



**Port of Port Townsend  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, May 12, 2021, 1:00 p.m.**

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

**Agenda**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
  - A. Approval of Business Meeting Minutes from April 28, 2021 ..... 1-5
  - B. Approval & Ratification of Warrants ..... 6-14
- V. Second Reading
  - A. Organizational Chart update with additional custodian..... 15-19
- VI. First Reading ~ none
- VII. Regular Business
  - A. Marketing & Communications Update by Scott Wilson (*no materials, presentation only*) ... 20
  - B. NW Maritime Center Lease Term Sheet & proposal..... 21-29
  - C. Yard Rate Discount change..... 30-33
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Workshop & Regular Business Meeting: Wednesday, May 12, 2021;  
Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom
- XI. Executive Session - none as of 5/7/2021
- XII. Adjournment

The Port welcomes your comments in writing before the meeting (which will be presented to the commission and made available and part of the record) or live - you can 'raise your hand' electronically during our Zoom meeting.

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- Informational Items ..... 34
- Commission Contracts Update ..... 35
  - Amendment #4 to the Rules, Regulations & Procedures of the Port of Port Townsend.... 36-37
  - Clean Marina Certification Report from Terry Taylor ..... 38-39
  - Letter to Senator Murray in support of NWS Marine Conservation Initiative ..... 40-41

## PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, April 28, 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  
Finance Director Berg  
Port Engineer Love  
Port Recorder Erickson  
Port Attorney Woolson

I. CALL TO ORDER (00:00:52): Commissioner Hanke called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (00:00:54)

**Commissioner Putney moved to accept the Agenda as presented; Commissioner Petranek seconded the motion, and the motion carried unanimously.**

III. PUBLIC COMMENTS (00:01:19) comments sent in via email, and read aloud for the record:

Bertram Levy commented about the clause on Due Diligence in the Port's Lease Policy and asked that the Port create a standardized financial form for public scrutiny.

IV. CONSENT AGENDA (00:02:57)

A. Approval of Public Workshop Meeting Minutes from April 14, 2021.

B. Approval & Ratification of Warrants

Warrant #063657 through #063662 in the amount of \$11,500.52 and Electronic Payment in the amount of \$78,113.11 for Payroll & Benefits.

Warrants #063663 through #063705 in the amount of \$219,611.76 for Accounts Payable.

**Commissioner Putney moved to accept the Consent Agenda as presented; Commissioner Petranek seconded, and the motion carried unanimously.**

V. SPECIAL PRESENTATION (00:04:57)

2021 Legislative Session Review – Insight Strategic Partners: Chelsea Hager and Caron Cargill gave a presentation on how the Port fared with regard to its legislative priorities. They gave a broad session framework, what happened to some of the other session policy areas outside the Port interests, and then went into specifics of the Port's legislative agenda.

VI. SECOND READING ~ none

VII. FIRST READING (00:36:50)

A. Custodial Services

Port Engineer Love said there were restrooms that the Port would like to open up that are new to the Port's maintenance program. He referred to a spreadsheet showing the facilities the Port currently maintains and those it is planning to maintain in the future. He said 70 hours is currently spent on janitorial work each week split between 15 restrooms, 2 laundry facilities and 5 offices, and this proposal adds 26.5 hours per week to the cleaning schedule. Some of these restrooms have been closed during the pandemic, others are connected to and cleaned by tenants. The pandemic has induced the Port to make sure restrooms get extra deep cleaning, and the Port wants to maintain this level of service to Port facilities.

There followed a discussion regarding who would have access to these restrooms and whether the Port could share responsibility for maintaining public restrooms with other Government entities.

Executive Director Berg said he would bring a modified Organizational Chart to the Commission that includes establishment of a new janitorial position; if approved, the Port could fill that position and then reopen the west-end bathrooms – maybe around July 1.

VIII. REGULAR BUSINESS (01:00:12)

## A. Updating Resolution Delegating Administrative Powers and Duties to the Executive Director and Designees

Executive Director Berg reviewed what would change on the delegating of administrative powers in this draft besides a few typos and corrections:

- XIV. POLICY GOVERNING INTERLOCAL AGREEMENTS FOR USE OF PORT PROPERTY FOR TRAINING PURPOSES AND EVENT SITE USE AGREEMENTS FOR ~~ONE-DAY~~ ~~DAY~~ EVENTS (remove “one-day” specifically for the Wooden Boat Show, which is a three-day event).
- XVII. POLICY GOVERNING AUTHORITY TO ENTER INTO NON-DISCLOSURE AGREEMENTS (NDA) (adding this authority to allow the Executive Director to give assurance of confidentiality to prospective clients).
- XVIII. POLICY GOVERNING PROMULGATION OF ADMINISTRATIVE RULES AND REGULATIONS (was an omission that needed to be included to allow the Executive Director to enforce a new rule regarding noise in the yard).

Commission Petranek asked in regard to the NDA, why now, and what are the benefits?

Executive Director Berg said he had seen the NDA in action recently during a public meeting in Whatcom County and thought it could be applied by the Port in lease negotiations with Sea Marine; there is information that Sea Marine would not want to share with the public that would help the Port in its decision making. He suggested moving forward with the rest of the changes in this document and leaving the NDA paragraph out, in order to allow for further discussion by the Commission, if needed.

Port Attorney Woolson gave an overview of how NDAs work with public ports, which are subject to OPMA and PRA laws. An NDA would give the tenant/business the assurance that the Port would not give out information in casual discussions, and if there is a request for records that pertain to the NDA, the Port would notify the tenant/business that there is a request so they can take action, if needed. Final agreements would come to the Commission when ready for approval and would then be a part of the public record. He noted that an NDA does not prevent the Executive Director from talking to the Commission about the agreement.

**Commissioner Putney moved to adopt Resolution 745-21 delegating administrative powers and duties to the executive director, with the exception of paragraph XVII (governing non-disclosure agreements), which shall be struck. Commissioner Petranek seconded.**

Commissioner Hanke suggested that NDA authority be added to the May 12 agenda for further discussion. Commissioners Putney and Petranek both felt that this would be enough time for them to consider this topic and continue the discussion.

**Vote was taken and motion carried unanimously.**

## B. Yard Stormwater Update – no materials (01:26:25)

Port Engineer Love briefed the commission on the new general boatyard permit that will go into effect August 1. Port staff provided feedback to Ecology on the draft permit about the potential cost to the Port if required to meet these more stringent water quality standards for water outfall, and what about the science for this is different than it was five years ago. He went on to say that the Port is now exploring two different options for treatment: (1) to somehow get our stormwater effluent pumped to the City’s wastewater treatment facility (Port

of Anacortes does this); or (2) use the funding of \$2 million from WA State to build a central treatment here in the boatyard.

Port Engineer Love reported that last Saturday's rain allowed Port staff to take samples of our stormwater effluent with results anticipated in a few days. He is looking forward to seeing if the new pre-settling tank is working to lower our total suspended solids, lowering equal amount of copper and zinc, and help us determine if this is a good investment.

Commissioner Hanke asked about timing, since our permit is up July 31 – what happens after that? Mr. Love said that if we don't meet the quality standards they set, we go into engineering analysis and reporting, with a plan to work towards meeting the new standards. Like the current permit the new one will require testing in certain months, but the conditions of the tests and how to meet them are more stringent with the proposed permit.

Executive Director Berg explained that the Port hopes to solicit qualifications from engineering firms as soon as the permit requirements become clearly known, so that our team in consultation with the Dept. of Ecology can work on designing a system that can be built as soon as practicable. Ecology will permit what we're doing and make sure it complies with the boatyard permit. He said that this is a \$2.6 million investment to solve an existential crisis here at the Port and he thanked Rep. Tharinger for getting the Port the \$2 million needed to make clean water.

C. March Year-to-date Financials (late addition) (01:42:10)

Finance Director Berg said that revenues are up 12% comparing this first quarter of 2021 to the first quarter of 2020 and up in comparison to budget for the same time period by 11%. Expenses are more complicated; they are up 32% compared to 2020, but there are some timing differences with getting up to speed with cash reporting, as well as increases in auditing, legal; and some required expenses related to annual maintenance, environmental supplies, and aggressive cleaning due to COVID-19. As an aside, she mentioned that the Port might be able to recoup the cost of some COVID-related supplies and materials for the disaster-related event earlier in the year at the airport, City Dock and Stormwater. Ms. Berg pointed to the Quarterly report which shows a 5-year trend for revenue comparative year to year and showing increases. She said that Yard Operations are leading the pack with an increase of 20%, Point Hudson is up 11% and Boat Haven properties are up 10%; other areas do not look as good, but it's not good to draw a lot of conclusions from some of these results so early in the year. She referred to page 59 of the packet, which showed accounts payable, total long-term debt, debt service for the year, and capital project expenses YTD. (Commissioner Petranek stated this was her favorite part of the report.)

Commissioner Hanke asked about the permanent moorage numbers being lower, and Executive Director Berg explained that due to the anticipated D-dock work, the Port held off on filling permanent moorage slips until staff concluded that the work could not move forward at this time.

Commissioner Petranek asked about bank charges for when customers use credit cards, and whether Molo software would allow us to pass those charges onto customers. Finance Director Berg stated that Molo doesn't do that, and it would be complicated for us to figure out a way to do that fairly. Commissioner Hanke said that this might be better discussed further at another meeting.

IX. STAFF COMMENTS (01:57:57)

Executive Director Berg commented that he has been working with a design person on a scope for the Pavilion building project that would include historically appropriate windows, bathroom modifications, HVAC system, fresh paint, flooring, and an AV upgrade to serve the dual purpose of a place for Commission public meetings, as well as a day-rental space the rest of the time. He

said that as the plan is scoped further, he will bring it to Commission for review. He said another future agenda item—as early as the next meeting—is the possibility of the Northwest Maritime Center renting a portion of the Landfall site.

Executive Director Berg also commented as a follow-up with Commission from the last meeting regarding in-person meetings that Jefferson County Health Officer Dr. Locke did not modify his prior order but replaced it with a new order that requires the Port to comply with Governor order 20-28-14 requirements of established protocols. He went over all the requirements of three different orders and guidelines, distilled down to what the Port would have to do to meet in person. He then asked Commission if they wanted staff to develop a recommendation on how to comply with these requirements, beginning with where to meet. Commissioner Petranek commented that King County is talking about rolling back to phase 2 of Governor Inslee's Healthy Washington Roadmap to Recovery plan, and with all of the COVID numbers going up again, she wanted to wait until it's a comfortable environment for all. Commissioner Putney said the biggest issue is that we would have to adjourn the meeting if we don't have enough room for everyone, and scheduling has its own requirements. Commissioner Hanke said that even if we have a mix of in-person and on-line, if there is a glitch with the on-line service, we'd also have to reschedule. He agreed with the other commissioners that the Port should put the situation on hold until we learn more. Mr. Berg said that perhaps the timing would work to meet in person when the Pavilion Building remodel is complete, possibly later in the fall.

Port Engineer Love commented on the Point Hudson Breakwater replacement project, saying that he had received a tentative schedule from a consultant—a timeframe for construction phase of the north jetty. He suggested that the Port hold a public meeting, starting with a presentation like the one he gave to Marine Resources Committee, then diving into details of the project schedule and impacts. He said that with the uncertainty of when the project permits will be issued, the opportunity to start construction during the 2021 fish window is quickly diminishing.

Commissioner Hanke commented that it's too soon to have a public meeting in May, preferring to have more discussion between Port staff and Commission first to better understand the situation with the Jetty construction. He suggested not mentioning the 1% chance of starting this year; the public has been talking about this for 10 years and is Pt. Hudson Jetty weary. He said he doesn't want to come back later and have to explain what has changed. Commissioner Putney stated that before we have a public meeting on this subject, something to think about is how to accommodate businesses that rely on the marina. Commissioner Petranek said that giving the public a little information along the way serves them better—announcing a public meeting focusing on the jetty would be a huge deal in our community—instead, she suggested using the Port's quarterly newsletter, Commission workshops and meetings for regular updates, and then have a public meeting next year when we know more and can say what the schedule is for sure.

Executive Director Berg reminded the commission that there were requirements for public notices with respect to grant funding, and that the Port would have to publish notices about the project in the coming months. He agreed that there were a number of unknowns that the Port would continue to identify, and that it is important to share project changes and impacts to our tenants and to the downtown community who will have to put up with the noise for two seasons (2022-23 and 2023-24). He said that the Port doesn't want to confuse anyone but does want to keep the public up to date on progress, suggesting regular jetty project updates at Commission meetings.

Commissioner Hanke asked that staff comments like this one be put on the regular agenda; issues like this will be better addressed and get more time for discussion on the correct part of the agenda. Executive Director Berg suggested that there could be a new item on the agenda that is "reports & updates," or perhaps under staff comments, staff could list specific things that will be commented on, so commission would know what to expect.

Recorder Erickson commented that she had attended her first ORMCA (Olympic Regional Municipal Clerks Association) meeting the past week and had learned a lot.

X. COMMISSIONER COMMENTS (02:21:25)

Commissioner Petranek commented that she attended the Maritime Washington National Maritime Heritage (MW-NMH) planning process the day before, a meeting that was part of a series and included three Counties—Jefferson, Clallam, & Grays Harbor—about getting feedback from the community on what funding and ideas are needed for the 3,000 miles of coastline that has been designated MW-NMH Corridor. She also commented that Jacques White, Executive Director of Long Live the Kings, has agreed to come and talk about Salish Sea restoration at our next workshop on May 12. He would give a presentation followed by a Q&A, and would like to invite a guest to help answer questions about the whole region and Idaho Rep. Mike Simpson's proposal. Commissioner Hanke suggested 30 minutes for the talk. Commissioner Putney asked if this speaker could be at an ICG workshop later.

Commissioner Putney commented that he had been spending a tremendous amount of time on broadband issues (legislation, tracking). Two diametrically opposed bills passed and are now on the Governor's desk waiting for his decision on which to adopt. Mr. Putney is very curious about how the governor will decide and is anxiously awaiting the outcome.

- XI. Executive Session – to discuss the performance of a public employee, RCW 42.30.110(1)(g) (2:27:05). Commission moved into Executive Session at 7:57 p.m. Commission moved back to the public meeting at 8:30 p.m. – (Second Recording 00:00:05)

**Commissioner Hanke moved to increase the Executive Director's compensation by five percent starting immediately. Commissioner Putney seconded. Vote was taken and motion passed unanimously.**

- XII. Next Workshop & Regular Business Meeting (00:00:36): Wednesday, May 12, 2021, with Workshop at 9:30 a.m. and Meeting at 1:00 p.m., via Zoom

- XIII. Adjournment: Meeting adjourned at 8:31 p.m.

ATTEST:

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Peter W. Hanke, President

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William W. Putney III, Secretary

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Pamela A. Petranek, Vice President



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. 063706 through No. 063714 generated on February 16th, 2021 in the amount of \$37,470.62 and Electronic Payment in the amount of \$157,199.52, for a total amount of \$194,670.14 is ratified.

**Signed and Authenticated** on this 12th day of May, 2021.

For: **Payroll and Benefits**

\_\_\_\_\_  
Commissioner Pete W. Hanke

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Commissioner Pam Petranek

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Commissioner William W. Putney III

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S. Abigail Berg, Director of Finance  
And Administration



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### **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 **\$11,012.00 is ratified.**

**Signed and Authenticated** on this **12th** day of **May**, 2021.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for ***March, 2021*** in the amount of  
***\$11,012.00.***

\_\_\_\_\_  
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 **0-019-984-702**

Below is information from your Monthly Return for the period ending March 31, 2021

<b>Filing Date</b>	April 24, 2021
<b>Account ID</b>	161-000-044
<b>Primary Name</b>	BOAT HAVEN FUEL DOCK
<b>Payment Method</b>	ACH Debit/E-Check
<b>Payment Effective</b>	April 26, 2021
<b>Total Tax</b>	11,012.00
<b>Total Due</b>	11,012.00



## Combined Excise Tax Return

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

Filing Period: March 31, 2021

Due Date: April 26, 2021

Filing Frequency: Monthly

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	81,393.94	-19.33	81,413.27	0.004710	383.46
Service and Other Activities (\$1 million or greater in prior year)	117,635.32	0.00	117,635.32	0.017500	2,058.62
<b>Total Business &amp; Occupation</b>					<b>2,442.08</b>

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	81,393.94	0.00	81,393.94	0.065000	5,290.61
Use Tax	7,492.60	0.00	7,492.60	0.065000	487.02
<b>Total State Sales and Use</b>					<b>5,777.63</b>

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	973.43	0.00	973.43	0.019260	18.75
Water Distribution	2,094.14	0.00	2,094.14	0.050290	105.31
<b>Total Public Utility Tax</b>					<b>124.06</b>

### Deductions

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Motor Vehicle Fuel Tax	-19.33
<b>State Sales and Use</b>		
Retail Sales	Motor Vehicle Fuel Sales	0.00

### Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY	1,551.95	0.025000	38.80
1601 - PORT TOWNSEND	79,841.99	0.025000	1,996.05
<b>Total Local City and/or County Sales Tax</b>			<b>2,034.85</b>

**Local City and/or County Use Tax/Deferred Sales Tax**

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	7,492.60	0.025000	187.32
Total Local City and/or County Use Tax/Deferred Sales Tax			187.32

**Transient Rental Income**

Location	Income
1601 - PORT TOWNSEND	22,302.85
Total Transient Rental Income	22,302.85

**Special Hotel/Motel**

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	22,302.85	0.020000	446.06
Total Special Hotel/Motel			446.06

Total Tax	11,012.00
Subtotal	11,012.00
Total Amount Owed	11,012.00

Prepared By: Donna Frary  
E-Mail Address: donna@portofpt.com  
Submitted Date: 4/24/2021  
Confirmation #: 0-019-984-702

Payment Type: ACH Debit/E-Check  
Amount: \$11,012.00  
Effective Date: 4/26/2021



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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 063715 through No. 063764, are approved for payment in the amount of \$75,972.55 on this 12th day of May, 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: 5/12/2021

Register Number: CD-000857

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
063715	5/12/2021	A&A010	A&A Appliance Service Inc				Check Entry Number: 001
			129505	4/22/2021	218.16	0.00	218.16
063716	5/12/2021	ADL050	Adler Tank Rentals				Check Entry Number: 001
			4534408	4/30/2021	1,129.51	0.00	1,129.51
063717	5/12/2021	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			4/2021 PARTIAL STMNT	4/28/2021	199.84	0.00	199.84
063718	5/12/2021	BER045	Eron Berg				Check Entry Number: 001
			4/2021	5/12/2021	69.73	0.00	69.73
063719	5/12/2021	BOT040	Botero & Son Electrical LLC				Check Entry Number: 001
			17-2263	4/8/2021	12,634.38	0.00	12,634.38
063720	5/12/2021	CED005	CED				Check Entry Number: 001
			5948-1003871	4/21/2021	245.48	0.00	245.48
063721	5/12/2021	CIT001	City Of Port Townsend				Check Entry Number: 001
			4/2021 STATEMENTS	4/30/2021	10,070.64	0.00	10,070.64
063722	5/12/2021	COA050	Mott MacDonald				Check Entry Number: 001
			100339-19	4/23/2021	6,068.50	0.00	6,068.50
063723	5/12/2021	COO050	Cooper Fuel				Check Entry Number: 001
			5/1/2021 STATEMENT	5/1/2021	2,030.25	0.00	2,030.25
063724	5/12/2021	DIR070	DirecTV				Check Entry Number: 001
			075436554X210428	4/28/2021	425.75	0.00	425.75
063725	5/12/2021	EBE040	Kenneth Ebert				Check Entry Number: 001
			REFUND /23/2021	4/23/2021	327.60	0.00	327.60
063726	5/12/2021	FER030	Kristian Ferrero				Check Entry Number: 001
			4/21 EXPENSE	5/12/2021	15.00	0.00	15.00
063727	5/12/2021	FIS020	Fish N Hole				Check Entry Number: 001
			5597356	4/22/2021	36.82	0.00	36.82
063728	5/12/2021	GAR055	Garth Levin				Check Entry Number: 001
			REFUND 4/30/2021	4/30/2021	22.47	0.00	22.47
063729	5/12/2021	GOO002	Good Man Sanitation				Check Entry Number: 001
			4/26/2021 STATEMENT	4/26/2021	1,425.00	0.00	1,425.00
063730	5/12/2021	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1130582	5/1/2021	147.29	0.00	147.29
063731	5/12/2021	HAD001	Hadlock Building Supply				Check Entry Number: 001
			4/25/2021 STATEMENT	4/25/2021	549.11	0.00	549.11
063732	5/12/2021	HAG065	Michelle Hagewood				Check Entry Number: 001
			REFUND 5/5/2021	5/5/2021	320.24	0.00	320.24
063733	5/12/2021	HAN040	Pete Hanke				Check Entry Number: 001
			4/2021 EXPENSE	5/12/2021	118.76	0.00	118.76
063734	5/12/2021	HEN002	Henery Hardware				Check Entry Number: 001
			708575	3/29/2021	58.84	0.00	58.84
			708580	3/29/2021	52.31	0.00	52.31
			708597	3/29/2021	40.32	0.00	40.32
			708692	3/30/2021	73.20	0.00	73.20
			708700	3/30/2021	6.92	0.00	6.92
			708702	3/30/2021	81.56	0.00	81.56
			708721	3/31/2021	2.62	0.00	2.62
			708780	3/31/2021	10.89	0.00	10.89
			708784	3/31/2021	17.43	0.00	17.43
			708806	4/1/2021	10.88	0.00	10.88
			708891	4/2/2021	62.94	0.00	62.94

Run Date: 5/6/2021 3:25:31PM

A/P Date: 5/12/2021

Page: 1

User Logon: DLF

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			708892	4/2/2021	13.07	0.00	13.07
			708919	4/2/2021	15.24	0.00	15.24
			709104	4/6/2021	18.54	0.00	18.54
			709107	4/6/2021	43.60	0.00	43.60
			709117	4/6/2021	52.70	0.00	52.70
			709142	4/6/2021	141.81	0.00	141.81
			709232	4/8/2021	40.35	0.00	40.35
			709239	4/8/2021	30.50	0.00	30.50
			709240	4/8/2021	23.99	0.00	23.99
			709262	4/8/2021	48.39	0.00	48.39
			709307	4/9/2021	56.71	0.00	56.71
			709461	4/12/2021	38.16	0.00	38.16
			709463	4/12/2021	94.14	0.00	94.14
			709474	4/12/2021	9.81	0.00	9.81
			709594	4/14/2021	78.52	0.00	78.52
			709596	4/14/2021	30.54	0.00	30.54
			709605	4/14/2021	63.44	0.00	63.44
			709608	4/14/2021	8.72	0.00	8.72
			709651	4/14/2021	103.63	0.00	103.63
			709892	4/19/2021	17.45	0.00	17.45
			709903	4/19/2021	20.71	0.00	20.71
			710033	4/21/2021	11.55	0.00	11.55
			710179	4/23/2021	11.42	0.00	11.42
			710192	4/23/2021	48.85	0.00	48.85
Check 063734 Total:					1,335.13	0.00	1,335.13
063735	5/12/2021	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			2104-126711	4/27/2021	14.92	0.00	14.92
063736	5/12/2021	INS070	Insight Strategic Partners, LLC				Check Entry Number: 001
			3261	4/30/2021	2,750.00	0.00	2,750.00
063737	5/12/2021	JAM040	Jamestown Networks				Check Entry Number: 001
			6454	5/1/2021	548.00	0.00	548.00
063738	5/12/2021	LIG010	Alan Light				Check Entry Number: 001
			REFUND 4/23/2021	4/23/2021	17.65	0.00	17.65
063739	5/12/2021	MCM015	McMacken Creative/Marketing				Check Entry Number: 001
			4/2021 INV	5/1/2021	803.00	0.00	803.00
063740	5/12/2021	NOR002	Northwest Marine Trade Assn				Check Entry Number: 001
			97352	4/21/2021	475.00	0.00	475.00
063741	5/12/2021	O'RE030	O'Reilly Auto Parts				Check Entry Number: 001
			3939-479081	4/28/2021	11.24	0.00	11.24
063742	5/12/2021	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			268055	5/3/2021	65.69	0.00	65.69
063743	5/12/2021	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			5/1/2021 STATEMENT	5/1/2021	330.01	0.00	330.01
063744	5/12/2021	PAR060	Parametrix				Check Entry Number: 001
			26362	4/29/2021	1,637.20	0.00	1,637.20
063745	5/12/2021	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			74516	5/1/2021	48.35	0.00	48.35
063746	5/12/2021	PIT000	Pitney Bowes Inc.				Check Entry Number: 001
			10180106484	4/26/2021	283.63	0.00	283.63
063747	5/12/2021	PLA040	PLATT				Check Entry Number: 001

# Check Register

Journal Posting Date: 5/12/2021

Register Number: CD-000857

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
			1N66045	4/30/2021	235.66	0.00	235.66
063748	5/12/2021	POR010	Portland Bolt & Mfg Co., Inc.				Check Entry Number: 001
			140953	4/29/2021	6,369.29	0.00	6,369.29
063749	5/12/2021	POR065	Port of Port Townsend				Check Entry Number: 001
			LICHT 148.00	5/12/2021	148.00	0.00	148.00
			PADDEN 59.16	5/12/2021	59.16	0.00	59.16
			Check 063749 Total:		207.16	0.00	207.16
063750	5/12/2021	PUD001	Pud District #1				Check Entry Number: 001
			4/19/21 STMT	4/19/2021	25.65	0.00	25.65
			4/26/2021 STMNT	4/26/2021	698.21	0.00	698.21
			4/26/21 STMNT	4/26/2021	450.00	0.00	450.00
			Check 063750 Total:		1,173.86	0.00	1,173.86
063751	5/12/2021	QUI090	Quilcene Village Store				Check Entry Number: 001
			692889	4/17/2021	20.48	0.00	20.48
063752	5/12/2021	ROD030	Rodda Paint				Check Entry Number: 001
			44161567	4/20/2021	111.48	0.00	111.48
			44161831	4/29/2021	410.01	0.00	410.01
			Check 063752 Total:		521.49	0.00	521.49
063753	5/12/2021	SCO030	Scougal Rubber Corporation				Check Entry Number: 001
			55127	4/23/2021	1,340.54	0.00	1,340.54
063754	5/12/2021	SHU070	Tom Shumard				Check Entry Number: 001
			REFUND 5/5/2021	5/5/2021	46.80	0.00	46.80
063755	5/12/2021	TAC001	Tacoma Screw Products, Inc				Check Entry Number: 001
			30177532	4/28/2021	650.00	0.00	650.00
063756	5/12/2021	TET060	Tetra Tech, Inc.				Check Entry Number: 001
			51732237	5/6/2021	6,924.00	0.00	6,924.00
063757	5/12/2021	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			21-02979	4/29/2021	45.00	0.00	45.00
063758	5/12/2021	ULI040	ULINE				Check Entry Number: 001
			132565882	4/14/2021	6,481.06	0.00	6,481.06
			132936668	4/23/2021	5,473.47	0.00	5,473.47
			Check 063758 Total:		11,954.53	0.00	11,954.53
063759	5/12/2021	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9877731436	4/15/2021	555.28	0.00	555.28
063760	5/12/2021	WAS002	Washington Finance Officers				Check Entry Number: 001
			NVN5MFZ6PS9	4/30/2021	75.00	0.00	75.00
063761	5/12/2021	WAS017	Marc Horton - Washington Project Consultants				Check Entry Number: 001
			043021-8	5/1/2021	427.50	0.00	427.50
063762	5/12/2021	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0008785	4/23/2021	275.25	0.00	275.25
063763	5/12/2021	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			4/25/21 STATEMENT	4/25/2021	658.95	0.00	658.95
063764	5/12/2021	WES060	West Marine Pro				Check Entry Number: 001
			001011	4/23/2021	104.89	0.00	104.89
			008345	4/27/2021	12.52	0.00	12.52
			Check 063764 Total:		117.41	0.00	117.41
			Report Total:		75,972.55	0.00	75,972.55

Run Date: 5/6/2021 3:25:31PM

A/P Date: 5/12/2021

Page: 3

User Logon: DLF

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	May 14, 2021
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input checked="" type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	V.A. Custodial Services
<b>STAFF LEAD</b>	Mike Love, Director of Capital Projects and Port Engineer
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Staff Informational Memo</li> <li>2. Custodial Services Summary</li> <li>3. Revised Organizational Chart</li> </ol>



# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** May 5, 2021  
**TO:** Commission  
**FROM:** Eron Berg, Executive Director  
**CC:** Chris Sparks, Abigail Berg, Mike Love  
**SUBJECT:** Update Organization Chart

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### **ISSUE**

1. Should the Commission approve the requested new custodial staff person within the maintenance department?

### **BACKGROUND**

Under Resolution 713-20 and port practices, the Commission approves the Port's Organizational Chart and the Executive Director administers day-to-day operations including personnel.

### **DISCUSSION**

The Port Organizational Chart contains the position of custodian. The Port staff has identified the need for additional staff to provide custodial services to tenant-operated and public-access restrooms, laundry, showers, and office spaces. With the recent addition of the Marina Room restroom and Shanghai/Point Hudson Café restrooms to our cleaning responsibilities, we clean 15 restrooms, 2 laundry facilities, and 5 offices. We estimate 70.25 hours per week to maintain these facilities.

Throughout the pandemic the Port increased the level of service and cleanliness standard, particularly in the restrooms and public spaces. Most of the additional cleaning has occurred at the Boat Haven, and Point Hudson Marina restrooms, showers, and laundry facilities with twice-a-day cleaning 7 days a week. We expect to see higher usage of these facilities as pandemic restrictions decrease and summer boat season begins. With the additional custodian, we plan to open previously closed restrooms at the west end of the Boat Haven Yard and add a monthly deep cleaning of the Quilcene restrooms and shower facility. We estimate an additional 16 hours a week for the planned increase in demand for custodial service.

The new custodian would be added to the maintenance staff and be under the direction of the Maintenance Manager. Upon approval we will start the search for a new staff member and add them to Port staff as soon as possible.

### **FISCAL IMPACT**

2021: approx. \$ 35,000, fully loaded. (Estimated start date July 1, 2021)

2022: approx. \$ 70,000, fully loaded.

### **RECOMMENDATION**

1. Motion to approve a new hire in the position of custodian as requested by the Executive Director.

### **ATTACHMENTS**

1. Revised Organizational Chart
2. Custodial Service Estimate

## Port of Port Townsend Custodial Services

Prior to 2020 custodial services were performed by Skookum in exchange for rent reduction.

During COVID, there has been light use of some of these facilities.

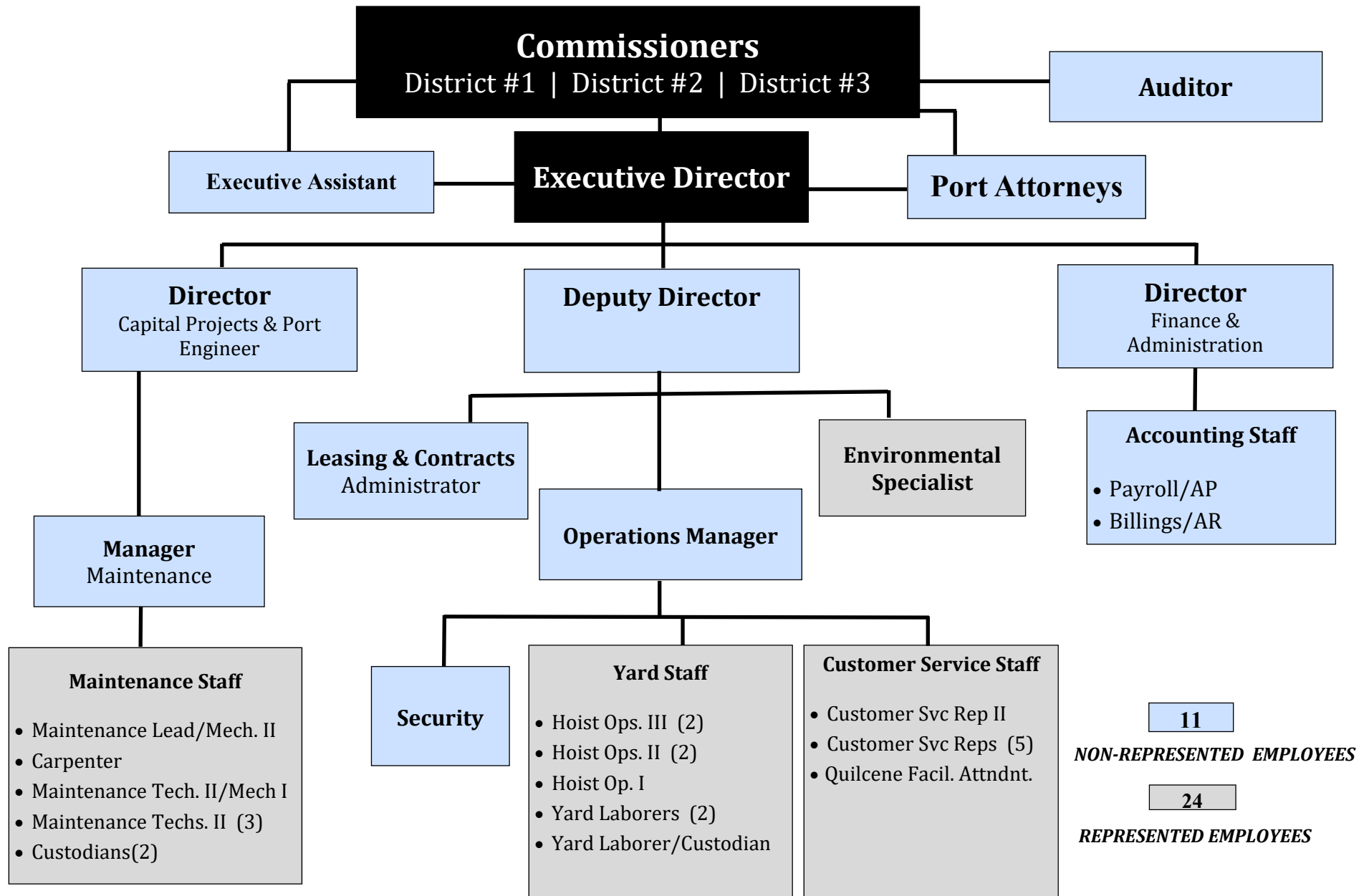
Location	Type of RR	Schedule	Labor Hours	Hrs/Week	Size (SF)	Toilet	Sink	Urinal	Showers	Washer	Dryers	Garbage	Floors	Dust	Notes:
<b>Point Hudson</b>															
RV/Marina Restrooms	unisex	7	3	21		1	1	0							
	men	7		0		1	2	1	3						
	women	7		0		3	2	0	3						
Laundry	Unisex	7	1	7	500	1	1			4	4	Yes	Yes		
	Unisex	7		0		1	1								
Customs Restroom		3	0.25	0.75		1	1								
Customs Office		3	0.25	0.75								Yes	Yes		
WDFW Restroom	Unisex	3	0.75	2.25		3	3								
WDFW office		3	0.25	0.75									Yes	Yes	
Moorage Office		1	0.25	0.25								Yes	Yes		
Marina Room	men	7	0.5	3.5		2	2	1							Started 3/2021
	women	7	0.5	3.5		3	2								
Marina Room		1	0.5	0.5	1000								Yes		
Shanghai/Cafe offices Restrooms	men	7	0.5	3.5		1	1	1							Started 3/2021
	women	7	0.5	3.5		2	1								
<b>Boat Haven</b>															
Moorage Office		1	0.5	0.5								Yes	Yes		
Admin Restrooms	men	1	1	1		1	1								
	women	1				1	1								
Admin Office		1										Yes	Yes		
Marina Restrooms	men	7	1.25	8.75		2	3	2	3						Done early at 3:00am 3 hrs work, if later 4 hrs of work
	women	7	1.25	8.75		3	3		3						Done early at 3:00am 3 hrs work, if later 4 hrs of work
	laundry	7	0.5	3.5			1			2	2	Yes	Yes		Done early at 3:00am 3 hrs work, if later 4 hrs of work
PUD	unisex	1	0.25	0.25		1	1								
PUD office		1	0.25	0.25									Yes		
<b>Total</b>				70.25	Hours										

Location	Type of RR	Schedule	Labor Hrs	Hrs/Week	Size (SF)	Toilet	Sink	Urinal	Showers	Washer	Dryers	Garbage	Floors	Dust	Notes:
<b>To be Added</b>															
West End Restroom	men	7	1	7		1	1	1							Start 7/2021 Heavy Yard and Trail Use
	women	7	1	7		2	1								Start 7/2021 Heavy Yard and Trail Use
Sea J/Commercial Restroom	men	7	0	0		1	1	1							Future Consideration
	women	7	0	0		2	1								Future Consideration
Quilcene	men	0.25	4	1		1	1	1	1						Start 7/2021
	women	0.25	4	1		2	1		1						Start 7/2021
Skookum	unisex	0	0	0		3	3								Future Consideration
total				16											
<b>Grand total hours:</b>				86.25	Hrs										

Current Staff Assigned	Rick	40 hours
	Nathan	6.25 hours
Consider Adding a New Staff	New	40 hours
	Total	86.25 hours

# PORT OF PORT TOWNSEND

## Organizational Chart



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	May 14, 2021
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VII.A. Marketing & Communications Update
<b>STAFF LEAD</b>	Eron Berg, Executive Director & Scott Wilson, consultant
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	No Materials - Scott will give a presentation

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	May 14, 2021		
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
<b>AGENDA TITLE</b>	VII.B. NW Maritime Center Lease Term Sheet & Proposal		
<b>STAFF LEAD</b>	Eric Toews, Deputy Director		
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion		
<b>ATTACHMENTS</b>	1. Staff Memo 2. Draft Lease Term Sheet 3. NWMC Proposal		

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 5/6/21  
**TO:** Port Commission  
**FROM:** Eric Toews, Deputy Director  
**SUBJECT:** Proposed Terms – Northwest Maritime Center – Point Hudson Land Lease

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**BACKGROUND:** The former “Landfall Restaurant” site at Point Hudson has now been vacant for nearly ten (10) years. In 2018 the site was graveled and minimally developed for use as a paid parking area. Twenty-seven (27) parking spaces were laid out, parking stops were placed, and an iron ranger pay station was installed. Use of this area for paid parking between the months of April and September has generated minimal revenue for the Port pre-pandemic (\$7,479 in 2019), and parking enforcement has created an additional administrative burden for Point Hudson staff.

In early 2019, the Northwest Maritime Center (NWMC) approached the Port expressing interest in evaluating the potential to develop and lease a portion of the parking lot area for use as a maritime education and community events center. The matter was discussed at the Commission’s January 23, 2019 regular meeting. The NWMC is interested in expanding their campus in proximity to their main building, which lies immediately across Water Street, to the south of the site. Doing so would provide them with an opportunity to continue and expand programs and activities that strengthen the maritime economy and culture of Port Townsend.

**DISCUSSION:** Over the last year the NWMC has completed a master planning effort, aligned funding for facility improvements, and discussed proposed key lease terms for a portion of the former Landfall Site with Port Management. The Maritime Center proposes to erect a 3,000 square foot cross laminated timber (CLT) structure on the south half of the parking area under a long-term (i.e., 30-year) ground lease agreement with the Port. These terms are presented in the Summary of Key Terms attached to this memo. If generally acceptable to the Commission, staff will proceed with preparation of a long-term lease agreement to be presented and potentially approved at your May 27, 2021 meeting. The premises would include an approximately 4,000 square foot area (96’ x 42’) and would result in the elimination of the south one-half of the paid parking area (i.e., due to their configuration, 18 of 27 available spaces). At lease inception, rent would be \$1,008.00 per month plus leasehold excise tax (if applicable). Rent would be based on a rate at inception of \$0.25 per square foot, with standard CPI and periodic base rate adjustment language also incorporated into the agreement.

Port staff believe the proposed terms will ensure adequate and fair value for the use of the premises, while supporting the Maritime Center’s mission and purpose.

**FISCAL IMPACT:** If the Port and NWMC proceed with a lease on the terms outlined above, a new ground lease would generate approximately \$12,100 in additional annual revenue for the Port, or roughly \$4,600 per year more than the revenue generated previously as a paid parking area.

**RECOMMENDATION:** This matter is presented to the Commission for information and discussion. Barring significant unanticipated concerns being raised, staff intends to prepare a draft long-term lease agreement with the NWMC on the proposed terms.

**MOTION:** None required. No formal action is requested at this time.

**ATTACHMENTS:**

1. Summary of Key Lease Terms, consisting of two (2) pages; and
2. Northwest Maritime Center “Gravel to Classroom” proposal, consisting of six (6) pages.

**PORT OF PORT TOWNSEND**  
**Summary of Key Terms**  
**Northwest Maritime Center – Point Hudson Ground Lease**  
**(May 12, 2020)**

1. **LESSEE:** Northwest Maritime Center, a Washington Nonprofit Corporation (UBI #601-537-165) (hereafter “the Maritime Center”)
2. **PREMISES:** An approximately 4,032 square foot (96’ x 42’) area of vacant land (currently the south one-half of a gravel parking lot), situated at the northwest corner of the intersection of Water and Jackson Streets, at the Port’s Point Hudson facility in Port Townsend, WA.
3. **TERM:** Thirty (30) years, beginning on June 1, 2021 and ending on May 31, 2051.
4. **RENT:** Rent per square foot of 25¢ x 4,032 sq. ft. = \$1,008.00 + \$129.43 (Leasehold Excise Tax, if applicable) = \$1,147.43. Lease payments will be due at inception. CPI-U applied beginning in year 2 and each year thereafter. Market rate adjustment may be applied at beginning of year 3, and every three years thereafter.
5. **HOLDING OVER:** In the event the Maritime Center allows the lease to expire without negotiating a new agreement with the Port, the tenancy will roll over into a month-to-month basis, with all other provisions of the lease agreement remaining in effect, except that the rent will increase to 125% of the rent due in the month preceding the holdover.
6. **USE OF PREMISES:** Marine-related educational programs and activities, together with subordinate and accessory uses consistent with the Lessee’s mission and applicable land and shoreline use regulations.
7. **SECURITY:** Three month’s security + LHT (if applicable) would be required at lease inception (\$3,442.29).
8. **DESIGN, PERMITTING & CONSTRUCTION:** The Maritime Center will pay all costs and expenses in connection with design and permitting of a cross-laminate timber (CLT) structure (to be fabricated off-site) and erected on premises.
9. **UTILITIES:** All utilities are the responsibility of the Maritime Center.
10. **MAINTENANCE & REPAIR:** Construction, maintenance and repairs to buildings and improvements will be the Maritime Center’s responsibility throughout the lease term.
11. **INSURANCE:** Per Port policy. Commercial General Liability of \$1,000,000 combined single limit; Workers Compensation Insurance of not less than \$1,000,000 per occurrence; insurance certificates naming the Port as an additional insured; proof of insurance must be provided prior to occupancy.
12. **ASSIGNMENT/SUBLEASE:** Permitted only by prior written consent of the Port.
13. **LIMITED WAIVER OF IMMUNITY:** A limited waiver of immunity under the Industrial Insurance Act (or other similar scheme) will be required to protect the Port against personal injury lawsuits that may be brought by employees of the Maritime Center.
14. **DEFAULTS/TERMINATION:** Time is of the essence. Failure to pay rent, or to abide by the covenants/agreements contained in the lease, would serve as a basis for termination. The Maritime Center will be provided with fifteen (15) days’ written notice to cure defaults.





## **Gravel to Classroom**

A ground lease and development proposal for the “Landfall Lot”



### **Summary**

The Northwest Maritime Center is seeking a long term ground lease of roughly half of the gravel lot known as the Landfall Lot in order to secure the property for the development of a 3,000 sq ft building to accommodate the growing demand for programs, such as the Port Townsend Maritime Academy (PTMA) and similar workforce development offerings.

### **Background**

Since the NWMC campus opened in 2010, we have grown our programs and activity fivefold. Before the pandemic, our campus was beyond capacity, classrooms were filled to the brim with students, and, lacking options, some classes were forced to meet in the hallways. We had literally run out of classrooms for our students and deskspace for our staff.

As we ramp back, we are anticipating even more demand for in person experiences, and we are looking to the near future to needing more space to bring our maritime mission to life and to continue to strengthen the maritime economy and culture of Port Townsend.

Concurrent with a master planning exercise with architects at Mithun, Rep. Derek Kilmer's office reached out to help us develop an appropriation request for such a facility. During that process it became clear that NWMC long term success would require such a facility, whether funded by a FY21 appropriation or a longer term fundraising effort.

## **Proposed building**

The building being developed is a 3,000 square foot Cross Laminated Timber (CLT) Community Classroom building to support the continued operation and growth of the PTMTA. The building would be constructed on an adjacent piece of land owned by the Port of Port Townsend.

Designed by Craig Curtis, the NWMC's original architect now with Mithun, the Center Community Classroom is designed to primarily serve the expanded program offerings of the PTMA, but also able to accommodate a broad range of other activities, from large community events to overflow meeting and classroom space for the Maritime Center and other adjacent Historic Maritime Corridor tenants. The building will be designed to aesthetically blend with the existing historic structures of Point Hudson, but will be constructed utilizing emerging building material technologies, rooted in the State of Washington, including CLT and CarbonClad panels from the Composite Recycling Technology Center (CRTC).

Design highlights:

- The foundation will be an array of pin piles or helical piles.
- Use of mass timber elements including glue-laminated posts and beams and CLT floor, walls and roof panels, manufactured in Washington State.

- Selected interior paneling and door skins to be constructed using CarbonClad panels made from recycled carbon fiber, produced in Port Angeles.

#### Sustainable Design Features:

- Rainwater will be collected and treated in an enhanced natural bioswale system along Water Street; signage will inform the public of the rainwater capture system.
- A large solar array will be provided on the south-facing shed roof, with Tesla batteries for storage and net metering back to the grid with the result being net positive energy use.
- The wood fiber in the mass timber elements will come from certified well-managed forests and contain enough biogenic carbon storage to offset all of the embodied carbon from the manufacturing of all of the building materials, making the project net-zero for embodied carbon.
- Low-flow fixtures, LED lighting, and only freeze proof heating in the bathrooms will minimize operational carbon and water use.

While the primary use will be for school year programming, the space will be flexible enough that its use could be quickly shifted during school breaks and the summer season to highlight local public-facing, maritime businesses, artists, etc. A specific interest is in accommodating a seasonal, pop-up seafood market for the Jamestown S’Klallam Tribe as a way to highlight Tribal heritage and industry.

As a maritime use, the proposed use is within shoreline and city zoning requirements, and the building would be developed in accordance with all applicable permit and historical approvals.

#### **The program it would house**

Port Townsend Maritime Academy (PTMA) is a satellite skills center program of Bremerton’s West Sound Tech Skills Center, supported and hosted by the Northwest Maritime Center at our Port Townsend campus. Skills Center programs are Career and Technical Education (CTE) programs that focus on learning through work experiences and career preparation. As a satellite center, students can enroll from beyond the Port Townsend Schools; any student in the

Educational Service District is eligible for enrollment, and in the program's first year we saw students from three districts, including students from Coupeville who made the daily trip on the ferry in order to attend class.

PTMA is the state's first maritime skills center and the only one with a focus on vessel operations. It is a half-day, five-days-a-week, school year-long program for high school juniors and seniors. Students not only earn credit toward their diploma, but also skills and certifications that make them ready for employment at sea or advanced studies such as at a Job Corps program and/or a 4-year maritime academy. A second year-long curriculum focused on vessel systems and construction is currently in development.

NWMC currently fundraises to subsidize the program with staff, space, and equipment at a rate of \$160,000 per year. Sources for this are varied but primarily come from private donors. Thanks to a recent grant from Career Connect Washington, PTMA will soon be one of the state's first official "Career Launch" programs.

PTMA is a joint partnership between West Sound Tech Skills Center (Bremerton), Port Townsend Schools, and the Northwest Maritime Center. The NWMC's role has been to house the classes on our campus, buttress the learning with instructional support (i.e. staffing an additional subject matter expert to complement each classroom teacher), fundraising support, and provide world-class learning facilities on our campus. This is all free of charge to both the students and the participating school districts. We simply didn't want cost to be another barrier for our rural students.

This project addresses several important and well-documented regional issues:

- Improving access to world-class education for rural communities.
- Reducing urban/rural wealth disparities by creating stronger pathways for students toward well-paying professions without needing to leave their communities.
- Addressing the predicted labor shortage in the maritime industry.

## **Timeline for development**

The following represents the the timeline that would be required if federal funds were secured for FY2:

- March 2021- Conceptual design and project scoping (precursor activity in advance of Federal dollars) Underway.
- June 2021- 50% design complete (precursor activity in advance of Federal dollars), permit process started
- October 2021- 100% design complete; off-site fabrication of cross laminate timber (CLT) components in production
- November 2021- Site prep
- December 2021- Cross laminate construction complete
- January/February 2022 - Plumbing, electrical
- March 2022 - Solar system installation, interior finishing
- April 2022 - Building commissioning
- May 2022 - Grand opening

If the appropriation request was not granted, NWMC would enter into a longer term fund raising effort and would develop the site as funds allowed, likely over a 2-3 year period.

## **Stakeholders support**

Included with our application for funding was over 100 letters of support for this concept. These are available at your request. A review of these letters will show strong support from the educational leaders who embrace the expanded opportunities that youth of this in the region, as well industry leaders who are most aware of growing challenges in the pipeline of skilled workers, and community members who appreciate what we are doing to serve area youth. The Port of Port Townsend was one of the authors and shared strong support (Thank you!!)

**Proposed term and rate**

In order to satisfy requirements of funders, we need to demonstrate site control for a 30 year period.

In prior discussions with the Port we have discussed that the base rate for raw land would be .25/foot with standard provisions for CPI.

NWMC would be happy to begin the lease prior to the construction of the building.

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	May 14, 2021		
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
<b>AGENDA TITLE</b>	VII.C. Yard Rate Discount Change		
<b>STAFF LEAD</b>	Eron Berg, Executive Director		
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Motion/Action	<input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	1. Staff Memo 2. Haul Out Report, 2015-2020		

# PORT OF PORT TOWNSEND

## AGENDA MEMO

**DATE:** 5/12/2021  
**TO:** Commission  
**FROM:** Eron Berg, Executive Director  
**SUBJECT:** 2021-2022 Seasonal Workyard Discount

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### ISSUES

1. Should the Commission modify the 2021-2022 Seasonal Workyard Discount?

### BACKGROUND

The Commission adopted a 50% discount for the Workyard from October 1, 2021 through March 31, 2022 when it adopted 2021 rates. As is typical in March, this March was a particularly busy month in the yard with little space to maneuver which resulted in delays in hauling vessels and complaints from some trades who were unable to timely schedule haul-outs to perform work.

### DISCUSSION

The Seasonal rate was adopted by the Commission in an attempt to keep the yard full and the trades busy. By adopting it a year in advance, we planned to market and communicate this rate structure to further drive business to the yard. We are nearing deadlines for planned summer advertising that is specifically intended to market this rate and prior to sending those ads to the world, and want to be sure the Commission understands the way the discount has worked.

Because of the recent transition to Molo, staff is not yet able to provide the Commission with comprehensive statistics to demonstrate the issue. Scheduling lead times (a.k.a., “delays”) this spring were approximately three weeks for haul outs with haul outs occurring on a one out/one in basis. As you can see in the chart below there are a high number of boats hauled out using the discount requirement of paying a month in advance. This means there are fewer spaces remaining for those staying less than a month, coming in mid-month or other new customers.

125 boats in the Workyard is 100% occupancy. Therefore, by way of example, in the month of March, those 13 remaining spaces accommodated 44 ins & outs. Staff are also reporting multiple instances of frustration and complaints from marine trades and customers as a result of the full capacity yard. As of May 7<sup>th</sup>, our daily schedule of ins and outs remains full and we are now scheduling haul outs to the Workyard for July.

Month	Monthly Spaces billed <sup>1</sup>	Space remaining to accommodate new	Ins & Outs
January	96	29	47
February	104	21	33
March	112	13	44
April	104	21	80

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<sup>1</sup> Does not include pre-paid customers



Staff are working with the Yard Planning Group on short-term, mid-term and long-term options to maintain the viability and vibrancy of the yard. Separately, we are also working on opening up spaces wherever possible (e.g., hastening the relocation of derelict vessels to long-term storage and demolition).

It may be that this is a great problem to have and another year of working with the discount will be informative for the Commission as it considers the 2022-2023 season. In that case, this memo is intended to provide a heads-up that the Workyard is very full, which has impacted scheduling since March. Alternatively, two other possibilities would be to (1) limit the seasonal discount window to October 1, 2021 through February 28, 2022; or (2) offer the discount to boat owners whose vessels are being worked on by marine trades (i.e., discount applied for each month that a tradesperson is working on that project) with the goal to separate active work (incentivized by the discount) versus storage (no discount). It would be more work to manage (i.e., take staff time), but option 2 could also include do-it-yourselfers who are doing business in the yard by asking them to provide receipts from Admiral, for example.

If either of these ideas are of interest and you would like additional information or a more developed program, particularly for option 2, this could return to your agenda for action at the May 26 meeting.

#### **FISCAL IMPACT**

None identified herein.

#### **ATTACHMENTS**

1. Haul out report, 2015-2020

#### **RECOMMENDATIONS**

If the Commission desires to try something different, consider one of the following:

1. Motion to modify the Seasonal Workyard discount to run from October 1, 2021 through February 28, 2022.

Alternatively,

2. Motion to modify the Seasonal Workyard discount to apply only to vessels who have work done by a marine trades business or to a vessel when its owner/crew self performs work during any month for which the discount is applied.



**WORKYARD - 75T Haul Outs**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOT
<b>2015</b>	26	37	81	84	95	93	78	74	71	41	34	24	738
<b>2016</b>	19	34	62	76	87	86	78	82	65	61	32	21	703
<b>2017</b>	24	32	61	75	78	100	73	74	62	57	24	16	676
<b>2018</b>	25	29	81	91	99	88	86	72	60	57	44	23	755
<b>2019</b>	42	29	73	73	84	78	86	82	83	74	31	23	758
<b>2020</b>	18	34	46	31	44	85	82	69	77	82	44	34	646

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	May 14, 2021
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Commission Contracts Update</li> <li>2. Amendment #4 to the Rules, Regulations &amp; Procedures of the Port</li> <li>3. Clean Marina Certification Report from Terry Taylor</li> <li>4. Letter to Senator Murray in support of NWS Marine Conservation Initiative</li> </ol>

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** May 6, 2021

**TO:** Commissioners

**FROM:** Sue Nelson, Lease & Contracts Administrator

**CC:** Eron Berg, Executive Director

**SUBJECT:** **May 12, 2021 Commission Meeting** – Commission Update: New/Amended Contracts Under \$50,000, Approved by Executive Director Eron Berg, per Delegation of Authority Res. No. 743-21

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Name	Dates	Description	Amount – Not to Exceed:
Tara Dunford, CPA	06/21/21-5/31/22	Technical Accounting support	\$10,000.00
City of PT	4/29/21 for 280 hours	Engineering & GIS Services	\$30,000.00

## AMENDMENT #4 TO THE RULES, REGULATIONS & PROCEDURES OF THE PORT OF PORT TOWNSEND

Issued by the Executive Director on April 29, 2021

Pursuant to Port of Port Townsend Commission Resolution No. 743-21, "A Resolution of the Board of Commissioners Delegating Administrative Powers and Duties to the Executive Director and Designees", the Executive Director of the Port of Port Townsend is authorized to adopt Rules, Regulations and Procedures necessary for the efficient operation of the Port, so long as such Rules, Regulations and Procedures are reported to the Commission in a timely manner and are otherwise consistent with Commission policy.

Under Section 1.03.010 of the Port of Port Townsend Rules, Regulations and Procedures ("the Rules") promulgated by the Executive Director on October 15, 2013, the Executive Director is also authorized to adopt subsequent amendments the Rules.

**Consistent with this authority, the Executive Director of the Port of Townsend hereby amends Chapter 1.05, "General Rules & Regulations", to add a new Section 1.05.050, "Public Disturbance Noise", which shall read as set forth below<sup>1</sup>:**

### **1.05.050 Public Disturbance Noise.**

It shall be a violation of these rules for any person willfully to cause to originate from Port property any sound which:

- A. Is caused by the operation of any device designed for sound production or reproduction, such as but not limited to radios, televisions, musical instruments, stereos, and loudspeakers that exceeds sixty (60) dBA measured at the edge of any Port-leased property or adjacent to any thoroughfare across Port property; or
- B. Is caused by any noise source described in subsection (A), above, which unreasonably disturbs or interferes with the peace, comfort and repose of any Port tenants at any point on the Port's property.

Entertainment events to which the public is invited to attend (e.g., musical performances at pubs and restaurants, community festivals, etc.) shall be exempt from this section. Moreover, sounds associated with industrial and commercial activities conducted on Port properties are not governed by this section but are subject to the provisions of Chapter 9.09 of the Port Townsend Municipal Code or Chapter 8.70 of the Jefferson County Code, as may be applicable. Notwithstanding the foregoing, noise of a harsh or loud quality associated with industrial and commercial activities conducted on Port properties (e.g., from generators, vector-trucks, needle guns, corking, sandblasting, demolition or cutting and grinding of metal) shall be limited to the hours of 7:00 a.m. to 7:00 p.m. Monday through Saturday and are prohibited on national holidays.

**Rationale for the Amendment:** Noise complaints have occurred repeatedly in recent years, particularly at Boat Haven, in which moorage tenants have objected to loud music emanating from Port leasehold tenants. Accordingly, this new Section 1.05.050 focuses on noise associated with the operation of devices designed for sound production (e.g., stereos).

<sup>1</sup> Language to be stricken indicated in ~~strikeouts~~, new language indicated by double-underlining.

This Amendment to the Rules, Regulations and Procedures is dated this 29<sup>th</sup> day of April 2021, and effective immediately upon issuance.

  
\_\_\_\_\_  
Eron Berg, Executive Director

April 29, 2021



**Port of Port Townsend  
Clean Marinas Certification  
May 4, 2021**

This past Friday, April 30, 2021, representatives from Puget Soundkeeper Alliance, Jefferson County Environmental Health and Washington Sea Grant were on premise to renew the Port with “Clean Marinas.” The results were good with both the Boat Haven Marina and Point Hudson gaining recertification and Quilcene/Herb Beck Marina gaining its initial certification.

**Inspectors Present:**

Aaron Barnett – Washington Sea Grant  
Blair Englebrecht - Puget Soundkeeper Alliance  
Nick Lawler – Jefferson County Environmental Health

**Boat Haven**

1. Aaron Barnett with Wa. Sea Grant recommended we remove or relocate the pump-out on linear dock to an alternate location or remove it entirely as it sees little use at its present location. The location is blocked by commercial vessels too frequently for recreational vessel pump use. He states that funding is readily available for this action and that he could discuss it directly with maintenance when Chris has time.
2. Meter replacement on pump stations to a more easily read and durable meter. Aaron Barnett will discuss and coordinate with Chris. Costs are recoverable.
3. Hazardous waste log. It was noted by Blair with Puget Soundkeeper Alliance and Nick Lawler with Jeff.Co. Environmental Health that the Port is not mandating, at a minimum, monthly pump-outs and log reports by our liveaboards. They would like to see a program where the Port requires a pump -out log be presented monthly by liveaboards showing they have physically pumped out or logged the dumping of a porta-pottie to the proper location.
4. **\*\*The need for open public access to spill materials and signage marking their location\*\*** (Two - 2 screw top 60-gallon containers. Locations TBD)

**Point Hudson**

1. Environmental Center was in need of decluttering and reorganization. Overcrowded and not able to access trash dumpsters.
2. Hose at the pump-out has two (2) duct tape patch repairs and is in need of replacing. Nick states this is a recoverable expense.
3. Meter installation on pump-out. Funding available.

**Quilcene**

1. Add recycling bins and proper signage inside of the enviro center.
2. Add a trash can at the beach area, near the picnic table. (comments: we provide a beach and public access with a picnic table. Please add a trash can in the immediate area to limit trash left on the beach.)

3. Spill response materials for open public access. (The screw top 60-gallon container currently inside the fence with the old fuel tanks will be relocated outside to a location next to the old fuel shack.)
4. A new tip is needed at the pump-out. Recoverable expense.
5. Meter installation on pump-out. Funding available.

The above covers the notes I took during our walk at each location. Blair with Puget Soundkeeper Alliance openly endorsed and praised our efforts and provided me with the renewal signage. She will forward the formal paperwork this week. Many instructional/informational pamphlets were left by Blair for us to handout or make available to the public. I took a supply of materials to Quilcene already and will make the rest available to Point Hudson and Boat Haven today.

I have some replacement signage for the docks to replace the older/worn "clean marina" signage we have as well as the "certified clean marina" signage for display. Locations TBD.

Thanks,

Terry Taylor  
Environmental Specialist/Safety  
Port of Port Townsend  
360-301-0087  
[ttaylor@portofpt.com](mailto:ttaylor@portofpt.com)





May 7, 2021

Senator Patty Murray  
154 Russell Senate Office Building  
Washington DC, 20510

Dear Senator Murray:

On behalf of the Port of Port Townsend, I am writing to urge that you seek ongoing federal support that fully funds the Northwest Straits (NWS) Marine Conservation Initiative at \$3 million per year. The Initiative's leadership and work is critical to the health of our marine resources in our county and six others—a majority of counties in the Puget Sound region.

The NWS Initiative provides technical assistance, coordination, and base funding support to seven county-based Marine Resources Committees (MRC), including the Jefferson County MRC. The work that MRCs do protects and restores our valuable marine resources and nearshore environment. Our county, like others, faces ongoing pressures from population growth, climate change, and habitat degradation, making the contributions of MRCs more important than ever.

MRCs are made up of local volunteers who prioritize and lead restoration, monitoring and education projects and serve as advisory bodies to local elected officials. The Jefferson MRC serves a unique role by convening a diversity of community perspectives from Tribal, economic, recreational, and environmental interests to prioritize and initiate consensus-driven work. In addition to their advisory role to the county, the Jefferson MRC engages in several hands-on projects that restore and protect our nearshore and marine resources, including:

- Installation of 12 rain gardens in Port Townsend, with a cumulative area of 9,116 square feet that treat stormwater flowing into our nearshore and marine environments.
- Restoration of the once abundant native Olympia oyster (*Ostrea lurida*) population in Discovery Bay, WA.
- Maintenance of voluntary no-anchor zones buoy fields that protect 52 acres of critical eelgrass habitat along the Port Townsend waterfront, and eelgrass and shellfish habitat in nearly 50 acres at Mystery Bay and 8 acres near Port Hadlock (South Port Townsend Bay).
- Monitoring of forage fish spawning at three beaches across Jefferson County and bull kelp populations at North Beach in partnership with state agencies that helps to inform regional priorities and management efforts.

Project implementation through the Jefferson MRC is a cost-effective way of contributing to recovery and protection of marine resources that are important to our county residents and the local economy. Funding and support from the NWS Initiative assures we can maintain this locally driven approach to solving problems in our region.

Senator Patty Murray  
May 7, 2021  
Page 2

Both in its role as a member of the Jefferson MRC and as a constituent beneficiary of their good works, the Port appreciates your ongoing commitment to the NWS Initiative. Please support this important work with ongoing adequate funding.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eron Berg", with a stylized, looping flourish extending to the right.

Eron Berg  
Executive Director  
Port of Port Townsend