



**Port of Port Townsend
1st Monthly Meeting Agenda
Wednesday, July 14, 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 June 23, 2021.....1-5
 - B. Approval & Ratification of Warrants6-17
 - C. 75-Ton sole source Resolution 748-21.....18-37
 - D. Widener Contract Amendment #2.....38-45
- V. Second Reading ~ none
- VI. First Reading ~ none
- VII. Regular Business
 - A. May YTD Financial Report 46-51
 - B. Budget Schedule & Process 52-54
 - C. Boatyard / Sims Way Trees – request to remove 55-57
 - D. Covered Shelter Report.....58-60
 - E. Port-designated EDC Representative61-62
 - F. In-person Meeting Status and Discussion – no materials 63
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Workshop & Regular Business Meeting: Wednesday, August 11, 2021 with Workshop at 9:30 a.m. and Meeting at 1:00 p.m., via Zoom
- XI. Executive Session – none as of 7/9/2021
- 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.

Informational Items

- Commission Contracts Update 65
- Detailed May Year-to-date Financials 66-71
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PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, June 23, 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
Director of Capital Projects & Port Engineer Love
Port Recorder Erickson
Port Attorney Woolson

I. CALL TO ORDER (00:00:05): Commissioner Hanke called the meeting to order at 5:31 p.m.

II. APPROVAL OF AGENDA (00:00:27)

Commissioner Putney moved to accept the agenda as presented; Commissioner Petranek seconded the motion. Motion carried unanimously.

III. PUBLIC COMMENTS (00:00:47): *Comments sent in via email are posted online, and are summarized below. They were all regarding the County request to use Port property near the airport for a temporary homeless camp.*

Eric Taylor commented that moving the camp currently located at the county fairgrounds to Port property adjacent to the airport is a poor idea. His concerns were about safety issues (runway), theft (hangars), and access to services for the homeless. He asked the Commission to hold off on making any response to the County until the airport community has time to weigh in.

David Dean wrote that relocation of the homeless camp to the airport would be a mistake because 1) it would be a financial drain on the County, 2) it is too far from services & assistance for the homeless, 3) it would be an airport security issue, and 4) the camp may attract wild animals that live in the area.

Steven Lewis wrote that because the airport is not fenced, there is no way to separate the proposed homeless from the runway and the Port would be liable for any resulting loss or damage.

Scott Erickson wrote that there was not enough notice on this issue to plan for the meeting.

Scott Wexman wrote that he was against moving the homeless encampment for the following reasons: potential runway incursions; non-authorized encampments developing near the camp; and potential mischief to resident aircraft, facilities or personal property.

Mike Payne of the PT Aero Museum wrote that because the airport is an unsecured airport, the placement of the proposed homeless encampment is a bad idea because: it would be too close to the museum's non-profit youth education program; hangars could attract theft; and high-speed wifi hotspot located near the museum would attract the homeless to come onto airport property for access to the internet. He stated a comprehensive management plan for this encampment is needed, one that is reviewed by all who are impacted and is part of public record.

Gary Lanthrum, president of Jefferson County Pilots Assn., wrote on behalf of the aviation community that based aircraft and/or those who fly in/out of JCIA were deeply concerned and opposed to this move for the following reasons: JCIA is one of the few FAA airports that doesn't have a perimeter security fence and people (and their pets) could wander onto the runway; aircraft equipment would be a target for theft; there are no sanitary facilities at the airport.

Barbara Morey spoke as a housing advocate actively engaged with homeless campers at the fairgrounds; she suggested that the County renegotiate and modify the contract with the private fairgrounds management board to sublet the established county-owned campground, rather than rapidly develop another suitable temporary location elsewhere.

Glen Simecek owns a hangar at the airport where he keeps his small plane and said he thought the airport was a poor choice for serving the homeless, with no access to social services, health care, or sanitary facilities, and a poor location due to proximity to the unsecured airport.

Alea Waters and Lang Russel wrote to encourage the community to attend a meeting on Thursday at the fairgrounds to protest the eviction of the homeless from the encampment.

IV. CONSENT AGENDA (00:03:23)

- A. Approval of Workshop and Public Meeting Minutes from June 9, 2021.
- B. Approval & Ratification of Warrants
Warrants #063869 through #063870 in the amount of \$3,948.30 for Accounts Payable.
Warrant #063871 through #063877 in the amount of \$13,326.12 and Electronic Payment in the amount of \$85,390.65 for Payroll & Benefits.
Warrants #063878 through #063927 in the amount of \$175,566.37 for Accounts Payable.

C. NW School of Wooden Boatbuilding (NSWB) Lease

D. Resolution 747-21 BIG Grant application Boat Haven Linear Dock

Commissioner Petranek moved to approve the Consent Agenda as presented; Commissioner Putney seconded. Commissioners agreed that the NSWB lease was a perfect opportunity for the Port & the School to be integrated and work together. **Vote was taken; motion carried unanimously.**

V. Special Presentation: Pyrolysis Report – Tetra Tech (00:06:18):

Kimberly Porsche of Tetra Tech gave a presentation on the feasibility of a Pyrolysis System in Jefferson County. This study was conducted under a Recycling Development Center grant received by the Port from the Washington State Department of Ecology. Tetra Tech, Inc. has completed this study on behalf of the Port of Port Townsend. The goal was to assess if the conversion of waste plastics via pyrolysis is an effective alternative to the current waste disposal practices. She described the system technology, did an economic assessment, and gave their conclusions and recommendations for possible ways to make this a feasible project for this region.

Commissioner Putney asked about residual bi-products (Ms. Porsche replied that the literature provided to Tetra Tech reported that the emissions were minimal); he then asked about plastic sorting (Ms. Porsche said her report included manual sorting in the assumptions).

Commissioner Hanke asked how the emissions from the pyrolysis process differed from the burning of fossil fuels in an internal-combustion engine. (Ms. Porsche said she thought the emissions would be the same.)

Commissioner Petranek asked if those in the audience who initiated this project (Pete Langley or Al Cairns) could be allowed to ask questions. Pete Langley commented that they wanted to use pyrolysis oil to generate electricity at their facility, and extract the best fuel source on site out of the solid waste facility as was possible. He said his team wasn't interested in the profitability of this venture but of using a fuel source made from a waste product. He planned to digest this information and make plans for how to make it fit within their structure. Keith Henn of Tetra Tech commented that the fuel product would depend on the types of plastics used.

VI. SECOND READING (none)

VII. FIRST READING (none)

VIII. REGULAR BUSINESS (00:54:23)

- A. Updated Capital Improvement Plan (CIP) for 2021 with new & changed projects

Director of Capital Projects Love went over the updated Capital Plan for 2021 and explained that over the past several months there has been a huge shift in potential projects because the Port had been successful with grant funding opportunities for infrastructure, and as a result they had added

more projects. His report included spending projections for 2021-2025, with changes highlighted and proposed funding listed. One of the large increases was due to the required additional overlay work at the airport. He reminded the Commission of the discussion at the last meeting about the 2021 replacement pick-up truck order being cancelled due to microchip supply issues. Instead, the Port proposes purchasing two gator (all-terrain) vehicles with trailers to be used in the yard, a mower for the airport, and ordering a replacement 75-ton lift for 2022 delivery.

Commissioner Petranek asked if the gators were usable without a trailer and how to ensure the trailer is available if needed; Mr. Love replied that they could park trailers near the site where they were needed for quick access. The utility vehicles also have a dump bed attached to the vehicle that would be used separately, and the trailers used as needed.

Commissioner Petranek said she understood that the changes to the plan were necessary, for instance, to meet FAA requirements. She said she was not excited about the 2025 projects like the esplanade, the RV Park renovation, or the renovation of the hangars, and she hoped that the commission could discuss those in the future. Otherwise, she was happy with the CIP as presented.

Commissioner Hanke reminded those present that the Commission had voted 18 months ago to create an airport waiting room and he wanted to make sure that would happen with the moves of Port buildings. Commissioner Putney agreed and said that the airport is an Economic Development resource, and that the Port should focus on the benefits it can bring to the business community. Commissioner Hanke added that the airport hangars have dirt floors and leaky roofs; however, they have both ramp access for planes and road access for cars, which makes it a unique piece of property from an industrial design perspective.

Commissioner Petranek moved to accept the updated five-year Capital Improvement Plan with 2021 capital projects as presented, including the use of funding to pay for them; Commissioner Hanke seconded, and the motion was approved unanimously.

Commissioner Petranek moved to approve ordering a new 75-Ton lift for delivery in 2022; Commissioner Putney seconded the motion, which passed unanimously.

B. County request to use property near airport for a temporary homeless camp (01:05:26)

Executive Director Berg stated that this item was on the agenda for a very limited question: would the Port consider allowing the County to utilize a portion of the property outside of the Airport Layout Plan (ALP) adjacent to JCIA and accessible by SR 20 for a temporary homeless camp site limited by County ordinance by no more than two 180-day periods. He referred to concern from airport tenants and neighbors that were getting into the big picture issue of homelessness in Jefferson County and reminded the Commission that this topic was limited to a landlord use authorization of land to a potential tenant, who would then be responsible for a siting decision, including permit, management and oversight consistent with that permit for a limited and temporary use. He said the issue was whether the Commission would consider allowing this site to be considered as a feasible alternative temporary site.

County Commissioner Brotherton described the problem with the moratorium on rental evictions ending June 30, the Fairground Assoc. plans to evict the people currently camping at the County Fairgrounds. Their goal is to find a regulated emergency shelter with oversight -- OlyCap would run it. He said that since the County has a limit of 50 people in tent encampments in the county, and having 12 already at Peter's Village in Port Hadlock site, the proposed site would be limited to 38 people (some would need to move to the emergency shelter at the American Legion). He said the first step is to get the Port Commission's permission, and permission would not mean that this would be a "go" but that the County would begin due diligence to see if this site would work (look at power and infrastructure costs to the County to move this group there); he said it would be a

maximum of one year, and the County is looking for permanent and other temporary sites concurrently with this process.

Commissioner Putney asked who is responsible for managing the current site, and Mr. Brotherton said there is a variety of organizations helping, and that OlyCap is currently doing only night monitoring of the fairground site, but the County would be looking to increase that management at the new site.

Commissioner Hanke said that anywhere a homeless camp is proposed would be met with resistance; he suggested that a better forum for a discussion with the community would be the Intergovernmental Collaborative Group (ICG). He stated that this would be the first step in the process and that he was a long way from approving people moving out to the Port's site, and asked what exactly the County proposed to do as part of its due diligence. Commissioner Brotherton said that the County would initiate a conditional use permit process and then work through a checklist, every step of which is a go/no go decision.

Commissioner Petranek stated that there were a number of public comments on this issue, said she wanted the Port to be supportive of this issue, but wanted to make sure that it is really discussed. She said all the governmental groups should hear from the special agencies that are experts in this field.

Commissioner Putney asked about which location was preferred, and Commissioner Brotherton said the County would work with whatever the Port allowed.

Commissioner Hanke asked what recourse the Port had if the project failed to move on or had other problems. Commissioner Brotherton said that County ordinance only allowed for up to a year in the temporary site; they were still looking for other temporary spots and in a worst-case scenario, the Port could terminate the lease.

Commissioner Putney said that the reason this was a multi-government problem was that no single agency had all that was needed to solve the problem, so it is a real community problem and an opportunity for the community to come together and solve it. He agreed that ICG would be a good forum, but suggested a workshop format, and not a formal meeting.

Port Commission agreed to allow the County to begin due diligence, starting with a conditional use permit, to get the process started; clearly stating that this was not authorization to locate the encampment there, as it still needed further discussion. Executive Director Berg confirmed that he would bring any agreement to commission for their approval before he signed it.

IX. Staff Comments (01:42:22)

Executive Director Berg said he had attended the Quilcene End of the School Year party last Friday - his first one because of COVID-19 – and he was happy to see people having fun on and about Port property. He reported that due to vandalism the Port will be adding the Brivo Security System to the restrooms in Quilcene like the Boat Haven restrooms, making them for tenants only; he added that to be a tenant, one would only need to buy an annual ramp pass. Mr. Berg went on to report that the Port was looking forward to getting back to full-time staffing next week.

Executive Director Berg called attention to the informational items on the agenda – specifically item F. Policy Updates – a way for him to bring policies to Commission in draft form where there was no action needed by the Commission in a transparent public way. He clarified the Commission's desire for Item E. Commission Communications – things that are not necessarily public comments, but for public transparency benefit can be added to the agenda and meeting materials.

Deputy Director Toews thanked the Commission for authorizing the BIG Tier 2 grant application in your Consent Agenda today; the Federal grant application deadline is July 21, administered by

RCO, and is a highly competitive funding. He said the Working Waterfront interview on KPTZ was a great experience and the feedback from the Quilcene community is already in process; he hoped it would be helpful to the Commission on prioritizing next steps at the Quilcene facility next year.

Port Engineer Love said that the chip seal application was in the process of being done at the airport, and that Maintenance was working hard on the Sperry buildings.

X. Commissioner Comments (01:56:40)

Commissioner Putney said he had 191 days left as Commissioner and that he'd been working hard on KPTZ projects.

Commissioner Petranek said that KPTZ did a stellar job of conducting an interview of Deputy Director Toews regarding the Port's work in Quilcene, and that Mr. Toews and Jeannie McMacken had done a great job explaining why folks should get involved. She commented that the upper floors of the K.C. Nomura building could be used for more of a marine trades hub for business and office space along with the EDC there; she was also excited about the Boat School leasing there.

Commissioner Hanke commented on Bob Frank's comment that was included in the packet and said that he felt the Commission should revisit the idea of shortening the winter discount not to include the month of March, as it was losing the Port money. He thanked Port personnel for working hard on behalf of the Port.

XI. Executive Session – none.

XII. Next Workshop and Regular Business Meeting (02:02:31): Wednesday, July 14, 2021, with Public Workshop at 9:30 a.m. and Meeting at 1:00 p.m. via Zoom.

XIII. Adjournment: Meeting adjourned at 7:35 p.m.

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
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. 063929 through No. 063938 generated on May 14th, 2021 in the amount of \$36,127.39 and Electronic Payment in the amount of \$158,134.32, for a total amount of \$194,261.71 **is ratified.**

Signed and Authenticated on this 14th day of July, 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



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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 063928, generated on June 29th, 2021 in the amount of \$31,816.00 is ratified.

Signed and Authenticated on this 14th day of July, 2021.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
And Administration

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	Check Entry Number: 001
063928	6/29/2021	TET060	Tetra Tech, Inc. 51753851	6/29/2021	31,816.00	0.00	31,816.00	
Report Total:					<u>31,816.00</u>	<u>0.00</u>	<u>31,816.00</u>	



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 063939 through No. 063992, are approved for payment in the amount of \$94,385.36 on this 14th day of July, 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: 7/14/2021
Register Number: CD-000867

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
063939	7/14/2021	ADL050	Adler Tank Rentals				
			4543531	6/30/2021	1,129.51	0.00	1,129.51
							Check Entry Number: 001
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							Check Entry Number: 001
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			3606	6/29/2021	55.46	0.00	55.46
			3622	7/6/2021	234.29	0.00	234.29
			3623	7/6/2021	125.31	0.00	125.31
			Check 063941 Total:		422.66	0.00	422.66
063942	7/14/2021	ARR010	Arrow Lumber Port Townsend				
			6/28/21 STATEMENT	6/28/2021	4,830.50	0.00	4,830.50
							Check Entry Number: 001
063943	7/14/2021	ATW050	Nancy Atwood				
			REFUND 7/3/21	7/3/2021	42.72	0.00	42.72
							Check Entry Number: 001
063944	7/14/2021	BER045	Eron Berg				
			6/2021 EXPENSE	6/30/2021	165.64	0.00	165.64
							Check Entry Number: 001
063945	7/14/2021	CAR001	Carl's Building Supply				
			6/30/21 STATEMENT	6/30/2021	411.35	0.00	411.35
							Check Entry Number: 001
063946	7/14/2021	CHY001	Chyna Sea Ventures, LTD				
			ADV2021-009	6/21/2021	1,200.00	0.00	1,200.00
							Check Entry Number: 001
063947	7/14/2021	CIT001	City Of Port Townsend				
			6/2021 STATEMENTS	6/30/2021	11,354.89	0.00	11,354.89
							Check Entry Number: 001
063948	7/14/2021	COA050	Mott MacDonald				
			100339-21	6/23/2021	1,312.00	0.00	1,312.00
							Check Entry Number: 001
063949	7/14/2021	COO030	Ethan Cook				
			REFUND 06/22/21	6/22/2021	560.50	0.00	560.50
							Check Entry Number: 001
063950	7/14/2021	COO050	Cooper Fuel				
			6/30/21 STATEMENT	7/1/2021	1,212.38	0.00	1,212.38
							Check Entry Number: 001
063951	7/14/2021	DHE030	DH Environmental, Inc.				
			8935	2/23/2021	4,510.48	0.00	4,510.48
							Check Entry Number: 001
063952	7/14/2021	DIR070	DirecTV				
			075436554X210628	6/28/2021	419.50	0.00	419.50
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063953	7/14/2021	EAR040	John Early				
			REFUND 6/20/2021	6/20/2021	621.92	0.00	621.92
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063954	7/14/2021	FER001	Ferrellgas				
			5006397473	6/27/2021	429.41	0.00	429.41
							Check Entry Number: 001
063955	7/14/2021	GOO002	Good Man Sanitation				
			6/21/21 STATEMENT	6/21/2021	1,600.00	0.00	1,600.00
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063956	7/14/2021	HAD001	Hadlock Building Supply				
			6/25/21 STATEMENT	6/25/2021	287.89	0.00	287.89
							Check Entry Number: 001
063957	7/14/2021	HEN002	Henery Hardware				
			712218	5/26/2021	68.71	0.00	68.71
			712272	5/27/2021	31.62	0.00	31.62
			712336	5/28/2021	10.66	0.00	10.66
			712470	6/1/2021	26.13	0.00	26.13
			712524	6/1/2021	28.32	0.00	28.32
			712564	6/2/2021	74.17	0.00	74.17
			712647	6/3/2021	5.86	0.00	5.86
			712694	6/4/2021	29.18	0.00	29.18
			712714	6/4/2021	11.10	0.00	11.10

Run Date: 7/8/2021 4:32:00PM
A/P Date: 7/14/2021

Page: 1
User Logon: DLF

Bank Code: W - WARRANTS PAYABLE

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			712857	6/7/2021	31.75	0.00	31.75
			712888	6/7/2021	8.48	0.00	8.48
			713012	6/9/2021	37.58	0.00	37.58
			713015	6/9/2021	10.90	0.00	10.90
			713023	6/9/2021	18.58	0.00	18.58
			713037	6/9/2021	21.81	0.00	21.81
			713040	6/9/2021	14.17	0.00	14.17
			713066	6/9/2021	7.06	0.00	7.06
			713188	6/11/2021	39.57	0.00	39.57
			713342	6/14/2021	35.99	0.00	35.99
			713363	6/15/2021	19.62	0.00	19.62
			713365	6/15/2021	43.62	0.00	43.62
			713439	6/16/2021	30.50	0.00	30.50
			713445	6/16/2021	19.63	0.00	19.63
			713450	6/16/2021	17.87	0.00	17.87
			713470	6/16/2021	25.83	0.00	25.83
			713560	6/17/2021	87.27	0.00	87.27
			713628	6/18/2021	11.99	0.00	11.99
			713736	6/21/2021	51.27	0.00	51.27
			713774	6/22/2021	30.95	0.00	30.95
			713836	6/23/2021	28.34	0.00	28.34
			714006	6/25/2021	13.07	0.00	13.07
			Check 063957 Total:		1,081.74	0.00	1,081.74
063958	7/14/2021	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			2106-131014	6/3/2021	4.34	0.00	4.34
063959	7/14/2021	JAM040	Jamestown Networks				Check Entry Number: 001
			6538	7/1/2021	548.00	0.00	548.00
063960	7/14/2021	JC1005	East Jefferson Fire Rescue				Check Entry Number: 001
			2ND HALF 2021	7/2/2021	4,590.00	0.00	4,590.00
063961	7/14/2021	LAN001	Landau Associates				Check Entry Number: 001
			0048330	6/15/2021	907.50	0.00	907.50
063962	7/14/2021	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4706996	7/1/2021	12.88	0.00	12.88
063963	7/14/2021	LES050	Les Schwab				Check Entry Number: 001
			37900452540	6/18/2021	1,033.76	0.00	1,033.76
063964	7/14/2021	MIL066	Paul Millage				Check Entry Number: 001
			REFUND 6/21/2021	6/21/2021	326.40	0.00	326.40
063965	7/14/2021	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			6/2021 STATEMENTS	7/1/2021	9,227.70	0.00	9,227.70
063966	7/14/2021	NEL001	Sue Nelson				Check Entry Number: 001
			6/2021 EXPENSE	6/30/2021	47.43	0.00	47.43
063967	7/14/2021	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			339976	6/30/2021	17.35	0.00	17.35
063968	7/14/2021	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			06/30/21 STATEMENT	6/30/2021	452.96	0.00	452.96
063969	7/14/2021	PAC035	Pacific Northwest Waterways Association				Check Entry Number: 001
			6246	5/31/2021	2,550.00	0.00	2,550.00

Check Register
Journal Posting Date: 7/14/2021
Register Number: CD-000867

Port of Port Townsend (PTA)

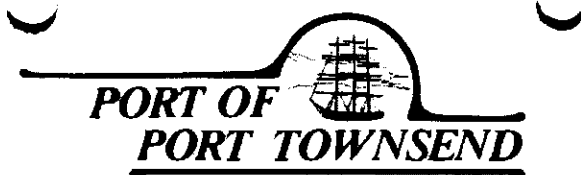
Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied Payment Amount
063970	7/14/2021	PEN004	Peninsula Floors & Furnishings			Check Entry Number: 001
			62653	6/15/2021	11,253.25	0.00 11,253.25
063971	7/14/2021	PEN030	Peninsula Paint Co.			Check Entry Number: 001
			F0194950	7/1/2021	73.40	0.00 73.40
063972	7/14/2021	PET025	Petrick Lock & Safe			Check Entry Number: 001
			20341	6/30/2021	212.33	0.00 212.33
			20342	6/30/2021	7.53	0.00 7.53
			20352	7/7/2021	934.99	0.00 934.99
			Check 063972 Total:		1,154.85	0.00 1,154.85
063973	7/14/2021	PUD001	Pud District #1			Check Entry Number: 001
			6/11/21 STATEMENTS	6/11/2021	15,546.05	0.00 15,546.05
			6/18/21	6/18/2021	515.30	0.00 515.30
			Check 063973 Total:		16,061.35	0.00 16,061.35
063974	7/14/2021	QUI001	Quill Corporation			Check Entry Number: 001
			17345954	6/10/2021	195.65	0.00 195.65
			17435817	6/15/2021	137.05	0.00 137.05
			Check 063974 Total:		332.70	0.00 332.70
063975	7/14/2021	QUI010	Quimper Mercantile			Check Entry Number: 001
			62125	6/17/2021	165.67	0.00 165.67
063976	7/14/2021	RIE050	Peter Riess			Check Entry Number: 001
			REFUND 7/2/2021	7/2/2021	232.90	0.00 232.90
063977	7/14/2021	ROD030	Rodda Paint			Check Entry Number: 001
			44163184	6/21/2021	27.15	0.00 27.15
			6833665	6/24/2021	1,879.93	0.00 1,879.93
			Check 063977 Total:		1,907.08	0.00 1,907.08
063978	7/14/2021	ROD035	Rodda Paint			Check Entry Number: 001
			44163100	6/17/2021	5,408.64	0.00 5,408.64
063979	7/14/2021	RSI050	RSINet			Check Entry Number: 001
			6021	6/27/2021	180.00	0.00 180.00
063980	7/14/2021	SAF001	Safeway, Inc.			Check Entry Number: 001
			6/12/21 STATEMENT	6/12/2021	2,066.35	0.00 2,066.35
063981	7/14/2021	SEC010	Security Services			Check Entry Number: 001
			11916	7/1/2021	190.85	0.00 190.85
063982	7/14/2021	SNO030	Laura Snodgrass			Check Entry Number: 001
			7/2021 UNIFORM EXP	7/2/2021	125.41	0.00 125.41
063983	7/14/2021	SUM040	Summit Law Group PLLC			Check Entry Number: 001
			126899	6/22/2021	670.00	0.00 670.00
063984	7/14/2021	TAY080	Terry Taylor			Check Entry Number: 001
			6/2021 UNIFORM EXP	6/30/2021	42.53	0.00 42.53
063985	7/14/2021	TWI001	Spectra Laboratories - Kitsap			Check Entry Number: 001
			21-04773	6/30/2021	81.00	0.00 81.00
063986	7/14/2021	VEN070	VenTek International			Check Entry Number: 001
			127771	7/1/2021	103.65	0.00 103.65
063987	7/14/2021	VER001	Verizon Wireless, Bellevue			Check Entry Number: 001
			9882022107	6/15/2021	518.07	0.00 518.07
063988	7/14/2021	WA0502	State of Washington			Check Entry Number: 001
			16100004420	6/16/2021	56.00	0.00 56.00
063989	7/14/2021	WAV040	Wave Broadband			Check Entry Number: 001
			043328901-0008894	6/23/2021	147.75	0.00 147.75

Run Date: 7/8/2021 4:32:00PM

A/P Date: 7/14/2021

Page: 3
 User Logon: DLF

				Bank Code: W - WARRANTS PAYABLE			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
063990	7/14/2021	WES006	Westbay Auto Parts, Inc.				
			6/25/2021 STATEMENTS	6/25/2021	1,844.58	0.00	1,844.58
							Check Entry Number: 001
063991	7/14/2021	WES040	Westside Marine Inc				
			117856	6/17/2021	65.41	0.00	65.41
			118053	6/30/2021	35.21	0.00	35.21
							Check Entry Number: 001
			Check 063991 Total:		100.62	0.00	100.62
063992	7/14/2021	WES060	West Marine Pro				
			003047	7/1/2021	39.23	0.00	39.23
							Check Entry Number: 001
			Report Total:		94,385.36	0.00	94,385.36



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 **\$14,180.92 is ratified.**

Signed and Authenticated on this **14th** day of **July**, 2021.

For: Washington State, Department of Revenue

Combined Excise Tax Return – for ***May, 2021*** in the amount of ***\$14,180.92.***

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 **0-020-781-068**

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

Filing Date	June 22, 2021
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	June 25, 2021
Total Tax	14,180.92
Total Due	14,180.92



Combined Excise Tax Return

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

Filing Period: May 31, 2021

Due Date: June 25, 2021

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	112,278.51	0.00	112,278.51	0.004710	528.83
Service and Other Activities (\$1 million or greater in prior year)	124,344.77	0.00	124,344.77	0.017500	2,176.03
Total Business & Occupation					2,704.86

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	112,278.51	0.00	112,278.51	0.065000	7,298.10
Total State Sales and Use					7,298.10

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	11,096.28	0.00	11,096.28	0.019260	213.71
Water Distribution	1,031.09	0.00	1,031.09	0.050290	51.85
Total Public Utility Tax					265.56

Deductions

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

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	112,278.51	0.026000	2,919.24
Total Local City and/or County Sales Tax			2,919.24

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	49,658.04
Total Transient Rental Income	49,658.04

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	49,658.04	0.020000	993.16
	Total Special Hotel/Motel		993.16

Total Tax	14,180.92
Subtotal	14,180.92
Total Amount Owed	14,180.92

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	6/22/2021
Confirmation #:	0-020-781-068

Payment Type:	ACH Debit/E-Check
Amount:	\$14,180.92
Effective Date:	6/25/2021

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 2021
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. C. 75-Ton sole source Resolution 748-21
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Informational Memo 2. Draft Resolution 748-21 re 75-ton sole source

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/8/2021
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Sole Source Resolution 748-21 - Authorizing Purchase of a 75 BFM II Marine Travelift

ISSUES:

1. Should Marine Travelift be authorized as a sole source for a custom manufactured 75-ton mobile travel lift?
2. Should the Executive Director be authorized to purchase a 75 BFM II Marine Travelift?

BACKGROUND & DISCUSSION: The need to replace the Port's aging 70-ton haul-out lift has been discussed with the Commission on prior occasions, most recently at the June 23, 2021, regular meeting, when amendments to the Port's 2021 Capital Budget were adopted. As previously discussed, the Port's 70-ton lift is now 37 years old, and sourcing parts for this aging piece of equipment is increasingly a challenge. Port haul-out operations would be severely hampered if the 70-ton lift were to become inoperable. Clearly, serving Boat Haven's marine-trades businesses and maintaining a key line of Port revenue depends upon uninterrupted operation of two mobile travel lifts on the "small end" (i.e., Work Yard).

Due to the unique equipment requirements of the Port, and the need to ensure that the Port is provided with equipment that integrates into current operations, a sole-source manufacturer and authorized dealer for sales, service, and warranty work on a new haul out lift is required. All three (3) of the hoists currently operated by the Port were manufactured by Marine Travelift. Marine Travelift is the only manufacturer of the required equipment in the United States, and Kendrick Equipment is Marine Travelift's only authorized dealer. Additionally, Kendrick offers on-site set up of the equipment, and conducts both service and warranty work. Accordingly, Marine Travelift/Kendrick Equipment are clearly and legitimately the sole source for the equipment required by the Port and therefore, the 75 BFM II Marine Travelift, falls within the exemptions to competitive bidding requirements set forth in RCW 39.04.280(1)(a) ("*purchases that are clearly and legitimately limited to a single source of supply*") and RCW 39.04.280(1)(b) ("*purchases involving special facilities or market conditions*").

FISCAL IMPACT: Adoption of Resolution 748-21, as outlined above, would waive the competitive bidding requirements of Chapter 39.04 RCW and authorize the Executive Director to purchase a new 75-ton Marine Travelift consistent with the attached quote (\$561,185.00). The quote includes delivery, assembly, testing, and operator and maintenance training and certification. This price does not include applicable sales tax (i.e., 9.1%, or \$51,067.84).

Additionally, the Port is required to supply a suitable crane, forklift and manlift for assembly. While the Port can provide its own forklift and manlift, rental of a crane would be required (not expected to exceed \$2,500). Thus, the total cost to the Port is not anticipated to exceed \$615,000. A (pre-tax) deposit of 35%, or \$196,414.75 would be required to initiate this equipment order, with the balance due 10 days prior to the shipping date from Marine Travelift. Delivery would be anticipated in 160 to 180 days from the order date (i.e., delivery between December 2021 and January 2022).

RECOMMENDATION: Approve Resolution 748-21 waiving the competitive bidding requirements of Chapter 39.04 RCW and authorizing the Executive Director to proceed with purchase of a 75 BFM II Marine Travelift.

MOTION: No separate motion required. This Resolution is placed on the Commission's Consent Agenda for the regular meeting of July 14, 2021; adoption of the Consent Agenda would adopt Resolution No. 748-21.

ATTACHMENTS:

1. Port Commission Resolution No. 748-21 (consisting of 2 pages); and
2. Quote from Kendrick Equipment for 75 BFM II Marine Travelift, dated July 6, 2021, consisting of fifteen (15) pages.

RESOLUTION NO. 748-21

A Resolution of the Commission of the Port of Port Townsend

ESTABLISHING A SOLE SOURCE PROVIDER AND AUTHORIZING THE PURCHASE OF A 75 BFM II MARINE TRAVELIFT FOR BOAT HAVEN HAUL OUT OPERATIONS.

The Commission of the Port of Port Townsend, Washington, does hereby resolve as follows:

WHEREAS, the Port operates three mobile haul out lifts at its Boat Haven facility, ranging in capacity from 70 to 330 tons; and

WHEREAS, to the extent feasible, the Port requires consistency in the haul out lifts it operates to facilitate the use and functioning of equipment by different hoist operators, and maintenance by Port staff; and

WHEREAS, it is critical for the Port of Port Townsend to have proper equipment to continue to perform haul out operations that serve marine trades businesses working at Boat Haven; and

WHEREAS, many public and private port facilities throughout the nation currently utilize Marine Travelifts, which are the only haul out lifts manufactured in the United States, and have a reputation for durability and dependability; and

WHEREAS, Kendrick Equipment is the only dealer of Marine Travelifts on the west coast of the United States authorized by the manufacturer to sell, service and conduct warranty work on Marine Travelifts; and

WHEREAS, Marine Travelifts offers custom modifications to address customer needs; while there are other manufacturers that offer similar equipment, none are based in the United States, and none have a reputation for equipment set-up, service and warranty work that exceeds that of the Marine Travelifts/Kendrick Equipment team; sourcing a new 75 BFM II Marine Travelift through Kendrick Equipment is more efficient and timely because the dealer is responsible for ordering the equipment to meet the Port of Port Townsend's specifications, ensuring it is the correct model, and also ensuring proper set-up on-site at the Port's Boat Haven facility; and

WHEREAS, the specialized manufacturer and dealer/assembler of the desired marine haul out lift equipment is clearly and legitimately limited to a single source of supply within the local area, and therefore, the procurement of this equipment falls within the scope of the "sole source" and "special market condition" exemptions to the competitive bidding requirements set forth in RCW 39.04.280(1)(a) and 39.04.280(1)(b), respectively; and

WHEREAS, the 75 BFM II Marine Travelift meets the needs of, and is best suited to, the Port of Port Townsend;

NOW, THEREFORE, be it resolved by the Commission of the Port of Port Townsend as follows:

Section 1. The Executive Director of the Port of Port Townsend is hereby authorized to purchase a 75 BFM II Marine Travelift, specifically manufactured to meet the Port's vessel haul out needs (i.e., to include a custom fish boat/sailboat top beam extension and LED work and drive lights).

Section 2. The above-described circumstances justify the waiving of competitive bidding requirements under the authority of the "sole source" and "special market conditions" exemptions set forth in RCW 39.04.280(1)(a) and (b).

ADOPTED this 14th day of July 2021, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

William W. Putney III, Secretary

Peter W. Hanke, President

Pamela A. Petranek, Vice President

APPROVED AS TO FORM:

Port Attorney



Port of Port Townsend
2701 Jefferson Street
Port Townsend, WA
98368

July 6, 2021 Revised

Attn: Sean

We are pleased to offer you the following quotation for one new **75 BFM II Marine Travelift**

Features:

75 Metric Tons Capacity - 165,000 lbs.

21' Inside Clear Width (To fit existing pier width, will verify)

24' Inside Clear Height (Extra 2' included)

27' Overall Height

+15' Below grade cable drop to match local tides (Incl. Option)

John Deere Diesel 4045HF – Tier 4

Touch Operator Screen in Cab for Instrumentation, Diagnostics, and Weights

Full proportionate hydraulic backup operator's cab (Pilot operated valve at cab)

New CPU Package - Radio Remote Control (Incl. Option)

- **AVT – Automatic Variable Throttle**
- **Digital Weight Scales @ Cab LCD & on Transmitter**

2 Speed Hoists, Low - 9'/min, High - 19'/min (Incl. Option)

2 Speed Travel, Low - 100'/min, High - 180'/min, 6% Gradeability

Minimum Sling Spacing - 7' 9", Max Sling Spacing - 24'

(4) Nylon Slings, 12" x 34' (or adjusted dimensions to suit)

***(4) Lower Spreader Bars w/ (5) sling locations. Same as spreaders on your 75T lift**

(4) Weighted Keel Pads, 12" x 48" + (8) Protective Chine Pads, 12" x 96"

Lug Tires - 50" x 20", New Industrial Tires (No Longer Aircraft)

Sound Suppression Kit Level #1 (Incl. Option)

Greaseless Pivot Trunnion

***Zinc Enriched Primer – (Included Option - N/C)**

Price Assembled & Tested in Your Yard.....\$561,185.00

Includes delivery, assembly, testing, and operator & maintenance training/certification.

Applicable taxes are extra. P.T. to supply suitable crane, forklift, & man-lift for assembly.

Includes 60 day follow up inspection.

Signed G.A. (we have your 2017 75BFMII general arrangement drawing on file for reference to match machine spec) drawing and 35% deposit required to initiate order. Balance due 10 days prior to shipping date from Marine Travelift.

Unit# 20 - 1609 Central Ave, South, Kent, WA, 98032
PHONE: 866-744-9921 / Fax: 604-940-9912 / www.kendrickequipment.com

MARINE  TRAVELIFT®



Options:

Fish Boat/Sail Boat Top Beam Extension	\$21,000 Included
(8) LED Work and Drive Lights	\$6,505 Included

Lease Options: Please inquire

Section 179 Tax Code – For any boat yard looking to expand up to a bigger machine, Section 179 is a tax code that was signed into law in December 2015, and allows you to write off the cost of the machine up to \$500,000 in the same tax year.

Standard delivery is 160-180 days from date of order (depending on current production scheduling, please inquire).

Includes a Marine Travelift factory technician as well as local technician to assemble, test, and train/certify personnel as well as maximum test lift as requested by customer. Also included is a 60 day follow up inspection by our local tech to ensure all pressures, torques, and functions meet factory specifications.

Operator's as well as maintenance certificates will be issued to all those that attend the factory training on site after the conclusion of assembly. See features sheet and brochure/specs for more information on this new redesigned 75BFMII.

Performance is the expectation, downtime is never an option. We understand your boat yard relies upon durable, versatile machines. Machines built to hoist your heaviest loads safely and efficiently for decades to come. After over 50 years designing, building and supporting world-class mobile boat hoists, we continue to deliver the hardworking solutions the marine industry trusts and counts on to lift and haul the full spectrum of vessels with confidence. There's a reason why there are over 4000 Marine Travelifts operating worldwide with many of them that were built 25+ years ago.

Payment Terms:

- Price of the proposed boat hoist includes: delivery, assembly, testing, operator & maintenance training and certification, and 60 day follow up inspection.
- Port of Port Townsend to supply suitable crane, manlift, and small forklift for assembly along with 1 tech to assist during assembly.
- Payment Terms – 35% deposit at time of order, balance due 10 days prior to shipping.

Performance is the expectation, downtime is never an option. We understand your boat yard relies upon durable, versatile machines. Machines built to hoist your heaviest loads safely and efficiently for decades to come. After over 50 years designing, building and supporting world-class mobile boat hoists, we continue to deliver the hardworking solutions the marine industry trusts and counts on to lift and haul the full spectrum of vessels with confidence. There's a

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PHONE: 866-744-9921 / Fax: 604-940-9912 / www.kendrickequipment.com





reason why there are over 4000 Marine Travelifts operating worldwide with many of them that were built 25+ years ago.

Main Structure

All steel structure of the Marine Travelift is beam formed steel which delivers higher strength than regular box welded steel beams

All of our machines comes standard with 314 stainless steel hydraulic lines with flat faced o-ring unions to reduce leaks. **The Marine Travelift structure is designed with a 40+ year service life in mind.**



Bolting Flange on Top Beam

All of the Marine Travelift top beams are designed with heavy duty bolting flanges to allow for the widening of your machine in the future. The top beam is stiffened up to accommodate this.



Sound Suppression

The sound suppression option eliminates the need to raise your voice on the job. An insulated engine compartment and quieter muffler aids in this.

Included is an AVT (Automatic Variable Throttle) which automatically selects the throttle level required to accomplish the hydraulic function. The throttle returns to idle after the function is complete. This saves fuel and keeps noise to a minimum.



Wireless Remote Control with CPU Package

Unit# 20 - 1609 Central Ave, South, Kent, WA, 98032
PHONE: 866-744-9921 / Fax: 604-940-9912 / www.kendrickequipment.com





This proportionately controlled remote system is American made and supported and is extremely easy to operate. New for this machine is a LCD screen showing vessel weights (fore & aft) as well as other instrumentation you'd normally find in the operator's compartment. The AVT (Automatic Variable Throttle) is utilized from the wireless remote as well.



Operator's Panel

The operator's compartment comes standard with fully proportionate hydraulic controls to make sure you can still operate the machine in the event of any electrical issue or loss of remote control. A pilot operated hydraulic control valve is located under the operator's panel. The levers are stroking the control valve directly.



This is a touch screen operator LCD with all necessary instrumentation shown including digital weights (fore/aft) of the vessel lifted as well as hydraulic temps and pressures. Trouble shooting can be done easily from this panel. Remote service and monitoring with both the dealer and factory is available through this MD4 panel. AVT also runs via the hydraulic control levers. The new Canbus rocker switches are all weather proof to ensure years of problem free operation. Zinc enriched primer is also utilized around

the cab structure to make sure this machine looks new for years to come. The cab is designed to allow water to drain through and all controls are weather proof.

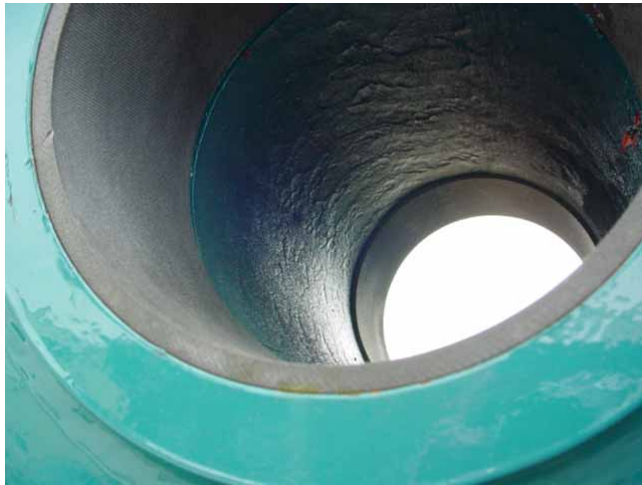
Unit# 20 - 1609 Central Ave, South, Kent, WA, 98032
 PHONE: 866-744-9921 / Fax: 604-940-9912 / www.kendrickequipment.com

MARINE TRAVELIFT®



Greaseless Pivot Trunnion

The fully articulating Marine Travelift trunnion pin no longer requires regular greasing. The heavy duty nylatrol bushing ensures years of maintenance and problem free service.



All Wheel Electronic Steering

As well as our capable 2 wheel steering, we have a patented all wheel electronic steering (optional) to maximize your machine's maneuverability and precision in confined boat yard spaces. The system includes 5 steering modes.

Independently Controlled Lebus Grooved Hoists (with High/Low Speed)

The Marine Travelift hoists are designed and built in house with lebus groove drums to ensure even spooling of cable.

The hydraulic motors and gearboxes used on these hoists are the largest in the industry and meet the requirements of the highest duty cycles requirements and rigors of lifting commercial vessels in the U.S.



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PHONE: 866-744-9921 / Fax: 604-940-9912 / www.kendrickequipment.com

MARINE  TRAVELIFT®



Lower Blocks

The lower blocks are designed as spreader bars so you can run the lift with 1, 2, or 3 slings on each block.

All pins are plated to resist corrosion. Sheave pins have grease zerks to make lubing easy. Block adjust between fore & aft set is maximizes to ensure there isn't a vessel you can't configure your slings to.

Anti 2-block system allows the lower block to be run up against the sliding block without any damage.



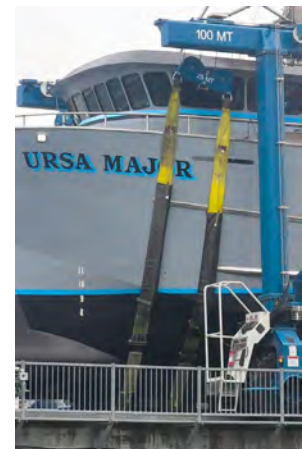
Lower blocks/sheaves are designed with a thin profile in mind. We know you want to maximize the available inside clear width inside your pier and every inch will count. ****THIS IS CRITICAL FOR PORT OF ILWACO TO FIT THE EXISTING PIER INITIALLY AND BUILDING DOORWAYS.**

Tires are brand new heavy duty tires. No aircraft retreads.

Safety guard rails surround each wheel frame

Slings - Keel and Chine Protection

Slings come standard with customizable length weighted keel and chine protector pads. Each use heavy duty rubber to protect both the boat and the life of the slings. Cordura wrap is found at the disconnect fingers as well as the shackle eyes to prolong life. The safe working load rating and safety factor of the Marine Travelift slings are the highest in the industry, meeting all American standards. Sling lengths can be customized to best suit your needs.



Unit# 20 - 1609 Central Ave, South, Kent, WA, 98032
PHONE: 866-744-9921 / Fax: 604-940-9912 / www.kendrickequipment.com





Engine Compartment

The Marine Travelift engine compartment is spacious and well laid out. The enclosure is insulated to reduce noise and constructed of fiberglass to provide a long life. Local mechanics can be trained on all engine and lift service functions including Parker IQAN system for future serviceability.



Composite Bushing Steering Linkage

Steering System is self lubricating, corrosion resistant, more forgiving to linkage pins, and better suited to operate with limited grease.



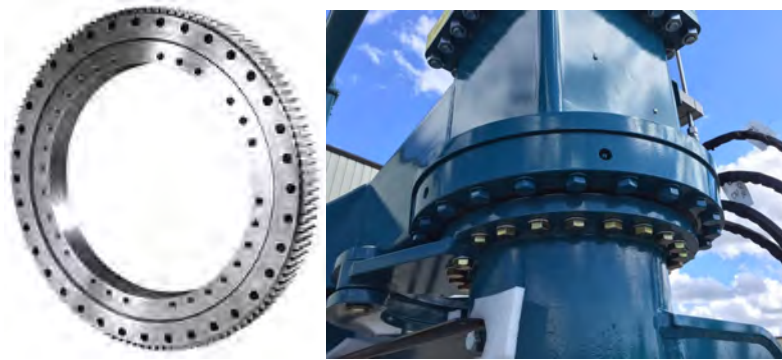
Unit# 20 - 1609 Central Ave, South, Kent, WA, 98032
PHONE: 866-744-9921 / Fax: 604-940-9912 / www.kendrickequipment.com





Steering Slew Bearing (Standard)

A rotational rolling element bearing that supports a heavy, slow turning load. Direct to bearing grease points, promotes longevity and cleanliness. Sealed assembly.



Proudly an American Built Mobile Boat Hoist



Unit# 20 - 1609 Central Ave, South, Kent, WA, 98032
PHONE: 866-744-9921 / Fax: 604-940-9912 / www.kendrickequipment.com





Training/Support/Service/Warranty:

- Our operator and maintenance training follows the completion of the assembly of the machine. The owner is invited to have as many operators and technicians attend. This training typically takes approx. 8 hours but can run for 1-2 days if the customer requires more hands on training. We have supplied machines to the US Coast Guard, NASA, Boeing and other companies and have tailored training to suit. Assembly will include one factory technician (from Wisconsin) as well as one Washington based tech to assemble. Our machines are sub-assembled and tested at the factory minimizing the assembly to two days. All operator's and techs that attend the training will receive operator's certificates that L&I and OSHA have recognized.
- We strive to ensure our customers have quick access to replacement parts and service when support is needed. We offer factory certified annual inspections and service from our Seattle based techs. These inspections are conducted on an IPAD program and provide immediate .pdf reports for owner reference. Service and technical support can also be done remotely via an electronic module on the machine allowing the Wisconsin and/or Washington techs to tap in and view/troubleshoot issues.
- Emergency support is available 24 hours through our Washington based shop. These technicians can be onsite in Ilwaco same day within a couple hours if necessary. This proposal includes a 60 day follow up inspection to ensure machine pressures, torques, and functions are operating correctly.
- Warranty - Marine Travelift Boat Hoists are supplied with 2 years or 2000 hours of service whichever occurs first.

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Safety Features:

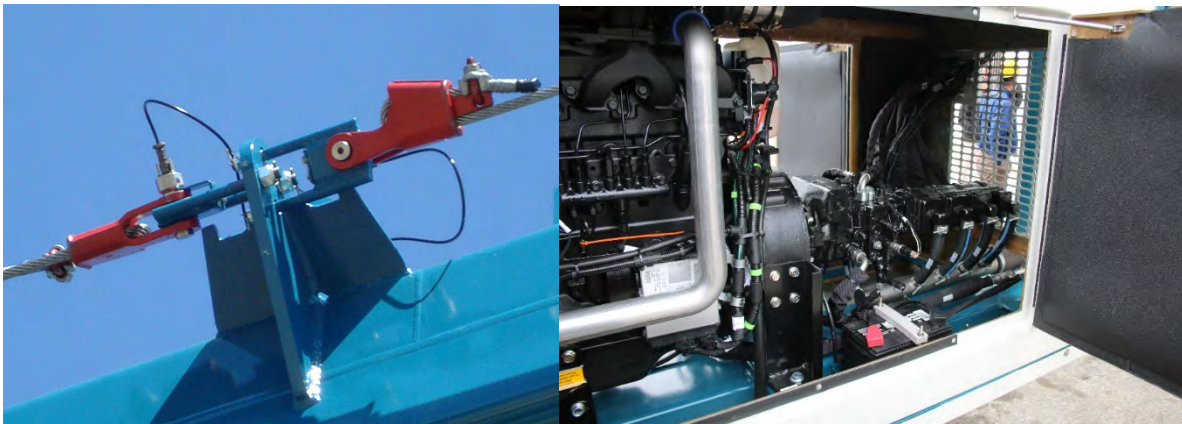
Emergency Stops/Shutoffs

- (4) Emergency stops in weather proof boxes at each corner of the machine, one at the operator's panel, and one on the wireless remote control.



Overload Protection

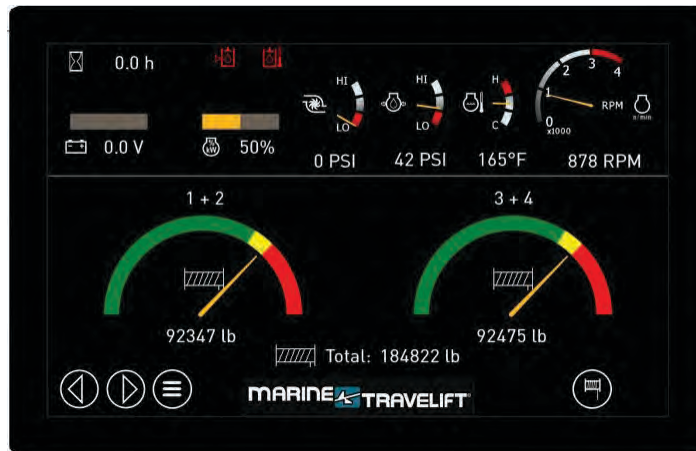
- Overload alarm and cutout tied to the digital weight gauges found on both the wireless remote and the local operator's panel. (see previous cab details)
- Overload protection also provided by hoist reliefs. Reliefs set to specific pressure to also ensure hoists can't lift beyond max capacity.





Electronic Weighing System

- Load cells transmit vessel weights (fore & aft separately/together) to both the wireless remote and in cab at the operator's panel.



Wireless Remote Control

- Improve operational safety and maneuverability. The wireless remote control increases visibility of the boat, launching piers and surrounding area. Uses rolling frequencies between a frequency range and employing emergency shut-offs in the event of any competing frequency.

Chine and Keel Protection Pads (Standard)

- Protect slings from chafing and abrasions with rubber reinforced coverings that extend the life of your slings. **Slings have a 9.9:1 Safety Factor.**



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Travel Alarm and Beacon

- Multi-direction travel alarms and beacons to warn all in the area of machine in travel.



LED Work Lights (Optional)

- Illuminate the work and drive area with high intensity LED work lights.



Automatic Variable Throttle (AVT) and Sound Suppression (Standard Equipment)

- Reduces the noise on your jobsite by automatically returning your throttle to idle after a function is finished as well as insulates the engine compartment to lower general engine noise. See further details in specs section.

New Industrial Tires

- Operating at 132 PSI. Air filled to allow for better cushioning of structure under load. Not liquid or foam filled that puts excess shock load on machine.

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Wheel Guards (4)

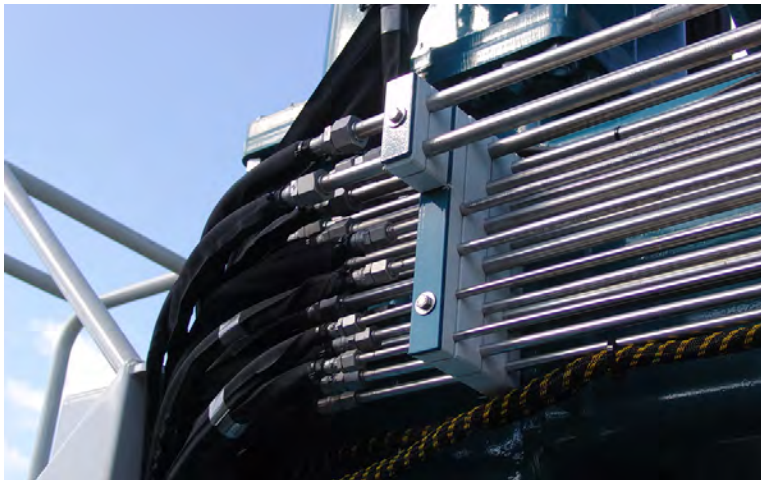
Cordura Covers

- On all hydraulic hoses to prevent chafing wear and UV degradation.
- On all slings to prolong life of disconnect fingers and shackle eyes.



O-Ring Seal Hydraulic Fittings on Stainless Tubes

- Prevent leaks and blowouts in the hydraulic system



Fully Articulating Pivot Trunnion

- Reduce structural stress and get maximum rotation.

Anti 2-Block System

- The lower block is designed with an Anti 2-block system. See previous specs

Hoist Counterbalance Valves

- This is a back-up measure to the hoist brakes themselves. Additional pressure is required to lower the hoists than to raise them.

Drive Service Brake (Motion Control) and Parking Brakes

High Visibility Paint Available for Anywhere on the Machine

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Manufacturer History and Stability

- Marine Travelift has been producing mobile marine lifts for over 55 years.
- Marine Travelift has been producing the 75BFMII model of boat hoist for over 20 years. The 70BFM dates back to 1983. The 60AMO/50AMO dates back to 1975
- Reference list available upon request that own and operate the same machine and can speak to the quality of the Travelift as well as the level of service provided by Kendrick Equipment.

Lead Time/Erection and Commissioning

- The 75BFMII will be shipped within 160-180 days of receipt of deposit (depends on current production schedule). The factory's track record on deliveries is impeccable, they even specify at the time of order, the exact time trucks need to be onsite for loading. Production photos will be shared with the customer during the manufacturing process. The 75BFMII will ship on two truckloads from Wisconsin. Assembly of the boat hoist will take only 2-3 days, this includes connecting all hydraulic lines, hoses, and rigging. The 3rd day is reserved for test lifting and operator/maintenance training and certification. As you can see in the below left photo all of our machines are sub-assembled at the factory and tested prior to shipping. (hydraulics, hoists, drives, sling adjust, etc.) This makes the assembly process very speedy and eliminates headaches of missing, broken, wrong parts etc. The photo on the right is of a new machine truck loaded and ready to ship.



- A factory technician (from Marine Travelift, Wisconsin) and a Woodinville, Washington based factory certified tech will arrive on the Monday before the trucks arrive so that they can ensure everything is ready for Tuesday morning's assembly.
- The two trucks will begin unloading Tuesday morning. A crane is only required for 8 hours to unload the trucks, stand the steel structure, and mount the wheels. The Wednesday is dedicated to connecting hydraulic lines, hoses, and rigging. Test lifting, and operator/maintenance training is schedule all day Thursday. If the customer prefers further training on the Friday we will include that. We welcome you to call any of our

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customers to discuss the details of the assembly process. Also included is a 60 day follow up inspection to verify pressures, torques, and all functions of the boat hoist.



After assembly completion, the following tests are conducted:

- Function tests with and without load include drive forward, backward, steering functions, sling adjust, wireless remote calibrations, hoist and drive speed calibrations, hydraulic pressures, service & park brakes, all safety features, etc.
- Customer is to supply a boat for test lift.
- A hard copy and electronic copy of the replacement parts book and operator's/maintenance manual are included

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PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 2021
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. D. Widener Contract Amendment #2
STAFF LEAD	Mike Love, Director of Capital Projects and Port Engineer
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 Informational Memo 2. Personal Services Agreement Amendment #2 3. Exhibit A: Wetland Identification & Conceptual Mitigation Plan for Boat Yard Expansion, Scope of Work 4. Exhibit B: Wetland Identification & Conceptual Mitigation Plan for Boat Yard Expansion, Cost Estimate 5. Exhibit A: Supplement Scope of Work Permitting Assistance for the Point Hudson Jetty Replacement. 6. Exhibit B: Point Hudson Jetty Replacement Supplement--Cost Estimate

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/8/2021
TO: Port Commission
FROM: Mike Love, Director of Capital Projects & Port Engineer
SUBJECT: Amendment No 2 to Personal Services Agreement with Widener & Associates for On-call Environmental Permitting Services

ISSUE

Should the Commission authorize the Executive Director to amend the Personal Services Agreement with Widener & Associates (Cowling & Company, LLC) (Dated July 31, 2020) to allow data collection and permitting for the Point Hudson Breakwater Replacement, Wetland Identification and Conceptual Mitigation plan for the Boat Yard Expansion, extend the on-call contract time until July 31, 2022, and establish a new budget limit?

BACKGROUND/DISCUSSION

On July 31, 2020, the Port executed an agreement with Widener & Associates to provide on-call permitting assistance on a range of projects, including the Point Hudson Breakwater Replacement, Boat Haven Main Breakwater Repair, and Boat Haven D-Dock Renovation Projects. The Agreement with Widener & Associates was executed in accordance with the Port's applicable procedures. The initial agreement established an upset limit of \$25,000.

On October 28, 2020, the Port executed Amendment 1 to the Personal Services Agreement supplementing the contract, increased the contract from \$25,000 to \$108,774.40, and defined a scope of work for the following tasks:

Permitting Assistance, Point Hudson Jetty Replacement, at an estimated cost of \$50,025.60

Permitting Assistance, Boat Haven Breakwater Repair, at an estimated cost of \$25,012.80

Permitting Assistance, Boat Haven Dock Repair, at an estimated cost of \$8,736.00

Amendment No 2, for your consideration, develops the scope of work for the following tasks:

Permitting Assistance, Point Hudson Jetty Replacement at an estimated cost of \$37,005.60;

Boat Haven Boat Yard Expansion wetland mitigation plan at an estimated cost of \$14,783.00.

FISCAL IMPACT

To complete the work outlined in the attached supplemental task orders (scopes of work), an additional \$51,788.60 is estimated.

RECOMMENDATION

Authorize the Executive Director to amend the existing personal Services Agreement with Widener and Associates as to both scope and budget to allow project efforts to proceed.

ATTACHMENTS:

1. Personal Services Agreement Amendment #2
2. Exhibit A: Wetland Identification & Conceptual Mitigation Plan for Boat Yard Expansion, Scope of Work
3. Exhibit B: Wetland Identification & Conceptual Mitigation Plan for Boat Yard Expansion, Cost Estimate
4. Exhibit A: Supplement Scope of Work Permitting Assistance for the Point Hudson Jetty Replacement.
5. Exhibit B: Point Hudson Jetty Replacement Supplement- Cost Estimate

Exhibit A
Port of Port Townsend Boat Yard Expansion
WETLAND IDENTIFICATION AND CONCEPTUAL MITIGATION
Widener & Associates
Scope of Work

The Port of Port Townsend is planning to upgrade the existing facilities by adding boat dry storage and maintenance areas. The Scope of Work is intended to complete update wetland delineation and feasible study to determine if a yard expansion in the wetland areas provides an adequate return on investment. It is anticipated that the following tasks will be required:

Task 1 - Wetland Verification Memo

The purpose of the Wetland Verification Memo is to identify jurisdictional wetlands within the project corridor and the proposed boat yard footprint. The Consultant shall develop, implement, and complete field surveys to identify and delineate wetlands in the project area using the appropriate methods described in the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987), Wetlands Research, Technical Report Y-87-1, January 1987. The Consultant shall delineate wetlands within project area.

The Consultant shall prepare a memo that includes detailed wetland maps, documentation of survey methods, results, potential impacts from project actions, and recommendations for wetland protection and mitigation. The report also shall contain appropriate forms for wetland identification, delineation and function assessment required by the Army Corps of Engineers (USACE). The information in this report is intended for use in compliance with Section 404 of the Clean Water Act. The final report and associated documents shall be in a format acceptable to the USACE.

Delineated wetland boundaries shall be identified on the ground with flagging. The delineated wetland boundaries shall be mapped with accuracy acceptable to the USACE.

Deliverables:

1. Electronic copy of a draft Wetland Delineation Memo for review by the Port with accompanying draft special provisions if required.
2. Electronic copy of a draft Wetland Delineation Memo, incorporating the Port's comments.

Task 2 – Conceptual Wetland Mitigation Report

A conceptual wetland mitigation report will be prepared for the development of the Port's boat yard property the along south end of the existing yard. The plan will be completed to meet the requirements of the City critical areas code. The following subtask will be undertaken in preparation for the conceptual mitigation report.

1. Collect onsite data and boundaries of the existing wetlands
2. Complete an updated wetland rating form for the wetland buffers being impacted.
3. Analysis of proposed mitigation site and possible improvements.
4. Develop the planting plan for the mitigation area.
5. Complete a draft of the wetland buffer mitigation and 10-year monitoring plan which will include a narrative describing the proposed mitigation and monitoring, a vicinity map, a plan view and/or detail maps of the proposed mitigation and other informational maps as required by the permitting agencies.
6. Revise the plan based on agency comments.

Deliverables:

1. Electronic copy of a draft wetland mitigation report for review by the Port with accompanying wetland rating sheets draft conceptual implementation plan.
2. Electronic Copy of the final wetland mitigation report, incorporating the Port's comments.

Task 3 – Conceptual Cost Estimating

Project cost estimate will be completed based on the line-item Task 2, described above. It will determine a probable cost estimate for all the proposed impacts to critical areas. This estimate will include planting, monitoring, maintenance, and permitting costs.

Deliverables:

1. Electric copy of the draft cost estimate for review by the Port.
2. Electronic copy of the final cost estimate, incorporating the Port's comments.

Exhibit B Project Name: Wetland Identification and Conceptual Mitigation Plan Client: Port of Port Townsend - Mike Love Location: Boat Haven Boat Yard Date: 5/23/2021						
	Project Manager		Project Biologist			
	Hours		Hours			
Wetland Verification Memo						
Field Work Data Collection	0		16			
Draft Memo	6		16			
Final Memo	2		4			
Conceptual Wetland Mitigation Report						
Draft Report	8		40			
Final Report	4		20			
Conceptual Cost Estimate	8		8			
Total hours	28		104			
Summary		Hours	Rate			Cost
Project Manger		28	\$ 171.40			\$4,799.20
Senior Biologist						
Project Biologist		104	\$ 96.00			\$9,984
Total Labor						\$14,783
TOTAL ESTIMATED COST						\$14,783
Widener & Associates						

Port of Port Townsend

Exhibit A - Supplemental Scope of Work for: Permitting Assistance for the Point Hudson Jetty Replacement

PROJECT UNDERSTANDING:

The Port of Port Townsend (Port) proposes to demo and replace the North and South breakwater at the Point Hudson. To assist with this work Widener & Associates (Consultant) has prepared this supplement for permitting services which is anticipated to include:

Tasks:

1. Section 7 Continued Coordination and Completion of the Nearshore Habitat Assessment.

Under the original scope of work the Supplemental BA was prepared and accepted by USFWS. Under this supplement the Consultant will complete the nearshore habitat assessment and address comments from NOAA. The Consultant will also continue to consult with the resource agencies as necessary to obtain Section 7 consultations.

Deliverable(s)

- One electronic draft nearshore habitat assessment for review by the Port
- One electronic, incorporating the Port's comments, for submittal to USFWS.

2. Section 404 and 401 Permit Application Coordination

The Consultant will complete a 404(b)(1) alternative analysis meeting the Corp requirements. The Consultant will also continue to coordinate with the US Army Corp of Engineers to address comments on the 404-permit application. The consultant will also initiate the 401-certification process.

Deliverable(s)

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

3. Section 106 Documentation and Coordination.

The Consultant will conduct background research, including WISAARD records search, to identify previous cultural resource surveys and documented archaeological sites within one mile of the project area prior to commencing fieldwork. Ethnographic and historical resources will also be researched.

The Consultant will conduct an intensive pedestrian survey at no more than 5-meter intervals of the land-based Area of Potential Effect (APE) to identify any cultural materials on the ground surface. They will excavate from up to 25 subsurface shovel test probes (STPs), based on surface and subsurface results, to determine the presence or absence of buried archaeological or other cultural materials, possible site boundaries, or other relevant information.

The Consultant will not collect artifacts during the survey, but will record artifacts in the field (applicable mapping, photographing, etc.) and left in-situ or returned to the probe units. Each site identified shall be fully documented to provide data on location, dimensions, content age, context, and integrity for an assessment of National Register eligibility.

Probes will be excavated in 10 cm arbitrary levels. It is expected that units will extend from 50 cm to 100 cm below ground surface to go through any cultural levels to sterile soil. All sediments will be screened through 1/8- or 1/4 -inch mesh screen, depending on soil conditions.

Identified cultural features will be documented through the completion of standard forms (i.e., *Feature Record*, *Level Record*, *Site Record*, and *Photograph Log* forms), scale drawing, digital photography, and sampling for special analyses if appropriate materials are present. Scaled stratigraphic drawings, as well as detailed descriptions, will be made of site sediments. The field director will be responsible for maintaining field notes during project activities. Excavation unit locations will be mapped using tape and compass and sub-meter GPS.

The Consultant will prepare a report of the field survey and testing. The report shall follow THPO guidelines. The Report shall include recommendations regarding eligibility and applicable prehistoric or historic site forms, architectural forms, etc. Upon acceptance of the report, the FWS will send the report to the SHPO for concurrence with Determinations of Eligibility of sites recorded.

The Consultant will retain possession of all notes, records, material culture, and any other documentation generated during the project, and will prepare these records and materials for archiving and curation according to Secretary of the Interior standards. The materials will be housed at CRP facilities.

The Consultant will provide an archaeological monitor to be present during ground disturbing activities on the east and west ends of the APE where the potential exists for buried cultural resources, and will prepare a report documenting the results of the monitoring effort. In the event of inadvertent discovery, the archaeological monitor will implement the Inadvertent Discovery Plan as provided in Appendix A [or below].

The Consultant will coordinate with the FWS regional archaeologist Anan Raymond (anan_raymond@fws.gov) and Heidi Nelson FWS project coordinator (Heidi_nelson@fws.gov) and with the landowner on schedule and activities involved in the cultural resource work. The Consultant will provide these parties with copies of reports, maps, recommendations, determinations of eligibility, and section 106 compliance documents that the Consultant generates over the course of the contract and undertaking implementation.

Deliverable(s)

- One electronic copy of a draft 106 report and APE for review by the Port
- One electronic copy of the 106 report and APE, incorporating the Port's comments, for submittal to the USFWS.

Exhibit B Project Name: Point Hudson Jetty Replacement Supplement Client: Port of Port Townsend / Eron Berg Location: Port of Port Townsend Date: 6/27/2021				
	Project Manager	Project Biologist		
	Hours	Hours		
Section 404 and 401 Permit Application Coordination				
404(b)(1) Alternative Analysis (Draft & Final)	24	40		
Response to Comments	20	20		
Section 7 Continued Coordination and Completion of the Nearshore Habitat Assessment.				
Habitat Assessment (Draft & Final)	20	40		
Response to Comments	20	20		
Section 106 APE and Report				
Draft APE	4	12		
Final APE	2	2		
Draft 106 Report	8	12		
Final 106 Report	6	8		
Total hours	104	154		
Summary	Hours	Rate	Cost	
Project Manager	104	\$170.40	\$17,721.60	
Project Biologist	154	\$96.00	\$14,784.00	
Total Labor				\$32,505.60
Drayton Archeology				\$4,500.00
TOTAL ESTIMATED COST				\$37,005.60
Widener & Associates <div>Cowling & Co. LLC</div> <div>1902 120th Place SE Suite 202 Everett, WA 98208</div>				

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 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. May Year-to-date Financial Report
STAFF LEAD	Abigail Berg, Director of Finance
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Memo 2. May YTD Financials

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/7/2021
TO: Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: May 2021 Financial Report

Attached is the May YTD 2021 financial report of Port activities. This is a consolidated report that shows the variance between the current period as compared to the last year, as well as the variance to budget year-to-date. The following is additional information not included in the financial report, but key in fully understanding the Port's financial status:

Accounts Payable

All outstanding checks are already accounted for when reporting on a cash basis (unencumbered cash), and the Port pays invoices as they are received. However, due to the issues of the JCIA Runway Reconstruction project, there is a final, outstanding payment due to Scarsella Brothers. After execution of Change Order (CO) #4 in the amount of \$559,922, the total contract was revised to \$3,959,436. Total payments to-date are \$3,389,315 leaving an outstanding balance due of \$570,121. A grant application for approximately 50% of the CO #4 was submitted for approval to the FAA.

2021 Capital Project Expenses

JCIA Runway Rehabilitation	\$ 1,649
PH Jetties	35,929
D-Dock Renovation	7,115
BH Breakwater Repair	9,343
Yard Stormwater Pump Replacement	53,497
Commercial Dock Repair – New Day	10,738
Nomura Bldg. Remodel	37,609
Sperry Bldg. #2 Improvements (PT Brewery)	6,239
Yard Electrical Infrastructure	15,385
<u>PH Pavilion Bldg. Remodel</u>	<u>2,038</u>
Total Capital Expenses YTD	<u>\$ 179,542</u>

2021 Capital Purchase

Pape 50G Compact Excavator	\$ 76,898
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Ending Cash Balances as of May 31	2021	2020
Reserved Cash & Investments - Other	\$ 1,847,699	\$ 1,307,495
Reserved Cash & Investments – IDD	1,541,675	\$ 470,918
Unreserved Cash & Investments	<u>2,862,198</u>	<u>\$ 2,603,073</u>
Total Cash & Investments	<u>\$ 6,251,572</u>	<u>\$ 4,381,486</u>

Debt Service for the Year

2010 LTGO Bond	
June 1 – interest only	\$ 87,719
December 1 – principal and interest	397,719

2015 LTGO Refunding Bond	
July 1 – principal and interest	512,725
December 31 – interest only	<u>30,600</u>
Total Debt Service for 2021	<u>\$ 1,028,763</u>

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 May 2020	YTD May 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
REVENUES						
Boat Haven Moorage	736,304	763,833	27,529	a	765,173	(1,340)
Yard Operations	747,935	1,000,440	252,505	a, b	799,388	201,052
Boat Haven Properties	286,347	340,422	54,075	a	313,928	26,494
Pt. Hudson Marina, RV & Prop	440,905	587,057	146,152	a, c	509,124	77,933
Quilcene	63,647	68,936	5,289		63,351	5,585
Ramps	17,486	20,014	2,528		21,182	(1,168)
Jeff. County Int'l Airport	62,401	68,094	5,693		64,755	3,339
(Increase)/Decrease in Accts. Receivable	(27,403)	37,799	65,202	a	-	37,799
Total Revenues	2,327,622	2,886,595	558,973	d	2,536,901	349,694
EXPENSES						
Salaries & Wages	927,047	959,850	32,803		958,934	917
Payroll Taxes	97,293	97,732	440		101,960	(4,228)
Employee Benefits	277,464	348,829	71,366	e	362,421	(13,592)
Uniform Expense	4,067	3,118	(949)		3,864	(745)
Contract Services	113,547	100,484	(13,063)		120,220	(19,736)
Legal & Auditing	8,499	52,831	44,332	f	32,276	20,555
Insurance	1,199	99	(1,100)		-	99
Facilities & Operations	194,502	312,237	117,735	g	190,459	121,778
Utilities	247,808	251,464	3,656		262,889	(11,425)
Marketing	17,215	12,196	(5,020)	h	23,838	(11,642)
Travel & Training	3,967	998	(2,968)		3,620	(2,622)
Cost of Goods - Fuel	2,035	-	(2,035)		-	-
Community Relations	6,496	3,847	(2,649)		1,500	2,347
Total Expenses	1,901,138	2,143,685	242,548	i	2,061,980	81,705
Net Operating Income (Loss)	426,484	742,910	316,426		474,921	267,989
Other Increases in Fund Resources						
Deposits & Retainage Collected	30,508	59,985	29,476		35,765	24,220
Taxes Collected	238,356	279,742	41,386		244,745	34,997
Capital Contributions/Grants	122,717	21,074	(101,642)		-	21,074
Debt Proceeds - Line of Credit	-	-	-		-	-
Interest	7,397	34,214	26,817		20,200	14,014
Property & other taxes	1,078,431	1,587,490	509,060		1,559,636	27,854
Misc Other Incr. in Fund Resources	6,267	9,810	3,544		6,615	3,195
Total Other Incr. in Fund Resources	1,483,675	1,992,315	508,640	j	1,866,961	125,354
Other Decr. In Fund Resources						
Deposits & Retainage Paid	1,883	12,742	10,859		5,584	7,158
Taxes Remitted	254,588	312,007	57,419		283,266	28,741
Debt Principal & Interest	-	251,565	251,565		-	251,565
Debt Mgmt, Issuance & Misc Exp	232	16,287	16,055		460	15,827
Election Expense	15,674	-	(15,674)		-	-
Total Other Decr. In Fund Resources	272,377	592,601	320,224	k	289,310	303,291
Net Other Incr./Decr. Fund Resources	1,211,298	1,399,714	188,416		1,577,651	(177,937)
Net Income/(Expense)	1,637,783	2,142,624	504,842	l	2,052,572	90,052

Summary of Fund Resources Uses, May YTD 2021

Notes:

(a) *In Qtr.1, 2020 a Bad Debt Write-off was approved by Commission and recorded in the accounting system. This is a GAAP convention, and though we are Cash Based now, we chose to reinstitute an Accounts Receivable (AR) account in the accounting system (the detailed tracking is done in the marina billing software). As such, the revenues recorded should be adjusted by any Bad Debt write-offs as well as changes in the AR balance. There have been no AR write-offs YTD 2021. There is a new line item as of April 2021 showing the Operating Revenues adjusted for YTD changes in the AR balance.*

(b) *Yard Revenues continue to reign strong over YTD 2020 as well as budget. Most of this increase is from the Yard Storage and Hoist revenues in both the 70/75 Ton and 300 Ton Yards which make up 83% of Yard revenues YTD.*

(c) *Point Hudson has made a rebound from last year at the beginning of the pandemic. Most of the increase is Nightly RV and Nightly Moorage revenues which represents 28%, or \$166,353, of the YTD Point Hudson revenues.*

(d) *Operating Revenues overall increased by 24%, or \$558,973, when compared to 2020 and were 14% higher than budgeted for YTD this month.*

(e) *Due to the timing of benefit payments in 2020, there's a variance of \$71,366. This corrects itself in June. Benefits are just under budget to-date. When compared to budget, Benefits are less by almost \$14,000.*

(f) *The large increase in Legal & Auditing Expense this year when compared to 2020 is in part due to the final billing of the 2018 & 2019 Financial Statement and Accountability audits for approximately \$14,000 and partly due to increased Legal in 2021 due to a now resolved litigation issue. This amount is also more than budgeted.*

(g) *2021 costs are higher for Facilities & Operations when compared to 2020 by \$117,735, and more than Budget by \$121,778. Part of the significant jump in prior year comparisons from last month is the correction of removing "Bad Debt Expense" from 2020 because it is already reduced from Operating Revenues. Otherwise, the highest variances year to year from highest to lowest are Repair/Maintenance costs for \$48,274, Environmental Materials/Supplies for \$25,419, Operating Supplies for \$17,816 and Bank Charges for \$17,091. Bank Charges have increased due to the new software, Molo, that directs customers online to pay electronically. This is a huge plus to the Port because we receive funds more quickly, and we don't have to rely on staff to process the paper money and checks. In addition, we are having difficulty getting staffed up for summer, so the increase in efficiency via electronic payments is very helpful and worth the price. Operating Supplies increased from the prior month, more than anticipated due to purchases for the Maintenance department for shelving for the shop (\$3,051) and a welding machine (\$4,859). However, this line item is just more than budget by \$3,571.*

(h) *The year to year variance for Marketing is due to approximately \$2,000 in ads regarding the Executive Director hiring process in 2020 and this year we did not use Bri Communications for the Puget Sound Boating Guide (>\$4,000), which are maps.*

(i) *Overall, Operating Expenses increased by \$242,548, or 13%, when compared to 2020 and are more than budget by \$81,705, or 4%. As already mentioned, these year to year increases are due to timing of bills received and paid as well as increases in spending for Repair/Maintenance, Legal & Auditing, Salaries/Wages, Environmental Supplies, Operating Supplies & Bank Charges. It should be kept in mind that although this appears to be a significant increase in expenses, they are more in alignment when compared to the budget, or the plan for the year.*

(j) *The year to year variance of \$508,640 for Total Other Increases in Fund Resources is primarily related to increased tax revenues. This total is more than budget by \$125,354.*

(k) *Both the year to year and budget to actual variance for Total Non-Operating Expenses, \$320,224 and \$303,291, respectively, are related to the payoff of the 2020 LTGO Bond Line of Credit (\$251,565), increased taxes paid as the result of more business (\$57,419), increased lease deposits refunded \$10,859), 2021 LTGO Line of Credit issuance cost (\$9,300) and the first of three Tetra Tech invoices for the Ecology Recycling Grant work.*

(l) Overall, the increase of \$504,842 when comparing 2020 to 2021 for Net Income/(Expense) is due to the strong increase in Net Operating Income (more in 2021 by \$316,426) and the increase in Net Other Increases/Decreases in Fund Resources of \$188,416. It is important to compare to prior year, but just as important, if not more, to compare to budget because the budget is where we expect to be based on anticipated changes, increases, initiatives, etc. When compared to YTD budget, we are more than budgeted by \$90,052.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 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. Draft 2022 Budget Schedule
STAFF LEAD	Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Memo 2. Draft 2022 Budget Schedule

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/14/2020
TO: Port Commission
FROM: Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration
SUBJECT: 2022 Budget Draft Schedule

ISSUE

Provide the Commission with the draft 2022 Budget Schedule for review and consideration.

BACKGROUND

Each year at this time the Commission is presented with a draft schedule for review and adoption of the subsequent year's budget. The draft 2022 Budget Schedule is to be presented at this meeting.

DISCUSSION

Are there any questions the Commission has on this schedule?

Are there any changes the Commission would like to see to this schedule?

FISCAL IMPACT

NA

RECOMMENDATION

We request the Commission adopt the 2022 Budget Schedule.

Port of Port Townsend 2022 Operating & Capital Budget Development Schedule

*	July 14, 2021	1:00	<i>Draft 2022 Budget Schedule and process discussed and approved at Commission meeting.</i>
	July 26-30, 2021	TBD	<i>Group work sessions with Department Managers and Port Directors to discuss budget.</i>
*	August 11, 2021	9:30	<i>Workshop session - discuss issues, goals & assumptions, with review of YTD June 2021 budget to actual results. Include Operations & Maintenance Managers to discuss proposed rates and expenses.</i>
	August 16-20, 2021	TBD	<i>Individual budget work sessions with Department Managers and Port Directors.</i>
	August 25, 2021	9:00	<i>Group work session with Department Managers and Port Directors to discuss budget, as needed.</i>
	August, 2021	TBD	<i>2022 Budget status and potential issues discussed with Commissioners individually, as needed.</i>
*	September 8, 2021	9:30	<i>Workshop session - continue discussion of 2022 Budget initiatives, issues, and review revenue projections. County Assessor will attend to present recommended budgeted property tax levy for 2022. May include discussions of IDD levy for 2022.</i>
	September 17, 2021		<i>1st draft of budget and proposed rates posted on Port website, for September 22nd meeting.</i>
*	September 22, 2021	5:30	<i>1st draft of budget and proposed rates presented to Commissioners and public.</i>
*	October 13, 2021	1:00	<i>2nd review of draft 2022 budget, proposed rates and changes requested from 1st draft review.</i>
	October 11, 2021		<i>Advertise budget hearings in Leader & PDN, once per week for two (2) consecutive weeks, per RCW 53.35.020</i>
*	October 27, 2021	5:30	<i>1st public hearing with public comment period on 2022 Budget and requisite resolutions (budget, property tax, IDD levy & rates).</i>
*	November 10, 2021	1:00	<i>2nd public hearing and public comment period on 2022 Budget, as necessary, or adopt final 2022 Budget and requisite resolutions (budget, property tax, IDD levy & rates).</i>
*	November 23, 2021	5:30	<i>If 2022 Budget was not adopted previously, adopt final 2022 Budget, including requisite resolutions.</i>
	November 30, 2020		<i>Tax levy resolutions and adopted budget due to Jefferson County, per RCW.</i>

* ***Commission Meetings***

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 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. C. Boatyard / Sims Way Trees – request to remove
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Staff memo • PUD Tree Removal Request

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 7/14/2021
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: PUD request regarding trees along boatyard/Sims Way

ISSUE

Should the Commission authorize the PUD to enter Port property and remove trees that are conflicting with the safe operation of the PUD's electrical transmission lines between Sims Way and the boatyard?

BACKGROUND

The PUD owns and operates an electrical transmission line that runs parallel to Sims Way at the outside edge of the boatyard. Along the same alignment and very close to those power lines, there is a row of Lombardy poplar trees that are near and above the power lines. I understand that these trees were planted between 1964 and 1976¹ which makes them about 50 years old. In recent weeks, Port staff have witnessed arcing between the power lines and the trees. Burn marks are visible on the poplar trees at the height of the lines.

As a result of the safety concerns, I authorized the PUD to enter Port property for any emergency tree trimming that they deemed appropriate.

DISCUSSION

By letter, attached, the PUD has formally requested authorization to remove the trees and replant with a species more appropriate for a street tree. Any tree removal will be subject to permitting by the City of Port Townsend and I anticipate the Port would request that new street trees be planted in the street right of way.

Given the PUD's inability to meet safety standards as a result of these trees and the risk they pose to both the power grid, Port tenants, staff, visitors and tenant boats located in near proximity, staff are recommending that the Commission authorize PUD to move forward with planning, permitting, removal and replanting of these trees.

FISCAL IMPACT

The PUD is proposing to bear the cost of the tree removal which relieves the Port of a future expense to remove these trees as they reach the end of their natural life cycle.

ATTACHMENTS

Letter from Jefferson PUD #1 formally requesting authorization to remove trees on Port property.

RECOMMENDATION

Motion to authorize Jefferson PUD #1 to remove trees located on Port property between Sims Way and the boatyard.

¹ Simpson, Peter, *City of Dreams* (Jefferson County Historical Society, 2018) at page 192



Board of Commissioners:

Jeff Randall, District 1
Kenneth Collins, District 2
Dan Toepper, District 3

Kevin Streett, General Manager

May 10, 2021

To: Eron Berg
Executive Director
Port of Port Townsend

RE: ELECTRICAL SYSTEM SAFETY AND RELIABILITY.

Dear Eron,

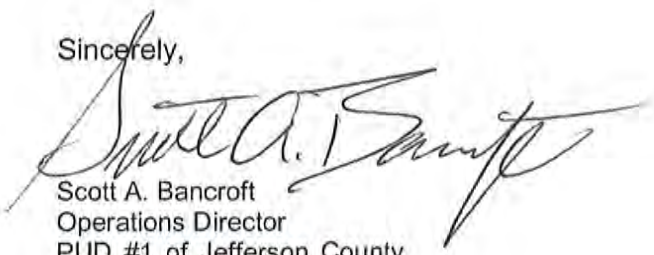
Jefferson County PUD is committed to the highest standards of service while providing safe and reliable electricity for every home and family in the district. Trees growing near and into power lines can create public safety hazards and cause power outages. In fact, most of our outages are due to trees. PUD's tree trimming program is an industry best practice designed to prevent dangerous situation and ensure reliability. We understand our customers value trees. These same customers also rely on PUD to provide reliable power.

Currently there are numerous poplar trees on Port property that are of concern to the PUD. The poplar trees endanger PUD transmission lines. When the poplar trees fall onto PUD transmission lines there will be a large outage throughout Port Townsend. We are seeking and willing to work collaboratively with all groups for a long-term solution to the tree issue at the Port of Port Townsend. The discussion should focus on removal and replanting a species of tree better suited to be in the vicinity of overhead electrical lines and moved off Port property and into the right-of-way, further away from the existing overhead electrical lines.

We appreciate your support as we work to provide you with safe, reliable and affordable energy. I look forward to a discussion on our next steps working to solve this issue.

Thank you.

Sincerely,



Scott A. Bancroft
Operations Director
PUD #1 of Jefferson County
sbancroft@jeffpud.org
360-385-8363

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 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. D. Covered Shelter Report
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Staff memo

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 7/14/2021
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Boatyard Covered Shelter

ISSUE:

1. Based upon the first 18 months of experience renting a covered shelter in the yard, what changes, if any, should the Port make to the use of that facility?

BACKGROUND

Following the deal with the Coop, the Port took possession of the covered shelter located at the NW corner of the building occupied by ACI. The Commission established a rate and has made the covered shelter available for use. The daily rate is \$75.00, plus \$5.00 for electricity. The intent of this item on today's agenda is to provide the Commission with a report on usage and to discuss any changes that may be desired for the future.

DISCUSSION

For the period January 1, 2020-June 30, 2021, usage has been as follows:

2020: February 4 th to June 19 th	Total days paid: 136
2021: Jan 4 th to January 25 th	
April 2 nd to April 23 rd	
April 23 rd to April 27 th	Total days paid: 46

Four vessels have used the covered shelter in the past 18 months with the first 136 days used by SEA Marine for one of their customers.

At the current daily rate, the Port has generated approximately \$13,650 (\$758/month on average) in the past 18 months.

Multiple tenants and prospective tenants would like to lease this shelter for exclusive use. This facility currently provides a unique value to boat owners, particularly do-it-your-selves, to be able to work under cover. A challenge with this facility is scheduling and timing of projects as well as the seasonal benefit of the more expensive yard space. Separately, because we charge a fixed rate for the shelter, the cost comparison to uncovered yard space varies depending on the length of the vessel with the 70-foot vessel reaching maximum cost efficiency (daily rate of \$75.00 covered versus \$54.60 uncovered).

Utilization seems low as does the bottom-line revenue. Staff is interested in understanding the Commission's vision for the shelter, and, in particular, if we are committed to keeping it available to rent by the day, or if we should consider leasing it to a tenant.

FISCAL IMPACT

None

ATTACHMENTS

None

RECOMMENDATIONS

Discuss and provide direction, if any, for follow up information or possible changes to the use of the covered shelter.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 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. E. Port-designated EDC Representative
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Staff memo

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 7/14/2021
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Designation of Board Member for EDC Team Jefferson

ISSUES

1. Which commissioner should be designated to serve on EDC Team Jefferson's Board of Directors for the remainder of 2021?

BACKGROUND

The 5-party agreement for funding EDC Team Jefferson has been executed, and as part of that agreement a new board will oversee the operations of the EDC. That board has been modified to include four public-sector positions, one each from the Port, City, County and PUD.

DISCUSSION

With the revised board structure in place, EDC Team Jefferson has asked for the Port's designee to serve on its board. Because of the mid-year need for a designee, this was not part of the normal annual process of appointments. I am anticipating that this initial appointment will serve through 2021 and this seat will be part of the annual process for 2022.

Commissioner Petranek has indicated an interest and willingness to serve as the Port's designee.

FISCAL IMPACT

None

ATTACHMENTS

None

RECOMMENDATIONS

1. Motion to appoint Commissioner _____ to serve as the Port's representative on EDC Team Jefferson's Board through 2021 and until the Commission appoints a successor.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 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. F. In-person Meeting Status and Discussion
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • No materials

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 14, 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	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Commission Contracts Update • Detailed May Year-to-date Financials • Broadband PUD Letter of Support

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: July 8, 2021

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **July 14, 2021 Commission Meeting** – Commission Update: New/Amended Contracts Under \$50,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 746-21

Name	Dates	Description	Amount Not to Exceed:
Northwest Maritime Center	6/1/2021-9/10/2021	PH Dock Attendants , 2 per shift, specified dates/hours	\$35,000.00
SKRIVA, LLC (Lisa Wilson)	Amended -Extended through 1/31/22	On call grant writing	\$25,000.00

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

	YTD May 2020	YTD May 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
REVENUES						
PTBH - Permanent Moorage	521,944	508,027	(13,917)		515,407	(7,380)
PTBH - Liveaboard Fee	10,259	9,228	(1,031)		10,240	(1,012)
PTBH - Liveaboard Background Check	-	60	60		-	60
PTBH - Work Float/Lift Pier Usage	1,117	10,068	8,952		2,060	8,008
PTBH - Monthly Guest	105,294	93,016	(12,278)		121,878	(28,862)
PTBH - Nightly Guest	42,659	79,328	36,668		53,844	25,484
PTBH - Electric	48,723	48,314	(409)		50,138	(1,824)
PTBH - Miscellaneous Revenue	6,042	8,586	2,544		5,420	3,166
PTBH - Showers	3,361	3,002	(358)		3,645	(643)
PTBH - Restroom Key Fobs	190	140	(50)		184	(44)
PTBH - Laundry	2,080	2,661	582		2,217	444
PTBH - Promotional Sales	60	91	31		140	(49)
PTBH - Port Labor	97	1,310	1,213		-	1,310
Reduction for Bad Debt Write-off	(5,523)	-	5,523		-	-
Boat Haven Moorage	736,304	763,833	27,529	a	765,173	(1,340)
Yard - 70/75 Ton Hoist Revenue	89,551	137,384	47,833		124,393	12,991
Yard - 70/75 Ton Yard Revenue	238,136	376,577	138,440		242,508	134,069
Yard - 70/75 Ton Yard Enviro Fee	23,259	32,949	9,690		19,599	13,350
Yard - 70/75 Ton Yard Electric	15,494	18,609	3,115		15,170	3,439
Yard - 70/75 Ton Yard Port Labor	-	1,590	1,590		409	1,181
Yard - 300 Ton Hoist Revenue	103,997	102,914	(1,083)		86,628	16,286
Yard - 300 Ton Yard Revenue	185,014	208,834	23,819		183,253	25,581
Yard - 300 Ton Yard Enviro Fee	7,888	5,556	(2,332)		9,820	(4,264)
Yard - 300 Ton Yard Electric	24,155	23,854	(302)		23,972	(118)
Yard - 300 Ton Yard Port Labor	3,065	1,727	(1,338)		2,271	(544)
Yard - L/T Storage	40,638	33,324	(7,314)		30,138	3,186
Yard - Blocking Rent	17,272	20,170	2,898		21,180	(1,010)
Yard - Off Port Property Tarp Fee	1,674	861	(813)		1,291	(430)
Yard - Washdown Revenue	31,526	32,908	1,381		33,251	(343)
Yard - Bilge Water Revenue	2,677	485	(2,191)		2,699	(2,214)
Yard - Liveaboard Fee	1,264	1,598	334		795	803
Yard - Enviro Violations & Clean up	2,610	1,100	(1,510)		1,265	(165)
Yard - Miscellaneous Revenue	2,459	-	(2,459)		746	(746)
Reduction for Bad Debt Write-off	(42,746)	-	42,746		-	-
Yard Operations	747,935	1,000,440	252,505	a, b	799,388	201,052
PTBH Prop - Lease Revenue	261,972	314,128	52,156		289,436	24,692
PTBH Prop - Fuel Dock Lease	5,217	5,314	97		6,014	(700)
PTBH Prop - Other Util, Wtr, Swr, Garbg	10,122	9,936	(186)		8,808	1,128
PTBH Prop - Stormwater Fees	5,116	4,091	(1,025)		4,575	(484)
PTBH Prop - Storage Unit Revenue	3,875	4,422	547		3,212	1,210
PTBH Prop - Electric	524	2,432	1,908		1,883	549
PTBH Prop - Miscellaneous	-	100	100		-	100
Reduction for Bad Debt Write-off	(479)	-	479		-	-
Boat Haven Properties	286,347	340,422	54,075	a	313,928	26,494
Pt Hudson - Permanent Moorage	55,773	65,516	9,743		58,800	6,716

Pt Hudson - Monthly Guest	75,152	69,617	(5,535)		73,023	(3,406)
Pt Hudson - Nightly Guest	10,605	47,694	37,088		36,843	10,851
City Pier & Union Wharf Usage	-	518	518		1,263	(745)
Pt Hudson - Monthly R.V.	53,442	47,891	(5,551)		43,501	4,390
Pt Hudson - Nightly R.V.	27,809	118,659	90,850		81,211	37,448
Pt Hudson - Kayak Racks	5,812	6,654	842		6,142	512
Pt Hudson - Electric	11,512	15,675	4,163		12,118	3,557
Pt Hudson - Reservation Fee	9,173	12,263	3,090		10,456	1,807
Pt Hudson - Liveaboard Fee	4,288	5,424	1,136		4,128	1,296
Pt Hudson - Liveaboard Backgrnd Ck	180	120	(60)		-	120
Pt Hudson - Showers	2,189	2,068	(121)		2,370	(302)
Pt Hudson - Laundry	4,083	4,023	(61)		3,768	255
Pt Hudson - Passenger Fee	-	986	986		453	533
Pt Hudson - Miscellaneous	1,958	640	(1,318)		283	357
Pt Hudson - Promotional Sales	105	279	174		180	99
Pt Hudson - Building Leases	163,773	172,849	9,075		158,495	14,354
Pt Hudson - Property Utility Reimb	13,579	12,065	(1,514)		15,475	(3,410)
Pt Hudson - Event Facility Rev	440	110	(330)		-	110
Pt Hudson - Parking	847	4,009	3,162		615	3,394
Pt Hudson - Enviro Clean up	212	-	(212)		-	-
Reduction for Bad Debt Write-off	(26)	-	26		-	-
Pt. Hudson Marina, RV & Prop	440,905	587,057	146,152	a, c	509,124	77,933
Quilcene - Permanent Moorage	18,802	26,434	7,632		19,395	7,039
Quilcene - Liveaboard Fee	1,583	1,538	(45)		1,115	423
Quilcene - Nightly Moorage	327	615	288		725	(110)
Quilcene - Showers	1,640	991	(649)		1,127	(136)
Quilcene - Electric	1,543	2,514	971		1,200	1,314
Quilcene - Reservations	(27)	198	225		202	(4)
Quilcene - Recreational Ramp Fees	2,611	4,259	1,648		4,190	69
Quilcene - Commercial Use Fees	1,200	-	(1,200)		1,118	(1,118)
Quilcene - Empty Trailer Storage	-	18	18		-	18
Quilcene - Miscellaneous Revenue	-	298	298		15	283
Quilcene - Lease Revenue	26,621	27,287	666		28,919	(1,632)
Quilcene - Water	5,414	4,784	(629)		5,345	(561)
Quilcene - Fuel Sales	3,933	-	(3,933)		-	-
Quilcene	63,647	68,936	5,289		63,351	5,585
Ramp Fees	16,810	16,465	(345)		20,655	(4,190)
PTBH Ramp - Commercial Use Fees	200	3,200	3,000		-	3,200
PTBH Ramp - Dinghy Float Revenue	476	349	(127)		527	(178)
Ramps	17,486	20,014	2,528		21,182	(1,168)
JCIA - Lease Revenue	46,122	47,585	1,463		48,620	(1,035)
JCIA - Hangar Revenue	13,566	13,979	412		13,811	168
JCIA - Vehicle Parking Revenue	238	28	(210)		305	(277)
JCIA - Aircraft Parking	1,045	295	(750)		585	(290)
JCIA - Fuel Lease Revenue	638	623	(15)		684	(61)
JCIA - Electric	791	600	(191)		695	(95)
JCIA - Miscellaneous Revenue	-	4,983	4,983		55	4,928
Jeff. County Int'l Airport	62,401	68,094	5,693		64,755	3,339
(Increase)/Decrease in Accts. Receivable	(27,403)	37,799	65,202	a	-	37,799
Total Revenues	2,327,622	2,886,595	558,973	d	2,536,901	349,694
EXPENSES						

Salaries & Wages	927,047	959,850	32,803	e	958,934	917
Payroll Taxes	97,293	97,732	440		101,960	(4,228)
Employee Benefits	277,464	348,829	71,366		362,421	(13,592)
Uniform Expense	4,067	3,118	(949)		3,864	(745)
Contract Services	113,547	100,484	(13,063)		120,220	(19,736)
Legal & Auditing	8,499	52,831	44,332	f	32,276	20,555
Insurance	1,199	99	(1,100)		-	99
Office/Computer Supplies	2,488	9,948	7,459	g	2,804	7,144
Operating Supplies	20,132	37,948	17,816		34,377	3,571
Enviro Materials/Supplies	11,306	36,725	25,419		14,600	22,125
Tarp Pool Expense	8,421	11,669	3,248		10,600	1,069
Empl Recog/Relations	50	1,657	1,607		237	1,420
Postage	2,160	2,466	306		1,328	1,138
Janitorial Supplies	13,341	14,754	1,413		11,292	3,462
Fuel & Lubricants	9,260	12,878	3,618		9,965	2,913
Permits & Licenses	1,985	2,113	128		3,900	(1,787)
Equipment Rental	-	2,943	2,943		2,251	692
Claims & Damages	-	-	-		700	(700)
Membership & Dues	12,834	15,367	2,533		16,580	(1,213)
Bank Charges	32,690	49,781	17,091		34,544	15,237
Excise Tax	4,997	8,642	3,645		7,115	1,527
Miscellaneous Expense	18,724	957	(17,766)		585	372
Repair & Maintenance Supplies	56,115	104,389	48,274		39,581	64,808
Facilities & Operations	194,502	312,237	117,735		190,459	121,778
Utilities	247,808	251,464	3,656		262,889	(11,425)
Advertising (Legal 2018)	3,491	1,465	(2,026)		2,988	(1,523)
Marketing	12,664	8,294	(4,370)		20,650	(12,356)
Promotion	1,060	2,437	1,377	h	200	2,237
Marketing	17,215	12,196	(5,020)		23,838	(11,642)
Travel & Training	3,967	998	(2,968)		3,620	(2,622)
Cost of Goods - Fuel	2,035	-	(2,035)		-	-
Community Relations	6,496	3,847	(2,649)	i	1,500	2,347
Total Expenses	1,901,138	2,143,685	242,548		2,061,980	81,705
Net Operating Income (Loss)	426,484	742,910	316,426		474,921	267,989
Other Increases in Fund Resources						
Yard Deposits Collected	1,000	22,781	21,781		8,110	14,671
PTBH Prop Lease Deposits Collected	17,792	7,893	(9,899)		8,335	(442)
PH Prop Lease Deposits Collected	4,465	7,739	3,274		2,000	5,739
JCIA Prop Lease Deposits Collected	-	3,345	3,345		-	3,345
PH Marina/RV Deposits Collected	7,251	18,228	10,976		17,320	908
Deposits & Retainage Collected	30,508	59,985	29,476		35,765	24,220
Sales Tax Collected	19,593	32,865	13,273		21,300	11,565
Leasehold Tax Collected	218,196	244,430	26,235		221,495	22,935
Hotel/Motel Tax Collected	568	2,446	1,879		1,950	496
Taxes Collected	238,356	279,742	41,386		244,745	34,997
Grants - FAA	69,836	-	(69,836)		-	-
Grants - Indirect FEMA (Jeff. County)	-	2,494	2,494		-	2,494
Grants - WA State & Jeff Co	-	18,580	18,580		-	18,580
Grants - Jefferson County	52,881	-	(52,881)		-	-
Capital Contributions/Grants	122,717	21,074	(101,642)		-	21,074

Debt Proceeds - Line of Credit	-	-	-		-	-
ARRA Bond Interest Subsidy	-	32,951	32,951		16,000	16,951
Investment Interest	7,397	1,263	(6,135)		4,200	(2,937)
Interest	7,397	34,214	26,817		20,200	14,014
Operating Tax Levy	573,194	601,964	28,771		602,972	(1,008)
IDD Tax Levy	470,918	962,215	491,297		933,834	28,381
State Forest Revenues	16,407	45	(16,362)		9,000	(8,955)
State Timber Excise Tax	15,290	20,592	5,302		11,000	9,592
Leasehold Excise Tax	2,623	2,674	51		2,830	(156)
Property & other taxes	1,078,431	1,587,490	509,060		1,559,636	27,854
Insurance Recovery	3,983	-	(3,983)		-	-
Finance Charges	2,284	6,477	4,194		6,250	227
Other Non-Operating Revenues	-	3,333	3,333		365	2,968
Misc Other Incr. in Fund Resources	6,267	9,810	3,544		6,615	3,195
Total Other Incr. in Fund Resources	1,483,675	1,992,315	508,640	j	1,866,961	125,354
Other Decr. In Fund Resources						
Retainage Paid	-	-	-		1,000	(1,000)
Yard Deposits Refunded	-	3,080	3,080		1,523	1,557
PTBH Prop Lease Deposits Returned	-	6,775	6,775		-	6,775
PH Prop Lease Deposits Returned	-	2,886	2,886		561	2,325
PH Deposits Refunded	1,883	-	(1,883)		2,500	(2,500)
Deposits & Retainage Paid	1,883	12,742	10,859		5,584	7,158
Sales Tax Remitted	17,953	25,879	7,926		17,700	8,179
Leasehold Tax Remitted	235,883	284,609	48,726		264,316	20,293
Hotel/Motel Tax Remitted	752	1,519	767		1,250	269
Taxes Remitted	254,588	312,007	57,419		283,266	28,741
Principal Pmt - 2020 Line of Credit	-	250,000	250,000		-	250,000
Interest Exp - 2020 Line of Credit	-	1,565	1,565		-	1,565
Debt Principal & Interest	-	251,565	251,565		-	251,565
Debt Management Fees	-	-	-		250	(250)
Debt Issue Costs	-	9,300	9,300		-	9,300
Investment Fees	232	63	(169)		210	(147)
Other Non-Oper Exp	-	6,924	6,924		-	6,924
Debt Mgmt, Issuance & Misc Exp	232	16,287	16,055		460	15,827
Election Expense	15,674	-	(15,674)		-	-
Total Other Decr. In Fund Resources	272,377	592,601	320,224	k	289,310	303,291
Net Other Incr./Decr. Fund Resources	1,211,298	1,399,714	188,416		1,577,651	(177,937)
Net Income/(Expense)	1,637,783	2,142,624	504,842	l	2,052,572	90,052

Notes:

(a) *In Qtr.1, 2020 a Bad Debt Write-off was approved by Commission and recorded in the accounting system. This is a GAAP convention, and though we are Cash Based now, we chose to reinstitute an Accounts Receivable (AR) account in the accounting system (the detailed tracking is done in the marina billing software). As such, the revenues recorded should be adjusted by any Bad Debt write-offs as well as changes in the AR balance. There have been no AR write-offs YTD 2021. There is a new line item as of April 2021 showing the Operating Revenues adjusted for YTD changes in the AR balance.*

(b) *Yard Revenues continue to reign strong over YTD 2020 as well as budget. Most of this increase is from the Yard Storage and Hoist revenues in both the 70/75 Ton and 300 Ton Yards which make up 83% of Yard revenues YTD.*

(c) *Point Hudson has made a rebound from last year at the beginning of the pandemic. Most of the increase is Nightly RV and Nightly Moorage revenues which represents 28%, or \$166,353, of the YTD Point Hudson revenues.*

(d) *Operating Revenues overall increased by 24%, or \$558,973, when compared to 2020 and were 14% higher than budgeted for YTD this month.*

(e) *Due to the timing of benefit payments in 2020, there's a variance of \$71,366. This corrects itself in June. Benefits are just under budget to-date. When compared to budget, Benefits are less by almost \$14,000.*

(f) *The large increase in Legal & Auditing Expense this year when compared to 2020 is in part due to the final billing of the 2018 & 2019 Financial Statement and Accountability audits for approximately \$14,000 and partly due to increased Legal in 2021 due to a now resolved litigation issue. This amount is also more than budgeted.*

(g) *2021 costs are higher for Facilities & Operations when compared to 2020 by \$117,735, and more than Budget by \$121,778. Part of the significant jump in prior year comparisons from last month is the correction of removing "Bad Debt Expense" from 2020 because it is already reduced from Operating Revenues. Otherwise, the highest variances year to year from highest to lowest are Repair/Maintenance costs for \$48,274, Environmental Materials/Supplies for \$25,419, Operating Supplies for \$17,816 and Bank Charges for \$17,091. Bank Charges have increased due to the new software, Molo, that directs customers online to pay electronically. This is a huge plus to the Port because we receive funds more quickly, and we don't have to rely on staff to process the paper money and checks. In addition, we are having difficulty getting staffed up for summer, so the increase in efficiency via electronic payments is very helpful and worth the price. Operating Supplies increased from the prior month, more than anticipated due to purchases for the Maintenance department for shelving for the shop (\$3,051) and a welding machine (\$4,859). However, this line item is just more than budget by \$3,571.*

(h) *The year to year variance for Marketing is due to approximately \$2,000 in ads regarding the Executive Director hiring process in 2020 and this year we did not use Bri Communications for the Puget Sound Boating Guide (>\$4,000), which are maps.*

(i) *Overall, Operating Expenses increased by \$242,548, or 13%, when compared to 2020 and are more than budget by \$81,705, or 4%. As already mentioned, these year to year increases are due to timing of bills received and paid as well as increases in spending for Repair/Maintenance, Legal & Auditing, Salaries/Wages, Environmental Supplies, Operating Supplies & Bank Charges. It should be kept in mind that although this appears to be a significant increase in expenses, they are more in alignment when compared to the budget, or the plan for the year.*

(j) *The year to year variance of \$508,640 for Total Other Increases in Fund Resources is primarily related to increased tax revenues. This total is more than budget by \$125,354.*

(k) *Both the year to year and budget to actual variance for Total Non-Operating Expenses, \$320,224 and \$303,291, respectively, are related to the payoff of the 2020 LTGO Bond Line of Credit (\$251,565), increased taxes paid as the result of more business (\$57,419), increased lease deposits refunded \$10,859), 2021 LTGO Line of Credit issuance cost (\$9,300) and the first of three Tetra Tech invoices for the Ecology Recycling Grant work.*

(l) Overall, the increase of \$504,842 when comparing 2020 to 2021 for Net Income/(Expense) is due to the strong increase in Net Operating Income (more in 2021 by \$316,426) and the increase in Net Other Increases/Decreases in Fund Resources of \$188,416. It is important to compare to prior year, but just as important, if not more, to compare to budget because the budget is where we expect to be based on anticipated changes, increases, initiatives, etc. When compared to YTD budget, we are more than budgeted by \$90,052.



July 1, 2021

Russ Elliot
Washington State Broadband Office
Olympia, WA

Re: Partnership with Jefferson County PUD

Dear Mr. Elliot,

On behalf of the Port of Port Townsend, I am writing to support the Jefferson County Public Utility District's request to partner with the Washington State Broadband Office on an application for funding from the National Telecommunications and Information Administration (NTIA) Broadband Infrastructure Program Funding Opportunity.


The COVID-19 pandemic has made it clear that access to broadband is essential. In rural, geographically isolated Jefferson County, too many of our citizens lack access to broadband. Jefferson County PUD's proposal to build out a fiber network to the communities of Quilcene, Discovery Bay, and Gardiner will provide broadband access to some of rural East Jefferson County's most under and unserved areas.

Jefferson County PUD has already laid the groundwork for this project by leasing access to the Bonneville Power Authority's fiber trunk running from Olympia to Port Angeles. The lease of this fiber secures a second fiber pathway onto and off of the Olympic Peninsula, boosting network resiliency and performance. This fiber also passes through the Quilcene and Discovery Bay areas. Funding from the NTIA grant will allow the PUD to build middle and last mile fiber connections to residents and businesses who currently must pay exorbitant rates for low quality dsl, satellite, or cell phone data if they are able to get any internet at all.

We strongly support Jefferson County PUD's effort to expand access to broadband in our rural communities. We support their project and urge the Washington State Broadband Office to partner with them on an NTIA grant application.

Thank you for your consideration,

Sincerely,



Eron Berg
Executive Director