenues. In 2020 a cash basis format was adopted that includes other items that used to be listed on the balance sheet as liabilities and capital expenses, such as Taxes/Retainage Collected/Remitted, Deposits Collected/Refunded, Debt Principal payments, Capital Expenditures, etc. As those are now included in this format, the amounts of these line items increased substantially when compared to the original 2020 adopted budget.

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

(c) This increase is due to the receipt in December of approximately \$1.2m in FAA grant funds for the JCIA Rehabilitation project. In the October YTD report, we had not anticipated receipt in 2020.

FISCAL IMPACT

As discussed herein.

ATTACHMENTS

1. 2020 Covid-19 Budget Model, with YTD November activity
2. Estimated 2020 Ending Reserve Balances (*did not change from previous report*)

RECOMMENDATION

1. Motion to approve the updated 2020 Covid-19 Budget Model.

Updated 2020 Budget Projections for Covid-19 Pandemic
Includes November YTD Activity, prepared January 21, 2020

Beginning Cash \$ 2,916,630

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Actual Aug-20	Actual Sep-20	Actual Oct-20	Budget Nov-20	Actual Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
Revenues																
PTBH - Perm Moorage	107,516	88,735	97,765	96,406	108,979	102,605	100,636	97,167	104,295	103,198	97,880	103,475	97,874	1,169,496	1,208,650	39,154
PTBH - Liveaboard Fee	1,924	1,724	1,924	1,924	2,405	2,886	2,886	2,646	2,513	2,164	2,061	2,164	2,061	24,749	27,219	2,470
PTBH - Work Flt/Lift Pier	52	363	52	151	-	-	114	26	104	78	750	-	750	9,000	1,690	(7,310)
PTBH - Monthly Guest	14,288	17,780	17,103	15,349	25,235	35,724	25,955	36,410	32,030	12,654	25,540	16,144	22,347	343,803	271,019	(72,784)
PTBH - Nightly Guest	7,441	6,876	9,917	3,875	9,451	22,926	45,508	29,439	17,558	11,737	6,489	9,719	6,489	232,883	180,937	(51,946)
PTBH - Nightly Guest - Est. Decr.	-	-	-	-	-	-	-	-	-	-	(4,000)	-	(4,000)	-	(4,000)	(4,000)
PTBH - Misc. Revenue	1,100	800	1,101	1,314	1,110	750	1,600	873	3,790	1,950	1,000	950	950	14,500	16,288	1,788
PTBH - Port Labor	-	-	-	-	-	-	67	-	-	-	-	-	-	-	67	67
PTBH - Showers	603	608	693	667	790	972	669	974	990	639	850	613	600	11,200	8,817	(2,383)
PTBH - Restroom Fobs	45	10	45	25	25	40	30	30	50	-	50	10	50	1,000	360	(640)
PTBH - Laundry	378	421	490	247	545	710	616	518	718	529	550	464	300	6,350	5,935	(415)
PTBH - Promo Sales	16	16	16	12	-	-	16	-	-	-	50	-	50	650	126	(524)
PTBH - Electric	8,282	3,073	9,505	8,578	9,154	7,784	8,741	7,539	6,249	5,546	8,700	8,050	9,300	106,600	91,800	(14,800)
PT Boat Haven Moorage	141,643	120,407	138,609	128,548	157,693	174,397	186,839	175,621	168,296	138,496	139,920	141,588	136,771	1,920,231	1,808,908	(111,323)
Yard - Liveaboard Fee	233	314	156	160	401	80	160	40	140	381	77	240	77	924	2,382	1,458
Yard - Miscellaneous Revenue	-	6	61	50	-	-	-	-	-	-	373	-	377	4,480	494	(3,986)
Yard - WY Port Labor	-	-	-	-	-	-	-	-	-	-	250	418	250	3,500	668	(2,832)
Yard - SY Port Labor	394	-	465	-	800	-	400	-	-	-	300	-	-	4,500	2,059	(2,441)
Yard - Enviro Clean Up	-	-	2,210	-	200	400	-	200	600	150	-	200	-	-	3,960	3,960
Yard - Wrk Yard Enviro Fee	3,376	3,789	4,977	4,306	4,185	2,745	2,699	4,680	5,113	6,077	4,800	4,947	4,006	51,306	50,899	(407)
Yard - Ship Yard Enviro Fee	1,504	1,250	696	1,428	2,361	1,243	1,419	909	457	1,253	4,100	1,062	-	16,932	13,581	(3,351)
Yard - 70/75 Ton Hoist Revenue	12,477	19,111	19,875	15,341	21,271	42,868	35,817	28,559	30,368	33,054	17,068	19,636	14,574	334,479	292,952	(41,527)
Yard - 300 Ton Hoist Revenue	22,436	19,354	12,888	25,035	22,207	17,218	6,686	6,716	14,538	15,407	10,915	8,065	11,524	200,291	182,073	(18,218)
Yard - Washdown Revenue	2,825	3,588	6,337	6,689	7,926	11,050	9,261	6,898	7,137	8,454	5,800	4,044	5,500	86,684	79,709	(6,975)
Yard - Bilge Water Revenue	26	20	487	789	1,379	66	2	178	218	21	563	47	461	6,480	3,693	(2,787)
Yard - Work Yard Revenue	49,238	40,938	52,897	42,171	36,075	59,989	63,268	59,370	54,935	64,274	40,554	55,217	37,583	580,687	615,954	35,267
Yard - Ship Yard Revenue	35,743	25,577	33,752	25,041	34,097	27,909	43,741	18,637	15,777	28,033	47,523	36,132	39,723	419,824	364,161	(55,663)
Yard - L/T Storage	4,326	3,248	5,167	5,325	11,380	6,233	6,147	4,523	12,274	8,322	6,317	5,314	6,317	75,804	78,577	2,773
Yard - Blocking Rent	3,044	2,375	3,428	3,018	2,884	3,819	2,694	3,295	3,229	4,048	5,200	2,673	5,230	56,430	39,737	(16,693)
Yard - Off Port Property Tarp Fee	210	-	444	424	36	423	640	396	210	566	125	144	125	1,500	3,618	2,118
Yard - WY Electric	2,547	2,357	3,624	2,765	2,470	3,259	3,479	2,998	2,666	4,155	2,550	3,504	2,640	31,980	36,465	4,485
Yard - SY Electric	4,063	2,285	4,172	3,375	9,183	3,067	3,061	1,533	1,732	2,588	4,380	3,033	4,300	43,040	42,392	(648)
Yard - Coop space - Est. Decr.	-	-	-	-	-	-	-	-	-	-	(2,222)	-	(2,222)	-	(2,222)	(2,222)
Yard Operations	142,442	124,212	151,636	135,917	156,855	180,368	179,473	138,932	149,395	176,783	148,673	144,674	130,465	1,918,841	1,811,152	(107,689)
Pt Hudson - Permanent Moorage	12,135	9,480	10,477	9,733	12,587	11,634	13,949	17,277	13,388	13,654	12,322	12,321	11,250	145,557	147,884	2,327
Pt Hudson - Liveaboard Fee	919	1,022	922	882	543	18	-	-	740	1,962	772	962	772	6,084	8,741	2,657
Pt Hudson - Liveaboard Bckgrd Ck	-	-	-	-	-	-	-	-	-	-	-	180	-	-	180	180
Pt Hudson - Monthly Guest	13,327	15,825	15,331	14,652	12,554	3,010	3,070	1,706	4,976	12,234	15,911	14,190	15,911	114,876	126,785	11,909
Pt Hudson - Nightly Guest	1,834	2,807	3,590	310	1,322	27,019	50,257	49,933	41,277	11,044	3,481	4,437	2,696	222,908	196,528	(26,381)
PH - Nightly Guest Est. Decr.	-	-	-	-	-	-	-	-	-	-	(1,741)	-	(1,348)	-	(1,348)	(1,348)
PH - City Pier/Union Wharf Usage	1,512	-	-	-	-	272	999	927	693	75	-	-	-	19,975	4,478	(15,497)
Pt Hudson - Monthly RV	9,698	6,894	7,363	7,095	10,156	-	(212)	-	469	9,103	7,924	11,044	8,535	68,604	70,144	1,540
Pt Hudson - Nightly RV	9,579	10,328	8,589	126	-	20,043	53,091	55,363	50,962	33,588	14,885	15,620	9,812	382,726	267,101	(115,625)

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Actual Aug-20	Actual Sep-20	Actual Oct-20	Budget Nov-20	Actual Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
PH - Nightly RV Est. Decr.	-	-	-	-	-	-	-	-	-	-	(3,721)	-	(2,453)	-	(2,453)	(2,453)
Pt Hudson - Kayak Racks	1,599	629	1,014	1,322	1,210	1,682	1,278	1,474	1,573	1,195	758	1,306	867	11,869	15,149	3,280
Pt Hudson - Reservation Fee	2,634	2,706	269	(1,646)	246	3,673	7,094	5,232	4,423	3,926	2,050	2,519	1,930	43,150	33,006	(10,144)
Pt Hudson - Showers	415	300	598	514	364	498	681	690	669	651	563	471	552	8,740	6,400	(2,340)
Pt Hudson - Laundry	953	688	970	808	665	628	813	810	958	769	651	986	686	11,302	9,733	(1,569)
Pt Hudson - Passenger Fee	-	-	-	-	-	-	-	429	1,205	903	-	-	-	17,002	2,538	(14,464)
Pt Hudson - Promo Sales	24	45	48	-	-	92	86	108	66	44	50	32	-	950	545	(405)
Pt Hudson - Misc. Revenue	60	18	-	12	-	61	-	214	-	329	100	24	100	1,700	818	(882)
Pt Hudson - Enviro Clean up	-	-	-	212	-	-	-	-	-	-	-	-	-	-	212	212
Pt Hudson - Leases	34,841	29,959	30,462	26,949	27,094	34,956	30,012	39,387	30,524	35,021	32,237	33,111	32,236	386,843	384,553	(2,290)
PH - Lease Est. Decr.	-	-	-	-	-	-	-	-	-	-	(8,059)	-	(8,059)	-	(8,059)	(8,059)
Pt Hudson - Parking	223	241	109	55	110	180	688	455	375	18	-	111	-	10,150	2,563	(7,587)
Pt Hudson - Event Facility Rev	482	-	-	(200)	-	(50)	-	(155)	-	(155)	250	(90)	50	30,700	(118)	(30,818)
PH - Event Facility Est. Decr.	-	-	-	-	-	-	-	-	-	-	(250)	-	(50)	-	(50)	(50)
Pt Hudson - Port Labor	-	-	-	-	-	-	-	-	-	-	-	(520)	-	-	(520)	(520)
Pt Hudson - Property Utility Reim	3,431	954	3,812	1,528	954	4,399	1,182	5,022	1,186	4,562	3,600	3,024	3,600	42,500	33,653	(8,847)
Pt Hudson - Electric	1,703	759	2,347	2,062	2,492	3,299	5,439	5,423	4,838	2,414	2,450	2,491	2,610	34,810	35,877	1,067
Point Hudson Marina, RV & Prop	95,368	82,653	85,900	64,413	70,296	111,414	168,427	184,297	158,321	131,338	84,233	102,216	79,697	1,560,446	1,334,340	(226,106)
PTBH Prop - Leases	53,742	47,329	51,764	38,224	75,584	55,137	60,713	62,684	57,632	42,896	46,031	58,095	46,031	552,371	649,830	97,459
PTBH Prop - Storage Units	913	898	588	806	762	517	455	1,080	583	710	650	864	650	8,280	8,825	545
PTBH Prop - Miscellaneous	-	-	-	-	-	-	-	406	-	-	-	-	-	-	406	406
PTBH Prop - Fuel Dock Lease	1,192	904	1,039	1,209	875	2,683	2,209	3,003	3,201	1,817	1,600	1,848	1,000	20,000	20,977	977
PTBH Prop - Electric	154	(13)	538	86	524	485	699	642	593	510	200	737	200	2,800	5,156	2,356
PTBH Prop - Stormwater Fees	1,175	929	953	966	1,092	1,028	1,084	1,048	853	774	650	849	650	7,800	11,401	3,601
PTBH Prop - Other Util, Wtr, Swr, Garbg	1,500	230	1,169	2,023	1,994	1,975	1,769	1,807	2,132	1,480	2,120	2,103	2,120	25,400	20,302	(5,098)
PT Boat Haven Properties	58,675	50,276	56,051	43,314	80,831	61,825	66,929	70,669	64,993	48,187	51,251	64,496	50,651	616,651	716,898	100,247
Quilcene - Permanent Moorage	4,378	3,230	3,358	4,144	3,499	6,937	6,238	6,473	6,765	5,328	3,200	4,985	2,842	49,222	58,176	8,954
Quilcene - Liveaboard Fee	340	160	240	381	441	240	240	300	240	401	78	321	78	936	3,384	2,448
Quilcene - Liveaboard Bckgrd Ck	-	-	-	-	-	-	-	-	-	-	-	60	-	-	60	60
Quilcene - Nightly Moorage	77	22	-	-	229	497	648	293	426	119	50	32	(50)	3,645	2,292	(1,353)
Quilcene - Showers	420	280	150	340	450	250	255	30	420	290	200	180	170	3,074	3,235	161
Quilcene - Reservations	99	22	-	-	-	132	55	55	22	55	-	-	-	700	440	(260)
Quilcene - Misc Revenue	-	-	-	-	-	-	31	-	-	-	-	-	-	215	31	(184)
Quilcene - Lease	5,324	5,324	5,106	5,543	-	10,430	10,649	5,106	5,543	5,324	5,308	5,324	5,308	63,694	68,980	5,286
Quilcene - Fuel Sales	4,277	-	445	1,152	822	-	-	358	-	-	1,350	-	700	19,500	7,754	(11,746)
Quil - Fuel Sales Est. Decr.	-	-	-	-	-	-	317	-	-	-	(1,350)	-	(700)	-	(383)	(383)
Quilcene - Recreatl Ramp Fees	542	320	196	233	1,630	2,884	2,276	1,482	746	104	100	60	100	10,470	10,573	103
Quil - Recreatl Ramp Fee Est. Decr.	-	-	-	-	-	(1,442)	1,442	-	-	-	(50)	-	(50)	-	(50)	(50)
Quilcene - Commercial Use Fees	-	-	-	-	1,200	-	-	400	-	-	-	-	-	3,000	1,600	(1,400)
Quilcene - Water	860	296	921	1,089	-	1,989	2,412	335	1,124	932	1,200	781	1,200	14,400	11,941	(2,459)
Quilcene - Electric	255	99	347	301	343	586	162	162	573	517	75	560	75	1,189	3,982	2,793
Quilcene Marina & Property	16,572	9,754	10,764	13,181	8,613	22,505	24,725	14,994	15,859	13,070	10,161	12,304	9,673	170,045	172,015	1,970
Ramp Fees	2,960	4,450	2,699	315	5,138	7,957	11,970	5,853	1,955	1,230	1,000	455	200	43,700	45,182	1,482
Ramp Fees Est. Decr.	-	-	-	-	-	-	-	-	-	-	(250)	-	(50)	-	(50)	(50)
Ramps: Failure to Pay	-	-	(30)	-	-	-	-	-	-	-	-	-	-	-	(30)	(30)
Ramps - Commercial Use Fees	-	-	-	-	200	2,183	-	-	800	-	-	600	-	5,600	3,783	(1,817)
Ramps - Dinghy Float Revenue	-	300	-	150	-	-	564	-	-	-	-	150	-	2,000	1,164	(836)
Ramp Use	2,960	4,750	2,669	465	5,338	10,140	12,534	5,853	2,755	1,230	750	1,205	150	51,300	50,049	(1,251)
JCIA - Misc. Revenue	-	-	-	-	-	-	-	100	-	-	8	-	8	100	108	8

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Actual Aug-20	Actual Sep-20	Actual Oct-20	Budget Nov-20	Actual Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
JCIA - Leases	8,436	8,954	9,177	9,126	9,443	9,040	8,999	10,884	10,448	9,283	9,371	9,745	9,371	112,452	112,905	453
JCIA - Hangar Rentals	3,251	2,137	2,492	3,126	2,522	2,521	2,542	3,507	2,539	2,898	2,681	2,522	2,684	32,175	32,739	564
JCIA - Vehicle Parking	180	-	-	32	-	-	200	212	-	-	45	-	35	720	659	(61)
JCIA - Aircraft Parking	418	55	33	416	116	24	248	302	92	58	50	58	50	1,476	1,870	394
JCIA - Fuel Lease	96	83	-	291	169	-	(8)	303	322	157	200	123	175	3,165	1,709	(1,456)
JCIA - Electric	169	-	-	539	5	71	69	99	112	104	80	134	80	1,647	1,381	(266)
JCIA Operations	12,550	11,228	11,702	13,530	12,254	11,656	12,049	15,406	13,512	12,500	12,435	12,581	12,403	151,735	151,372	(363)
Total Operating Revenues	470,210	403,280	457,331	399,368	491,881	572,306	650,976	605,772	573,131	521,604	447,423	479,065	419,810	6,389,249	6,044,734	(344,515)
Operating Expenses																
Salaries & Wages	186,128	169,397	84,409	302,731	184,382	189,602	186,053	176,101	185,197	184,652	183,134	187,801	183,103	2,262,501	2,219,555	(42,946)
Staff in Capital (loaded)	-	-	-	-	-	-	-	-	-	-	(4,776)	-	(2,623)	-	(2,623)	(2,623)
Payroll Taxes	19,956	17,789	9,116	31,476	18,957	19,848	20,062	19,115	20,029	19,982	18,153	18,089	18,185	229,387	232,604	3,217
Employee Benefits	-	64,363	67,993	71,425	73,682	141,825	67,656	67,831	68,820	63,035	64,694	66,545	64,423	741,251	817,598	76,347
Uniform Expense	672	2,566	481	348	-	-	213	538	-	305	1,208	1,208	2,319	8,650	8,650	(0)
Contract Services	41,717	20,745	10,575	17,192	23,318	11,930	14,950	23,905	14,050	11,079	21,802	41,944	21,331	257,016	252,736	(4,280)
Consulting Services	-	-	-	-	-	-	-	18,000	-	-	2,500	5,500	5,000	40,000	28,500	(11,500)
Legal Services	129	2,667	1,980	-	3,724	1,265	2,998	3,218	-	8,224	8,333	12,921	8,337	100,000	45,461	(54,539)
Audit Services	-	-	-	-	-	-	-	-	-	-	1,414	1,414	8,275	27,475	9,689	(17,786)
Insurance	-	228	-	-	971	-	-	239,188	68,833	-	-	4,039	-	298,396	313,259	14,863
Office/Computer Supplies	790	251	867	86	494	32	254	102	36	3,374	1,071	1,071	300	3,000	7,657	4,657
Operating Supplies	3,677	5,441	4,208	4,319	2,487	11,362	3,337	6,255	5,331	5,152	5,300	5,126	6,511	90,000	63,206	(26,794)
Enviro Material/Supplies	-	-	-	8,612	2,694	3,362	5,361	-	-	-	-	-	-	2,500	20,028	17,528
Tarp Pool Expense	-	3,411	5,010	-	-	5,039	-	3,152	-	3,058	-	-	3,613	22,500	23,282	782
Emp Recog/Relations	-	-	-	-	50	-	134	-	-	-	-	-	500	1,200	684	(516)
Publications	-	-	-	-	-	-	-	-	201	-	-	-	-	-	201	201
Postage	-	15	551	-	1,594	551	-	-	551	1,526	735	394	880	5,742	6,061	319
Janitorial Supplies	-	1,223	1,573	414	10,131	540	62	1,579	873	2,707	2,955	2,001	3,130	30,250	24,232	(6,018)
Fuel & Lubricants	139	3,040	704	2,754	2,624	2,858	884	3,014	2,622	2,107	1,730	2,551	1,464	25,964	24,760	(1,204)
Permits	250	960	516	-	260	-	-	1,412	310	51	-	544	-	6,188	4,301	(1,887)
Equipment Rental	-	-	-	-	-	1,722	-	-	-	-	-	-	-	6,000	1,722	(4,278)
Claims & Damages	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	-	(3,000)
Membership & Dues	10,208	641	-	25	1,960	-	2,500	-	-	150	-	-	900	13,500	16,384	2,884
Bank Charges	5,823	6,557	7,540	6,875	5,894	7,412	8,429	11,341	9,535	10,028	9,276	8,811	8,601	82,650	96,847	14,197
Excise Tax	1,772	1,007	1,018	1,746	981	1,470	2,723	3,813	3,031	2,569	1,685	1,870	1,667	25,740	23,667	(2,073)
Bad Debt	-	(200)	48,973	(48,973)	-	-	-	-	-	-	-	-	-	8,000	(200)	(8,200)
Miscellaneous Expense	-	854	-	4,968	4,192	862	6,728	-	-	-	233	-	183	2,249	17,788	15,539
Repair & Maintenance Supplies	1,219	18,842	9,815	14,792	11,447	9,752	5,757	(45,703)	94,310	6,642	12,101	17,022	8,908	100,000	152,802	52,802
Utilities	39,303	57,294	48,643	60,490	42,077	22,337	35,367	47,783	37,427	39,474	54,569	45,427	56,699	565,100	532,320	(32,780)
Advertising - Legal (2018)	93	2,309	301	788	-	-	-	-	-	376	150	963	-	5,257	4,830	(427)
Marketing	-	3,474	2,997	4,901	1,292	2,330	8,105	6,943	533	1,480	2,337	500	2,338	35,000	34,893	(107)
Promotion	-	240	240	-	-	-	72	-	-	-	400	-	-	13,000	552	(12,448)
Economic Development	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	-	(15,000)
Travel & Training	-	1,857	1,968	(921)	1,063	4,372	178	451	777	1,059	2,000	384	2,000	35,000	13,188	(21,812)
Cost of Fuel (Quilcene)	-	2,035	-	-	-	-	-	-	-	-	1,200	-	1,000	17,000	3,035	(13,965)
Cost of Fuel Est. Decrease	-	-	-	-	-	-	-	-	-	-	(1,200)	-	(1,000)	-	(1,000)	(1,000)
Community Relations	4,832	(336)	2,000	-	-	-	-	400	-	-	-	-	-	-	6,896	6,896
Total Operating Expenses	316,708	386,669	311,477	484,049	394,274	438,470	371,820	588,437	512,465	367,028	391,004	426,125	406,044	5,078,516	5,003,566	(74,950)
Income (Loss) from Operations	153,502	16,611	145,854	(84,680)	97,607	133,836	279,156	17,335	60,667	154,576	56,419	52,940	13,766	1,310,733	1,041,168	(269,565)
Other Incr. in Fund Resources																

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Actual Aug-20	Actual Sep-20	Actual Oct-20	Budget Nov-20	Actual Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
Retainage Collected	-	-	-	-	1,254	-	-	-	-	-	4,500	3,906	-	-	5,160	5,160
Yard Dep. Collected	-	1,000	-	-	-	-	-	10,000	-	2,938	-	2,000	-	-	15,938	15,938
PTBH Prop Lease Dep. Collected	8,743	1,173	1,984	121	953	421	-	478	1,377	475	-	1,753	-	-	17,477	17,477
PH Prop Lease Dep. Collected	2,769	166	566	1,334	566	928	145	145	485	6,022	-	145	-	-	13,271	13,271
PH Marina/RV Dep. Collected	(457)	3,333	1,954	5,137	3,782	3,904	10,852	7,901	10,151	6,064	-	6,353	-	-	58,975	58,975
Deposits & Retainage Collected	11,055	5,672	4,504	6,592	6,555	5,252	10,997	18,525	12,013	15,499	4,500	14,157	-	-	110,821	110,821
Sales Tax Collected	4,108	4,342	3,199	3,922	4,112	7,051	8,599	8,392	8,907	7,644	1,800	3,638	1,000	-	64,915	64,915
Leasehold Tax Collected	-	-	-	-	205,403	45,681	44,576	43,009	39,361	43,121	41,962	45,003	41,963	-	508,117	508,117
Hotel/Motel Tax Collected	-	-	-	-	743	409	1,084	1,699	502	694	400	322	200	-	5,652	5,652
Taxes Collected	4,108	4,342	3,199	3,922	210,258	53,141	54,259	53,100	48,770	51,459	44,162	48,962	43,163	-	578,685	578,685
Grants - FAA	-	69,836	-	-	-	49,550	257,161	-	-	1,637,672	-	-	1,276,529	3,304,000	3,290,747	(13,253)
Other Capital Grants	-	41,835	-	52,881	-	35,769	32,158	-	(4,628)	-	-	-	-	107,800	158,014	50,214
Capital Contributions/Grants	-	111,670	-	52,881	-	85,318	289,319	-	(4,628)	1,637,672	-	-	1,276,529	3,411,800	3,448,761	36,961
ARRA Bond Interest Subsidy	-	-	-	-	-	-	16,441	-	-	-	-	-	16,000	32,000	32,441	441
Investment Interest	2,131	1,968	1,647	1,003	649	466	406	338	264	247	1,000	213	1,000	22,000	10,331	(11,669)
Interest	2,131	1,968	1,647	1,003	649	466	16,846	338	264	247	1,000	213	17,000	54,000	42,772	(11,228)
Debt Proceeds - Line of Credit	-	-	-	-	-	-	400,000	1,250,000	-	-	-	-	-	-	1,650,000	1,650,000
Operating Tax Levy	3,031	49,885	63,564	368,754	87,960	12,773	9,721	7,491	19,965	310,204	85,251	85,251	11,401	1,030,000	1,030,000	(0)
IDD Tax Levy	1,078	54,399	53,707	290,331	71,402	13,496	7,293	12,726	19,098	251,015	79,103	79,103	1,500	-	855,148	855,148
State Forest Revenues	1,263	9,153	5,949	31	11	6,024	206	1,271	4,758	7,994	2,000	7,212	2,000	24,000	45,872	21,872
State Timber Excise Tax	-	10,570	-	-	4,720	-	-	7,985	-	-	8,000	8,019	-	33,000	31,294	(1,706)
Leasehold Excise Tax	-	2,299	-	323	-	2,080	-	2,578	-	73	-	-	1,315	8,090	8,669	579
Property & other taxes	5,372	126,305	123,221	659,439	164,093	34,374	17,220	32,050	43,821	569,286	174,354	179,584	16,216	1,095,090	1,970,983	875,893
Insurance Recovery	1,150	-	-	-	2,833	4,326	-	-	-	107,452	-	-	-	50,000	115,761	65,761
Finance Charges	1,137	20	2,979	130	73	39	139	250	683	995	1,800	1,384	1,250	24,000	9,079	(14,921)
Other Non-Operating Revenues	(7,709)	-	-	-	-	163	173	1	1,737	(48)	105	-	105	1,000	(5,578)	(6,578)
Misc Other Incr. Fund Rscrs	(5,422)	20	2,979	130	2,906	4,528	312	251	2,420	108,399	1,905	1,384	1,355	75,000	119,783	44,783
Total Other Incr. Fund Resources	17,243	249,977	135,550	723,966	384,461	183,080	788,954	1,354,265	102,660	2,382,562	225,921	244,301	1,354,263	4,635,890	7,921,804	3,285,914
Other Decr. In Fund Resources																
Retainage Paid	-	-	-	-	6,265	-	-	-	-	-	-	-	4,500	-	10,765	10,765
Yard Deposits Refunded	-	-	-	-	-	-	-	18,947	-	-	-	-	-	-	18,947	18,947
PTBH Prop Lease Dep. Returned	-	-	-	-	-	-	-	-	4,062	-	-	339	-	-	4,402	4,402
PH Prop Lease Dep. Returned	-	-	-	-	-	710	-	2,939	-	-	-	4,051	-	-	7,699	7,699
PH Deposits Refunded	-	-	-	1,981	-	-	-	1,467	4,214	5,530	-	11,477	-	-	24,668	24,668
Deposits & Retainage Paid	-	-	-	1,981	6,265	710	-	23,353	8,276	5,530	-	15,867	4,500	-	66,481	66,481
Sales Tax Remitted	2,565	3,880	4,879	3,245	3,921	4,112	7,051	9,094	8,412	8,943	6,800	7,765	2,138	-	66,005	66,005
Leasehold Tax Remitted	-	-	-	-	238,820	-	128,127	-	-	130,875	-	-	-	-	497,822	497,822
Hotel/Motel Tax Remitted	-	-	-	-	929	-	3	2,013	1,133	1,050	490	694	200	-	6,021	6,021
Taxes Remitted	2,565	3,880	4,879	3,245	243,670	4,112	135,181	11,107	9,546	140,868	7,290	8,459	2,338	-	569,848	569,848
Principal - 2010 LTGO Bond	-	-	-	-	-	-	-	-	-	-	-	-	295,000	275,000	295,000	20,000
Interest - 2010 LTGO Bond	-	-	-	-	-	93,619	-	-	-	-	-	-	93,619	187,238	187,238	(0)
Principal - 2015 LTGO Refund Bond	-	-	-	-	-	-	460,000	-	-	-	-	-	-	440,000	460,000	20,000
Interest - 2015 LTGO Refund Bond	-	-	-	-	-	-	44,625	-	-	-	-	-	37,725	82,350	82,350	-
Principal - 2020 Line of Credit	-	-	-	-	-	-	-	-	-	1,400,000	-	-	250,000	-	1,650,000	1,650,000
Interest - 2020 Line of Credit	-	-	-	-	-	-	-	-	3,032	6,061	-	-	2,001	-	11,094	11,094
Bond Principal & Interest	-	-	-	-	-	93,619	504,625	-	3,032	1,406,061	-	-	678,345	984,588	2,685,682	1,701,094
Bond Management Fees	-	-	-	-	-	-	-	-	-	1,098	-	-	250	1,000	1,348	348
Debt Issue Costs	-	-	-	-	-	9,500	-	-	-	-	-	-	-	-	9,500	9,500
Investment Fees	50	50	50	50	32	23	20	17	13	12	40	11	35	500	364	(136)
Bond Mgmt, Issuance, Investment	50	50	50	50	32	9,523	20	17	13	1,111	40	11	285	1,500	11,212	9,712
PH South Jetty project	488	11,468	17,124	26,898	1,253	26,520	37,237	32,425	25,036	86,482	21,612	21,624	32,168	100,000	318,723	218,723
JCIA Runway Rehab	11,240	775	370	595	54,267	253,854	1,666,586	1,372,103	236,051	7,060	1,271	1,302	2,000	3,304,000	3,606,203	302,203

	Actual Jan-20	Actual Feb-20	Actual Mar-20	Actual Apr-20	Actual May-20	Actual Jun-20	Actual Jul-20	Actual Aug-20	Actual Sep-20	Actual Oct-20	Budget Nov-20	Actual Nov-20	Budget Dec-20	Total Adopted Budget 2020	total Actual & Remaining Budget	Over (Under) Budget
BH Breakwater Repair	61	142	30	15,356	35,769	-	(35,606)	-	8,720	1,081	200	203	-	300,000	25,756	(274,244)
PH Hudson St. Air Ventilation	-	3,557	26,827	(35)	(215)	-	-	-	-	-	-	-	-	-	30,134	30,134
PH Hudson St. Leashld Imp	-	-	-	-	-	-	-	-	(0)	(0)	-	(0)	5,000	35,000	5,000	(30,000)
2019 WorkYard Resurfacing	665	-	-	-	-	-	-	-	-	-	-	-	-	-	665	665
2020 WorkYard Resurfacing	-	-	-	333	143	-	190	1,317	1,336	2,423	78,126	78,126	1,500	90,000	85,367	(4,633)
Yard Transformers Upgrade	-	-	-	-	-	-	-	-	(0)	(0)	-	(0)	5,000	5,000	5,000	(0)
JCIA Airport Terminal	-	-	3,000	3,728	-	-	(6,728)	-	-	-	-	-	-	-	-	-
D-Dock Renovation	-	-	-	-	-	-	1,969	49,201	966	24,055	60	51	2,095	-	78,336	78,336
Linear Dock Electrical	-	-	-	-	-	-	2,425	25,088	5,777	5,846	1,750	1,792	14,164	-	55,092	55,092
Quilcene Dredge Design	-	-	-	-	-	-	-	-	(0)	(0)	-	(0)	-	40,000	(0)	(40,000)
Marina Software	-	-	-	-	-	-	-	-	-	87,676	-	64,155	-	-	151,830	151,830
Marina Wifi infrastructure	-	-	-	-	-	-	-	-	(0)	(0)	-	(0)	30,000	-	30,000	30,000
<u>Small Capital projects</u>	1,000	-	-	-	-	-	-	-	(0)	(0)	-	(0)	-	125,000	1,000	(124,000)
BH Fire Suppression	-	-	-	-	-	-	-	40,516	-	-	-	-	-	-	40,516	40,516
PH - Fire Supression	-	-	-	-	-	-	-	20,811	-	-	-	-	-	-	20,811	20,811
PH - DirectTV Install	-	-	-	-	-	-	-	-	-	7,716	-	1,982	-	-	9,698	9,698
Equipmt/Vehicles	19,969	-	-	19,969	-	-	-	35,643	(0)	(0)	-	(0)	-	-	75,581	75,581
PH S. Jetty CONTINGENCY	-	-	-	-	-	-	-	-	(0)	(0)	-	-	-	250,000	(0)	(250,000)
2020 Capital Project Work	33,424	15,941	47,352	66,844	91,216	280,374	1,666,073	1,577,104	277,885	222,338	103,019	169,235	91,927	4,249,000	4,539,712	290,712
Election Expense	-	-	-	15,674	-	-	-	-	-	-	-	-	-	-	15,674	15,674
Total Other Decr. Fund Resources	36,039	19,871	52,281	87,793	341,184	388,338	2,305,900	1,611,580	298,751	1,775,907	110,349	193,572	777,395	5,235,088	7,888,610	2,653,522
Net Other Incr/Decr Fund Rsrcs	(18,795)	230,106	83,269	636,173	43,277	(205,258)	(1,516,946)	(257,315)	(196,091)	606,655	115,572	50,729	576,868	(599,198)	33,194	632,392
Balance Sheet Adjustments	90,985	126,478	(59,095)	(76,390)	102,792	11,046	2,434	(108,145)	45,863	(50,314)	-	(18,102)	-	-	67,552	67,552
Total Increase/Decrease in Cash	225,692	373,195	170,028	475,103	243,676	(60,376)	(1,235,356)	(348,125)	(89,562)	710,917	171,991	85,567	590,634	711,535	1,141,914	430,379
Ending Cash/Investments	3,142,322	3,515,516	3,685,544	4,160,647	4,404,323	4,343,947	3,108,591	2,760,466	2,670,905	3,381,822	3,553,813	3,467,389	4,144,447	2,944,320	4,144,447	1,200,127
Reserved Cash/Investmts - Other	1,254,445	1,275,695	1,275,696	1,307,495	1,307,496	1,328,746	1,349,994	1,392,494	1,392,495	1,434,995		1,434,995				
Reserved Cash/Investmts - IDD	1,078	55,477	109,184	399,515	470,917	484,413	491,708	504,434	523,531	774,546		853,648				
Unreserved Cash/Investments	1,886,799	2,184,344	2,300,664	2,453,637	2,625,910	2,530,788	1,266,889	863,538	754,879	1,172,281		1,178,746				
Total Ending Cash/Investments	3,142,322	3,515,516	3,685,544	4,160,647	4,404,323	4,343,947	3,108,591	2,760,466	2,670,905	3,381,822		3,467,389				
Total Ending Cash 2020	Adopted Bdgt	Covid Bdgt														
Cash Reserve - Other	1,062,234	1,226,291														
Cash Reserve - IDD	-	495,142	<i>IDD levy passed subsequent to 2020 budget adoption.</i>													
Cash Unreserved	1,830,180	2,423,014														
Total	2,892,414	4,144,447														

Reserves Estimated for 2020

Updated for January 27, 2021 Commission meeting (no change since October report)

<u>Actual Beginning Reserves 1/1/2020</u>		1,233,195	
Port Wide Capital	380,934		
Boat Haven Reserve	562,261		
Operations reserve	180,000		
Contingency reserve	75,000		
Hazardouse Waste Reserve	25,000		
Unemployment Reserve	10,000		
<u>Port Wide Capital Beginning</u>		380,934	
Budgeted Reserve Funding 2020	Jan-Dec	120,000	
2019 Capital Bdgt - 2019 True-up	Apr-20	(31,950)	
Cap. Bdgt 2020-Workyard Resurfacing		(85,336)	
Budgeted Ending Balance			383,648
<u>Boat Haven Reserve Beginning</u>		562,261	
2019 Capital Bdgt - 2019 True-up	Apr-20	(756)	
D-Dock Renovation		(78,346)	
Linear Dock Electrical		(25,000)	
BH Fire Suppression		(40,516)	
Budgeted Ending Balance			417,643
<u>Operations Reserve Beginning</u>		180,000	
Budgeted Operations Funding	Jan-Dec	135,000	
Budgeted Ending Balance			315,000
<u>IDD Levy Reserve Beginning</u>		-	
Budgeted Levy Receipts	Jan-Dec	809,054	
PH S. Jetty - 2020 Expenditures		(283,862)	
D-Dock Renovation		-	
Linear Dock Electrical		(30,050)	
Quilcene Dredge Design		-	
Estimated Ending Balance			495,142
Contingency reserve			75,000
Hazardouse Waste Reserve			25,000
Unemployment Reserve			10,000
Total Budgeted Ending Reserve Balances			1,721,433

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 27, 2021
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	VIII.C. Quarterly Projects Report
STAFF LEAD	Port Engineer and Capital Projects Director, Mike Love
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Memo 2. Capital Projects Report 3. Capital Projects Spreadsheet

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 1/21/2021
TO: Commissioners
FROM: Mike Love
CC: Eron Berg, Eric Toews, Abigail Berg
SUBJECT: Capital Projects 2021 First quarter update

ISSUE

2021 Capital projects current status presentation.

BACKGROUND

Capital projects maintain, improve, and create new infrastructure within the Port. Projects to be presented within this report are typically \$25,000 in cost or greater, projects that are within the current year budget, and projects that are under consideration as we work through the calendar year and identify opportunities. The attached project summary worksheets include a description of work, schedule, and cost.

DISCUSSION

Project summary worksheets include a description of work, schedule, and cost. The information presented is open for discussion with no required action.

FISCAL IMPACT

Potential new projects and cost changes to existing planned projects may have an impact to the current year budget. Budget amendments, as necessary, will be requested later.

RECOMMENDATION

No formal action required

ATTACHMENTS

Capital Project Worksheet and Schedule, Capital Project Summary Spreadsheet



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS DIRECTOR

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Dock Restoration Program - Quilcene Marina

PROJECT DESCRIPTION: The Port owns approximately 3 miles of floating dock that is exposed to weather, sea water, tidal changes, and boat use contributing to the degradation of the infrastructure. This project will replace elements of the docks at Quilcene Marina. This project includes replacing the walers; rub boards, triangle dock fillets, concrete repair, and utility supports as needed. This project will extend the useful life of these docks and improve safety.

Walers life cycle 15 years
Concrete Float life cycle 70 years
Wood Structure float life cycle 35 years
Wood Decking life Cycle 20 years

SCHEDULE: We expect to work on this project as time allows within our available in water permit window July 15 thru October 15, 2021.

COST ESTIMATE: Rehabilitation Estimate.

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Total</u>
Walers and Rub boards	150	\$100	\$15,000
Thru rods and associated hardware	200	\$25	\$5,000
Fiberglass triangle dock fillets and support	24	\$100	\$2,400
Utility hangars	55	\$25	\$1,375
<u>Misc Materials (concrete, rebar, screws, etc)</u>			<u>\$5,000</u>
Material subtotal			\$28,775

LABOR:

Port Staff Labor	960 hours	\$67/Hr.	\$64,320
Project Cost			\$93,095
Contingency	10%		\$9,310
TOTAL PROJECT COST:			\$102,405

Also considering alternate options to add to Rehabilitation Estimate:

Replacement Cost Estimate at \$150/sf for concrete float material (5300@\$150=\$795,000)

Replacement Cost Piling \$10,000/Each (20@10,000=\$200,000)

Budget: IDD Levy reserve 2022-\$256,000



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS DIRECTOR

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Dock Restoration Program – “D” Dock Boat Haven Marina

PROJECT DESCRIPTION: The Port owns approximately 3 miles of floating dock that is exposed to weather, sea water, tidal changes, and boat use contributing to the degradation of the infrastructure. This project will replace elements of “D” Dock at Boat Haven Marina. This project includes replacing the walers; rub boards, triangle dock fillets, concrete repair, and utility supports as needed. This project will extend the useful life of these docks and improve safety.

Walers life cycle 15years
Concrete Float life cycle 70 years
Wood Structure float life cycle 35 years
Wood Decking life Cycle 20 years

SCHEDULE: We expect to work on this project as time allows within our available in water permit window July 15 thru January 15, 2022. We will assign three staff members to this project.

COST ESTIMATE: Rehabilitation Estimate.

Item	Quantity	Unit	Total
Walers and Rub boards	300	\$250	\$75,000
Thru rods and associated hardware	400	\$250	\$10,000
Pile Hoops	40	\$130	\$5,200
Internal Pile Guides	20	\$225	\$4,500
Fiberglass triangle dock fillets and support	52	\$300	\$15,600
Utility hangars	55	\$25	\$1,375
Misc Materials (concrete, rebar, screws, etc.)	\$5,000		
Material subtotal	\$116,675		

LABOR:

Port Staff Labor	2750 hours	\$67/Hr.	\$184,250
Project Cost			\$300,925
Contingency	10%		\$30,093
TOTAL PROJECT COST:			\$331,018

Also considering alternate options to add to Rehabilitation Estimate:

Replacement Cost Estimate at \$150/sf for concrete float material cost (10200@\$150=\$1,530,300)
Replacement Cost Piling \$10,000/Each (60@\$10,000=\$600,000)

Budget: IDD Levy reserve 2021-\$150,000



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS DIRECTOR

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Dock Restoration Program – Point Hudson Marina

PROJECT DESCRIPTION: The Port owns approximately 3 miles of floating dock that is exposed to weather, sea water, tidal changes, and boat use contributing to the degradation of the infrastructure. This project will add support elements to the docks at Point Hudson Marina. This project includes replacing the shear and lateral support system to stiffen (5) existing finger docks on the northern edge of the Marina. This project will extend the useful life of these docks and prevent further wind damage.

SCHEDULE: We expect to work on this project as time allows within our available in water permit window July 15 thru January 15, 2022. We will assign three staff members to this project.

COST ESTIMATE:

This project will require many parts and fittings. Because of the complexity of this project and the unknowns we added a 10% contingency to this project.

Item	Quantity	Unit	Total
3x6 Pressure treated	30	\$160	\$4,800
Misc Materials (screws, hardware)			\$1,000
Material subtotal			\$5,800
LABOR:			
Port Staff Labor	240 hours	\$67/Hr.	\$16,080
Project Cost			\$21,880
Contingency	10%		\$2,188
TOTAL PROJECT COST:			\$24,068

Budget: Appropriate for use of IDD funding. No current funding identified. Possible FEMA storm damage eligible.



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS DIRECTOR

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Storm Water Pump Replacement – Boat Haven Yard

PROJECT DESCRIPTION: The Port owns and operates a stormwater conveyance system within the Boat Haven yard. The stormwater system is regulated under a Boatyard General Permit issued by the State Department of Ecology. A part of the stormwater conveyance system drains to a pump station that operates when the tide in the Marina does not allow stormwater to drain by gravity flow. The pumps and support rail system are in-need of replacement. This project will extend the useful life of pump station and decrease the risk of damage due to localized flooding.

SCHEDULE: We expect to work on this project as time allows within the dry season with lower tides. We will assign three staff members to this project.

COST ESTIMATE:

This project will require replacement many parts and fittings. Because of the complexity of this project and the unknowns we added a 10% contingency to this project.

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Total</u>
4 Stormwater Pumps and support rail	1	\$60,000	\$67,000
Misc. Pipe and fittings			\$5,000
Misc Materials (concrete, rebar, screws, etc)			\$5,000
Material subtotal			\$77,000
 <u>LABOR:</u>			
Port Staff Labor	200 hours	\$67/Hr.	\$13,400
Project Cost			\$90,400
Contingency	10%		\$9,040
TOTAL PROJECT COST:			\$99,440

Budget: IDD Levy Reserve 2021 - \$100,000.



CHRIS SPARKS
MAINTENANCE MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Sunrise Coffee/ Furniture Clinic Sperry Building #3

PROJECT DESCRIPTION: Exterior rehab of Sperry building #3 (Sunrise Coffee and Furniture Clinic). The Sperry Buildings were built in the late 1970's early 1980's. The building needs 8 new windows that are leaking. The building needs 2 new glass entrance doors. Several rust spot and holes in siding need to be repaired. Metal repair in roll up door jamb (structural). Metal siding needs replacing above roll up door. Remove dirt and vegetation from bottom of siding. Elastomeric Roof Coating. Paint Building. New Led Exterior Lighting. This will prolong the useful life of the structure.

SCHEDULE: This would be a 5 year capital program to rehab the Sperry Buildings. We would do 2 a year for the next 5 years. Starting with the buildings at the Port entrance. Mostly dry season work.

Item	Quantity	Unit	Total
Windows	8	\$400	\$3,200
Repair/Replace Rusty Siding			\$1,500
Metal Rust Primer	5 gal	\$50	\$250
2 part Epoxy Paint for Metal Siding	20 gal	\$50	\$1,000
New Exterior LED lighting			\$1,000
Elastomeric Roof Coating	30gal	\$50	\$1,500
Glass Entry Doors (Subcontract Work)			\$5,000
Material subtotal			\$13,450
LABOR:			
Port Staff Labor	250 hours	\$67/Hr.	\$16,750
Project Cost			\$30,200
Contingency	10%		\$3,020
TOTAL PROJECT COST:			\$33,220

Budget: IDD Levy Reserve 2021 - \$70,000 for two buildings shared with Sperry Bldg 2.



CHRIS SPARKS
MAINTENANCE MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: PT. Brewery Building Sperry Building #2

PROJECT DESCRIPTION: Rehabilitation of the Pt Brewery Building. The Sperry Buildings were built in the late 1970's early 1980's. The building needs 4 new windows that are leaking. Several rust spot and holes in siding need to be repaired. Metal repair in roll up door jamb (structural). Remove planter boxes under tasting room windows and repair siding from rust and water damage. Remove dirt and vegetation from bottom of siding. Elastomeric Roof Coating. Paint Building. New Led Exterior Lighting. This will prolong the useful life of the structure.

SCHEDULE: This would be a 5 year capital program to rehab the Sperry Buildings. We would do 2 a year for the next 5 years. Starting with the buildings at the Port entrance. Mostly dry season work.

Item	Quantity	Unit	Total
Windows	4	\$400	\$1,600
Repair/Replace Rusty Siding			\$1,500
Metal Rust Primer	5 gal	\$50	\$250
2 part Epoxy Paint for Metal Siding	20 gal	\$50	\$1,000
New Exterior LED lighting			\$800
<u>Elastomeric Roof Coating</u>	25gal	\$50	<u>\$1,250</u>
Material subtotal			\$13,450
 <u>LABOR:</u>			
Port Staff Labor	200 hours	\$67/Hr.	\$13,400
Project Cost			\$19,800
Contingency	10%		<u>\$1,980</u>
TOTAL PROJECT COST:			\$21,780

Budget: IDD Levy Reserve 2021 - \$70,000 for two buildings shared with Sperry Bldg 3.



CHRIS SPARKS
MAINTENANCE MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Boat Haven – Paint Fuel Dock Building

PROJECT DESCRIPTION: Paint the Boat Haven Fuel dock building. This will prolong the useful life of the structure.

SCHEDULE: Dry season work.

Item	Quantity	Unit	Total
Exterior Paint	20 gal	\$50	\$1,000
Misc materials			<u>\$250</u>
Material subtotal			\$1,250
 <u>LABOR:</u>			
Port Staff Labor	100 hours	\$67/Hr.	\$6,700
Project Cost			\$7,950
Contingency	10%		<u>\$795</u>
TOTAL PROJECT COST:			\$8,745

Budget: IDD Levy Reserve 2021 - \$10,000



CHRIS SPARKS
MAINTENANCE MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Point Hudson – Landscape Improvements

PROJECT DESCRIPTION: Develop a new landscape plan for Point Hudson and implement the plan. One concept is to match the original look of the point and remove the shrubs and replant with lawn or low growing shrubs to allow for full view of the buildings and ease of maintenance.

SCHEDULE: Spring 2021

Item	Quantity	Unit	Total
<u>MATERIAL</u>			
Topsoil	250 CY	\$30/CY	\$7,500
<u>LABOR:</u>			
Port Staff Labor	200 hours	\$67/Hr.	\$13,400
<u>SUBCONTRACT:</u>			
Hydroseed	1		\$10,000
Project Cost			\$34,900
Contingency	10%		\$3,490
TOTAL PROJECT COST:			\$38,390

Budget: NOI 2021 - \$40,000



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Boat Haven Yard 480 power installation.

PROJECT DESCRIPTION: This project is a partnership between the Port and PUD to provide enhanced 480 power feed to Port and private owned buildings and boat haul out locations. The 480 power will allow the Port tenants the ability to run heavy load electrical equipment. The Port will provide the trenching, installation of electrical conduit runs, and 7 end of run power pedestal. The PUD will provide the electrical conductors, transformer, meter base, and service meters.

SCHEDULE: We expect to work on this project as a priority after we receive our new excavator in Mid-February. It is estimated that 240 hours of staff time will be needed to accomplish this project. We will assign three staff members to this project. A coordination meeting with the PUD to be set to discuss details of cost sharing and assignment of work.

COST ESTIMATE:

Item	Quantity	Unit	Total
Pedestal	7	\$4,000	\$28,000
Conduit	3000	\$3	\$9,000
Clean backfill material	1	\$1,000	\$1,000
Disposal Fee	1	\$1,000	\$1,000
Misc Materials for Wood cover (concrete, rebar, screws, etc)			<u>\$3,800</u>
Material subtotal			\$42,800

LABOR:

Port Staff Labor	240 hours	\$67/Hr.	\$16,080
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EQUIPMENT:

Excavator	80	\$50/Hr.	\$4,000
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SUBCONTRACT WORK:

Electrician			\$6,000
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TOTAL PROJECT COST: including 10% Contingency **\$75,768**

Budget: No current funding identified



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Boat Haven Moorage office relocation.

PROJECT DESCRIPTION: This project will relocate the staff from the existing Moorage and Yard office to a new location. Currently three options under consideration; 1) Old US coast Guard building currently used for material and equipment storage in the maintenance yard, 2) Skookum Bldg, 3) Existing office building with a remodel.

SCHEDULE: We are currently conducting a hazardous material survey to determine the existence of asbestos and lead within the building that may need to be removed prior to occupying the space.

COST ESTIMATE: No estimate at this time.
Current budget \$60,000

Budget: NOI funds 2021-\$60,000



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Tommy Tailspin Hanger Rehab

PROJECT DESCRIPTION: This project will rehabilitate portions of the hanger to extend useful life. Roof and siding damage identified. Potential hazardous material.

SCHEDULE: We are currently conducting a hazardous material survey to determine the existence of asbestos and lead within the building that may need to be removed prior to occupying the space.

COST ESTIMATE: No estimate at this time.

Budget: Appropriate for use of IDD funding. No current funding identified



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Port WiFi

PROJECT DESCRIPTION: This project will construct WiFi internet connect within port facilities. Priority would be Point Hudson, Boat Haven and Quilcene. A preliminary plan has been created and alternate solutions are being explored.

SCHEDULE: We expect to work on this project as time allows beginning with Point Hudson.

COST ESTIMATE: The preliminary cost estimate is \$23,150 for WiFi access point materials. Wiring and installation cost not included in this estimate.

Budget: \$30,000 was included in the 2020 budget and was unspent.



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Boat Haven Yard Storage Containers

PROJECT DESCRIPTION: This project will construct 10 new material storage containers to be rented to tenant in the yard performing boat repair. Will assist in compliance with our Boatyard General Permit.

SCHEDULE: We expect to work on this project as time allows.

COST ESTIMATE: Material Cost \$1,200, Port Labor 20 hours/each \$1,340 10%contingency \$254
(10) @ 2,794 each = \$27,940

Budget: Appropriate for use of Net Operating Income funding. No current funding identified



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Point Hudson Marina Breakwater Rehabilitation Project – Phase 1 - North Jetty

PROJECT DESCRIPTION: The breakwater protecting Point Hudson Marina needs to be replaced. The original breakwater was constructed in 1934 with major repair in the 1960's and minor repairs in the 1990's. This project will replace the breakwater system beginning with Phase 1 North Jetty. This useful life of the project is estimated at 30 years.

We are currently working with USFW to obtain all federal permits required for construction. In addition, application for the State Joint Aquatic Resources Permit (JARPA) to be submitted within the month.

Existing wood piling will be replaced with steel pipe piles with an infill of large rock for wave energy dissipation. The pipe piles to be driven with vibratory hammer and limited use of an impact pile driver for capacity testing.

Staff is continuing to explore different methods of construction including a landward and incremental approach to removal and replacement of the breakwater.

SCHEDULE: We anticipate that the permit window for work on this project will allow in-water work to begin July 16 and end February 15th each calendar year. Phase 1 is planned to begin construction in the Fall on 2021 with a 4-month duration to complete to north jetty replacement. Phase 2 will be a separate construction contract beginning July 15 of 2022 and ending in water work by February 2023.

COST ESTIMATE:

The cost estimate for the north and south jetty including the walkway is just over \$14M.

Budget: Appropriate for use of IDD funding.

Federal Funding EDA Disaster Recovery Program Grant

\$7,031,300 (50% Local Match)

RCO Recreation Conservation Office Grant

\$ 882,661

IDD Levy Reserve Funds



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Boat Haven Yard Gravel resurfacing Annual maintenance.

PROJECT DESCRIPTION: The Port owns and operates a stormwater conveyance system within the Boat Haven yard. The stormwater system is regulated under a Boatyard General Permit issued by the State Department of Ecology. As part of the stormwater treatment system is the annual placement of clean gravel surfacing to add in delaying storm water runoff and trapping particles prior to entering the storm drain system.

SCHEDULE: We expect to work on this project as weather allows within the dry season. Work will be completed under an existing contract with Setan Construction awarded in 2019 for on-call gravel resurfacing work. It is estimated that over 160 hours of staff time will be needed to accomplish this project to relocate boats and other material from the areas to be resurfaced.

COST ESTIMATE:

Bid contract work estimated and budget at \$90,000.

Budget: IDD Levy Reserve 2021- \$90,000



MIKE LOVE, P.E.
PORT ENGINEER/CAPITAL PROJECTS MANAGER

CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021

PROJECT: Boat Haven Marina Breakwater Rehabilitation Project

PROJECT DESCRIPTION: The breakwater protecting Boat Haven Marina needs to be repaired from 2018 storm damage. We designed and bid a repair project in 2019 and awarded the contract to American Construction. We are still in contact with American and upon permit agencies approval we plan to start work.

Staff is also exploring different methods of breakwater construction including a landward and incremental approach for future repairs.

SCHEDULE: the project is waiting for permit agency approval.

COST ESTIMATE:

The bid award amount to American was approximately \$240,000 additional cost is anticipated due to material, labor and equipment cost increases.

Budget:	Boat Haven Reserve -	\$45,025
	NOI 2021-	\$304,975

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

Bid Projects

		Description	Design/Permit	Property	Construction	CM		SubTotal	Contingency	Total
14	Point Hudson Breakwater	Phase 1-North Jetty Rehab	\$ 337,000	\$ -	\$ 5,000,000	\$ 250,000		\$ 5,250,000	\$ 525,000	\$ 5,775,000
15	Boat Haven Yard	Gravel Resurfacing	\$ -	\$ -	\$ 90,000	\$ -		\$ 90,000	\$ 9,000	\$ 99,000
16	Boat Haven	Breakwater Repairs	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ 240,000	\$ 24,000	\$ 264,000
										\$ 6,930,638 Total

Season Work Schedule

Dry	
Anytime	
Permit	

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 27, 2021
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	Executive Director, Eron Berg
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. "This Place" articles <i>Maritime Trades</i> and <i>The Rebirth of Point Hudson</i> 2. Commission Contracts Update



THIS PLACE

ALL HANDS ON DECK

Launching the
Maritime Washington
National Heritage Area

 WASHINGTON TRUST
FOR HISTORIC
PRESERVATION

MARITIME TRADES

Sailmaking as a way of life

By Carol Hasse, Owner, Port Townsend Sails

I am blessed to love my work, cherish my community, and to have enjoyed 42 successful years making sails in the most beautiful place I can imagine: Port Townsend's Point Hudson Harbor.

8 I was inspired and encouraged by my family, my hometown of Camas, and the era in which I grew up to find the contribution I was meant to make in life. While dropping out of college to hitchhike alone through Europe and Turkey, hiking the Pacific Crest Trail from Oregon to Canada, and crewing on wonderful sailboats from the Columbia River to Mexico, Costa Rica, the Galapagos, and Hawaii might not have been the job search my parents had in mind, I eventually found what I was meant to do.

While Pacific cruising, I met many sailors who had built their own boats. I became determined to build a boat, too, and gain a trade in the process. Never mind that the only tools I'd ever seen or used were a hammer, wrench, and screwdriver. Once home from sea, I sought out friends I'd met as a "freshperson" at the University of Puget Sound. They were building a boat in Bellingham, and I joined the communal effort. The *Odyle*, our 47-foot Skookum ketch, was already well underway. My job was to help make her sails.

There is no sailmaking school; one must work for a sailmaker to learn the trade, and I was fortunate to get a job at Schattauer Sails in Seattle. Franz Schattauer, Master Sailmaker, earned his distinction through Germany's craft sailmaking guild. Despite my offshore miles, I still thought of sails as white

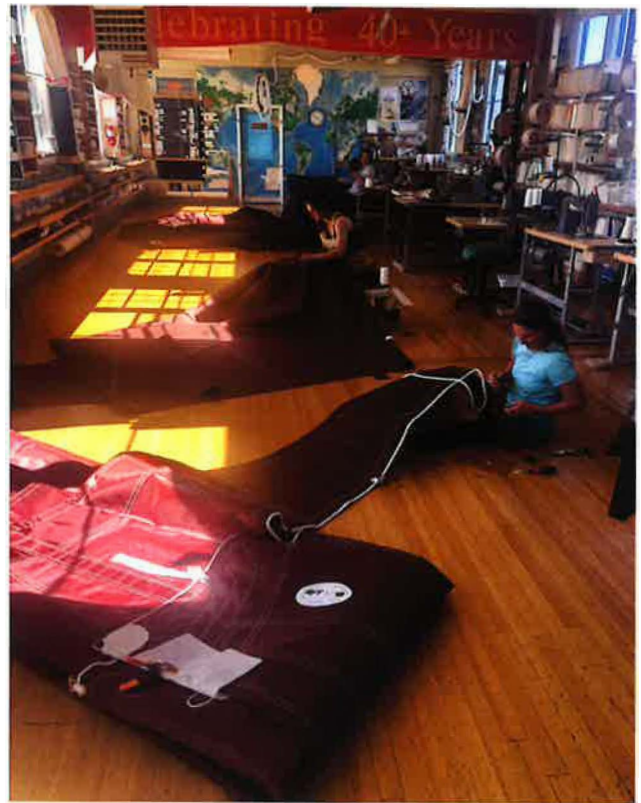
triangles. At the Schattauer loft, however, I learned how to make the Cape Horn worthy sails that have made Port Townsend Sails world renowned.

After we completed our work, the *Odyle* sailed into Point Hudson in 1975 to join another communally built vessel, the *Moclips*. We had come to earn money for world sailing by working on a wooden power yacht that belonged to the man who then had the lease on Point Hudson. The charming 1930s Coast Guard buildings that surround the harbor were dilapidated and empty, and we set up shop and residence in many of them—for cheap.

Moclips' Sam Conner started a wooden boatbuilding shop on the bottom floor of the Armory Building, and I went to work upstairs making sails. Along with a handful of starry-eyed boatbuilders in the Boathaven, we became part of Port Townsend's nascent marine trades community and started the first Wooden Boat Festival and Foundation in 1978. I had swallowed the anchor (retired from sea service and settled down on shore) and, as secretary of the Wooden Boat Foundation Board, recorded our visions of a Point Hudson campus for lifelong learning of all things nautical. In 2005, the Wooden Boat Foundation merged with the Northwest Maritime Center, which has constructed a stunning facility at the harbor entrance. Point Hudson remains a home to the Wooden Boat Festival, year-round educational programs, a boat yard, many marine trades, and water-related businesses—complete with transient marina.

My work at Point Hudson has included training and employing over 30 sailmakers and making over 4,000 sails. It has enabled me to own a lovely wooden sloop (a one-masted sailboat) and allowed time for teaching sailing in the Northwest, Annapolis, and Tahiti. My work also involves sounding the alarm and rallying the troops whenever private development threatens our precious public harbor, its heritage buildings, maritime education opportunities, and marine trades. May Point Hudson always remain a treasure of the Salish Sea for mariners young and old! 🍷

Carol Hasse is a world-renowned sailmaker and the owner of Hasse & Company Port Townsend Sails, Inc. She is planning to retire in early 2021 after over 40 years as a sailmaker. Find Port Townsend Sails online at: porttownsendsails.com.



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Above: Carol Hasse onboard her Nordic folkboat Lorraine.

Right: Storm staysail, created by Port Townsend Sails, on the Amel 53, heading from Point Hudson to Mexico.



Top: Sailmakers in the Port Townsend Sails sail loft working on a suit of tanbark (color) sails for a classic wooden boat out of Maine. From front: Alison Wood, Erica Georgaklis, and Lacey Capel. Erika is sitting on a sailmakers bench, a type of bench which is at least 300 years old.

Above: An asymmetric spinnaker with an inlaid dragon, made by Megan Hudson, maker of light air sails. Carol Hasse is pictured at front right.

THE REBIRTH OF POINT HUDSON

A treasure of the Salish Sea

By Eron Berg, Executive Director, Port of Port Townsend

10 The Point Hudson Marina and its surrounding upland district, at the edge of Victorian Port Townsend's downtown, are among the jewels of the Salish Sea. This historic marina and the century-old buildings that surround it—once a U.S. government quarantine station—have welcomed boaters for generations.

Over the last decade, however, the two jetties that shield the marina from southerly winds and storms have been battered to the point that storms combined with king tides can now sweep through the marina basin. In December 2018, such a storm required emergency workers to don life jackets in efforts to protect vessels. In addition, all elements of the crib-like jetties, which contain basalt rock within creosoted pilings tied together by cables, are failing. The buildings, mostly constructed in the 1930s, are in need of serious rehabilitation. Infrastructure that serves Point Hudson—roads and utilities—are strained by decades of steady use.

Port and partners stepping up

The Port of Port Townsend—the public agency responsible for not just Point Hudson but for two other marinas, a boat yard, an airport, several boat ramps, and other facilities crucial to the economic vitality of Jefferson County—is stepping up to the task so Point Hudson remains a safe haven for future generations of boaters, workers, and the general public. It is a daunting task, given that replacement of the jetties alone is estimated to cost \$14.7 million, but the importance of Point Hudson to the Port Townsend

and Jefferson County communities, along with boaters from all over the region, is undisputed.

As just one example, for more than 40 years Point Hudson has served as the home of the annual Wooden Boat Festival. For the 51 weeks of the year when Point Hudson is not jammed with wooden boats, it offers more than 50 slips to visiting boaters and additional slips to iconic vessels such as the *Martha* and the *Adventuress*, and it is the home port for the Puget Sound Express, a boat touring company, which offers a link to the San Juan Islands.

Point Hudson's national importance has been recognized by its inclusion in the new Maritime Washington National Heritage Area (MW-NHA). The Washington Trust for Historic Preservation envisions Point Hudson as a vibrant, year-round center of maritime activity and is partnering with the Port toward its rehabilitation to enhance the substantial activity that already occurs at the site.

The Port has launched a robust plan for Point Hudson, and almost every government entity in Jefferson County has signed on as a partner including the City of Port Townsend, Jefferson County, the Jefferson County Public Utility District, and the Jamestown S'Klallam Tribe. Every major non-profit in Jefferson County is also joining, including the Northwest Maritime Center (host of the Wooden Boat Festival), the Jefferson County Chamber of Commerce, Economic Development Council Team Jefferson, the North Olympic Development Council, the Port Townsend Marine Trades Association, the Marine Science Center, and the Port Townsend Main Street Program.



The jetties

The Port has hired Mott MacDonald Engineering to create a design for the replacement of the jetties. The south jetty, which takes the brunt of storm damage, is in the worst shape and is the first project in the proposed timeline. The planned replacement resembles the original historic structure but substitutes steel pipe for creosoted logs and adds hardier rock. Thanks to an affirmative vote last November by Jefferson County taxpayers, funds for design work come from the Port. The total project exceeds Port financial resources and the Port is working hard to locate other resources. If successful, the jetty rebuild could be completed in 2022 or 2023.

Historical and cultural resources

Artifacts Consulting has been hired to document Point Hudson's historic and cultural resources in advance of the later phase of work targeted at the historic buildings and surrounding upland area. Since time immemorial, the beach spit and once swampy ground now home to the marina were used by and home to the S'Klallam people. Since European settlers arrived in the 1850s, several generations of buildings have come and gone. The Washington Trust for Historic Preservation will be deeply involved in this aspect of the project and will assist in identifying funding sources to support rehabilitation efforts through the newly created Maritime Washington National Heritage Area.

Above: Aerial view of Point Hudson, just northeast of downtown Port Townsend. Photo from the Jefferson County Chamber of Commerce.

Above right: Damaged jetty at Point Hudson. Photo from Frank Fujimoto.



Inclusion in the MW-NHA brings several benefits to the rehabilitation efforts for Point Hudson. Already, it has helped to mobilize the partnerships necessary to take this long-needed rehabilitation from vision to reality. The MW-NHA has served as a crucial catalyst for collaboration, serving as a facilitator for diverse interests from government entities to nonprofits to local tribes.

We look forward to the new opportunities the MW-NHA will bring in sharing the stories of Point Hudson with a wider audience. Partners throughout the heritage area will work to increase maritime-related tourism, appreciation for our coastal communities, and maritime storytelling through joint marketing, interpretation, and other collaborative efforts. The Port of Port Townsend looks forward to working with our friends along the saltwater coast to collectively "raise all boats" and celebrate our vibrant, living maritime culture as part of the MW-NHA. 🌊

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: January 21, 2021

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **January 27, 2021 Commission Meeting** – Commission Update: New/Amended Contracts Under \$25,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 743-21

Name	Dates	Description	Amount
Jefferson County Public Works	Summer 2021	Interlocal Agreement w/Jeff Co.-chip seal 250' of Port-owned Airport Road	\$2,500.00
Olympic Peninsula Communications, LLC (Scott Wilson)	1/1/21 – 12/31/21	Communications support	Not to exceed \$15,000.00
Windridge Solutions, LLC (Keven Elliff)	1/1/21 – 12/31/21	Web development/hosting & digital marketing support	Not to exceed \$7,500.00