



**Port of Port Townsend
2nd Monthly Meeting Agenda
Wednesday, March 24, 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 March 10, 2021 1-7
 - B. Approval & Ratification of Warrants 8-16
- V. Second Reading ~ *none*
- VI. First Reading ~ *none*
- VII. Regular Business
 - A. January Financials 17-20
 - B. Associate Development Organization (ADO) designation 21-31
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Workshop & Regular Business Meeting: Wednesday, April 14, 2021;
Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom
- XI. Executive Session - None scheduled as of the date of this agenda
- XII. Adjournment

Informational Items.....	32
• Commission Contract Update.....	33
• Senator Murray Infrastructure Priority Solicitations (5)	34-43
• Detailed January Financials	44-48
• Kilmer FY'22 Community Project Funding Request – Stormwater.....	49-52

PORT COMMISSION PUBLIC WORKSHOP – March 10, 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 Toews
Finance Director Berg
Port Engineer Love
Recorder Erickson
Port Attorneys Woolson & Chmelik

I. CALL TO ORDER:

Commissioner Hanke opened the Workshop to order at 9:31 a.m.

II. AGENDA:

- Economic Development in Jefferson County
 - Frank Chmelik & Seth Woolson -- Washington Ports as Economic Engines
 - Pat Reay, Executive Director, Port of Walla Walla – Walla Walla’s experience
- Port of Port Townsend’s role in Economic Development, including discussion of the Associate Development Organization (ADO) for Jefferson County & future models

III. ADJOURNMENT:

The Workshop adjourned at 11:39 a.m.

ATTEST:

Pamela A. Petranek, Vice President

William W. Putney III, Secretary

Peter W. Hanke, President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, March 10, 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 Berg
Port Engineer Love
Port Recorder Erickson
Port Attorney Woolson

I. CALL TO ORDER (00:00:01)

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

II. APPROVAL OF AGENDA (00:00:20)

Commissioner Putney moved to approve the Agenda as presented and Commissioner Petranek seconded the motion. The agenda was approved by unanimous vote.

III. PUBLIC COMMENTS (00:00:50) *there were no public comments.*

IV. CONSENT AGENDA (00:01:04)

A. Approval of Business Meeting Minutes from February 24, 2021.

B. Approval & Ratification of Warrants

Warrants #063465 through #063472 in the amount of \$33,704.94 and Electronic Payment in the amount of \$137,160.14 for Payroll & Benefits. Warrants #063473 through #063531 in the amount of \$117,198.32 for Accounts Payable. Warrant # 063271 in the amount of \$46.57 is declared void.

C. Skookum Educational Programs, Inc. Lease.

Commissioner Putney moved to approve the Consent Agenda as presented and Commissioner Petranek seconded the motion. The Consent Agenda was approved by unanimous vote.

V. SECOND READING ~ none

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (00:02:30)

A. Associate Development Organization (ADO) designation for Jefferson County, 2021-23.

Executive Director Berg said that having discussed detail on this at the workshop today, the reason for this discussion was to get the direction on the Port Commission's vision for the Port's role in County-wide economic development and specifically what to do about Associate Development Organization (ADO) designation and how to work with the City, County, and PUD and potentially EDC Team Jefferson¹ (EDC TJ) to fulfill that vision.

Commissioner Hanke moved to direct the Executive Director to draft a letter to Jefferson County formally requesting the ADO designation for the 2021-2023 biennium. Commissioner Putney seconded the motion for the purpose of continuing the discussion.

Commissioner Putney said he thought an economic development organization needs to be responsive to the entire county, and the current ADO has been city-centric, leaving mid- and south-county largely out of the picture and opportunities missed.

¹ Economic Development Council for Jefferson County is called EDC Team Jefferson

Commissioner Petranek said this commission had been aware and wanting the ADO role to be better functioning, and this year there had been a change in the ADO cabinet with the four administrators (Port, City, County, and PUD) working with the EDC TJ to provide some guidance. She mentioned the Port's fiscal responsibility and that this will not be an inexpensive venture for the Port – a minimum of \$100,000/year is estimated in new direct costs. She reminded the Commission that they need to have a consensus on the ideal model for next steps to include in its letter to the county.

Commissioner Hanke commented that the cost didn't concern him, as he felt the Port could absorb that expense. He was concerned about workload but said he had faith in staff being able to handle this, and that the different proposals could be amalgamated into a plan that works. He thought that the Port could move this project forward and would rather step in and take over now and then work on specifics of how to make the ADO function properly.

Commissioner Putney understood the desire to have everything enumerated but agreed that the Port should take the opportunity now, that it missed two years ago because we weren't ready. He went on to say that Executive Director Berg has experience in Economic Development, and since EDC TJ has offered to support the transition and the Port has the collaboration of the other government entities on the ICG to help, this is an excellent time to take on this responsibility. He mentioned that he would soon be off the Commission and he wasn't sure how he would go about influencing the current ADO board as a citizen.

Commissioner Petranek said the Port has wide latitude for economic development beyond what we're doing whether we are the designated ADO or not, and that although the Port of Walla Walla is a stellar example of what could be done, our Port is very different. One of her biggest concerns is the bandwidth of Port staff; they have a lot on their plate right now with Quilcene planning, boatyard planning, jetty replacement, etc. She said she would like to see the core infrastructure in place before taking on any new responsibility; and she reiterated that the \$100,000 is not in the current budget. She said she wanted more time to allow the public to weigh in on this idea and work with the ICG on a shared economic vision while working with the current ADO (EDC TJ) as it is.

Commissioner Putney said that the Port had already been working with EDC TJ, and nothing that had been tried worked. He said he was concerned that if the Port doesn't work on economic development now, that it may cease to exist when sea-level rise catches up with us.

Commissioner Hanke asked Port staff to weigh in on what they thought about the Port taking on the role of ADO.

Executive Director Berg shared an MIT model on the limits of growth and said that Jefferson County and the collaborative process we're imagining may be a model of a different way of doing business in the future. He applauded what Walla Walla is doing but said this community's future is different. He felt that this was an inflection point with shifting leadership that offers an opportunity to tie Jefferson County's collaborative economic resiliency with development for the future. He said there was a lot to consider, and the Port would need to step up to make this work—that it would take investment of all staff.

Deputy Director Toews said he was wary of adding additional commitments when the Port has taken on quite a lot already; and that there is a need for a common vision among the various governments in Jefferson County to ensure we're all pulling in the same direction. He conjectured that some of the tension experienced over the years is related to the different role and purpose that these governments serve; the Port serves as an engine of economic development and as a special purpose government. He speculated that as land and shoreline use authorities, the County and City are both listening to their constituents and trying to implement the Growth Management

Act, which creates some tension because whatever the ADO does must be consistent with what the county and city have codified.

Finance Director Berg said she agreed with everything that had been said so far--it's a great opportunity for the Port, and although the Port of Walla Walla was a good example what can be done as an ADO, she was concerned because Walla Walla is very different economically and culturally from Jefferson County. She worried that the Port might be the exception regarding public records requests. She said this would be mission supported, but that it felt a bit rushed. She was concerned about expense creep for the two new positions, which require support services, equipment, offices, etc. She agreed that Executive Director Berg is and has been doing a great job in his first year, but she thought a little more planning would continue to support that success and thus ideal. Ms. Berg also wondered if the 2-year designation were flexible.

Commissioner Hanke referred to the two presentations at the workshop (from Port Attorney Chmelik; and from Executive Director Reay of the Port of Walla Walla) and to the proposals in the packet (from Executive Director Berg; and from Ben Bauermeister of EDC Team Jefferson) and asked if there were a hybrid the Port could adopt. He asked if it would be possible to take what Ben laid out in his proposal and incorporate that into what the Port would do as designated ADO. He said that he felt the Port's government oversight as ADO would be a good change, while at the same time the Port could address Commissioner Petranek's concerns of starting from scratch by using the EDC Team Jefferson suggestions.

Executive Director Berg said that it would not be ideal to have the Port act as designated ADO with a contract to EDC TJ to fulfill the ADO responsibilities. He said that Dept. of Commerce ADO designation is a two-year contract. He reminded Commission that under either scenario there will be a contract with deliverables; currently EDC TJ is overseen by the County Commissioners, and in the past it was overseen by the County, City and Port, and that in stepping back from that, the oversight has not been as clear. He thought that either scenario would result in a similar contract with specific deliverables; the reason for the Port to pursue ADO designation would be to preserve the ability to change the model sooner than a biennium from now.

Commissioner Petranek moved to table the motion to the next meeting and allow the opportunity to discuss this motion. Motion was not seconded and therefore denied.

A vote was taken on the earlier motion to direct the Executive Director to draft a letter to Jefferson County formally requesting the ADO designation for the 2021-2023 biennium. Motion carried 2 to 1.

Commissioner Petranek said she would like to use our good momentum with the collaborative ICG to work on this so that everyone is on the same page before we take the helm.

Commissioner Putney mentioned the county's hard deadline and felt that as a Commission, if there is a problem that is chronically in need of repair, they need to step in and help fix it.

Commissioner Hanke said he wanted to respect the other commissioners and their process.

Executive Director Berg said that the County Commission would have a hard time wrestling with this idea, and a unified proposal from the Port and EDC Team Jefferson would be fundamentally more powerful and helpful.

Commissioner Hanke asked if they could attempt to bridge the difference of opinion about when to apply for the designation and work out a plan before we apply for the designation.

Executive Director Berg said that whatever they decided, the plan has to be filled out enough that the county would understand and sign off on the designation and the plan. He reminded Commission that the model proposed by EDC TJ was developed in collaboration with the four

government administrators and would be a reboot that tries to fulfill the need as it's articulated now and in the future.

Commissioner Hanke felt that stepping into the role of designated ADO, could possibly mean overseeing EDC TJ, or dissolving it, if needed; however, it is not necessary to start over.

Commissioner Petranek felt that EDC TJ should remain designated ADO and the Port should give more input and direct involvement than it has in the past, with a list of deliverables tied to the financial support we give.

Commissioner Putney suggested that the Port use the outline and direction that EDC TJ has been operating under, adopt their plan as an interim strategy with Port as the ADO, then move in the direction that works better as time goes on.

Executive Director Berg asked what would happen if the County gets the Port's letter requesting ADO designation, but decides to maintain the EDC TJ as ADO? He said that the Port Commission and staff could continue to work on the model, but the main question today was of ADO designation.

Commissioner Putney said he would support anyone doing viable economic support in the county, and adopt the ADO, if the four governments worked together to guide the Economic Development.

Commissioner Hanke thought that bringing the ADO in house would simplify things and asked how much do we want to have a role in ED in the county? He said that marine trades is the Port's biggest economic engine and its main priority; does the Port want to do more in agriculture in south county? He didn't think that the Port would stretch to do more without the ADO designation.

Commissioner Petranek said that the EDC is making a proposal that they want to do more and be more engaged, and she saw this as an opportunity to expand in cooperation with and oversight by the 4 government entities. She wanted more time for input from the community and to work with the City, County, and PUD, to come up with a plan and deliverables first, then work with the EDC Team Jefferson on getting them done, and then possibly work towards becoming the designated ADO.

Executive Director Berg suggested delaying the sending of the letter to March 25, which would give the Commission time to think about the Port's role as designated ADO, and allow Port staff to draft a letter, and work with EDC TJ and the other government administrators on models that could work. He said he could then present this draft to the Commission for discussion and possible adoption.

Commissioner Petranek moved to delay mailing the letter to March 25th. Commissioner Hanke seconded the motion; motion was approved unanimously.

VIII. STAFF COMMENTS (01:26:50)

Executive Director Berg began with a brief update on the Nomura building by thanking the Commission for their action on the consent agenda. Port staff is excited to get the Skookum lease signed, and be able to report back to the State Auditor's Office that the lease that began in 1995 has been addressed. He said that future next steps are rental agreements in the coming weeks with the NW School of Wooden Boats and Gathering Place to rent portions of the Nomura building not being used by Skookum, Inc. He reported that Port Maintenance staff were currently working on building the demising walls to divide Skookum's portion of the downstairs from the rest of the building. He said an alternate egress will be built for the upstairs before it can be rented.

Deputy Director Toews commented that the Port is currently operating under a General Boatyard permit for stormwater that is expiring on 7/31/2021. The Department of Ecology is writing new 5-year

permit beginning 8/1/21. The comment phase for this new permit is through 4/16/21 with a permit expected to be reissued by mid-June; the Port will be participating in every means possible in this comment period. There are several changes to the proposed new permit that will affect us and other shipyards around the Puget Sound, and 3 of note are: (1) Ecology proposes eliminating seasonal average benchmark for copper and adding an additional sampling month, (2) dramatically modifying the benchmark for copper from 147 to 15 micrograms/liter in stormwater runoff and (3) turbidity is going to be added to the standard.

Commissioner Hanke asked what the copper benchmark is for our drinking water.

Port Engineer Love said that the drinking water standard is set at a higher limit for copper. He went on to say that the Port is making improvements to our stormwater treatment system, with a pre-settling tank being installed now. He explained that the Port hopes stormwater levels of copper and turbidity will drop after adding the pre-settling tank to the filtration system. He said he will have a better idea about if we can meet this new standard after water quality testing.

Deputy Director Toews added that the first meeting of the Boat Haven stakeholder group will be the next day which starts the process of Boat Haven Planning.

Finance Director Berg commented that she was finishing up the January Financial Report and hoped to also have the February report for the next Commission meeting. She said that in the next couple of weeks she'd begin working on the annual report for 2020. She reported that the Port hopes that Molo have the online reservation (including some really important tweaks) available this week, and that staff were discussing what to do next if that doesn't occur.

Port Engineer Love commented that Port Maintenance crew had installed a couple of kayak racks at Boat Haven and Point Hudson, and one to come at Quilcene. He said that in addition to the work being done at the Nomura building mentioned by Executive Director Berg, work was also in progress on the office space in the building adjacent to the Point Hudson moorage office. He reported that he had a good meeting the previous Friday on the Point Hudson Jetty project with both the City Planning Office and then also the State Department of Fish & Wildlife. He believes the discussion was well received and he didn't see any hurdles in terms of process. He said that they threw out a few good ideas that were also well received. He's working on details of construction, staging, timing, coordination, etc. He said that they were in the process of getting federal permits and after that would move to the local permit process, which all precedes the Port's funding agreement with the EDA.

IX. COMMISSIONER COMMENTS (01:39:15)

Commissioner Petranek commented that Port Engineer Love had given a presentation online for the Marine Resources Committee (MRC) meeting on 3/2/21 and had good engagement with community members via Zoom. She said she planned to attend the North Hood Canal Chamber of Commerce meeting the following Monday (3/15/21)—Frank Redmond has taken the lead in getting this group revitalized; they would like the Port to attend one of their meetings to explain the Quilcene planning process when it's ready. She stated that the day before (3/9/21) she had participated in another KPTZ 91.3 "Working Waterfront" radio interview that took place walking the Boat Haven Yard, and that interview will play next week.

Commissioner Putney commented that he would attend the City Council meeting on Monday (3/15/21) on behalf of KPTZ to discuss the possibility of the KPTZ radio tower going up at Sather Park — a relay tower that is required for emergency broadcasting. He said that he continued to work on Broadband issues.

Commissioner Hanke commented that he wondered when the Port would move off the emergency order and open its doors again. He said he thought today's discussion about the Port becoming the

designated ADO was a good one; he felt that it is a big thing to take on he looked forward to further discussion at the Commission meeting on March 24.

X. NEXT REGULAR BUSINESS MEETING (01:43:45)

Next Regular Business Meeting: Wednesday, March 24, 2021 at 5:30 p.m., via Zoom

XI. EXECUTIVE SESSION (01:13:00) - None

XII. ADJOURNMENT

Meeting was adjourned at 2:44 p.m., 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

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 **\$6,433.27 is ratified.**

Signed and Authenticated on this **24th** day of **March**, 2021.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***February, 2021*** in the amount of
\$6,433.27.

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-019-009-731**

Below is information from your Monthly Return for the period ending February 28, 2021

Filing Date	March 12, 2021
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	March 15, 2021
Total Tax	6,433.27
Total Due	6,433.27

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: February 28, 2021

Due Date: March 25, 2021

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	55,056.69	0.00	55,056.69	0.004710	259.32
Service and Other Activities (\$1 million or greater in prior year)	43,249.37	0.00	43,249.37	0.017500	756.86
Total Business & Occupation					1,016.18

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	55,056.69	0.00	55,056.69	0.065000	3,578.68
Total State Sales and Use					3,578.68

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	10,050.97	0.00	10,050.97	0.019260	193.58
Water Distribution	801.67	0.00	801.67	0.050290	40.32
Total Public Utility Tax					233.90

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	55,056.69	0.025000	1,376.42
Total Local City and/or County Sales Tax			1,376.42

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	11,404.59
Total Transient Rental Income	11,404.59

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	11,404.59	0.020000	228.09
	Total Special Hotel/Motel		228.09

Total Tax	6,433.27
Subtotal	6,433.27
Total Amount Owed	6,433.27

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	3/12/2021
Confirmation #:	0-019-009-731
 Payment Type:	 ACH Debit/E-Check
Amount:	\$6,433.27
Effective Date:	3/15/2021



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. 063532 through No. 063536 generated on February 16th, 2021 in the amount of \$10,134.25 and Electronic Payment in the amount of \$80,558.20, for a total amount of \$90,692.45 is ratified.

Signed and Authenticated on this 24th day of March, 2021.

For: **Payroll and Benefits**

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
And Administration



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 063537 through No. 063583, are approved for payment in the amount of \$121,717.61 on this 24th day of March, 2021.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
And Administration

Check Register

Journal Posting Date: 3/24/2021

Register Number: CD-000852

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	
063537	3/24/2021	A&A010	A&A Appliance Service Inc					Check Entry Number: 001
			129227	3/11/2021	170.19	0.00	170.19	
063538	3/24/2021	ADL050	Adler Tank Rentals					Check Entry Number: 001
			4526456	3/13/2021	654.00	0.00	654.00	
063539	3/24/2021	ADM002	Admiral Ship Supply Inc.					Check Entry Number: 001
			2/28/2021 STATEMENT	2/28/2021	254.72	0.00	254.72	
063540	3/24/2021	AIR010	Air Flo Heating Co.					Check Entry Number: 001
			33612216	3/5/2021	926.48	0.00	926.48	
			35664432	3/15/2021	1,253.50	0.00	1,253.50	
Check 063540 Total:					2,179.98	0.00	2,179.98	
063541	3/24/2021	AIR070	Airside Solutions, Inc					Check Entry Number: 001
			33184-02	3/3/2021	1,279.18	0.00	1,279.18	
063542	3/24/2021	ARX001	Arxcis, Inc					Check Entry Number: 001
			1001651	3/5/2021	2,642.60	0.00	2,642.60	
063543	3/24/2021	BAN005	Bank of America					Check Entry Number: 001
			3/5/2021 STATEMENT	3/5/2021	2,264.81	0.00	2,264.81	
063544	3/24/2021	BOT040	Botero & Son Electrical LLC					Check Entry Number: 001
			17-2258	3/11/2021	15,385.23	0.00	15,385.23	
063545	3/24/2021	CEN010	Central Welding Supply					Check Entry Number: 001
			PT134496	3/11/2021	35.30	0.00	35.30	
063546	3/24/2021	CEN030	CenturyLink					Check Entry Number: 001
			3/1/2021 STATEMENT	3/1/2021	200.00	0.00	200.00	
063547	3/24/2021	CEN035	CenturyLink					Check Entry Number: 001
			3/5/21 STATEMENTS	3/5/2021	907.74	0.00	907.74	
063548	3/24/2021	COA050	Mott MacDonald					Check Entry Number: 001
			100339-17	2/18/2021	1,535.50	0.00	1,535.50	
063549	3/24/2021	COW020	Cowling and Co. LLC					Check Entry Number: 001
			114	1/31/2021	3,014.40	0.00	3,014.40	
			115	1/31/2021	2,726.40	0.00	2,726.40	
			116	1/31/2021	5,702.40	0.00	5,702.40	
			120	1/31/2021	672.00	0.00	672.00	
			135	2/28/2021	3,124.80	0.00	3,124.80	
			136	2/28/2021	3,344.00	0.00	3,344.00	
			142	3/7/2021	1,360.00	0.00	1,360.00	
Check 063549 Total:					19,944.00	0.00	19,944.00	
063550	3/24/2021	CUN035	Connor Cunningham					Check Entry Number: 001
			BOATERS CARD	3/4/2021	43.55	0.00	43.55	
063551	3/24/2021	DLL010	D L Logos					Check Entry Number: 001
			3572	3/5/2021	405.37	0.00	405.37	
063552	3/24/2021	DMD005	DM Disposal Co. Inc.					Check Entry Number: 001
			2/2021	3/1/2021	6,350.29	0.00	6,350.29	
063553	3/24/2021	FER001	Ferrellgas					Check Entry Number: 001
			5006160299	2/25/2021	509.94	0.00	509.94	
063554	3/24/2021	FER020	Ferguson Waterworks #3011					Check Entry Number: 001
			0968700	3/10/2021	80.69	0.00	80.69	
063555	3/24/2021	GOV035	Government Finance Officers Association					Check Entry Number: 001
			2955519	3/24/2020	50.00	0.00	50.00	
063556	3/24/2021	HOG040	John Hogan					Check Entry Number: 001
			LOWER HADLOCK RAMP	3/16/2021	4,850.00	0.00	4,850.00	
063557	3/24/2021	INS070	Insight Strategic Partners, LLC					Check Entry Number: 001

Run Date: 3/18/2021 3:42:46PM

A/P Date: 3/24/2021

Page: 1

User Logon: DLF

Check Register

Journal Posting Date: 3/24/2021

Register Number: CD-000852

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
			3138	1/31/2021	2,750.00	0.00	2,750.00
063558	3/24/2021	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			3/2/2021 STATEMENT	3/2/2021	5,384.88	0.00	5,384.88
063559	3/24/2021	LAR050	Keith Larrabee				Check Entry Number: 001
			02/15/2021	2/15/2021	124.00	0.00	124.00
063560	3/24/2021	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4692106	3/1/2021	13.88	0.00	13.88
063561	3/24/2021	LES050	Les Schwab				Check Entry Number: 001
			37900436782	3/5/2021	200.55	0.00	200.55
063562	3/24/2021	MAR031	Marine Vacuum Service, Inc.				Check Entry Number: 001
			73540	3/5/2021	1,983.80	0.00	1,983.80
063563	3/24/2021	MOR020	Chase Morgan				Check Entry Number: 001
			REFUND 03/08/2021	3/8/2021	42.00	0.00	42.00
063564	3/24/2021	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			03/01/21 STATEMENTS	3/1/2021	347.18	0.00	347.18
063565	3/24/2021	NOR095	North Olympic Peninsula Resource				Check Entry Number: 001
			368	3/5/2021	1,500.00	0.00	1,500.00
063566	3/24/2021	OES001	OESD 114				Check Entry Number: 001
			2021000852	3/15/2021	4,029.00	0.00	4,029.00
063567	3/24/2021	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			599040870	2/5/2021	1,580.50	0.00	1,580.50
			601938731	2/23/2021	415.40	0.00	415.40
			Check 063567 Total:		1,995.90	0.00	1,995.90
063568	3/24/2021	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			336979	2/18/2021	17.33	0.00	17.33
063569	3/24/2021	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001
			016	3/2/2021	522.50	0.00	522.50
063570	3/24/2021	OWE030	Owen Equipment Company				Check Entry Number: 001
			00101010	3/3/2021	1,781.25	0.00	1,781.25
063571	3/24/2021	PAP020	Pape Material Handling				Check Entry Number: 001
			8509584	2/26/2021	347.94	0.00	347.94
			8528549	3/8/2021	506.45	0.00	506.45
			8529190	3/8/2021	430.13	0.00	430.13
			Check 063571 Total:		1,284.52	0.00	1,284.52
063572	3/24/2021	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0190844	3/11/2021	162.64	0.00	162.64
			F0190875	3/12/2021	47.76	0.00	47.76
			Check 063572 Total:		210.40	0.00	210.40
063573	3/24/2021	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			55463	3/5/2021	545.00	0.00	545.00
			55524	3/11/2021	92.65	0.00	92.65
			Check 063573 Total:		637.65	0.00	637.65
063574	3/24/2021	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			73950	3/16/2021	35.00	0.00	35.00
063575	3/24/2021	PRI001	The Printery				Check Entry Number: 001
			200974	2/26/2021	105.34	0.00	105.34
063576	3/24/2021	PUD001	Pud District #1				Check Entry Number: 001
			3/11/2021 STATEMENTS	3/11/2021	31,554.64	0.00	31,554.64
			3/11/21 STATEMENT	3/11/2021	25.65	0.00	25.65

Run Date: 3/18/2021 3:42:46PM

A/P Date: 3/24/2021

Page: 2

User Logon: DLF

Check Register
Journal Posting Date: 3/24/2021
Register Number: CD-000852

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
Check 063576 Total:					31,580.29	0.00	31,580.29
063577	3/24/2021	SCH036	Darin Schmitt				Check Entry Number: 001
			REFUND 3/12/2021	3/12/2021	2,937.72	0.00	2,937.72
063578	3/24/2021	SEC010	Security Services				Check Entry Number: 001
			115213	3/1/2021	190.85	0.00	190.85
063579	3/24/2021	SEC035	Secretary of State Archive Div				Check Entry Number: 001
			AB-PORTTWN	12/29/2020	32.37	0.00	32.37
063580	3/24/2021	SNE020	S-Net Communications				Check Entry Number: 001
			98496	3/11/2021	546.26	0.00	546.26
063581	3/24/2021	ULI040	ULINE				Check Entry Number: 001
			130676589	2/23/2021	1,338.30	0.00	1,338.30
063582	3/24/2021	VEN070	VenTek International				Check Entry Number: 001
			125852	3/1/2021	103.55	0.00	103.55
063583	3/24/2021	WAS017	Marc Horton - Washington Project Consultants				Check Entry Number: 001
			0022821-8	3/1/2021	2,280.00	0.00	2,280.00
Report Total:					<u>121,717.61</u>	<u>0.00</u>	<u>121,717.61</u>

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	March 24, 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	VII. A. January Financials
STAFF LEAD	Finance Director Berg
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> Staff Memo January Financials – Consolidated (Detail is attached as Informational Item)

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 3/18/2021
TO: Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: January 2021 Financial Report

Attached is the January 2021 financial report of Port activities. This format is a return to the pre-COVID 19 report and includes notes as to different variances when compared to January 2020 and 2021 Budget. We've had a solid start to a new year.

The following is additional information not included in the financial report:

2021 Capital Project Expenses

JCIA Runway Rehabilitation	\$ 101
PH Jetties	7,328
D-Dock Renovation	3,028
BH Breakwater Repair	3,156
Yard Stormwater Pump Replacement	46,453
Quilcene Dock Repair	<u>1,555</u>
Total Capital Expenses YTD	<u>\$ 61,621</u>

2021 Capital Purchases

No capital purchases for the year as of January 31, 2021.

<u>Ending Cash Balances as of January 31</u>	<u>2021</u>	<u>2020</u>
Reserved Cash & Investments - Other	\$1,726,134	\$ 1,254,445
Reserved Cash & Investments – IDD	653,190	1,078
Unreserved Cash & Investments	<u>1,883,485</u>	<u>1,798,134</u>
Total Cash & Investments	<u>\$ 4,262,809</u>	<u>\$ 3,053,657</u>

As the year progresses, in this 2nd year of the IDD Tax levy, I will develop a report for presentation to the Commission that details the IDD Tax Levy receipts and uses of those funds so that tracking through the life of this levy can be clearly seen.

DISCUSSION

As requested by Commission.

FISCAL IMPACT

NA

RECOMMENDATIONS

For discussion only.

Port of Port Townsend
2021 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD Jan. 2020	YTD Jan. 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
REVENUES						
Boat Haven Moorage	156,336	148,554	(7,782)	a	153,386	(4,832)
Yard Operations	135,449	176,433	40,984	b	112,685	63,748
Boat Haven Properties	59,070	65,121	6,052		62,021	3,100
Pt. Hudson Marina, RV & Prop	91,916	108,447	16,531	c	91,337	17,110
Quilcene	12,797	12,330	(467)		10,337	1,993
Ramps	3,836	3,175	(661)		3,175	-
JCIA	13,048	12,978	(70)		12,748	230
Total Revenues	472,453	527,038	54,586	d	445,689	81,349
EXPENSES						
Salaries & Wages	186,128	191,611	5,483		193,309	(1,697)
Payroll Taxes	19,956	18,808	(1,148)		19,308	(500)
Employee Benefits	-	69,741	69,741	e	68,809	932
Uniform Expense	672	525	(147)		728	(202)
Contract Services	41,717	3,935	(37,783)	f	22,361	(18,426)
Legal & Auditing	129	14,477	14,348	g	17,810	(3,333)
Facilities & Operations	23,877	31,113	7,236	h	22,174	8,940
Utilities	39,303	36,115	(3,189)		53,374	(17,259)
Marketing	573	1,950	1,377		1,100	850
Travel & Training	-	23	23		274	(251)
Community Relations	4,832	1,847	(2,985)		-	1,847
Total Expenses	317,188	370,146	52,958	i	399,246	(29,100)
Net Operating Income (Loss)	155,264	156,892	1,628		46,443	110,449
Other Increases in Fund Resources						
Deposits & Retainage Collected	13,873	1,276	(12,597)	j	5,131	(3,855)
Taxes Collected	48,002	55,058	7,056		47,549	7,509
Capital Contributions/Grants	-	-	-		-	-
Debt Proceeds - Line of Credit	-	-	-		-	-
Interest	2,131	230	(1,900)		(200)	430
Property & other taxes	5,372	4,417	(955)		8,418	(4,001)
Misc Other Incr. in Fund Resources	2,598	-	(2,598)	k	1,255	(1,255)
Total Other Incr. in Fund Resources	71,975	60,980	(10,995)		62,153	(1,173)
Other Decr. In Fund Resources						
Deposits & Retainage Paid	1,883	-	(1,883)		-	-
Taxes Remitted	-	128,441	128,441	l	128,441	(0)
Debt Principal & Interest	-	251,565	251,565	m	251,565	0
Debt Mgmt, Issuance & Misc Exp	50	12	(38)		40	(28)
Election Expense	-	-	-		-	-
Total Non-Operating Expenses	1,933	380,018	378,085		380,046	(29)
Net Non-Operating Income/Expense	70,043	(319,037)	(389,080)		(317,893)	(1,144)
Net Income/(Expense)	225,307	(162,145)	(387,452)	m	(271,450)	109,305

Notes:

- (a) *Boat Haven Moorage Revenues are less than in Jan. 2020 by almost \$8,000. The driving force of this reduction is the hold on renting Permanent Moorage for the D-Dock Renovation project which impacts that revenue specifically, as well as Electric and Monthly Guest for a total of \$12,710. This decline was somewhat off-set by Nightly Moorage which increased by \$6,241.*
- (b) *Yard Revenues are significantly more than in Jan. 2020 by approximately \$41,000. Most of this increase is from 70/75 Ton Yard increases totaling \$30,420 or 74%. The remainder of the increase is largely due to 300 Ton Yard increases.*
- (c) *Point Hudson Revenues increased from 2020 by \$16,531, or 18%. The largest contributor to this increase is the receipt timing of the Jan. 2020 WDFW payment for \$7,709. The remainder of the variance was increases in Marina and RV Park Revenues. Point Hudson Revenues are ahead of budget by \$17,110, or 19%.*
- (d) *Operating Revenues overall increased by 12%, or \$54,586, when compared to 2020 and were 18% higher than budgeted for this month.*
- (e) *Operating Expenses increased by \$52,958 when compared to 2020, but less than budget by almost \$34,000. Due to the timing of benefit payments in 2020, there's a variance of \$69,741. This corrected itself in April. Benefits are in alignment with the budget for January.*
- (f) *Contract Services are less than 2020 by almost \$38,000 and less than budget by \$23,000. The variance from 2020 comparison is primarily related to Skookum invoices not received while negotiations were underway in late 2019 and finally received in January 2020 in the amount of \$26,424.*
- (g) *The large increase in Legal & Auditing Expense this year when compared to 2020 is for the final billing of the 2018 & 2019 Financial Statement and Accountability audits. This amount was slightly less than budgeted.*
- (h) *2021 costs were higher for Facilities & Operations when comparing to 2020 and Budget due to increased Repair & Maint. and Computer expenses.*
- (i) *Overall, Operating Expenses are \$53,000 more when compared to 2020, however we are \$33,000 less than budget.*
- (j) *Deposits & Retainage are going to vary. In 2020 Jan. there was a larger amount of PTBH Property Lease deposits received which makes up the bulk of the difference when compared to 2021 (83%).*
- (k) *The variance between 2020 and 2021 for Miscellaneous Other Increases in Resources is primarily related to finance charges which were waived in 2021 for Jan. & Feb. with the implementation of the new billing software - Molo.*
- (l) *The variance between 2020 and 2021 for Taxes Remitted is timing of payment, but is in alignment with budget.*
- (m) *Overall, the difference between 2020 and 2021 for Net Income/(Expense) is primarily due to the pay-off of the 2020 Line of Credit in Jan. 2021 for \$251,565 and the timing of the Taxes Remitted for \$128,441. When those two items are removed from 2021, the variance between 2020 and 2021 is reduced to \$7,446.*

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	March 24, 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	VII. B. Associate Development Organization (ADO) designation
STAFF LEAD	Executive Director Berg
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Memo 2. Berg letter to County Commissioners dated March 17, 2021; and 3. County Commission discussion draft concept paper.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 3/24/2021
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Associate Development Organization (ADO) designation

ISSUES

1. Should the Commission affirm the direction in the letter sent to Jefferson County on March 17, 2021?
2. What are the critical elements and deal points on a possible five party (County, City, PUD, Port and EDC Team Jefferson) contract?

BACKGROUND

This topic was discussed in detail at the March 10 work shop and again at the business meeting on the same day. The conclusion of that meeting was Commission action to direct the Executive Director to send a letter to Jefferson County formally seeking the ADO designation, with mailing of that letter on March 25th to allow for more Commission discussion at the March 24th meeting.

The County Commission met on March 15th and discussed the selection process for the 2021-2023 biennial ADO designation. This is a multi-part process and who will be designated as the ADO is a threshold question for the County Commission. An equally critical decision that follows is: How will that designated entity be supported by both the County and the other partner entities? At that County Commission meeting, a majority of commissioners indicated support for status quo on the ADO designation with a reimagined model for delivering the services.

Following that meeting, I mailed the attached letter with my recommendations to you as to the Port's path forward and to the County regarding their draft document.

DISCUSSION

EDC Team Jefferson has served as the ADO for Jefferson County since 2007, replacing the Economic Development Council of Jefferson County. The Port has historically supported EDC Team Jefferson with \$30,000 per year but the commission ceased that funding in 2020. Team Jefferson's 2021 budget totals approximately \$148,000, \$128,000 of which is comprised of funding from Jefferson County (both general fund and public infrastructure fund) and Commerce.

Since the beginning of 2021, Team Jefferson's contract with the county includes the creation and use of a new "public sector cabinet" (PSC). The PSC is comprised of the administrators from the County, City, PUD and Port and together with Team Jefferson chair, Ben Bauermeister, and director, Brian Kuh, this group has met on several occasions to discuss issues, options and alternatives for the future. Two concepts have been discussed in detail; one is the possible proposal from the Port to become the ADO and the other is for Team Jefferson to remain the ADO, with a modified structure,

more support and renewed focus. Consistent with the meetings discussed above, I am recommending that our focus shift to the modified structure which will include the elements outlined in the County's draft document and any other changes negotiated. My specific recommendations include:

- Additional detail on communication, including a recurring report of business projects/prospects to be made public, utilizing code names, if appropriate, to respect non-disclosure agreements (NDA);
- Monthly meetings of the public sector cabinet (PSC);
- The ability for the PSC to be privy to information that is subject to NDAs;
- Payment for work performed on a quarterly basis, based on reported performance;
- Acknowledgement in the agreement that the ICG is working on an economic framework in 2021 and that the resulting work may shift as the result of that process; and
- Resource commitments from the four governments that are the same and are tied to contracted services.

What other elements or deal points would you like to see in a future draft agreement?

FISCAL IMPACT

Depending on the Port's financial commitment to the five-party agreement, approximately \$30,000 per year beginning with half that impact in 2021.

ATTACHMENTS

1. Berg letter to County Commissioners dated March 17, 2021; and
2. County Commission discussion draft concept paper.

RECOMMENDATIONS

1. Motion to affirm the direction in the letter sent to Jefferson County on March 17, 2021.
2. Provide direction on critical elements and deal points on the possible five party agreement.



March 17, 2021

Jefferson County Commissioners
P.O. Box 1220
Port Townsend, WA 98368

Dear Commissioners:

Thank you for the opportunity to comment on the preliminary concept paper for proposals for the ADO designation discussed at Monday's commission meeting. While the Port Commission will not meet again until March 24th, I wanted to share my thoughts on the concept paper as well as my recommendation to the Port Commission regarding the ADO designation. I share these thoughts in hope that significant staff work can be avoided running a formal RFP process if determined to be unnecessary.

It seemed clear at your meeting that there is a strong desire on the part of the County to maintain the current ADO designation and revisit the model for delivering services. With that in mind, I am recommending to the Port Commission that the Port of Port Townsend discontinue seeking the ADO designation at this time. This will represent a shift from the Port seeking to lead the countywide economic development mission (i.e., providing a single-entry point/umbrella organization for economic development opportunities) to the Port serving as a supporter and collaborator in fulfilling this mission. I believe the port will be a strong and effective partner in this endeavor.

Shifting from the "who" will perform the work of the ADO to "what" work will be done and "how" that work will be done should be captured in a multi-party agreement that includes the County, City, PUD, Port and EDC Team Jefferson. The draft concept paper is an excellent start and I hope that any agreement includes those elements and others. Specific comments from me at this time include:

- Additional detail on communication including a recurring report of business projects/prospects to be made public (utilizing code names, if appropriate, to respect non-disclosure agreements);
- Monthly meetings of the public sector cabinet;
- The ability for the public sector cabinet to be privy to information that is subject to NDAs;
- Payment for work performed on a quarterly basis, based on reported performance;
- Acknowledgement in the agreement that the ICG is working on an economic framework in 2021 and that the resulting work may shift following that process; and
- Resource commitments from the four governments that are the same and are tied to contracted services.

We have huge opportunity in this moment to both capture a renewed spirit of collaboration and shift our focus to a more economically resilient future. I look forward to working with the County's team,

Jefferson County Commissioners

March 17, 2021

Page 2

our other governmental collaborators and the community on economic development opportunities for Jefferson County.

Sincerely,



Eron Berg
Executive Director

cc: Philip Morley, County Administrator

Preliminary Concept Paper - County Request For Proposals (rev 3/15/21)
to be Jefferson County's Associate Development Organization for the Next Biennium

Issue: The County must designate an Associate Development Organization (ADO) to the Washington State Department of Commerce to perform economic development services in Jefferson County over the next State Biennium (7/1/'21-6/30/'23). We must make the designation by the end of April or shortly thereafter. In the event the Port of Port Townsend notifies the County it seeks ADO designation in lieu of the EDC Team Jefferson, the existing ADO, Commissioners and staff will be preparing a Request For Proposals (RFP) which outlines the decision-making process and timeline, priorities for consideration of proposals and application components required.

The County seeks input from stakeholders on top priorities for economic development in the coming two years, as well as the attributes in an ADO, to better inform the County's work to create an Request For Proposals (RFP) that will help the community achieve those priorities and attributes.

Comments on this Concept Paper are appreciated. In order for them to be considered, **please submit comments by close of business Friday, March 19.**

If the County determines it needs to issue an RFP, it anticipates receiving at least two requests for the ADO designation - one from EDC Team Jefferson (the current ADO) and one from the Port of Port Townsend. Other proposals would be welcome as well.

The Board of County Commissioners (BOCC) is pleased that two or more organizations are committed to economic development. Additionally, we see a need to implement changes and improvements to current economic development efforts. We would prefer to receive joint proposals from entities, which draws from the different strengths of each and demonstrates a willingness to collaborate, by maintaining the current strong base of business volunteers from across economic sectors (such as those that have been working with the EDC), and adding additional capacity and organizational infrastructure (such as could be provided by the Port or other larger organization).

An RFP can help guide the shape of ADO proposals and services to best meet community needs.

Current Priorities of the BOCC: In discussions throughout February and early March - and informed by separate joint staff discussions between the County, City, PUD, Port and EDC - the BOCC has identified priorities that it wishes to carry into the upcoming ADO biennium. We welcome additional input on these by COB Friday, March 19.

In addition to compliance with RCWs (included below) and Commerce contracting, these priorities include:

- ***Creation of a shared economic development framework:*** The ADO will work with the Intergovernmental Collaborative Group (ICG) to develop a shared framework for economic development that will guide and align the work of the ADO and other governmental and community organizations;

- **Increased communication & accountability:** Create a governance structure with input and reporting to key stakeholders and funders. Demonstrate leadership free from conflicts of interest. Maintain transparency while protecting confidential business information; strengthen communication and metrics out of the ADO on its activities, its effectiveness and outcomes;
- **Diverse representation:** Ensure that key economic sectors from the private and non-profit business community are involved in decision-making. Include geographic representation from throughout the county including some from each of the three county commissioner districts. Strive for diverse demographic participation in governance and services. Expand the ADO Board to maintain broad business sector representation as the majority of the Board, adding a seat each for the County, City, Port and PUD. Maintain the Public Sector Cabinet;
- **Bring added capacity:** Demonstrate a plan to increase the ADO's budget, staffing, collaborations & partnerships, and services beyond those existing today, better sized to deliver on an expanded mission and suite of services;
- **Enhance partnership:** Build on existing programs and volunteerism, generate "buy-in" from the business community, identify opportunities to enhance partnerships with the Chambers, Main Street, NODC and other economic development partners;
- **Communicate a clear vision for economic development:** While the ICG and key stakeholders will work with the ADO to develop an economic development framework, the ADO should be able to articulate a clear vision for the economic future of Jefferson County in its Proposal, including post-COVID recovery.
- **Expand scope:** Identify emergent opportunities in economic development. Partner on key regional efforts identified as priorities by governing board;
 - **Responsive assistance** – responding to requests from businesses and non-profits with BRE meetings; respond to requests for help in navigating financing, permitting and other activities
 - **Proactive services** – continue to offer classes (Lean, Business Plans, etc) and expand the offerings to address business needs, proactively identify and contact retiring or closing businesses to offer assistance in finding new owners; convene related businesses to enhance local supplies chains and promote value added processing of local products. Create and maintain an updated portfolio of business opportunities in the different regions of the County.
 - **Expand business infrastructure, supports and services** – seek to expand LION and work with local financial institutions to offer enhanced access to business financing; cultivate lists of local business supports (legal, accounting, etc) and seek to fill gaps in those services. Participate in regional efforts to increase the supply of worker housing and childcare for working families.
 - **Pursue opportunities to actively attract or incubate businesses** – work with planning departments and local governments, realtors and property owners to identify and ready buildings and land for businesses to expand or locate, including incubators for compatible start-ups, help coordinate opportunities to marshal public and private infrastructure investments to ripen those opportunities in the County's diverse economic centers. Develop a strategic approach to compliment local

business creation and expansion with strategic efforts to recruit businesses that will fit the surrounding community to locate here from elsewhere.

- **Provide economic data:** Be an accessible resource for current economic data – both on-line and in person. Increase partnerships with the Jefferson County Library and Port Townsend Library to share and increase access to business information resources.

CRITERIA: Proposals from organizations wishing to be designated as Jefferson County's ADO for the next Biennium will be evaluated using the following criteria:

1. Quality and thoroughness of the Proposal.
2. Degree to which Proposal demonstrates an ability to meet all of the mandated elements of RCW [43.330.080](#) and RCW [43.330.082](#).
3. Degree to which Proposal demonstrates responsiveness to the BOCC's Priorities.
4. The organization has a demonstrated history in economic development, consistent with the responsibilities of an ADO
5. Proposals where the organization seeking the ADO designation can demonstrate a partnership commitment for the biennium with one or more economic development organizations with complementary strengths is strongly preferred.

TIMELINE:

Draft Schedule

Week	Date/Activity
1	M 3/15 BoCC Discussion w/ Karen Affeld of NODC
	T 3/15-16 Preliminary Concept Draft for RFP distributed to stakeholders
	F 3/19 feedback on Preliminary Concept Paper for RFP is due
2	M 3/22 Meeting of the BoCC to consider the feedback
	W 3/24 Port meeting to consider whether to submit its previously approved letter requesting ADO designation
	F 3/26 (only if the Port affirms its intent to request ADO designation) RFP sent out, published on 3/28
4	F 4/9 Proposal Responses due
5	M 4/12 BoCC interviews each applicant, deliberates
	W 4/14 Special Meeting BoCC sets terms for award
7	M 4/26 Report back on negotiations, motion to award ADO designation

HOW TO SUBMIT COMMENTS:

Comments on this Concept Paper are welcome and appreciated! **Comments are due by close of business Friday March 19, 2021.** Email your comments to: jeffbocc@co.jefferson.wa.us

State Statutes on Associate Development Organizations

RCW [43.330.080](#) Coordination of community and economic development services— Contracts with county-designated associate development organizations—Scope of services— Business services training.

(1)(a) The department must contract with county-designated associate development organizations to increase the support for and coordination of community and economic development services in communities or regional areas. The contracting organizations in each community or regional area must:

- (i) Be broadly representative of community and economic interests;
- (ii) Be capable of identifying key economic and community development problems, developing appropriate solutions, and mobilizing broad support for recommended initiatives;
- (iii) Work closely with the department to carry out state-identified economic development priorities;
- (iv) Work with and include local governments, local chambers of commerce, workforce development councils, port districts, labor groups, institutions of higher education, community action programs, and other appropriate private, public, or nonprofit community and economic development groups; and
- (v) Meet and share best practices with other associate development organizations at least two times each year.

(b) The scope of services delivered under the contracts required in (a) of this subsection must include two broad areas of work:

(i) Direct assistance, including business planning, to companies throughout the county who need support to stay in business, expand, or relocate to Washington from out of state or other countries. Assistance must comply with business recruitment and retention protocols established in RCW [43.330.062](#), and includes:

(A) Working with the appropriate partners throughout the county including, but not limited to, local governments, workforce development councils, port districts, community and technical colleges and higher education institutions, export assistance providers, impact Washington, the Washington state quality award council, small business assistance programs, innovation partnership zones, and other federal, state, and local programs to facilitate the alignment of planning efforts and the seamless delivery of business support services within the entire county;

(B) Providing information on state and local permitting processes, tax issues, export assistance, and other essential information for operating, expanding, or locating a business in Washington;

(C) Marketing Washington and local areas as excellent locations to expand or relocate a business and positioning Washington as a globally competitive place to grow business, which may include developing and executing regional plans to attract companies from out of state;

(D) Working with businesses on-site location and selection assistance;

(E) Providing business retention and expansion services throughout the county. Such services must include, but are not limited to, business outreach and monitoring efforts to identify and address challenges and opportunities faced by businesses, assistance to trade impacted businesses in applying for grants from the federal trade adjustment assistance for firms program, and the provision of information to businesses on:

- (I) Resources available for microenterprise development;
- (II) Resources available on the revitalization of commercial districts; and
- (III) The opportunity to maintain jobs through shared work programs authorized under chapter [50.60](#) RCW;
- (F) Participating in economic development system-wide discussions regarding gaps in business start-up assistance in Washington;
- (G) Providing or facilitating the provision of export assistance through workshops or one-on-one assistance; and
- (H) Using a web-based information system to track data on business recruitment, retention, expansion, and trade; and
- (ii) Support for regional economic research and regional planning efforts to implement target industry sector strategies and other economic development strategies, including cluster-based strategies. Research and planning efforts should support increased living standards and increased foreign direct investment, and be aligned with the statewide economic development strategy. Regional associate development organizations retain their independence to address local concerns and goals. Activities include:
 - (A) Participating in regional planning efforts with workforce development councils involving coordinated strategies around workforce development and economic development policies and programs. Coordinated planning efforts must include, but not be limited to, assistance to industry clusters in the region;
 - (B) Participating with the state board for community and technical colleges as created in RCW [28B.50.050](#), and any community and technical colleges in the coordination of the job skills training program and the customized training program within its region;
 - (C) Collecting and reporting data as specified by the contract with the department for statewide systemic analysis. In cooperation with other local, regional, and state planning efforts, contracting organizations may provide insight into the needs of target industry clusters, business expansion plans, early detection of potential relocations or layoffs, training needs, and other appropriate economic information;
 - (D) In conjunction with other governmental jurisdictions and institutions, participating in the development of a countywide economic development plan.
- (2) The department must provide business services training to the contracting organizations, including but not limited to:
 - (a) Training in the fundamentals of export assistance and the services available from private and public export assistance providers in the state; and
 - (b) Training in the provision of business retention and expansion services as required by subsection (1)(b)(i)(E) of this section.

[[2014 c 112 § 111](#); [2012 c 195 § 1](#); [2011 c 286 § 2](#); [2009 c 151 § 10](#); [2007 c 249 § 2](#); [1997 c 60 § 1](#); [1993 c 280 § 11](#).]

RCW [43.330.082](#) Contracting associate development organizations—Performance measures and summary of best practices—Remediation plans—Report.

(1)(a) Contracting associate development organizations must provide the department with measures of their performance and a summary of best practices shared and implemented by the contracting organizations. Annual reports must include the following information to show the contracting organization's impact on employment and overall changes in employment: Current employment and economic information for the community or regional area produced by the employment security department; the net change from the previous year's employment and economic information using data produced by the employment security department; other relevant information on the community or regional area; the amount of funds received by the contracting organization through its contract with the department; the amount of funds received by the contracting organization through all sources; and the contracting organization's impact on employment through all funding sources. Annual reports may include the impact of the contracting organization on wages, exports, tax revenue, small business creation, foreign direct investment, business relocations, expansions, terminations, and capital investment. Data must be input into a common web-based business information system managed by the department. Specific measures, data standards, and data definitions must be developed in the contracting process between the department and the contracting organization every two years. Except as provided in (b) of this subsection, performance measures should be consistent across regions to allow for statewide evaluation.

(b) In addition to the measures required in (a) of this subsection, contracting associate development organizations in counties with a population greater than one million five hundred thousand persons must include the following measures in reports to the department:

(i) The number of small businesses that received retention and expansion services, and the outcome of those services;

(ii) The number of businesses located outside of the boundaries of the largest city within the contracting associate development organization's region that received recruitment, retention, and expansion services, and the outcome of those services.

(2)(a) The department and contracting associate development organizations must agree upon specific target levels for the performance measures in subsection (1) of this section. Comparison of agreed thresholds and actual performance must occur annually.

(b) Contracting organizations that fail to achieve the agreed performance targets in more than one-half of the agreed measures must develop remediation plans to address performance gaps. The remediation plans must include revised performance thresholds specifically chosen to provide evidence of progress in making the identified service changes.

(c) Contracts and state funding must be terminated for one year for organizations that fail to achieve the agreed upon progress toward improved performance defined under (b) of this subsection. During the year in which termination for nonperformance is in effect, organizations must review alternative delivery strategies to include reorganization of the contracting organization, merging of previous efforts with existing regional partners, and other specific steps toward improved performance. At the end of the period of termination, the department may contract with the associate development organization or its successor as it deems appropriate.

(3) The department must submit a final report to the legislature by December 31st of each even-numbered year on the performance results of the contracts with associate development organizations.

[[2014 c 112 § 112](#); [2012 c 195 § 2](#); [2011 c 286 § 3](#); [2009 c 518 § 15](#); [2007 c 249 § 3](#).]

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	March 24, 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 Berg		
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	See below		

1. Commission Contract Update
2. Senator Murray Infrastructure Priority Solicitations (5):

These forms were submitted in priority order by the Port of Port Townsend on March 18, 2021.

1. Boat Haven Stormwater
 2. Boat Haven Breakwater
 3. Point Hudson Buildings
 4. Community Marine Infrastructure (Point Hudson & Boat Haven)
 5. JCIA
3. Detailed January Financials.
4. Rep. Kilmer Fiscal Year 2022 Community Project Funding Request Form

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: March 18, 2021

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **March 24, 2021 Commission Meeting** – Commission Update: New/Amended Contracts Under \$50,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 743-21

Name	Dates	Description	Amount
Adler Tank Rentals	3/8/21 – until we cancel	Rental of BH Yard stormwater treatment tank	\$34/day; transport \$600/ea way
Parametrix	3/18/21 – 3/31/21	Estimate report – stormwater improvements	\$2,000.00

U.S. Senator Patty Murray

Infrastructure Priority Solicitation Form

Instructions

The following form is intended to help the Office of Senator Patty Murray collect and track infrastructure needs and priorities across Washington State.

If your organization has multiple requests, please submit each individually using this form. Please complete this form to the greatest extent possible.

Supplemental materials may be submitted in addition to, but not in lieu of, this form. Please submit any supplemental materials to Infrastructure@murray.senate.gov and the appropriate regional outreach director for your region. If submitting supplemental materials, please submit with the following subject line format: "[Organization Name] - Proposal Name (Request X of Y)"

If you have any questions, please feel free to contact Senator Murray's office at (202) 224-2621. Please note: this form in its entirety could be made publicly available.

1. Date of Request: 3/15/2021

2. Committee of Jurisdiction (e.g. Appropriations; Banking, Housing, and Urban Affairs; Commerce, Science, and Transportation; etc.; if unknown or spans multiple committees, please indicate below):

UNKNOWN

Project Information

3. Organization(s) Making Request (e.g. city, county, Tribe, or organization name): Port of Port Townsend

4. Location of Organization(s) (please include address, city, county): Port Townsend, Jefferson County, WA
Boat Haven Marina & Boatyard, 2701 Jefferson Street, Port Townsend, WA

5. Washington Communities and Regions Benefited: All of the local communities on the Olympic Peninsula, plus those communities both across the Sound (I-5 corridor) or east of the Cascades who come to visit for recreation.

6. Washington-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):
Eron Berg, Executive Director; PoB 1180, Port Townsend, WA 98368; 360-385-0656;
eron@portoftpt.com

7. Head of Your Organization(s) (e.g. Mayor, Chief, President, etc.; please include name, address, and contact information):
Pete Hanke (phanke@portoftpt.com), President of the Port of Port Townsend Commission;
PoB 1180, Port Townsend, WA 98368; 360-385-0656

8. D.C. Point of Contact, If Applicable (DC-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):

N/A

9. Project or Proposal: Description, Purpose, and Overview (Describe the project, what it will do, and why it is necessary in non-technical language. Positive community impacts should be included in response to Question 11, below):
Boat Haven Stormwater: Boat Haven's stormwater infrastructure was originally constructed in 1996 as a conveyance system only, not treatment. However, as regulatory requirements have increased over the years, the system has been incrementally modified to incorporate treatment components. Today, substantial system improvements are urgently needed to ensure effective treatment and continued compliance with evolving

water quality standards. Boat Haven is host to more than 400 skilled marine trades workers and crafts people. The requested funding will support construction of a centralized and automated enhanced filtration system, and enable Boat Haven to continue serving as a cornerstone of the community's economy and character.

10. Project Goals and Results (Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked):

The goal of this project is to maintain the viability of a working boat yard and discharge clean water to the Salish Sea. Results will be measured first by the completion of the project and then by ongoing compliance with the boatyard stormwater general permit.

11. Economic/Community Impact (Briefly describe the economic and/or community impact of this effort):

Boat Haven's stormwater infrastructure is essential in order to maintain compliance with the National Pollutant Discharge Elimination System (NPDES) Boatyard General Permit. In order to ensure compliance with increasingly stringent regulatory standards, substantial capital improvements are urgently needed in the near term. These improvements will safeguard the livelihoods of hundreds in our community, support a significant sector of the local economy, and help to preserve our maritime heritage and character.

12. Priority (Please express the priority of this request in relation to the other requests your organization is submitting, e.g. "1/6" or "2nd of 4")

1/5

Federal Funding and Support

13. Relevant Federal Agency or Agencies (e.g. Federal Transit Administration, Rural Utility Service, etc. If unknown or not currently served by a federal agency--or spans multiple agencies--please indicate below):

UNKNOWN

14. Program and/or Account (If unknown, not currently served by a program/account, or spans multiple programs/accounts, please indicate below. If the relevant program(s) or account(s) are currently oversubscribed and subject to a backlog, please note below):

UNKNOWN

15. Funding Request (Please provide a range if unable to provide a specific amount. If a "shovel-ready" figure is available please share below and note whether it represents the entirety of the project or a particular element or elements):

\$2,600,000 -- detailed cost estimate available.

This is full funding for the project and would be completed in a single phase.

16. Section of Code Amended (if applicable, otherwise indicate 'n/a' or 'unknown'): UNKNOWN

17. Proposed Legislative Text (if applicable, otherwise indicate 'n/a' or 'unknown'): UNKNOWN

18. Previous Federal Funding (Provide amounts requested and received. Specifically break out all sources of federal funding for each period):

NONE

FY21:

FY20:

FY19:

U.S. Senator Patty Murray

Infrastructure Priority Solicitation Form

Instructions

The following form is intended to help the Office of Senator Patty Murray collect and track infrastructure needs and priorities across Washington State.

If your organization has multiple requests, please submit each individually using this form. Please complete this form to the greatest extent possible.

Supplemental materials may be submitted in addition to, but not in lieu of, this form. Please submit any supplemental materials to Infrastructure@murray.senate.gov and the appropriate regional outreach director for your region. If submitting supplemental materials, please submit with the following subject line format: "[Organization Name] - Proposal Name (Request X of Y)"

If you have any questions, please feel free to contact Senator Murray's office at (202) 224-2621. Please note: this form in its entirety could be made publicly available.

1. Date of Request: 3/15/2021

2. Committee of Jurisdiction (e.g. Appropriations; Banking, Housing, and Urban Affairs; Commerce, Science, and Transportation; etc.; if unknown or spans multiple committees, please indicate below):

UNKNOWN

Project Information

3. Organization(s) Making Request (e.g. city, county, Tribe, or organization name): Port of Port Townsend

4. Location of Organization(s) (please include address, city, county): Port Townsend, Jefferson County, WA
Boat Haven Marina & Boatyard, 2701 Jefferson Street, Port Townsend, WA

5. Washington Communities and Regions Benefited: All of the local communities on the Olympic Peninsula, plus those communities both across the sound (I-5 corridor) or east of the Cascades who come to visit for recreation.

6. Washington-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):
Eron Berg, Executive Director; PoB 1180, Port Townsend, WA 98368; 360-385-0656;
eron@portoftpt.com

7. Head of Your Organization(s) (e.g. Mayor, Chief, President, etc.; please include name, address, and contact information):
Pete Hanke (phanke@portoftpt.com), President of the Port of Port Townsend Commission;
PoB 1180, Port Townsend, WA 98368; 360-385-0656

8. D.C. Point of Contact, If Applicable (DC-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):

N/A

9. Project or Proposal: Description, Purpose, and Overview (Describe the project, what it will do, and why it is necessary in non-technical language. Positive community impacts should be included in response to Question 11, below):

Boat Haven Breakwater: This project will provide landward access over 1,950 linear feet of existing breakwater built in 1964 to reconstruct a 550 linear-foot breakwater originally constructed in the 1950's. The Boat Haven Breakwater project provides primary protection to nearly 500 moorage slips, including Port Townsend's commercial basin, the Coast Guard

Cutter, Osprey, and access to the Boat Yard which serves as the heart of Jefferson County's Marine Trades.

10. Project Goals and Results (Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked):

This project's primary goals are to: (1) Replace a 70-year old breakwater that is substantially degraded and at risk of failure, and (2) Construct landward access to that portion of the breakwater to enhance project constructability and maintenance in the future as well as enhance the maintenance of the newer section of breakwater. This is a single construction project that will be measured by its completion.

11. Economic/Community Impact (Briefly describe the economic and/or community impact of this effort):

Jefferson County's marine trades represent over 400 jobs and nearly 20% of total economic activity countywide. The Boat Haven Breakwater project is essential to maintaining access to the Port of Port Townsend's boat yards which are served by three separate lifts, providing service to both pleasure and commercial fishing vessels up to 330 tons in weight. The Port's Boat Haven facility also provides a significant cultural element to Port Townsend and serves as an access point to Port Townsend Bay and the world. Finally, a breakwater failure would jeopardize access for the US Coast Guard's cutter, Osprey, which is based just inside of the original 1950's breakwater.

12. Priority (Please express the priority of this request in relation to the other requests your organization is submitting, e.g. "1/6" or "2nd of 4")

2/5

Federal Funding and Support

13. Relevant Federal Agency or Agencies (e.g. Federal Transit Administration, Rural Utility Service, etc. If unknown or not currently served by a federal agency--or spans multiple agencies--please indicate below):

UNKNOWN

14. Program and/or Account (If unknown, not currently served by a program/account, or spans multiple programs/accounts, please indicate below. If the relevant program(s) or account(s) are currently oversubscribed and subject to a backlog, please note below):

UNKNOWN

15. Funding Request (Please provide a range if unable to provide a specific amount. If a "shovel-ready" figure is available please share below and note whether it represents the entirety of the project or a particular element or elements):

\$7,965,000 -- detailed cost estimate available.

This is full funding for the project and would be completed in a single phase.

16. Section of Code Amended (if applicable, otherwise indicate 'n/a' or 'unknown'): UNKNOWN

17. Proposed Legislative Text (if applicable, otherwise indicate 'n/a' or 'unknown'): UNKNOWN

18. Previous Federal Funding (Provide amounts requested and received. Specifically break out all sources of federal funding for each period):

NONE

FY21:

FY20:

FY19:

U.S. Senator Patty Murray

Infrastructure Priority Solicitation Form

Instructions

The following form is intended to help the Office of Senator Patty Murray collect and track infrastructure needs and priorities across Washington State.

If your organization has multiple requests, please submit each individually using this form. Please complete this form to the greatest extent possible.

Supplemental materials may be submitted in addition to, but not in lieu of, this form. Please submit any supplemental materials to Infrastructure@murray.senate.gov and the appropriate regional outreach director for your region. If submitting supplemental materials, please submit with the following subject line format: "[Organization Name] - Proposal Name (Request X of Y)"

If you have any questions, please feel free to contact Senator Murray's office at (202) 224-2621. Please note: this form in its entirety could be made publicly available.

1. Date of Request: 3/15/2021

2. Committee of Jurisdiction (e.g. Appropriations; Banking, Housing, and Urban Affairs; Commerce, Science, and Transportation; etc.; if unknown or spans multiple committees, please indicate below):

UNKNOWN

Project Information

3. Organization(s) Making Request (e.g. city, county, Tribe, or organization name): Port of Port Townsend

4. Location of Organization(s) (please include address, city, county): Port Townsend, Jefferson County, WA
Point Hudson Marina & RV Park, 103 Hudson Street, Port Townsend, WA

5. Washington Communities and Regions Benefited: All of the local communities on the Olympic Peninsula, plus those communities both across the sound (I-5 corridor) or east of the Cascades who come to visit for recreation.

6. Washington-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):
Eron Berg, Executive Director; PoB 1180, Port Townsend, WA 98368; 360-385-0656;
eron@portoftpt.com

7. Head of Your Organization(s) (e.g. Mayor, Chief, President, etc.; please include name, address, and contact information):
Pete Hanke (phanke@portoftpt.com), President of the Port of Port Townsend Commission;
PoB 1180, Port Townsend, WA 98368; 360-385-0656

8. D.C. Point of Contact, If Applicable (DC-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):

N/A

9. Project or Proposal: Description, Purpose, and Overview (Describe the project, what it will do, and why it is necessary in non-technical language. Positive community impacts should be included in response to Question 11, below):
Point Hudson – Preservation of Historic Structures (roofs, windows, doors, painting, creosote, HVAC, insulation): Rehabilitation of eight (8) structures within Port Townsend's National Historic Landmark District built by the US Army in 1936. Originally intended for use as United States Quarantine Station, Point Hudson is home to nearly a dozen buildings built by the US and used by the Army, Navy and Coast Guard. Point Hudson continues to

play host to the US Customs & Border Patrol, Washington State Fish & Wildlife, and numerous businesses, as well as the world-renowned Annual Wooden Boat Festival. Sitting at the intersection of Admiralty Inlet and Port Townsend Bay, Point Hudson is the front door for thousands of mariners annually who visit Jefferson County. This project will remediate asbestos and lead, replace roofing, windows, doors and HVAC systems and provide new paint to provide historically appropriate treatment of these structures for future generations.

10. Project Goals and Results (Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked):
The project’s primary goal is the preservation of eight (8) structures built in 1936. Results will come in the form of completed capital improvements.

11. Economic/Community Impact (Briefly describe the economic and/or community impact of this effort):
Point Hudson is used by more than 5,000 vessels annually and its businesses generate 155 direct jobs, 127 indirect jobs and generates over \$22M in annual revenue. Culturally, Point Hudson’s importance cannot be understated. Serving first as the home and trading area for the S’Klallam people, Point Hudson is the heart of downtown Port Townsend and a valuable contributor to the Maritime Washington National Heritage Area.

12. Priority (Please express the priority of this request in relation to the other requests your organization is submitting, e.g. “1/6” or “2nd of 4”)
3/5

Federal Funding and Support

13. Relevant Federal Agency or Agencies (e.g. Federal Transit Administration, Rural Utility Service, etc. If unknown or not currently served by a federal agency--or spans multiple agencies--please indicate below):
UNKNOWN

14. Program and/or Account (If unknown, not currently served by a program/account, or spans multiple programs/accounts, please indicate below. If the relevant program(s) or account(s) are currently oversubscribed and subject to a backlog, please note below):
UNKNOWN

15. Funding Request (Please provide a range if unable to provide a specific amount. If a “shovel-ready” figure is available please share below and note whether it represents the entirety of the project or a particular element or elements):
\$2,105,000 -- detailed cost estimate available. This project would be completed in a single phase.

16. Section of Code Amended (if applicable, otherwise indicate ‘n/a’ or ‘unknown’): UNKNOWN

17. Proposed Legislative Text (if applicable, otherwise indicate ‘n/a’ or ‘unknown’): UNKNOWN

18. Previous Federal Funding (Provide amounts requested and received. Specifically break out all sources of federal funding for each period):
NONE

FY21:
FY20:
FY19:

U.S. Senator Patty Murray

Infrastructure Priority Solicitation Form

Instructions

The following form is intended to help the Office of Senator Patty Murray collect and track infrastructure needs and priorities across Washington State.

If your organization has multiple requests, please submit each individually using this form. Please complete this form to the greatest extent possible.

Supplemental materials may be submitted in addition to, but not in lieu of, this form. Please submit any supplemental materials to Infrastructure@murray.senate.gov and the appropriate regional outreach director for your region. If submitting supplemental materials, please submit with the following subject line format: "[Organization Name] - Proposal Name (Request X of Y)"

If you have any questions, please feel free to contact Senator Murray's office at (202) 224-2621. Please note: this form in its entirety could be made publicly available.

1. Date of Request: 3/15/2021

2. Committee of Jurisdiction (e.g. Appropriations; Banking, Housing, and Urban Affairs; Commerce, Science, and Transportation; etc.; if unknown or spans multiple committees, please indicate below):

UNKNOWN

Project Information

3. Organization(s) Making Request (e.g. city, county, Tribe, or organization name): Port of Port Townsend

4. Location of Organization(s) (please include address, city, county): Port Townsend, Jefferson County, WA
Point Hudson Marina & RV Park, 103 Hudson Street; Boat Haven Marina & Boatyard, 2701 Jefferson Street Port Townsend, WA

5. Washington Communities and Regions Benefited: All of the local communities on the Olympic Peninsula, plus those communities both across the sound (I-5 corridor) or east of the Cascades who come to visit for recreation.

6. Washington-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):

Eron Berg, Executive Director; PoB 1180, Port Townsend, WA 98368; 360-385-0656;
eron@portofpt.com

7. Head of Your Organization(s) (e.g. Mayor, Chief, President, etc.; please include name, address, and contact information):

Pete Hanke (phanke@portofpt.com), President of the Port of Port Townsend Commission;
PoB 1180, Port Townsend, WA 98368; 360-385-0656

8. D.C. Point of Contact, If Applicable (DC-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):

N/A

9. Project or Proposal: Description, Purpose, and Overview (Describe the project, what it will do, and why it is necessary in non-technical language. Positive community impacts should be included in response to Question 11, below):

Commercial Marine Infrastructure – Point Hudson and Boat Haven: Replace aging docks and floats at Point Hudson and Boat Haven. The Port of Port Townsend owns and operates miles of floating facilities. This project will replace a small portion of those docks that

primarily serve commercial users at Boat Haven and both commercial and transient users at Point Hudson.

10. Project Goals and Results (Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked):

The goal of this project is to maintain the viability of floating facilities that serve the Port Townsend based fishing fleet, other commercial vessels, vessels that use the Port’s boat yards for repair and refit work by local marine trades, and transient visitors. This project will be built in three (3) phases with each phase being a single project.

11. Economic/Community Impact (Briefly describe the economic and/or community impact of this effort):

This project includes three (3) phases, two (2) at Boat Haven that serve commercial and marine trades and one (1) at Point Hudson that serves commercial and transient moorage. Taken together the marine trades’ impact in Jefferson County accounts for more than 400 jobs and nearly 20% of the county’s total economic activity. These floating facilities are necessary to maintain the viability of the marine trades.

12. Priority (Please express the priority of this request in relation to the other requests your organization is submitting, e.g. “1/6” or “2nd of 4”)

4/5

Federal Funding and Support

13. Relevant Federal Agency or Agencies (e.g. Federal Transit Administration, Rural Utility Service, etc. If unknown or not currently served by a federal agency--or spans multiple agencies--please indicate below):

UNKNOWN

14. Program and/or Account (If unknown, not currently served by a program/account, or spans multiple programs/accounts, please indicate below. If the relevant program(s) or account(s) are currently oversubscribed and subject to a backlog, please note below):

UNKNOWN

15. Funding Request (Please provide a range if unable to provide a specific amount. If a “shovel-ready” figure is available please share below and note whether it represents the entirety of the project or a particular element or elements):

This project includes three phases: (1) Point Hudson, \$2,863,000; (2) Boat Haven Commercial Basin, \$4,136,000; and (3) Boat Haven Linear, \$3,149,000.

16. Section of Code Amended (if applicable, otherwise indicate ‘n/a’ or ‘unknown’): UNKNOWN

17. Proposed Legislative Text (if applicable, otherwise indicate ‘n/a’ or ‘unknown’): UNKNOWN

18. Previous Federal Funding (Provide amounts requested and received. Specifically break out all sources of federal funding for each period):

NONE

FY21:
FY20:
FY19:

U.S. Senator Patty Murray

Infrastructure Priority Solicitation Form

Instructions

The following form is intended to help the Office of Senator Patty Murray collect and track infrastructure needs and priorities across Washington State.

If your organization has multiple requests, please submit each individually using this form. Please complete this form to the greatest extent possible.

Supplemental materials may be submitted in addition to, but not in lieu of, this form. Please submit any supplemental materials to Infrastructure@murray.senate.gov and the appropriate regional outreach director for your region. If submitting supplemental materials, please submit with the following subject line format: "[Organization Name] - Proposal Name (Request X of Y)"

If you have any questions, please feel free to contact Senator Murray's office at (202) 224-2621. Please note: this form in its entirety could be made publicly available.

1. Date of Request: 3/15/2021

2. Committee of Jurisdiction (e.g. Appropriations; Banking, Housing, and Urban Affairs; Commerce, Science, and Transportation; etc.; if unknown or spans multiple committees, please indicate below):

UNKNOWN

Project Information

3. Organization(s) Making Request (e.g. city, county, Tribe, or organization name): Port of Port Townsend

4. Location of Organization(s) (please include address, city, county): Port Townsend, Jefferson County, WA
JCIA - Jefferson County International Airport, Airport Cutoff Road, Port Townsend, WA

5. Washington Communities and Regions Benefited: All of the local communities on the Olympic Peninsula, plus those communities both across the sound (I-5 corridor) or east of the Cascades who come to visit for recreation.

6. Washington-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):
Eron Berg, Executive Director; PoB 1180, Port Townsend, WA 98368; 360-385-0656;
eron@portoftpt.com

7. Head of Your Organization(s) (e.g. Mayor, Chief, President, etc.; please include name, address, and contact information):
Pete Hanke (phanke@portoftpt.com), President of the Port of Port Townsend Commission;
PoB 1180, Port Townsend, WA 98368; 360-385-0656

8. D.C. Point of Contact, If Applicable (DC-based Point(s) of Contact for Your Organization(s) (please include name, address, and contact information):

N/A

9. Project or Proposal: Description, Purpose, and Overview (Describe the project, what it will do, and why it is necessary in non-technical language. Positive community impacts should be included in response to Question 11, below):
Industrial Park Development, Jefferson County International Airport (JCIA): Develop an 11-lot, low-impact Industrial Park on a 19-acre parcel at the Jefferson County International Airport in unincorporated Jefferson County. The project would implement a plan funded by the US Department of Commerce, Economic Development Administration in 2011,

focusing on attracting local firms with expansion needs (e.g., construction, fabrication/light manufacturing, food processing/services).

10. Project Goals and Results (Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked):

The goal of this project is to provide the basic infrastructure (roads, power, water, wastewater and stormwater improvements) to support future job growth. It is proposed that the project be executed in one (1) phase, with infrastructure and amenities constructed to serve all 11 lots. However, it could also be pursued in two (2) separate phases, with phase one providing basic infrastructure to the park coupled with development of 1-3 lots (\$3,324,000), and phase two, full build-out, being implemented subsequently (i.e., lots 4-11, requiring an additional \$1,218,000).

11. Economic/Community Impact (Briefly describe the economic and/or community impact of this effort):

There is an acute shortage of appropriately zoned land served with infrastructure to support employment growth in Jefferson County, including the County's only municipal urban growth area, Port Townsend. The proposed low-impact Industrial Park would permit up to 11 new or expanding businesses to locate in a fully served campus environment provided with direct highway access (SR-19) and screened from view with a 50' perimeter buffer of mature second growth forest. Once populated, the completed facility could result in more than 100 new jobs in a rural distressed are.

12. Priority (Please express the priority of this request in relation to the other requests your organization is submitting, e.g. "1/6" or "2nd of 4")

5/5

Federal Funding and Support

13. Relevant Federal Agency or Agencies (e.g. Federal Transit Administration, Rural Utility Service, etc. If unknown or not currently served by a federal agency--or spans multiple agencies--please indicate below):

UNKNOWN

14. Program and/or Account (If unknown, not currently served by a program/account, or spans multiple programs/accounts, please indicate below. If the relevant program(s) or account(s) are currently oversubscribed and subject to a backlog, please note below):

UNKNOWN

15. Funding Request (Please provide a range if unable to provide a specific amount. If a "shovel-ready" figure is available please share below and note whether it represents the entirety of the project or a particular element or elements):
\$4,542,000.

16. Section of Code Amended (if applicable, otherwise indicate 'n/a' or 'unknown'): UNKNOWN

17. Proposed Legislative Text (if applicable, otherwise indicate 'n/a' or 'unknown'): UNKNOWN

18. Previous Federal Funding (Provide amounts requested and received. Specifically break out all sources of federal funding for each period):

\$100,000 in US Department of Commerce, EDA monies to fund the original 2011 study.

FY21:

FY20:

FY19:

Port of Port Townsend
2021 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD Jan. 2020	YTD Jan. 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
REVENUES						
PTBH - Permanent Moorage	109,624	100,747	(8,877)		109,349	(8,602)
PTBH - Liveaboard Fee	2,004	1,700	(304)		2,226	(526)
PTBH - Liveaboard Background Check	-	60	60		-	60
PTBH - Work Float/Lift Pier Usage	463	-	(463)		412	(412)
PTBH - Monthly Guest	20,977	19,135	(1,842)		21,753	(2,618)
PTBH - Nightly Guest	7,949	14,189	6,241		4,930	9,259
PTBH - Electric	13,308	11,318	(1,991)		12,726	(1,408)
PTBH - Miscellaneous Revenue	950	100	(850)		1,084	(984)
PTBH - Showers	603	541	(62)		559	(18)
PTBH - Restroom Key Fobs	65	20	(45)		31	(11)
PTBH - Laundry	378	424	46		294	130
PTBH - Promotional Sales	16	44	28		22	22
PTBH - Port Labor	-	275	275		-	275
Boat Haven Moorage	156,336	148,554	(7,782)	a	153,386	(4,832)
Yard - 70/75 Ton Hoist Revenue	11,920	22,762	10,841		9,787	12,975
Yard - 70/75 Ton Yard Revenue	42,825	59,706	16,881		34,377	25,329
Yard - 70/75 Ton Yard Enviro Fee	3,868	6,566	2,698		2,938	3,628
Yard - 70/75 Ton Yard Electric	2,678	3,402	724		2,806	596
Yard - 300 Ton Hoist Revenue	23,413	15,589	(7,825)		11,748	3,841
Yard - 300 Ton Yard Revenue	31,484	46,695	15,211		29,053	17,642
Yard - 300 Ton Yard Enviro Fee	1,391	633	(758)		2,193	(1,560)
Yard - 300 Ton Yard Electric	3,762	4,757	995		4,268	489
Yard - 300 Ton Yard Port Labor	600	-	(600)		-	-
Yard - L/T Storage	6,868	5,817	(1,051)		6,027	(210)
Yard - Blocking Rent	3,204	4,193	989		4,472	(279)
Yard - Off Port Property Tarp Fee	140	47	(93)		258	(211)
Yard - Washdown Revenue	4,826	4,903	76		3,700	1,203
Yard - Bilge Water Revenue	36	-	(36)		596	(596)
Yard - Liveaboard Fee	233	465	231		159	306
Yard - Enviro Violations & Clean up	-	900	900		253	647
Yard - Miscellaneous Revenue	(1,800)	-	1,800		50	(50)
Yard Operations	135,449	176,433	40,984	b	112,685	63,748
PTBH Prop - Lease Revenue	54,061	59,706	5,646		57,393	2,313
PTBH Prop - Fuel Dock Lease	1,192	993	(199)		1,042	(49)
PTBH Prop - Other Util, Wtr, Swr, Garbg	1,684	2,190	506		1,732	458
PTBH Prop - Stormwater Fees	1,086	790	(296)		915	(125)
PTBH Prop - Storage Unit Revenue	898	872	(25)		643	229
PTBH Prop - Electric	150	570	420		296	274
Boat Haven Properties	59,070	65,121	6,052		62,021	3,100
Pt Hudson - Permanent Moorage	10,594	12,625	2,031		10,950	1,675
Pt Hudson - Monthly Guest	15,955	16,713	758		17,670	(957)
Pt Hudson - Nightly Guest	1,122	3,692	2,569		1,322	2,370
City Pier & Union Wharf Usage	-	172	172		-	172
Pt Hudson - Monthly R.V.	10,650	11,786	1,136		10,475	1,311
Pt Hudson - Nightly R.V.	8,694	11,524	2,830		8,336	3,188

Pt Hudson - Kayak Racks	862	1,194	332		1,250	(56)
Pt Hudson - Electric	2,582	3,222	640		2,658	564
Pt Hudson - Reservation Fee	2,602	473	(2,129)		1,757	(1,284)
Pt Hudson - Liveaboard Fee	922	1,376	455		1,054	322
Pt Hudson - Showers	415	325	(90)		303	22
Pt Hudson - Laundry	953	518	(435)		733	(216)
Pt Hudson - Miscellaneous	272	-	(272)		35	(35)
Pt Hudson - Promotional Sales	12	-	(12)		-	-
Pt Hudson - Building Leases	32,638	42,208	9,570		31,699	10,509
Pt Hudson - Property Utility Reimb	2,886	2,565	(321)		3,095	(530)
Pt Hudson - Event Facility Rev	536	-	(536)		-	-
Pt Hudson - Parking	223	56	(167)		-	56
Pt. Hudson Marina, RV & Prop	91,916	108,447	16,531	c	91,337	17,110
Quilcene - Permanent Moorage	3,527	4,698	1,171		2,678	2,020
Quilcene - Liveaboard Fee	340	324	(17)		223	101
Quilcene - Nightly Moorage	77	-	(77)		75	(75)
Quilcene - Showers	420	220	(200)		190	30
Quilcene - Electric	371	569	198		148	421
Quilcene - Reservations	99	-	(99)		10	(10)
Quilcene - Recreational Ramp Fees	384	226	(158)		160	66
Quilcene - Miscellaneous Revenue	-	56	56		-	56
Quilcene - Lease Revenue	5,324	5,457	133		5,784	(327)
Quilcene - Water	1,058	780	(278)		1,069	(289)
Quilcene - Fuel Sales	1,197	-	(1,197)		-	-
Quilcene	12,797	12,330	(467)		10,337	1,993
Ramp Fees	3,810	3,175	(635)		3,175	-
PTBH Ramp - Dinghy Float Revenue	26	-	(26)		-	-
Ramps	3,836	3,175	(661)		3,175	-
JCIA - Lease Revenue	9,429	9,790	361		9,724	66
JCIA - Hangar Revenue	2,713	2,890	176		2,762	128
JCIA - Vehicle Parking Revenue	206	-	(206)		55	(55)
JCIA - Aircraft Parking	399	59	(340)		55	4
JCIA - Fuel Lease Revenue	96	89	(7)		79	10
JCIA - Electric	205	151	(54)		62	89
JCIA - Miscellaneous Revenue	-	-	-		11	(11)
JCIA	13,048	12,978	(70)		12,748	230
Total Revenues	472,453	527,038	54,586	d	445,689	81,349
EXPENSES						
Salaries & Wages	186,128	191,611	5,483		193,309	(1,697)
Payroll Taxes	19,956	18,808	(1,148)		19,308	(500)
Employee Benefits	-	69,741	69,741	e	68,809	932
Uniform Expense	672	525	(147)		728	(202)
Contract Services	41,717	3,935	(37,783)	f	22,361	(18,426)
Legal & Auditing	129	14,477	14,348	g	17,810	(3,333)
Office/Computer Supplies	790	3,443	2,653		-	3,443
Operating Supplies	3,677	2,720	(957)		3,834	(1,114)
Enviro Materials/Supplies	-	-	-		4,000	(4,000)
Empl Recog/Relations	-	899	899		-	899
Postage	-	(14)	(14)		75	(89)
Janitorial Supplies	-	-	-		388	(388)
Fuel & Lubricants	139	55	(83)		1,325	(1,270)

Permits & Licenses	250	-	(250)		-	-
Equipment Rental	-	147	147		-	147
Membership & Dues	10,208	10,721	513		-	10,721
Bank Charges	5,823	6,130	307		5,877	253
Excise Tax	1,772	1,117	(655)		892	225
Miscellaneous Expense	-	-	-		50	(50)
Repair & Maintenance Supplies	1,219	5,895	4,677		5,733	162
Facilities & Operations	23,877	31,113	7,236	h	22,174	8,940
Utilities	39,303	36,115	(3,189)		53,374	(17,259)
Advertising (Legal 2018)	93	-	(93)		-	-
Marketing	-	1,650	1,650		1,100	550
Promotion	480	300	(180)		-	300
Marketing	573	1,950	1,377		1,100	850
Travel & Training	-	23	23		274	(251)
Community Relations	4,832	1,847	(2,985)		-	1,847
Total Expenses	317,188	370,146	52,958	i	399,246	(29,100)
Net Operating Income (Loss)	155,264	156,892	1,628		46,443	110,449
Other Increases in Fund Resources						
PTBH Prop Lease Deposits Collected	11,541	61	(11,480)		1,667	(1,606)
PH Prop Lease Deposits Collected	906	145	(760)		400	(255)
PH Marina/RV Deposits Collected	1,426	1,069	(357)		3,064	(1,995)
Deposits & Retainage Collected	13,873	1,276	(12,597)	j	5,131	(3,855)
Sales Tax Collected	3,818	4,189	371		3,000	1,189
Leasehold Tax Collected	44,007	50,633	6,627		44,299	6,334
Hotel/Motel Tax Collected	177	235	58		250	(15)
Taxes Collected	48,002	55,058	7,056		47,549	7,509
Capital Contributions/Grants	-	-	-		-	-
Debt Proceeds - Line of Credit	-	-	-		-	-
Investment Interest	2,131	230	(1,900)		(200)	430
Interest	2,131	230	(1,900)		(200)	430
Operating Tax Levy	3,031	2,618	(413)		4,762	(2,144)
IDD Tax Levy	1,078	1,794	716		2,156	(362)
State Forest Revenues	1,263	5	(1,258)		1,500	(1,495)
Property & other taxes	5,372	4,417	(955)		8,418	(4,001)
Insurance Recovery	1,150	-	(1,150)		-	-
Finance Charges	1,448	-	(1,448)		1,250	(1,250)
Other Non-Operating Revenues	-	-	-		5	(5)
Misc Other Incr. in Fund Resources	2,598	-	(2,598)	k	1,255	(1,255)
Total Other Incr. in Fund Resources	71,975	60,980	(10,995)		62,153	(1,173)
Other Decr. In Fund Resources						
PH Deposits Refunded	1,883	-	(1,883)		-	-
Deposits & Retainage Paid	1,883	-	(1,883)		-	-
Leasehold Tax Remitted	-	128,441	128,441		128,441	(0)
Taxes Remitted	-	128,441	128,441	l	128,441	(0)
Principal Pmt - 2020 Line of Credit	-	250,000	250,000		250,000	-
Interest Exp - 2020 Line of Credit	-	1,565	1,565		1,565	0
Debt Principal & Interest	-	251,565	251,565	m	251,565	0
Investment Fees	50	12	(38)		40	(28)
Debt Mgmt, Issuance & Misc Exp	50	12	(38)		40	(28)
Total Non-Operating Expenses	1,933	380,018	378,085		380,046	(29)

Net Non-Operating Income/Expense	70,043	(319,037)	(389,080)		(317,893)	(1,144)
Net Income/(Expense)	225,307	(162,145)	(387,452)	m	(271,450)	109,305

Notes:

- (a) *Boat Haven Moorage Revenues are less than in Jan. 2020 by almost \$8,000. The driving force of this reduction is the hold on renting Permanent Moorage for the D-Dock Renovation project which impacts that revenue specifically, as well as Electric and Monthly Guest for a total of \$12,710. This decline was somewhat off-set by Nightly Moorage which increased by \$6,241.*
- (b) *Yard Revenues are significantly more than in Jan. 2020 by approximately \$41,000. Most of this increase is from 70/75 Ton Yard increases totaling \$30,420 or 74%. The remainder of the increase is largely due to 300 Ton Yard increases.*
- (c) *Point Hudson Revenues increased from 2020 by \$16,531, or 18%. The largest contributor to this increase is the receipt timing of the Jan. 2020 WDFW payment for \$7,709. The remainder of the variance was increases in Marina and RV Park Revenues. Point Hudson Revenues are ahead of budget by \$17,110, or 19%.*
- (d) *Operating Revenues overall increased by 12%, or \$54,586, when compared to 2020 and were 18% higher than budgeted for this month.*
- (e) *Operating Expenses increased by \$52,958 when compared to 2020, but less than budget by almost \$34,000. Due to the timing of benefit payments in 2020, there's a variance of \$69,741. This corrected itself in April. Benefits are in alignment with the budget for January.*
- (f) *Contract Services are less than 2020 by almost \$38,000 and less than budget by \$23,000. The variance from 2020 comparison is primarily related to Skookum invoices not received while negotiations were underway in late 2019 and finally received in January 2020 in the amount of \$26,424.*
- (g) *The large increase in Legal & Auditing Expense this year when compared to 2020 is for the final billing of the 2018 & 2019 Financial Statement and Accountability audits. This amount was slightly less than budgeted.*
- (h) *2021 costs were higher for Facilities & Operations when comparing to 2020 and Budget due to increased Repair & Maint. and Computer expenses.*
- (i) *Overall, Operating Expenses are \$53,000 more when compared to 2020, however we are \$33,000 less than budget.*
- (j) *Deposits & Retainage are going to vary. In 2020 Jan. there was a larger amount of PTBH Property Lease deposits received which makes up the bulk of the difference when compared to 2021 (83%).*
- (k) *The variance between 2020 and 2021 for Miscellaneous Other Increases in Resources is primarily related to finance charges which were waived in 2021 for Jan. & Feb. with the implementation of the new billing software - Molo.*
- (l) *The variance between 2020 and 2021 for Taxes Remitted is timing of payment, but is in alignment with budget.*
- (m) *Overall, the difference between 2020 and 2021 for Net Income/(Expense) is primarily due to the pay-off of the 2020 Line of Credit in Jan. 2021 for \$251,565 and the timing of the Taxes Remitted for \$128,441. When those two items are removed from 2021, the variance between 2020 and 2021 is reduced to \$7,446.*

Fiscal Year 2022 Community Project Funding Request Form

This form is to submit a request for Community Project Funding for projects and activities that have a direct impact on Washington's 6th Congressional District. (You can verify your Congressional District here:

<https://www.house.gov/representatives/find-your-representative>)

Please read the eligibility criteria and selection guidance carefully before submitting a request. Submission of this information does not create a binding commitment on any party nor a guarantee that any organization or program will be awarded funding from any federal agency. Once submitted, this request may be made publicly available.

Eligibility Criteria - Only the following entities may apply for funding under the Community-Focused Grant Program:

- State, local and tribal governments
- Publicly owned entities (e.g. ports, universities, PUDs, etc.)
- Certain non-profit entities with a quasi-government purpose (e.g. Special Districts)

If you have questions about whether your organization is eligible to apply, please contact our office at 253-272-3515 for further assistance before submitting a request.

Selection Guidance - Based on guidance from the Appropriations Committee, each Member of Congress may only submit 10 requests for Community Project Funding. As a result, Rep. Kilmer is working to convene an advisory panel of local stakeholders to help inform the selection process and will give particular consideration to requests that have strong community support, capture the geographic and demographic makeup of the district, and achieve at least one of following goals:

- Create sustained job growth and/or economic opportunity
- Address imminent threats to public health, safety or the environment
- Promote equity and inclusion for underserved populations
- Fulfill unmet federal obligations, including treaty and trust responsibilities to Native American tribes

All Community Project funding requests should be submitted by March 21, however this deadline may be extended once the Appropriations Committee announces its Member submission deadlines.

*** Required**

Email address *

Your email

Name of requesting entity or organization *

Port of Port Townsend

Location of requesting entity or organization *

Located in WA-06

Point of contact for this request *

Eron Berg

POC Email *

eron@portofpt.com

POC Phone Number *

360-385-0656

Eligibility of requesting entity or organization

☐ State, local, or tribal government

☒ Publicly owned entity (e.g. **port**, university, PUD, etc)

☐ Non-profit entity with a quasi-governmental purpose (e.g. Special District)

Name of the project or program to be funded *

Boat Haven Boat Yard Stormwater Treatment Project

Physical location of the project or program (including street name, city, and zip code) *

Boat Haven Marina & Boatyard, 2701 Jefferson Street, Port Townsend, Jefferson County, WA

Amount requested *

\$2,080,000 (80% of the project cost)

Detailed breakdown of the total cost of the project or program that includes all prior funding sources (both public and private) and any amounts that remain unfunded *

Total cost to construct the Boat Haven Boat Yard stormwater treatment system is estimated to be \$2,600,000. Port funding represents 20% of the project cost; \$2,080,000 remains unfunded.

Future operating cost to maintain the system is estimated to be \$100,000 annually funded by the Port Annual Operating Budget.

Total amount of federal funds previously awarded to this project or program *

None

Detailed breakdown of how the requested funds would be spent

Project Cost:

Engineering

Design/Permitting	1	\$243,000	\$243,000
Construction Engineering	1	\$145,000	\$145,000
Subtotal Engineering	1		\$388,000

Construction

Mobilization	1	\$190,000	\$190,000
Protection Existing Utility	1	\$50,000	\$50,000
Road Excavation and Gravel Import	1	\$90,000	\$90,000
Media Filter Vaults	4	\$175,000	\$700,000
Pipe Distribution System	1	\$225,000	\$225,000
Lift Station	1	\$200,000	\$200,000
Electrical	1	\$100,000	\$100,000

Dewatering	1	\$75,000	\$75,000
48-inch Overflow Structure	1	\$150,000	\$150,000
Excavation and shoring	1	\$140,000	\$140,000
Hydrodynamic Separator	2	\$100,000	\$200,000
CIPP pipe repair	1	\$65,000	\$65,000
Erosion/Pollution Control	1	\$25,000	\$25,000

Construction

Subtotal \$2,210,000

Total \$2,598,000

Once completed, will the project or program require continued funding to maintain operation? If so, where will that funding come from? *

The annual operating cost of this treatment facility is estimated at \$100,000 per year funded by the Port Annual Operating Budget.

Detailed description of the project or program to be funded including data and/or evidence that demonstrates the public benefit *

The requested funding will construct a centralized and automated enhanced stormwater filtration system and enable Boat Haven Boat Yard to continue serving as a cornerstone of the community's economy and character. Boat Haven's stormwater infrastructure was originally constructed in 1996 as a conveyance system without water quality treatment. However, as regulatory requirements have increased over the years, the system has been incrementally modified to incorporate treatment components. Today, Boat Haven's stormwater treatment system is essential in order to maintain compliance with the National Pollutant Discharge Elimination System (NPDES) Boatyard General Permit mandated by the State Department of Ecology in compliance with the Federal Clean Water Act. Substantial system improvements are urgently needed to ensure effective treatment and continued compliance with evolving water quality standards.

Justification for why this project represents a good use of taxpayer dollars *

Taxpayer dollars will be used to maintain the viability of a working boat yard within a community reliant on the marine trades industry. The Port of Port Townsend's Boat Yard is not only a critical driver of the Jefferson County economy (supporting nearly 20% of economic activity countywide), but a cornerstone of the maritime culture in the community. Taxpayer dollars will improve the quality of stormwater runoff discharged directly to the Puget Sound, and maintain the Boatyard General Permit, needed for operations.

Describe any long-term job creation that will result from this project

Boat Haven is host to more than 400 skilled marine trades workers and crafts people. These improvements will safeguard the livelihoods of hundreds in our community, support a significant sector of the local economy, and help to preserve our maritime heritage and character.

Will this project have a revenue-generating component that would have community and state economic benefit? If so, please describe and quantify.

A working boatyard supports & employs the marine trades industry, a commercial fishery, tourism, and pleasure boat users. Jefferson County Washington is an economically distressed county reliant on the marine trades industry for economic viability. According to the 2018 study on the economic impact of the marine trades in Jefferson County conducted by Martin & Associates, the economic impact of the marine trades engaged in boat building and repair in Port Townsend includes 405 direct jobs, 220 indirect jobs, 254 induced jobs with total personal income (including direct, indirect and re-spending/local consumption) of nearly \$51M, business revenue of \$166M, local purchases totaling over \$20M and \$4,677,400 in state and local taxes paid annually. The Boat Yard is the heart of this activity.

Detailed timeline and anticipated completion date for the project or program *

Final Design and Permitting complete December 2021

Construction Complete - September 2022

Federal agency that would administer this funding *

Environmental Protection Agency (EPA)

List any public or private entities that have been identified as project sponsors in prior funding requests and/or that will help determine how the requested funds will be spent *

None

List any stakeholders that support this request *

We are working with the City of Port Townsend, Jefferson PUD, Jefferson County, the Port Townsend Marine Trades Association, EDC Team Jefferson and the Northwest Maritime Center on letters or statements of support to be submitted by March 26th.

Are there any known or anticipated community concerns associated with this project or program (e.g. conflict with land use, neighborhood concerns, etc.) that could prevent it from moving forward? *

No

A copy of your responses will be emailed to the address you provided.

Submit

Page 1 of 1