



Port of Port Townsend
1st Monthly Meeting Agenda
Wednesday, October 13, 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 September 22, 20211-6
 - B. Approval & Ratification of Warrants7-19
 - C. Resolution Number 753-21 Authorizing Warrant Cancellations 20
 - D. Resolution Number 754-21 PIF Grant Authorization Resolution 21-22
 - E. Blue Moose Lease..... 23-40
- V. Second Reading
 - A. 2nd Draft of 2022 Budget with CIP & Proposed Rates41-74
- VI. First Reading ~ none
- VII. Regular Business
 - A. Resolution Number 755-21 regarding Commissioner Compensation 75-79
 - B. August YTD Financials80-85
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Special Meeting later today regarding Quilcene Outreach Results Report at 6:00 p.m.
Next Regular Business Meeting: Wednesday, October 27, 2021 at 5:30 p.m., via Zoom
- XI. Executive Session – none as of 10/8/2021
- XII. Adjournment

Informational Items	86
a. Lease Briefing.....	87-88
b. August YTD Financials Detail	89-94

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 22, 2021

The Port of Port Townsend Commission met for a regular business session via Zoom online.

Present via Zoom online video: Commissioners Hanke, Petranek and Putney
Executive Director Berg
Finance Director Berg
Director of Capital Projects & Port Engineer Love
Port Recorder Erickson
Port Attorney Woolson

- I. CALL TO ORDER (00:00:03): Commissioner Hanke called the meeting to order at 5:30 p.m.
- II. APPROVAL OF AGENDA (00:00:22)
Commissioner Petranek moved to accept the agenda; vote was taken, and motion carried unanimously.
- III. PUBLIC COMMENTS (00:00:55): *Comments sent in via email are posted online, and are summarized below.*
Phil Pilgrim commented that he was opposed to the project to eliminate the poplar trees along Sims Way and to expand the boundaries of the Port along that corridor. He thought that tree replacements should be planted with time to mature before taking down the old trees. He didn't think the Port expanding into the greenbelt on Sims Way was in the interest of the community at large.
Inger Rankins wrote that rates should be affordable for the local people and asked Commission not to increase rates more than 3 % max.
Patti Hoycecki commented that the Commission should build support by placing a 3% cap on both commercial and permanent moorage rates.
Ernie Baird commented that the Port is currently doing a good job of balancing the need for revenue with the task of creating a positive economic environment for the marine trades, and with adjustments made in response to the 2019 study, is competitive with the other ports in our region. He asked Commission to build on current success by only increasing storage rates for 2022 by the rate of inflation for the past year.
- IV. CONSENT AGENDA (00:08:20)
 - A. Approval of Workshop and Public Meeting Minutes from September 8, 2021.
 - B. Approval & Ratification of Warrants
Warrant #064208 in the amount of \$4,902.48 is declared void.
Warrant #064216 in the amount of \$86,352 for Accounts Payable.
Warrants #064217 through #064260 in the amount of \$91,698.33 for Accounts Payable.
Warrant #064261 in the amount of \$15,000 for Accounts Payable.
Warrants #064262 through #064269 in the amount of \$26,124.38 and Electronic Payment in the amount of \$96,951.68 for Payroll & Benefits.
Electronic Debit for \$15,864.34 to WA State Dept. of Revenue for Combined Excise Tax Return.
 - C. Sunrise Coffee Company Lease
 - D. Accounts Receivable Write-Off/Collection Register**Commissioner Putney moved to accept the Consent Agenda; vote was taken, and motion carried unanimously.**
- V. Special Presentation: Staff Recognition – Tim Nelson (00:08:43):
Executive Director Berg spoke about Mr. Nelson's wonderful, upbeat attitude and the good job he does as a yard hoist operator. Commissioner Petranek & Hanke each spoke of the good interactions they have had with Tim and the great work he's done.

VI. SECOND READING (none)VII. FIRST READING (00:12:00)

A. 1st Draft of 2022 Budget with CIP & Proposed Rates

Finance Director Berg gave the Commission her overview and assumptions per the memo on the first draft of the 2022 budget. She said that the Port had fared well so far in the pandemic, but there is still some uncertainty in the economy—rising costs, supply chain issues, and significantly higher bids than anticipated—so she is taking a conservative view of the Port's expenditures and revenues. She brought attention to the formatting of the budget, which has reverted to being presented as what you see every month and quarter, followed by the Capital Budget; in the 2nd draft a cash flow will follow the Capital Budget. She said the report included 2019 actuals, along with the full 2021 budget, and a 2021 year-to-date comparison with remaining budget; this allows the Commission to see what was budgeted for this year, where the Port stands year-to-date July, and where we anticipate being next year.

Ms. Berg then went through operating revenues. Whereas the rates were increased overall by 5% in this draft budget in accordance with the year-over-year twelve-month CPI-U rate, the revenues were not increase by that amount overall. The exception to the 5% rate increase is for the Boat Haven permanent moorage which is changed to 3% with the understanding that those rates will be increased each year by 3% in 2023 and 2024. She noted that revenues for Point Hudson next year would be fine-tuned in the next draft, anticipating that the Point Hudson jetty project will reduce revenues there, and she would be working with staff on operations and capital ideas to lower the loss at Point Hudson. Overall, Port operating revenues are projected to increase only 0.8 percent when comparing year-to-date actual with remaining budget.

Ms. Berg then went over operating expenses showing an increase in salary and wages of approximately \$300,000 because of the required 5% COLA increase, hiring a full time Port Engineer to replace the current part-time position, legacy employee retirements with cash-out of leave, etc. Other increases include health care costs, contract services, insurance costs (staff will investigate ways to reduce costs), equipment rentals (an update was given on the pre-settling tanks and the status of the general boatyard permit), repair and maintenance costs, etc. She then went over Other Increases in Fund Resources and Other Decreases in Fund Resources listed on the report.

Ms. Berg continued this review with the 5-year Capital Improvement Plan 2022-2026 (CIP) on pages 49-51 of the packet showing various projects anticipated throughout next year and continued into 2026; the biggest one is the Point Hudson jetty, followed by the Boat Haven stormwater treatment program. These will be further defined and detailed in the next draft after consultation with the Director of Capital Projects and Port Engineer. Funding sources show how successful the Port has been in getting grant funding. It was noted that there are some projects that don't make enough of a profit to pay for maintenance or replacement (fuel tanks, for instance), and only work at public ports because they can apply for grants to help fund these projects.

Executive Director Berg said this CIP was a draft and the Port is trying to hit the target with these projects, which will get more realistic as the target dates approach. He said these are projects the Port wants to do, and how we want to pay for them. He said that the Port is doing everything possible to be ready to start the Point Hudson Jetty project next year, but the permit is not yet in hand. Port staff are hoping to know more soon.

Commissioner Petranek asked about the status of planning and engineering in Quilcene. Executive Director Berg said the Port is focused on getting that done in 2021 but results of that planning may push these projects out later. Deputy Director Toews is working on the potential of federal funding that would advance the plan sooner than is shown on the CIP for Quilcene.

Commissioner Hanke asked why dock repairs in Quilcene are moved out to 2026 since that should be a priority; are dock repairs maintenance and not capital improvement? Executive Director Berg explained that these dock repairs would be a part of an RCO grant application.

Commissioner Putney then asked about the ramp repair in Quilcene. Executive Director Berg explained that it depended on what kind of ramp the community wants and what the focus might be. The ramp and dredging depend on the outcome of the Quilcene study (depth and design) and currently, a standard Army Corp dredge is two years out in planning. He said the target for funding these projects is the next RCO grant cycle in 2022-23, to be funded in 2024-25, and depending on permitting the project would potentially be on the 2026 budget.

Commissioner Hanke asked why the City Dock repairs were added to this draft CIP, as that was new. Executive Director Berg explained that the City Dock repairs were on the CIP as a FEMA placeholder, based on storm damage declared last year.

The discussion then moved to Rate cards (00:57:50). Most rates have an increase of 5%, except for permanent moorage which is 3% this year and next year – an average of CPI year-over-year. Executive Director Berg noted some new items that were changed on the cards from last year: a background check fee is now noted as annual, fobs were moved to Misc. Rate card, and the workyard storage rate on the Yard Rate card is there as a placeholder for a discussion on the capacity of our workyard. He said there was a balance issue between rates charged versus how full the yard is. Port staff have noted that during the seasonal discount, 80% of boats in the yard are using the discount. He suggested a 5% increase and a reduction in the time period for the rate.

Commissioner Petranek said that a full boat yard equals jobs for marine trades; businesses and independent workers expand in record years like this year.

Commissioner Hanke said that it doesn't help the trades when there is no space to put boats they need to work on. Space is taken up with boats that sit there all winter not being worked on because its cheap storage.

Commissioner Putney said that if boaters are doing their own work and are using any Port Townsend marine trades business for parts or supplies, that should count the same as if one of the marine tradespeople were doing the work on the boat.

Commissioner Petranek said that the Port Townsend Marine Trades Assoc. (PTMTA) says that increased boatyard rates do not mean increased profit or more jobs in the marine trades. She felt that the Port should first improve day-to-day operations and communications with customers, then streamline boat placement. She said there were three types of boats - those being worked on, those being stored, and the liveaboards. She said there was value in consistent, predictable rates that created regular, repeat customers. She suggested adding a storage rate or a different placement for storage boats, saying staff could ask the boat owner if they're storing or working on their boat at haul out. She also suggested that staff identify which boats are being actively worked on because the rules state "must be making notable progress." She didn't feel there was any reason to have liveaboards on boats stored in the yard.

Commissioner Putney asked what the Port should do with boats that are not actively being worked on, ask them to leave or charge a penalty rate? He suggested a tight-pack trailer could separate boats at haul-out by purpose: narrow space, less power, no work permitted. He wondered if the Port should have a separate rate for storage.

Executive Director Berg reported negative feedback from boat owners who can't schedule timely haul-outs. He reminded Commission of the unpredictable nature of boat work and how a scheduled haul-out depends on other boats getting splashed, but that depends on how a project goes. He felt that the boats sitting in the yard for years should not get the discount rate automatically each season. He also thought it would be difficult for staff to discern who is working on boats; and instead suggested the Port keep the current structure and add two rules to the

seasonal rate: boat must be hauled out *during* the seasonal period and their stay should be limited to 2 or 3 months to help ensure an active project. He felt it would be important to state that the intent of this discount is to incentivize getting work done on your boat using local businesses.

It was decided that further discussion of boatyard rates and how to apply them to boats being worked on, stored, or lived on—including whether to keep all rates at 5%, or apply a three-percent increase using a CPI average instead—could wait until the next draft of the 2022 rates. Port staff will put rates at 5% for this later discussion, leaving permanent Boat Haven moorage at 3%.

Executive Director Berg then highlighted anomalies to the 5% increase on other rate cards. He noted a range of rates at the RV park because of seasonality, peak event activity, and mid-week slowdowns to increase overall annual occupancy more dynamically by demand. The winter guest monthly RV rate is almost 20% higher to better reflect market demand as well as recognizing that this is an all-inclusive cost (RV space, showers, unmetered electricity, and cable TV). He noted new guest monthly rates at Quilcene marina, and hangars at JCIA moving from \$210 to \$250 for Port owned hangars due to market demand. Mr. Berg said the Port would like to establish rates for the Pavilion building at Point Hudson that would reflect a market rate for events and a different rate that would work for Port-aligned non-profits to help economic development efforts locally; in addition, the Port can use it for meetings. The Port is charging a \$10 fee for all fobs now (see Misc. Rates card) because they come back worn out and hard to reissue due to their condition.

VIII. REGULAR BUSINESS (01:49:50)

A. PIF Grant Application

Executive Director Berg provided background, saying there was a presentation on this with more detail in the packet. He said this item had already been discussed by the Port Commission, and the tree issue was addressed a couple of months ago with a Commission authorization to allow the PUD to access Port property and remove the trees to address the safety hazard and compliance with federal electrical code. The question is could we take that change along the Sims Way corridor and imagine something good coming out of it? The City Parks, Recreation and Tree Advisory Board and the City Council Infrastructure & Development Committee both heard the presentation and this week the City Council voted unanimously to support the PIF application of a joint project between the City, the Port, and the PUD for about \$1 million to execute a 5-phase project that includes removal of the poplars, undergrounding of the power lines, installation of pedestrian amenities on the Boat Haven side of Sims Way, expansion of the boatyard, and lastly replanting the Sims Way corridor consistent with the City's plan. He said City, PUD and Port partners are working on what the total contributions each will have, but the \$1 million in PIF funding is about 50% of the project and will probably mean about \$500,000 match from the Port.

Commissioner Hanke moved to authorize the Executive Director to apply to Jefferson County for the Public Infrastructure Fund for a grant for this project.

Commissioner Petranek said the poplars are loved for their beauty, but they are not native and live only 30 to 50 years; they were chosen because they provide a short-term benefit for windscreens, privacy and beauty because they grow quickly. She said that she's heard the public on the trees issue and her research revealed that back in the 1980's a Park Advisory Board recommended removal of these trees and the planting of native boulevard trees; then in 2013 the Port commissioned a study, and the result was a strong recommendation to remove the trees. She said that the PUD has reported that these trees are a liability for the PUD and they will cut them down. She wanted the public to know that Port Commission is doing its homework, and the choice isn't whether or not to cut the trees down, but with how to replace them.

Commissioner Putney agreed that native plants and/or trees needed to replace the poplars, and was concerned for the current hazard to the PUD workers working around them. He said

underground electrical would beautify the entrance to Port Townsend, and we could create a barrier to the boatyard that is more beautiful than a chain-link fence.

Commissioner Hanke said he loved the trees and had fought earlier to save them, but now knows that the roots from the poplars are digging up the foundations on Port buildings. He said they are lovely, iconic trees planted in the 1970's but they must come down; and wanted to get input on how to beautify the Sims Way corridor. He said that none of the commissioners take this lightly.

Vote was taken and motion passed unanimously.

IX. Staff Comments (02:00:22)

Executive Director Berg said he had an update on the Quilcene Listening Project: Jeannie McMacken has received 76 online survey responses and 31 in-person interviews. She is compiling the responses and the intent is to weave the narrative into a group story, but also share the raw data so as not to take away from anyone's individual comments. We were hoping for an in-person meeting in Quilcene but it now looks likely that the meeting will have to be a Zoom meeting. The Linger Longer Advisory Committee suggested either 10:00 a.m. or 6:00 p.m. and Mr. Berg said an evening meeting would more likely achieve a broader audience in Quilcene. Commission discussed dates, and a plan was made to have a third meeting on October 13 at 6:00 p.m. Mr. Berg went on to report that the Port has come to conceptual agreement with County Public Works on an early termination and relocation of the Medium Risk Waste Facility (MRW) in May 2022 and the Port would compensate the County approximately \$57,538 (representing five years of capital improvements to the building). He said the budget includes this amount, and also for Port staff to disassemble, move and reassemble the building at JCIA as a maintenance building, then demolish the MRW foundation to allow more space in the yard. He said he would bring an agreement to Commission soon that would address the compensation and dispensation of assets.

Finance Director Berg thanked the Commission for their feedback and discussion on the budget tonight and said she will be working on the next draft.

Director of Capital Projects Love gave an update on the HVAC bids: the Port received only one bid that came in at \$164,000 for an estimated \$60,000 project. The removal of the roof coating on the hangar at Tailspin Tommy's at JCIA has begun. The plan is to remove the coating and recoat with similar material to that on Sunrise coffee building, with work to be reimbursed by FEMA.

Recorder Erickson announced she was retiring; her last day at the Port will be May 31, 2022.

X. Commissioner Comments (02:08:51)

Commissioner Petranek reported on an EDC board meeting she attended on September 16, 2021. Interviews for the executive director are scheduled for October 15, possibly on Zoom; the public process has not been discussed. She asked her fellow commissioners for input on the interview questions that were formulated by the EDC executive committee. She has suggested following the same the confidentiality protocols on the board as our four local government jurisdictions of open government, but the EDC has never acted in a matter outside of complete confidentiality and they're struggling with the right wording. She is concerned that the EDC is going to act as the master tenant of businesses on the upper floor of the Namura building. There was a board discussion on alignment with economic development mission and marine trades zoning along with Port approval for any new tenant. Executive Director Berg clarified that the EDC will lease the entire upper floor at market rate, but they only need a third of the space, and the Port has allowed them to sublease within that space to co-collaborators. This puts them in charge of splitting up utilities and cleaning bathrooms, etc.

Commissioner Putney commented that he planned to go to the Linger Longer meetings, but wanted to make sure there wasn't a quorum and he asked how to coordinate that. Port Attorney Woolson suggested that the Port post the meeting so that both commissioners could attend. Mr. Putney

reported on a pilots' meeting at the museum that went well. On Monday he was three-quarters of a century old, and as of today he is embarking on his last 100 days as Commissioner.

XI. Executive Session – none.

XII. Next Workshop and Regular Business Meeting (02:15:56): Wednesday, October 13, 2021, with Public Workshop at 9:30 a.m. and Meeting at 1:00 p.m. plus a possible special Quilcene Listening meeting at 6:00 p.m. via Zoom.

XIII. Adjournment: Meeting adjourned at 7:45 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

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 064280 through No. 064360, are approved for payment in the amount of \$115,186.73 on this 13th day of October, 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: 10/13/2021
Register Number: CD-000883

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
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			4557087	9/30/2021	1,129.51	0.00	1,129.51
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			9/30/21 STATEMENT	9/30/2021	316.13	0.00	316.13
0000064282	10/13/2021	AIR070	Airside Solutions, Inc				Check Entry Number: 001
			34494	9/30/2021	44.91	0.00	44.91
0000064283	10/13/2021	AMB001	AMB Tools & Equipment Co				Check Entry Number: 001
			T327649	9/21/2021	373.84	0.00	373.84
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			9/28/21 STATEMENT	9/28/2021	2,932.20	0.00	2,932.20
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			09010021	9/16/2021	914.26	0.00	914.26
0000064286	10/13/2021	BEE080	William Beezley				Check Entry Number: 001
			REFUND 9/22/21	9/22/2021	182.43	0.00	182.43
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			87372	10/2/2021	261.53	0.00	261.53
0000064288	10/13/2021	BLU050	Jayd Blue				Check Entry Number: 001
			REFUND 9/15/21	9/15/2021	626.27	0.00	626.27
0000064289	10/13/2021	CAR001	Carl's Building Supply				Check Entry Number: 001
			2109-922159	9/14/2021	2,851.64	0.00	2,851.64
			2109-922552	9/15/2021	347.72	0.00	347.72
			2109923081	9/16/2021	501.13	0.00	501.13
			2109-924485	9/22/2021	61.60	0.00	61.60
			2109-924833	9/23/2021	520.45	0.00	520.45
			2109-926889	9/30/2021	1,842.74	0.00	1,842.74
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			5948-1009398	9/22/2021	78.33	0.00	78.33
0000064291	10/13/2021	CEN035	CenturyLink				Check Entry Number: 001
			9/8/21 STATEMENTS	9/8/2021	803.09	0.00	803.09
0000064292	10/13/2021	CHM030	Chmelik Sitkin & Davis P.S.				Check Entry Number: 001
			8/2021 STATEMENT	9/23/2021	1,100.00	0.00	1,100.00
0000064293	10/13/2021	CIT001	City Of Port Townsend				Check Entry Number: 001
			9/2021 STATEMENT	9/30/2021	15,433.54	0.00	15,433.54
0000064294	10/13/2021	COO050	Cooper Fuel				Check Entry Number: 001
			10/1/21 STATEMENT	10/1/2021	878.46	0.00	878.46
0000064295	10/13/2021	CPC020	CP Communications				Check Entry Number: 001
			POPT09012021	10/6/2021	760.00	0.00	760.00
0000064296	10/13/2021	DAV030	John Davis				Check Entry Number: 001
			REFUND 9/16/21	9/16/2021	497.63	0.00	497.63
0000064297	10/13/2021	DIR070	DirecTV				Check Entry Number: 001
			075436554X210928	9/28/2021	845.25	0.00	845.25
0000064298	10/13/2021	ERI040	Karen Erickson				Check Entry Number: 001
			9/2021 EXPENSE	10/1/2021	18.82	0.00	18.82
0000064299	10/13/2021	FAM001	Ferguson Enterprises #3007				Check Entry Number: 001
			9509028	9/29/2021	435.06	0.00	435.06
0000064300	10/13/2021	FER001	Ferrellgas				Check Entry Number: 001
			9/26/21 STATEMENT	9/26/2021	519.91	0.00	519.91
0000064301	10/13/2021	FOX030	Fred Fox				Check Entry Number: 001
			REFUND 9/17/21	9/17/2021	115.36	0.00	115.36

Run Date: 10/7/2021 2:45:21PM
A/P Date: 10/13/2021

Page: 1
User Logon: DLF

Check Register
Journal Posting Date: 10/13/2021
Register Number: CD-000883

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
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			9/13/21 STATEMENT	9/13/2021	2,290.00	0.00	2,290.00
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			1178050	10/1/2021	147.29	0.00	147.29
			1178051	10/1/2021	111.83	0.00	111.83
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			REFUND 9/30/21	9/30/2021	285.74	0.00	285.74
0000064305	10/13/2021	HAL050	Jared Hall				Check Entry Number: 001
			REFUND 9/29/2021	9/29/2021	293.43	0.00	293.43
0000064306	10/13/2021	HAR080	Kathy Harwood				Check Entry Number: 001
			REFUND 9/27/21	9/27/2021	770.90	0.00	770.90
0000064307	10/13/2021	HEN002	Henery Hardware				Check Entry Number: 001
			717501	8/26/2021	10.31	0.00	10.31
			717603	8/27/2021	39.90	0.00	39.90
			717668	8/30/2021	26.83	0.00	26.83
			717780	9/1/2021	36.98	0.00	36.98
			717825	9/1/2021	53.39	0.00	53.39
			717925	9/3/2021	41.65	0.00	41.65
			717951	9/3/2021	61.47	0.00	61.47
			718069	9/7/2021	31.62	0.00	31.62
			718301	9/10/2021	18.72	0.00	18.72
			718477	9/14/2021	56.71	0.00	56.71
			718509	9/15/2021	22.85	0.00	22.85
			718538	9/15/2021	17.41	0.00	17.41
			718592	9/16/2021	61.26	0.00	61.26
			718637	9/7/2021	145.39	0.00	145.39
			718856	9/21/2021	72.50	0.00	72.50
			718907	9/22/2021	70.11	0.00	70.11
			718935	9/23/2021	98.16	0.00	98.16
			718995	9/24/2021	14.79	0.00	14.79
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0000064308	10/13/2021	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			2109-143115	9/20/2021	4.35	0.00	4.35
0000064309	10/13/2021	HOL085	Terill Hollweg				Check Entry Number: 001
			REFUND 9/9/2021	9/9/2021	79.00	0.00	79.00
0000064310	10/13/2021	INS070	Insight Strategic Partners, LLC				Check Entry Number: 001
			3535	9/30/2021	2,750.00	0.00	2,750.00
0000064311	10/13/2021	JAM040	Jamestown Networks				Check Entry Number: 001
			6676	10/1/2021	548.00	0.00	548.00
0000064312	10/13/2021	JC1006	Jefferson County Fire				Check Entry Number: 001
			2021-02	10/1/2021	1,000.00	0.00	1,000.00
0000064313	10/13/2021	JOH005	David Johnson				Check Entry Number: 001
			9/2021 EXPENSE	9/27/2021	164.95	0.00	164.95
0000064314	10/13/2021	JOH050	John Nix				Check Entry Number: 001
			951	9/20/2021	7,084.95	0.00	7,084.95
0000064315	10/13/2021	KEN010	Kendrick Equipment				Check Entry Number: 001
			U50402	9/14/2021	963.68	0.00	963.68
			U50426	9/13/2021	1,673.27	0.00	1,673.27
			U50449	10/4/2021	263.43	0.00	263.43

Run Date: 10/7/2021 2:45:21PM
A/P Date: 10/13/2021

Page: 2
User Logon: DLF

Check Register
Journal Posting Date: 10/13/2021
Register Number: CD-000883

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Check 0000064315 Total:					2,900.38	0.00	2,900.38
0000064316	10/13/2021	KEN065	Shawn Kennedy				Check Entry Number: 001
			REFUND 9/27/2021	9/27/2021	43.52	0.00	43.52
0000064317	10/13/2021	KOH070	Tom Kohrs				Check Entry Number: 001
			REFUND 9/30/2021	9/30/2021	748.16	0.00	748.16
0000064318	10/13/2021	LAG010	Andrew Lagravinese				Check Entry Number: 001
			REFUND 10/5/2021	10/5/2021	64.11	0.00	64.11
0000064319	10/13/2021	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4718167	10/1/2021	12.88	0.00	12.88
0000064320	10/13/2021	LIT060	Richard Litke				Check Entry Number: 001
			REFUND 9/28/2021	9/28/2021	134.40	0.00	134.40
0000064321	10/13/2021	MAR031	Marine Vacuum Service, Inc.				Check Entry Number: 001
			75040	9/24/2021	3,047.98	0.00	3,047.98
0000064322	10/13/2021	MAR047	Maritime Publishing				Check Entry Number: 001
			2021-56379	9/27/2021	1,654.00	0.00	1,654.00
0000064323	10/13/2021	MET060	Mark Metsker				Check Entry Number: 001
			REFUND 9/9/2021	9/9/2021	11.00	0.00	11.00
0000064324	10/13/2021	MOR025	Jack Morris				Check Entry Number: 001
			REFUND 9/17/2021	9/17/2021	235.54	0.00	235.54
0000064325	10/13/2021	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			9/2021 STATEMENTS	10/1/2021	8,662.72	0.00	8,662.72
0000064326	10/13/2021	NEL001	Sue Nelson				Check Entry Number: 001
			9/2021 EXPENSE	9/30/2021	21.84	0.00	21.84
0000064327	10/13/2021	NOR014	North Hood Canal Chamber				Check Entry Number: 001
			G-43	9/26/2021	50.00	0.00	50.00
0000064328	10/13/2021	NOR060	North Winds Welding				Check Entry Number: 001
			1929	9/22/2021	38.15	0.00	38.15
0000064329	10/13/2021	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			283514	9/28/2021	147.29	0.00	147.29
0000064330	10/13/2021	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			638574053	9/1/2021	913.01	0.00	913.01
			639726421	9/8/2021	54.86	0.00	54.86
			642596431	9/22/2021	733.26	0.00	733.26
Check 0000064330 Total:					1,701.13	0.00	1,701.13
0000064331	10/13/2021	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			9/30/21 STATEMENT	9/30/2021	381.06	0.00	381.06
0000064332	10/13/2021	PAP020	Pape Machinery				Check Entry Number: 001
			13059214	9/22/2021	1,276.95	0.00	1,276.95
0000064333	10/13/2021	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0198890	9/16/2021	142.40	0.00	142.40
			F0199005	9/20/2021	58.22	0.00	58.22
			F0199336	9/27/2021	51.98	0.00	51.98
Check 0000064333 Total:					252.60	0.00	252.60
0000064334	10/13/2021	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			58028	9/16/2021	92.65	0.00	92.65
0000064335	10/13/2021	PET025	Petrack Lock & Safe				Check Entry Number: 001
			20489	9/20/2021	168.10	0.00	168.10
			20501	9/27/2021	54.00	0.00	54.00
Check 0000064335 Total:					222.10	0.00	222.10

Run Date: 10/7/2021 2:45:21PM
A/P Date: 10/13/2021

Page: 3
User Logon: DLF

Check Register
Journal Posting Date: 10/13/2021
Register Number: CD-000883

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
0000064336	10/13/2021	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			76538	10/1/2021	393.00	0.00	393.00
0000064337	10/13/2021	POR005	Port Townsend Leader				Check Entry Number: 001
			108180	10/1/2021	131.50	0.00	131.50
			SUBSCRIPT RENEWAL	9/16/2021	52.00	0.00	52.00
Check 0000064337 Total:					183.50	0.00	183.50
0000064338	10/13/2021	POR023	Port Townsend Main Street Program				Check Entry Number: 001
			PORTOFPT CONTRIBUTIO	10/1/2021	15,000.00	0.00	15,000.00
0000064339	10/13/2021	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			9/10/21 STATMENTS	9/10/2021	12,353.12	0.00	12,353.12
			9/2021 STATEMENTS	9/17/2021	515.30	0.00	515.30
Check 0000064339 Total:					12,868.42	0.00	12,868.42
0000064340	10/13/2021	QUI001	Quill Corporation				Check Entry Number: 001
			19394627	9/9/2021	72.69	0.00	72.69
			19753076	9/23/2021	191.61	0.00	191.61
Check 0000064340 Total:					264.30	0.00	264.30
0000064341	10/13/2021	QUI010	Quimper Mercantile				Check Entry Number: 001
			88885	9/22/2021	116.47	0.00	116.47
0000064342	10/13/2021	RSI050	RSINet				Check Entry Number: 001
			6141	9/24/2021	180.00	0.00	180.00
0000064343	10/13/2021	SAG002	Sage Software Inc				Check Entry Number: 001
			A-S00065140-2021	10/13/2021	916.44	0.00	916.44
0000064344	10/13/2021	SEC010	Security Services				Check Entry Number: 001
			118450	10/1/2021	190.85	0.00	190.85
0000064345	10/13/2021	SHA025	David Sharpe				Check Entry Number: 001
			REFUND 9/27/21	9/27/2021	770.90	0.00	770.90
0000064346	10/13/2021	SHA030	Charlie Shaw				Check Entry Number: 001
			10/2021 EXPENSE	10/2/2021	78.31	0.00	78.31
0000064347	10/13/2021	SNE020	S-Net Communications				Check Entry Number: 001
			111812	9/11/2021	565.05	0.00	565.05
0000064348	10/13/2021	SNO030	Laura Snodgrass				Check Entry Number: 001
			9/2021 EXPENSE	9/30/2021	162.49	0.00	162.49
0000064349	10/13/2021	SUM040	Summit Law Group PLLC				Check Entry Number: 001
			129460	9/22/2021	435.50	0.00	435.50
0000064350	10/13/2021	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			21-06969	9/16/2021	67.50	0.00	67.50
			21-07332	9/30/2021	81.00	0.00	81.00
Check 0000064350 Total:					148.50	0.00	148.50
0000064351	10/13/2021	ULI040	ULINE				Check Entry Number: 001
			139019428	9/22/2021	5,901.44	0.00	5,901.44
0000064352	10/13/2021	VEN070	VenTek International				Check Entry Number: 001
			129174	10/1/2021	103.65	0.00	103.65
0000064353	10/13/2021	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9888527645	9/15/2021	479.29	0.00	479.29
0000064354	10/13/2021	WA1903	OMWBE				Check Entry Number: 001
			30313983	9/22/2021	100.00	0.00	100.00
0000064355	10/13/2021	WAS001	Washington Airport Mgmt Assn				Check Entry Number: 001
			01649	10/13/2021	110.00	0.00	110.00
0000064356	10/13/2021	WAS003	Washington Public Ports Assn.				Check Entry Number: 001

Run Date: 10/7/2021 2:45:21PM
A/P Date: 10/13/2021

Page: 4
User Logon: DLF

Check Register
Journal Posting Date: 10/13/2021
Register Number: CD-000883

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
			021-599	8/18/2021	170.00	0.00
0000064357	10/13/2021	WAS017	Marc Horton - Washington Project Consultants			
			083121-8	9/1/2021	902.50	0.00
			093021-8	10/1/2021	2,137.50	0.00
Check 0000064357 Total:					3,040.00	0.00
0000064358	10/13/2021	WAV040	Wave Broadband			
			043328901-0009059	9/23/2021	147.75	0.00
0000064359	10/13/2021	WES006	Westbay Auto Parts, Inc.			
			9/25/21 STATEMENT	9/25/2021	1,331.65	0.00
0000064360	10/13/2021	WHE040	Joshua Wheeler			
			REFUND 9/28/2021	9/28/2021	30.72	0.00
Report Total:					115,186.73	0.00



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 **\$1,640.25 is ratified.**

Signed and Authenticated on this 13th day of October, 2021.

For: Washington State, Employment Security Department for
WA State Paid Family Medical Leave – for ***Qtr 3, 2021*** in the amount of
\$1,640.25

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
And Administration

Donna Frary

From: do_not_reply@esd.wa.gov
Sent: Wednesday, October 6, 2021 3:59 PM
To: Donna Frary
Subject: Payment Confirmation

Thank you for your recent payment to Paid Family & Medical Leave.

Payment Application: Paid Family & Medical Leave
Payment Status: Payment completed successfully.
Confirmation Number: 21100670171579
Payment Date: 10/06/2021

Billing Address: Port of Port Townsend
PO Box 1180
Port Townsend, WA 98368
3603795217

Account Number: x5811
Routing Number: 125102906
Account Type: Checking

Payment Amount: 1640.25 USD
Total Amount: 1640.25 USD

DO NOT REPLY DIRECTLY TO THIS EMAIL.



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 material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. 064190 in the amount of \$1,155.00 is declared **void** on this on this 13th day of October, 2021.

For: **Accounts Payable**

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
And Administration

Manual Check and Payment Register
Journal Posting Date: 9/27/2021
Register Number: MC-000262

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
0000064190	REV 9/8/2021	NOR040 Northwest Maritime Center			1,155.00-
Check Comment: NWMC Canceled WBF Adver. check returned					
CK000006419001					
	9/8/2021	1,155.00-	0.00		
G/L Account:	721-7425-02	MARKETING: MOORAGE		385.00-	
G/L Account:	721-7425-05	MARKETING: WORK/SHIP YARD		385.00-	
G/L Account:	761-7425-19	MARKETING: POINT HUD MARINA/RV		385.00-	
Check 0000064190 Total:		1,155.00-	0.00	1,155.00-	1,155.00-
Bank W Total:		1,155.00-	0.00	1,155.00-	1,155.00-
Report Total:		1,155.00-	0.00	1,155.00-	1,155.00-



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 obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$21,439.93 is ratified.**

Signed and Authenticated on this **13th** day of **October, 2021.**

For: Washington State Department of Labor & Industries
3rd Quarter Tax Return for July - September, 2021 in the amount of
\$21,439.93

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
And Administration



Washington State Department of Labor & Industries

Submit Date: 10/6/2021
Confirmation Number: 8225589

Quarterly Report

3rd Quarter: July 1, 2021 – September 30, 2021

Due Date: 11/1/2021

PORT OF PORT TOWNSEND
PO BOX 1180
PORT TOWNSEND, WA 98368

WA UBI: 161 000 044
L&I Account ID: 061,069-00
Phone Number: 360-385-2355 Ext. 0

Account Manager: KEITH CURTISS 360-902-6641

Volunteer Reporting

Class Code	Nature of Work	Number Of Volunteers
6901-00	Volunteers-Excl Law Enf Offc	1

Worker Reporting

Class Code	Nature of Work	Gross Payroll (nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$416,306.00	12,505	1.6535	\$20,677.02
5306-07	Counties/Tax Dist Adm/CI Offc	\$198,053.00	3,481	0.2139	\$744.59
6901-00	Volunteers-Excl Law Enf Offc	\$0.00	330	0.0555	\$18.32
				Total of Premiums	\$21,439.93
				Grand Total	\$21,439.93

Preparer's Information

Preparer:	Donna Frary
DayTime Phone:	360-379-5217
Email:	donna@portofpt.com

Payment Information

Method of Payment:	eCheck
Bank routing information:	125102906
Bank account information:	XXXXXXXXXXXX5811
Bank account Type:	BusinessChecking
Payment Amount:	\$21439.93
Scheduled Payment Date:	10/7/2021



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656
3988

Operations: (360) 385-2355

Fax: (360) 385-

WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 064270 through No. 064279 generated on July 15th, 2021 in the amount of \$34,836.47 and Electronic Payment in the amount of \$148,961.28, for a total amount of \$183,797.75 **is ratified.**

Signed and Authenticated on this 13th day of October, 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

RESOLUTION NO. 753-21

**A Resolution of the Commission of the Port of Port Townsend
Authorizing Warrant Cancellations**

WHEREAS: The Port of Port Townsend issued the following warrants:

Warrant #	Dated	Amount	Issued To:
061927	4/8/2020	\$89.20	Robert Laitman
061943	4/8/2020	\$11.00	Kevin Notting
062006	4/22/2020	\$11.00	Mike Aquino
062100	4/22/2020	\$10.00	Frank Wilson
062125	5/13/2020	\$10.00	Richard Bark
062186	5/13/2020	\$10.00	Jared Hoover
062204	5/13/2020	\$10.00	Jason Mackenzie
062259	5/13/2020	\$10.00	Kathy Scheffer
062324	5/27/2020	\$10.00	Sean Hatt
062348	5/27/2020	\$11.00	Cutis Pitts
062439	6/10/2020	\$10.00	Arden Smith
062480	6/24/2020	\$11.00	Tom Hopkins
062486	6/24/2020	\$22.00	Kimo Mackey
062497	6/24/2020	\$10.00	Bob Orth
062564	7/8/2020	\$11.00	Bill Harkley
062569	7/8/2020	\$11.00	Cynthia Jacobs
062618	7/22/2020	\$11.00	Susan Holms

WHEREAS: The aforementioned warrants have been lost or destroyed and have not been presented for payment; AND

WHEREAS: RCW 36.22.100 requires that any warrant not presented within one year of issue be canceled by the passage of a resolution of the governing body;

NOW, THEREFORE BE IT RESOLVED: that since the aforementioned warrants have not been presented for payment; said warrants are canceled as of this date.

ADOPTED this **13th day of October, 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

Pam A. Petranek, Vice President

APPROVED AS TO FORM:

Port Attorney

RESOLUTION NO. 754-21

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING PORT EXECUTIVE DIRECTOR TO APPLY FOR A PUBLIC INFRASTRUCTURE FUND GRANT TO HELP FUND THE SIMS WAY GATEWAY PLAN IMPLEMENTATION & BOAT YARD EXPANSION PROJECT

This is a resolution that authorizes the Executive Director of the Port of Port Townsend to submit an application for funding assistance to the Jefferson County Public Infrastructure Fund (PIF) Board for the Sims Way Gateway Plan Implementation and Boat Yard Expansion Project, an eligible public facility as set forth in RCW 82.14.370(3)(i).

WHEREAS, the Port of Port Townsend, City of Port Townsend, and Jefferson County Public Utility District (PUD) recognize that the Lombardy Poplar trees lining Sims Way are incompatible with overhead power lines and pose safety and grid reliability issues that must be resolved; and

WHEREAS, the Port, City and PUD have devised a collaborative, multi-phase project that confers multiple benefits to the community by addressing power-line safety concerns, implementing key guidance from the City's Comprehensive Plan concerning streetscape and nonmotorized improvements in the Gateway Planning Area, and expanding marine trades employment opportunities at Boat Haven; and

WHEREAS, under the provisions of the Public Infrastructure Fund program, funding assistance is requested by the Port of Port Townsend to aid in financing its share of the cost of the Sims Way Gateway Plan Implementation and Boat Yard Expansion Project; and

WHEREAS, the Commission of the Port of Port Townsend considers it in the public interest to complete the project described in the application;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Executive Director of the Port of Port Townsend is authorized to make formal application to the Jefferson County Public Infrastructure Fund Board for grant assistance and if awarded, to execute the resulting grant agreement.
2. Any grant assistance received will be used for direct costs associated with implementation of the Port's portion of the project referenced above, including, project design, site planning and analysis, project-specific land use and environmental permitting and mitigation, debt and revenue impact analysis, and site redevelopment and construction of improvements.
3. The Commission of the Port of Port Townsend acknowledges that the grant assistance, if approved, will be paid on a reimbursement basis, meaning that the Port will only request payment from the Jefferson County Administrator after eligible and allowable costs have been incurred and payment remitted to the Port's vendors.
4. The Commission of the Port of Port Townsend acknowledges the criteria to be used by the Public Infrastructure Fund Board in evaluating project applications, and expressly finds as follows:

- a. The project has a high probability of creating and retaining jobs within the M-II(A) zoning district at Boat Haven, with an estimated 20 jobs likely to be supported by the approximately 0.9-acre expansion of the Work Yard resulting from the project; and
 - b. The project directly supports the local economy by expanding the area and infrastructure needed for the marine trades sector of our local economy to flourish, while at the same time improving and safeguarding the electrical grid infrastructure serving much of the City as a whole, including the Downtown and Uptown Commercial Districts where many residents are employed; and
 - c. The project will assist in retaining and creating jobs that sustain and enhance Port Townsend's "working waterfront," thereby enhancing an economic sector long identified by local policy plans as essential to preserving community character; and
 - d. The project will result in the removal of a significant number of dangerous trees (aged Lombardy Poplars) from areas immediately adjacent to Sims Way, and the undergrounding of electrical utility service, thereby promoting public safety and the resilience of the community's power supply; and
 - e. Implementation of the proposed project is urgent: the Lombardy Poplar trees must be removed immediately to ensure public safety and electrical grid resilience, and integrating tree removal with corollary expansion of the Boat Haven Work Yard and streetscape and non-motorized facility improvements is critically needed to protect and expand the direct and indirect jobs which depend upon it; and
 - f. The Boat Haven Work Yard element of the project is identified in the 2020 Annual Update of the Jefferson County Comprehensive Economic Development Strategy (CEDS Project #24), and is therefore consistent with, and helps to implement, locally adopted project priorities; and
 - g. The proposed project will confer multiple benefits, including: remedying an electrical grid safety and reliability issue, expanding Work Yard space and marine trades sector employment opportunities at Boat Haven, partial implementation of the streetscape and nonmotorized facility improvements envisioned within the City's 1993 Gateway Development Plan (adopted and incorporated by reference with the City's Comprehensive Plan), and re-landscaping and enhancing the visual aesthetic of Port Townsend's iconic entrance.
5. This resolution becomes part of a formal application to the Public Infrastructure Fund Board for grant assistance.
 6. The public was provided with an appropriate opportunity to comment on this application.

ADOPTED this 13th day of October 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

Pam A. Petranek, Vice President

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 13, 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. E. Lease Agreement – Blue Moose Café, Inc.
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Info Memo 2. Summary of Key Terms 3. Blue Moose, Inc. Lease Agreement with Exhibit 'A'

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/6/2021

TO: Port Commission

FROM: Sue Nelson, Lease & Contracts Administrator, and Eric Toews, Deputy Director

SUBJECT: Proposed Lease Agreement – Blue Moose Café, Inc.

ISSUE: Should the Commission authorize the Executive Director to enter into a lease agreement with Blue Moose Café, Inc., for the premises they currently occupy at Boat Haven?

BACKGROUND: Blue Moose Café is located at 311-B Haines Place, occupying 748 square feet of the west end of the ground floor of the building shared by Fine Yacht Interiors. Blue Moose owner, Tana Kettle, proposes entering into a new long-term lease agreement with the Port to secure the future of the café. (Note: Blue Moose also has a separate month-to-month rental agreement for outdoor dining space which they plan to enclose with a temporary shelter upon obtaining Port approval.)

DISCUSSION: The prior lease rate for this restaurant space was aligned with the rate for comparable industrial, rather than commercial, space. In 2020, Ms. Kettle opted to enter into a short-term lease agreement (one-year), due to uncertainty occasioned by the COVID-19 pandemic on the restaurant industry. This short-term lease agreement established a rental rate for the Café that was closer to the commercial use rate established in the most recent market rent survey.* The proposed new lease would employ rent step increases to achieve the market rent for commercial space by month 19 of the lease term. Inflation adjustments (CPI-U) would be applied annually beginning in month 25 of the lease term, with market rate adjustments occurring every five (5) years thereafter.

The Blue Moose Café is another of the Port's long-time Port tenants in good-standing, and is well known, both near and far, for their excellent "home" cooked meals, friendly service, and unique boatyard location. The café is an economic and cultural asset to the Port, as well as a popular eatery for Boat Haven trades people, residents, and tourists. Staff believe the lease as presented is both consistent with, and helps to implement, the Commission's adopted lease policy. Authorization to enter into the agreement would also reaffirm the cordial and mutually beneficial business relationship between the parties.

RECOMMENDATION: Authorize the Executive Director to execute the attached Lease Agreement with Blue Moose Café, Inc.

MOTION: None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute the lease with Blue Moose Café, Inc.

ATTACHMENTS

- Summary of Key Lease Terms
- Blue Moose Café Lease (incorporating Exhibit "A")

* Kidder-Matthews, April 2018.

**PORT OF PORT TOWNSEND:
Summary of Key Terms – Blue Moose Café, Inc.**

1. **TENANT:** Blue Moose Café, Inc, a Washington State profit corporation.
2. **PREMISES:** Approximately 748 square feet of floor space located in the downstairs of the western end of the building located at 311-B Haines Place, in the Boat Haven Industrial Park.
3. **TERM:** Five (5) years, beginning on November 1, 2021, and ending on October 31, 2026. Option to extend the lease by one (1) additional five (5) year term. Notification to extend the Lease to be done in writing ninety (90) days prior to the end of the lease or any extended term.
4. **RENT:** Rent stepped to market rate over a 19-month period; beginning at \$0.83/sf and increasing to \$1.03/sf by the beginning of month nineteen (19) as follows:
Months 1-6 (November 1, 2021 - April 30, 2022):
 $748 \text{ sf} \times \$0.83/\text{sf} = \$620.84 + \$79.72 \text{ (12.84\% Leasehold Excise Tax "LET")} = \700.56 per month
Months 7-12 (May 1, 2022 - October 31, 2022):
 $748 \text{ sf} \times \$0.90/\text{sf} = \$673.20 + \$86.44 \text{ LET} = \759.64 per month
Months 13-18 (November 1, 2022 - April 30, 2023):
 $748 \text{ sf} \times \$0.97/\text{sf} = \$725.56 + \$93.16 \text{ LET} = \818.72 per month
Months 19-24 (May 1, 2023 - October 31, 2023):
 $748 \text{ sf} \times \$1.03/\text{sf} = \$770.44 + \$98.92 \text{ LET} = \869.36 per month

CPI-U applied at the beginning of month 25 and annually thereafter. Market rate adjustment may be applied at beginning of year (five) 5, and every five (5) years thereafter.
5. **HOLDING OVER:** In the event Lessee allows the lease to expire without negotiating a new agreement with the Port, the tenancy will roll over into a month-to-month basis, with all other provisions of the lease agreement remaining in effect, except that the rent will increase to 125% of the rent due in the month preceding the holdover.
6. **USE OF PREMISES:** Café/restaurant.
7. **SECURITY:** Three month's security + LHT would be required at lease inception (\$2,101.68). Because Lessee already has a deposit of \$666.80 on file with the Port, an additional \$1,434.88 would be required prior to execution of the lease.
8. **UTILITIES:** All utilities are the responsibility of the Lessee.
9. **MAINTENANCE & REPAIR:** Lessee is responsible for maintaining and repairing all interior walls, floors, ceilings, doors, interior and exterior windows and fixtures, exposed electrical, plumbing and sewerage systems, and for repairing damage caused to any portion of Port-owned buildings.
10. **INSURANCE:** Per Port policy. Commercial General Liability of \$1,000,000 combined single limit and \$2,000,000 in the annual aggregate; Workers Compensation Insurance of not less than \$1,000,000 per occurrence; insurance certificates naming the Port as an additional insured; proof of insurance must be provided prior to occupancy.
11. **ASSIGNMENT/SUBLEASE:** Permitted only by prior written consent of the Port.
12. **DEFAULTS/TERMINATION:** Time is of the essence. Failure to pay rent, or to abide by the covenants/agreements contained in the lease, may serve as a basis for termination. Lessee will be provided with fifteen (15) days' written notice to cure defaults. Port may also terminate upon one-hundred and eighty (180) days' written notice, at its sole discretion, for public or private use in connection with the operation of the business of the Port.

**PORT OF PORT TOWNSEND
BOAT HAVEN BUILDING LEASE**

THIS LEASE AGREEMENT made this ____ day of October 2021, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port," and **BLUE MOOSE CAFÉ, INC.**, a Washington profit corporation, hereinafter referred to collectively as "Lessee,"

WITNESSETH:

FOR AND IN CONSIDERATION of the mutual promises, covenants, and conditions hereinafter set forth, the parties agree as follows:

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

Approximately 748 square feet of floor space located in the downstairs of the western end of the building located in the Boat Haven Industrial Park at 311-B Haines Place, Port Townsend, Jefferson County, Washington,

hereinafter referred to as "the premises." The premises are depicted on Exhibit "A" which is attached hereto and which by this reference is incorporated herein as if fully set forth herein.

2. **TERM:** The term of this Lease is five (5) years, beginning November 1, 2021, and ending at midnight, October 31, 2026, unless sooner terminated as provided in this Lease. The Lessee shall also have an option to extend the lease term by one (1) additional five (5) year term. Notification to extend the Lease to be done in writing ninety (90) days prior to the end of the Lease or any extended term.
3. **RENT:** Lessee agrees to pay as rental for the leased premises \$0.83 per square foot at lease inception, increasing to \$1.03 by the beginning of month nineteen (19), plus all applicable taxes, consistent with the rent schedule set forth below:

Months 1-6 (November 1, 2021 - April 30, 2022):

748 sf x \$0.83/sf = \$620.84 + \$79.72 (12.84% Leasehold Excise Tax ("LET")) = \$700.56 per month

Months 7-12 (May 1, 2022 - October 31, 2022):

748 sf x \$0.90/sf = \$673.20 + \$86.44 LET = \$759.64 per month

Months 13-18 (November 1, 2022 - April 30, 2023):

748 sf x \$0.97/sf = \$725.56 + \$93.16 LET = \$818.72 per month

Months 19-24 (May 1, 2023-October 31, 2023):

748 sf x \$1.03/sf = \$770.44 + \$98.92 LET = \$869.36 per month

The rental rate beginning in month twenty-five (25) and annually thereafter throughout the term of the lease will be adjusted by an amount equal to the accumulative amount found on the Consumer Price Index for all urban consumers (CPI-U) for Seattle-Tacoma-Bellevue, which is compiled by the Department of Labor, Bureau of Statistics. Beginning in year five (5) and every five (5) years thereafter, the rental rate may be adjusted to the fair market rental rate then prevailing for comparable commercial and/or industrial property in the Western Washington area, bearing in mind all allowable uses of the property and all services and amenities available to the property by virtue of its location. In no event shall any rent adjustment result in a reduction in rent from the rate paid in the prior year. The rent for each month shall be paid to the Port in advance on or before the first day of each and every month of the lease term and shall be payable at such place as the Port may hereinafter designate.

4. **LATE CHARGE:** In the event that any installment of rent remains unpaid more than twenty (20) days after it is due, then Lessee shall also be obliged to pay a "late charge" as per the Port of Port Townsend Rate Schedule then in effect.
5. **DEPOSIT:** Lessee shall deposit with the Port at lease inception, three months' security in the amount of **Two Thousand One Hundred and One Dollars and Sixty-Eight Cents (\$2,101.68)**¹. Lessee has an existing deposit of **Six Hundred Sixty-Six Dollars and Eighty Cents (\$666.80)** currently on file with the Port under an agreement now superseded by this Lease. Accordingly, Lessee shall deposit an additional **One Thousand Four Hundred and Thirty-Four Dollars and Eighty-Eight Cents (\$1,434.88)** in order to satisfy the requirements of this Paragraph 5 (the "additional deposit"). Annually thereafter throughout the initial or any extended term, the amount deposited with the Port may be adjusted to ensure that an amount equivalent to three (3) months' then current rent plus LET is maintained as security. The deposit shall be held by the Port as security for Lessee's faithful performance of all its obligations under this Lease. Any interest earned on amounts deposited shall be retained by the Port. The deposit shall be returned to Lessee upon termination of this Lease, less any charges owing to the Port or expenses incurred by the Port in repairing damage caused by Lessee or restoring the leased premises to the condition required upon termination of this Lease.
6. **USE OF PREMISES:** Lessee shall use the building premises for the purpose a café/restaurant, and such other uses as are connected with and pertinent thereto and shall not use them for any other purpose without the prior written consent of the Port. Lessee shall use the entire premises for the conduct of said business in a first-class manner continuously during the entire term of this Lease with the exception of temporary closures for such periods as may reasonably be necessary for repairs or redecorating or for reasons beyond Lessee's reasonable control. Lessee agrees that it will not disturb the Port or any other tenant of the Port's by making or permitting any disturbance or any unusual noise, vibration, or other condition on or in the premises.
7. **CONDUCT COVENANTS AND WARRANTIES:** In addition to all other covenants and warranties set forth herein, Lessee specifically represents to the Port as follows:

¹ Required security for all Port leases is an amount equivalent to three (3) months' rent together with applicable taxes (i.e., rent at inception + LET = \$700.56 per month x 3 = \$2,101.68).

- a. **Quiet Conduct.** The conduct of Lessee and such others for whom Lessee is responsible shall not, in any manner, disturb the quiet enjoyment of other tenants, invitees, or visitors, in or near where the Premises are located, including common areas.
 - b. **Damage.** The conduct of Lessee and such others for whom Lessee is responsible shall not result in or cause destruction or damage to the Premises, or any part thereof including, but not limited to any and all common areas, or the property of other tenants, their invitees, and visitors.
8. **UTILITIES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all utility services furnished to the premises, including, but not limited to light, heat, electricity, gas, water, sewerage, garbage disposal, and communications. Wi-Fi and/or fiber services are not included in the rent.
9. **ACCEPTANCE OF PREMISES:** Lessee has examined the leased premises and accepts them in their present condition "as is" and without further maintenance liability on the part of the Port. The Port makes no representations or warranties with respect to the condition, suitability, zoning restrictions, or usability, except the Port's right to grant a lease of the premises. Lessee acknowledges that Lessee has fully inspected the premises and is not relying on any statement or representation made by the Port or the Port's agents with respect to the condition of the premises, and Lessee assumes the responsibility and risks of the same, including any defects or conditions that cannot be observed by casual inspection.
10. **MAINTENANCE AND REPAIR:** Maintenance and repair of the premises shall be the sole responsibility of Lessee. Accordingly, at the expiration or sooner termination of this Agreement, Lessee shall return the premises to the Port in the same condition in which received (or, if altered by Lessee with the Port's consent, then the premises shall be returned in such altered condition), reasonable wear and tear and damage by fire or unavoidable casualty excepted. Lessee's obligation to make repairs shall not extend to any structural parts of the building, including the foundations, bearing and exterior walls, subflooring and roofs, the unexposed electrical, plumbing and sewerage systems (including those portions of the systems lying outside the premises), exterior siding, exterior doors, window frames, gutters, downspouts, and the heating, and the ventilation system serving the premises, unless such repairs are necessitated by Lessee's negligence or failure to maintain the interior. Lessee shall, at its' own expense, and at all times:
 - a. Keep the premises, and the adjoining roadways and sidewalks, neat, clean and in a safe and sanitary condition.
 - b. Maintain and keep the leased premises in a good state of repair; and
 - c. Not commit waste of any kind.
11. **ALTERATIONS AND IMPROVEMENTS:** Lessee shall make no alterations or improvements to or upon the premises or install any fixtures (other than trade fixtures which can be removed without injury to the premises) without first obtaining written approval from the Executive Director of the Port. Such written approval shall also include agreement for disposition of the improvements upon termination of this Lease.
12. **INSPECTION - "FOR RENT" SIGNS:** The Port reserves the right to inspect the leased premises at any and all reasonable times throughout the term of this Lease, PROVIDED, that it shall not interfere unduly with Lessee's operations. The right of inspection reserved to the Port hereunder shall impose

no obligation on the Port to make inspections to ascertain the condition of the premises and shall impose no liability upon the Port for failure to make such inspections. The Port shall have the right to place and maintain "For Rent" signs in conspicuous places on the premises for thirty (30) days prior to the expiration or sooner termination of this Lease.

13. DAMAGE OR DESTRUCTION:

- a. Should the premises or the buildings or structures of which the premises are a part be damaged by fire or other casualty, and if the damage is repairable within four (4) weeks from the date of the occurrence (with the repair work and the preparations therefore to be done during regular working hours on regular work days), the premises shall be repaired with due diligence by the Port, and in the meantime the monthly minimum rental shall be abated in the same proportion that the untenable portion of the premises bears to the whole thereof, for the period from the occurrence of the damage to the completion of the repairs.
- b. Should the premises or any buildings or structures of which the premises are a part be completely destroyed by fire or other casualty, or should they be damaged to such an extent that the damage cannot be repaired within four (4) weeks of the occurrence, the Port shall have the option to terminate this Lease on thirty (30) days' notice, effective as of any date not more than sixty (60) days after the occurrence. In the event that this paragraph shall become applicable, the Port shall advise Lessee within thirty (30) days after the happening of any such damage whether the Port has elected to continue the lease in effect or to terminate it. If the Port shall elect to continue this Lease in effect, it shall commence and prosecute with due diligence any work necessary to restore or repair the premises. If the Port shall fail to notify Lessee of its election within said thirty (30) day period, the Port shall be deemed to have elected to terminate this Lease, and the lease shall automatically terminate sixty (60) days after the occurrence of the damage. For the period from the occurrence of any damage to the premises to the date of completion of the repairs to the premises (or to the date of termination of the lease if the Port shall elect not to restore the premises), the monthly minimum rental shall be abated in the same proportion as the untenable portion of the premises bears to the whole thereof.

14. INDEMNIFICATION AND HOLD HARMLESS: Lessee agrees that it will defend (with legal counsel acceptable to the Port), indemnify and hold harmless the Port, its officers, employees and agents from any and all demands, claims, judgments or liability for loss or damage arising as a result of accidents, injuries or other occurrences on the Premises or on Port's property that are:

- a. Occasioned by either the negligent or willful conduct of the Lessee and/or its agents; and/or
- b. Made by any person or entity holding under the Tenant; and/or
- c. Made by any person or entity on the Premises or on the Port's property as a result of Lessee's activity, regardless of who the injured party may be.

This indemnification and hold harmless shall not apply to the extent the damages were caused by the gross negligence or willful misconduct of the Port.

15. LIMITED WAIVER OF IMMUNITY UNDER WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW AND OTHER SIMILAR INDUSTRIAL INSURANCE SCHEMES: For purposes of the indemnification provision set forth in Paragraph 14, above, and only to the extent of claims against Lessee by the Port under such indemnification provision, Lessee specifically waives any immunity it

may be granted under the Washington State Industrial Insurance Act, Title 51 RCW, The United States Longshore and Harbor Workers Compensation Act, 33 USC §901-950, or any other similar workers' compensation schemes. The indemnification obligation under this lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts. The foregoing provision was specifically negotiated and agreed upon by the parties hereto.

- 16. INSURANCE:** Lessee agrees to maintain during the lease term liability insurance as set forth below, at Lessee's sole expense.
- a. Comprehensive General Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000.00 per occurrence and \$2,000,000 in the annual aggregate. Such insurance shall include but not be limited to bodily injury liability, personal injury liability, property damage liability, broad form property damage liability, contractual liability, and products/completed operations liability. The policy of insurance required under this sub-paragraph 16(a) shall:
 - i. Be written as a primary policy; and
 - ii. Expressly provide that the defense and indemnification of the Port as an "additional insured" will not be affected by any act or omission by Lessee which might otherwise result in a forfeiture of said insurance; and
 - iii. Contain a separation of insureds provision such that the policy applies separately to each insured that is the subject of a claim or suit; and
 - iv. Not contain a crossclaim, cross-suit, or other exclusion that eliminates coverage by one insured against another; and
 - v. Provide for coverage for damage to the Port's property caused by the Lessee.
 - b. Workers Compensation Insurance as will protect Lessee's employees from claims under Washington Workers Compensation Act as well as all Federal Acts applicable to the Lessee's operations at the site such as but not limited to U.S. Longshoremen and Harbor Workers' Act, Jones Act, and Federal Employers Liability section of the Washington Workers Compensation Policy and all Federal Acts Insurance shall not be less than \$1,000,000.00 for each occurrence.
 - c. The Lessee agrees to supply the Port with appropriate evidence to establish that its insurance obligations have been met, and that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice to the Port. The conditions set forth in subparagraphs a, b and c of this Paragraph 16 shall be met prior to inception of this Lease Agreement.
- 17. WAIVER OF SUBROGATION:** The Port and Lessee hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance contracts, including any extended coverage endorsements thereto, PROVIDED, that this Paragraph 17 shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of the Port or Lessee.
- 18. INCREASE IN COST OF INSURANCE:** Lessee shall not use the demised premises in such a manner as to increase the existing rates of insurance applicable to the buildings or structures of which the premises are a part. If it nevertheless does so, then, at the option of the Port, the full amount of any resulting increase in premiums paid by the Port with respect to the buildings or structures of which

the leased premises are a part, and to the extent allocable to the term of this Lease, may be added to the amount of rental hereinabove specified and shall be paid by Lessee to the Port upon the monthly rental day next thereafter occurring.

19. **TAXES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all license and excise fees and occupation taxes covering the business conducted on the premises, and all taxes on property of Lessee on the leased premises and any taxes on the leased premises or leasehold interest created by this Lease Agreement.
20. **COMPLIANCE WITH PORT REGULATIONS AND WITH ALL LAWS:** Lessee agrees to comply with all applicable rules and regulations of the Port pertaining to the building or other realty of which the premises are a part now in existence or hereafter promulgated for the general safety and convenience of the Port, its various tenants, invitees, licensees, and the general public. Lessee also agrees to comply with all applicable federal, state, and municipal laws, ordinances, and regulations. Lessee further agrees that all buildings, structures, or other improvements, approved by the Port, will be properly permitted by the City of Port Townsend. Any fees for any inspection of the premises during or for the lease term by any federal, state, or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.
21. **ASSIGNMENT OR SUBLEASE:** Lessee shall not assign or transfer this Lease or any interest therein nor sublet the whole or any part of the premises, nor shall this Lease or any interest thereunder be assignable or transferable by operation of law or by any process or proceeding of any court, otherwise, without the written consent of the Port first had and obtained. If Lessee is a corporation, Lessee further agrees that if at any time during the term of this Lease more than one-half (1/2) of the outstanding shares of any class of stock of Lessee corporation shall belong to any stockholders other than those who own more than one-half (1/2) of the outstanding shares of that class of stock at the time of the execution of this Lease or to members of their immediate families, such change in the ownership of the stock of the Lessee shall be deemed an assignment of this Lease within the meaning of this paragraph. If the Port shall give its consent to any assignment or sublease, this paragraph shall nevertheless continue in full force and effect and no further assignment or sublease shall be made without the Port's consent.
22. **DEFAULTS:** Time is of the essence of this Lease Agreement, and in the event of the failure of Lessee to pay the rentals or other charges at the time and in the manner herein specified, or to keep any of the covenants or agreements herein set forth to be kept and performed, the Port may elect to terminate this Lease and reenter and take possession of the premises with or without process of law, PROVIDED, however, that Lessee shall be given fifteen (15) days' notice in writing stating the nature of the default in order to permit such default to be remedied by Lessee within said fifteen (15) day period. If upon such reentry there remains any personal property of Lessee or of any other person upon the leased premises, the Port may, but without the obligation so to do, remove said personal property and hold it for the owners thereof or may place the same in a public garage or warehouse, all at the expense and risk of the owners thereof, and Lessee shall reimburse the Port for any expense incurred by the Port in connection with such removal and storage. The Port shall have the right to sell such stored property, without notice to Lessee, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, and third to the payment of any other amounts which may then be due from Lessee to the Port, and the balance, if any, shall be paid to Lessee. Notwithstanding any such

reentry, the liability of Lessee for the full rental provided for herein shall not be extinguished for the balance of the term of this Lease, and Lessee shall make good to the Port any deficiency arising from a re-letting of the leased premises at a lesser rental than that hereinbefore agreed upon. Lessee shall pay such deficiency each month as the amount thereof is ascertained by the Port. Any failure by the owners, officers, or principals of Lessee to pay rentals, storage fees, moorage or any other charges owed to the Port under separate contract shall constitute default under provisions of this Lease Agreement.

23. TERMINATION BY PORT:

- a. In the event that the Port, at its sole discretion, shall require the use of the premises for any purpose for public or private use in connection with the operation of the business of the Port, then this Lease may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee one hundred and eighty (180) or more days before the termination date specified in the notice. Lessee and the Port Executive Director will agree upon compensation to Lessee for loss of use, cost of relocation, and/or cost of improvement.
- b. In the event the term of this Lease or any extended term expires, and an indefinite month-to-month tenancy results, then the resulting tenancy may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee twenty (20) or more days before termination date specified in the notice. In the event of a holdover, month-to-month tenancy, no compensation shall be owed to Lessee for loss of use, cost of relocation, and/or cost of improvement.

24. TERMINATION FOR GOVERNMENT USE: In the event that the United States Government or any agency or instrumentality thereof shall, by condemnation or otherwise, take title, possession or the right to possession of the premises or any part thereof, the Port may, at its option, terminate this Lease as of the date of such taking, and, if Lessee is not in default under any of the provisions of this Lease on said date, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.

25. TERMINATION BECAUSE OF COURT DECREE: In the event that any court having jurisdiction in the matter shall render a decision which has become final and which will prevent the performance by the Port of any of its obligations under this Lease, then either party hereto may terminate this Lease by written notice, and all rights and obligations hereunder (with the exception of any undischarged rights and obligations that accrued prior to the effective date of termination) shall thereupon terminate. If Lessee is not in default under any of the provisions of this Lease on the effective date of such termination, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.

26. SIGNS: No signs or other advertising matter, symbols, canopies, or awnings shall be attached to or painted or within the leased premises, including the windows and doors thereof, without the approval of the Executive Director of the Port first had and obtained. At the termination or sooner expiration of this Lease, all such signs, advertising matter, symbols, canopies, or awnings attached to or painted by Lessee shall be removed by Lessee at its own expense, and Lessee shall repair any damage or injury to the premises, and correct any unsightly condition, caused by the maintenance and removal of said signs, etc.

- 27. INSOLVENCY:** If Lessee shall file a petition in bankruptcy, or if Lessee shall be adjudged bankrupt or insolvent by any court, or if a receiver of the property of Lessee shall be appointed in any proceeding brought by or against Lessee, or if Lessee shall make an assignment for the benefit of creditors, or if any proceedings shall be commenced to foreclose any mortgage or any other lien on Lessee's interest in the premises or on any personal property kept or maintained on the premises by Lessee, the Port may at its option, terminate this Lease.
- 28. WAIVER:** The acceptance of rental by the Port for any period or periods after a default by Lessee hereunder shall not be deemed a waiver of such default unless the Port shall so intend and shall so advise Lessee in writing. No waiver by the Port of any default hereunder by Lessee shall be construed to be or act as a waiver of any subsequent default by Lessee. After any default shall have been cured by Lessee, it shall not thereafter be used by the Port as a ground for the commencement of any action under the provisions of Paragraph 22 hereof.
- 29. PROMOTION OF PORT COMMERCE:** Lessee agrees that throughout the term of this Lease it will, insofar as practicable, promote and aid the movement of passengers and freight through facilities within the territorial limits of the Port. Lessee further agrees that all incoming shipments of commodities that it may be able to control or direct shall be made through facilities within the territorial limits of the Port if there will be no resulting cost or time disadvantage to Lessee.
- 30. SURRENDER OF PREMISES – ATTORNEY'S FEES:**
- a. At the expiration or earlier termination of the term, Lessee shall surrender to the Port the possession of the premises and all improvements. Surrender or removal of fixtures, trade fixtures and improvements shall be as directed in Paragraph 11 of this Lease on ownership of improvements at termination. Lessee shall leave the surrendered premises and any other property in broom-clean condition except as provided to the contrary in provisions of this Lease on maintenance and repair of improvements. All property that Lessee is required to surrender shall become the Port's property at termination of this Lease. All property that Lessee is not required to surrender but that Lessee does abandon shall, at the Port's election, become the Port's property at termination. If Lessee fails to surrender the premises at the expiration or sooner termination of this Lease, Lessee shall defend and indemnify the Port from all liability and expense resulting from the delay or failure to surrender, including, without limitation, claims made by any succeeding tenant founded on or resulting from Lessee's failure to surrender.
 - b. In the event that either party shall commence legal action to interpret or to enforce any of the provisions of this Lease, the substantially prevailing party shall be entitled to an award for all reasonable costs and attorney fees incurred in any such action. Any action brought under the terms of this Lease shall be maintained in Jefferson County, Washington.
- 31. HOLDING OVER:** Any holding over by the Lessee after the expiration of this Lease shall be construed as a tenancy at sufferance (unless such occupancy is with the written consent of the Port) in which event the Lessee will be a tenant from month to month, upon the same terms and conditions of this Lease, except at a rent for such holdover period of 125% of the rental rate in effect for the month preceding such holdover. Acceptance by the Port of rent after such termination shall not constitute a renewal.

32. **ADVANCES BY PORT FOR LESSEE:** If Lessee shall fail to do anything required to be done by it under the terms of this Lease, except to pay rent, the Port may, at its sole option, do such act or thing on behalf of Lessee, and upon notification to Lessee of the cost thereof to the Port, Lessee shall promptly pay the Port the amount of that cost.
33. **LIENS AND ENCUMBRANCES:** Lessee shall keep the leased premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the said premises by Lessee. At the Port's request, Lessee shall furnish the Port with written proof of payment of any item which would or might constitute the basis for such a lien on the leased premises if not paid.
34. **NOTICES:** All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

To Lessor:
THE PORT OF PORT TOWNSEND
Attn: Lease & Contracts Administrator
P.O. Box 1180
Port Townsend, Washington 98368
(360) 385-0656

To Lessee:
BLUE MOOSE CAFÉ, INC.
Attn: Tana Kettle
311-B Haines Place
Port Townsend, WA 98368
(360) 7339 C: (360) 643-9047

or to such other respective addresses as either party hereto may hereafter from time to time designate in writing. Notices sent by mail shall be deemed to have been given when properly mailed, and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing.

35. **JOINT AND SEVERAL LIABILITY:** Each and every party who signs this Lease, other than in a representative capacity, as Lessee, shall be jointly and severally liable hereunder.
36. **"LESSEE" INCLUDES "LESSEES", ETC.:** It is understood and agreed that for convenience the word "Lessee" and verbs and pronouns in the singular number and neuter gender are uniformly used throughout this Lease, regardless of the number, gender, or fact of incorporation of the party who is, or of the parties who are, the actual Lessee or Lessees under this Lease Agreement.
37. **CAPTIONS:** The captions in this Lease are for convenience only and do not in any way limit or amplify the provisions of this Lease.
38. **SEVERABILITY:** If any term or provision of this Lease Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease Agreement or the application of such term or provision to persons or circumstances other than those

as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.

- 39. NON-DISCRIMINATION SERVICES:** The Lessee agrees that it will not discriminate by segregation or otherwise against any person or persons because of race, creed, color, sex, sexual orientation, or national origin in furnishing, or by refusing to furnish, to such person, or persons, the use of the facility herein provided, including any and all services, privileges, accommodations, and activities provided thereby.

It is agreed that the Lessee's noncompliance with the provisions of this clause shall constitute a material breach of this Lease. In the event of such noncompliance, the Port may take appropriate action to enforce compliance, may terminate this Lease, or may pursue such other remedies as may be provided by law.

- 40. NON-DISCRIMINATION EMPLOYMENT:** The Lessee covenants and agrees that in all matters pertaining to the performance of this Lease, Lessee shall at all times conduct its business in a manner which assures fair, equal and non-discriminatory treatment of all persons without respect to race, creed or national origin and, in particular:

- a. Lessee will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of racial or other minorities, and
- b. Lessee will comply strictly with all requirements of applicable federal, state, or local laws or regulations issued pursuant thereto relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all patrons or customers without discrimination as to any person's race, creed, color, sex, sexual orientation, or national origin.

- 41. EASEMENTS:** The Parties recognize that the Port facilities are continuously being modified to improve the utilities and services used and provided by the Port. The Port or its agents shall have the right to enter the demised premises of the Lessee, and to cross over, construct, move, reconstruct, rearrange, alter, maintain, repair, and operate the sewer, water, and drainage lines, and the electrical service, and all other services required by the Port for its use. The Port is hereby granted a continuous easement or easements that the Port believes is necessary within the lease premises of the Lessee, without any additional cost to the Port for the purposes expressed hereinabove; PROVIDED however, that the Port by virtue of such use does not permanently deprive the Lessee from its beneficial use or occupancy of its leased area.

In the event that the Port does permanently deprive the Lessee from such beneficial use or occupancy, then an equitable adjustment in rent or in the cost required to modify its premises to allow the Lessee to operate its business, will be negotiated and paid by the Port to the Lessee. In the event that such entry by the Port is temporary in nature, then the Port shall reimburse the Lessee for the cost required to modify its premises for the temporary period that the Lessee is inconvenienced by such Port entry. The Port will not be responsible to the Lessee for any reduced efficiency, or loss of business occasioned by such entry.

42. ENTIRE AGREEMENT: This Lease Agreement contains all of the understandings between the parties. Each party represents that no promises, representations, or commitments have been made by the other as a basis for this Lease which have not been reduced to writing herein. No oral promises or representations shall be binding upon either party, whether made in the past or to be made in the future, unless such promises or representations are reduced to writing in the form of a modification to this Lease executed with all necessary legal formalities by the Commission of the Port of Port Townsend.

Lease Agreement dated this _____ day October 2021 as approved by the Port of Port Townsend Port Commission, on the 13th day of October 2021 and effective upon the receipt of a deposit and liability insurance documentation from the Lessee.

THIS AGREEMENT HAS BEEN NEGOTIATED BETWEEN THE PARTIES AND CONTAINS A LIMITED WAIVER OF IMMUNITY UNDER TITLE 51 RCW, AN INDEMNIFICATION AND A RELEASE.

LESSEE – BLUE MOOSE CAFÉ, INC.

Tana Kettle, Governing Party

ATTEST:

LESSOR - PORT OF PORT TOWNSEND

APPROVED AS TO FORM

Eron Berg, Executive Director

Port Attorney

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that Tana Kettle signed this instrument and that she is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

Signature

Printed Name

NOTARY PUBLIC in and for the State of Washington,
residing at Port Townsend

My commission expires: _____

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that Eron Berg signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

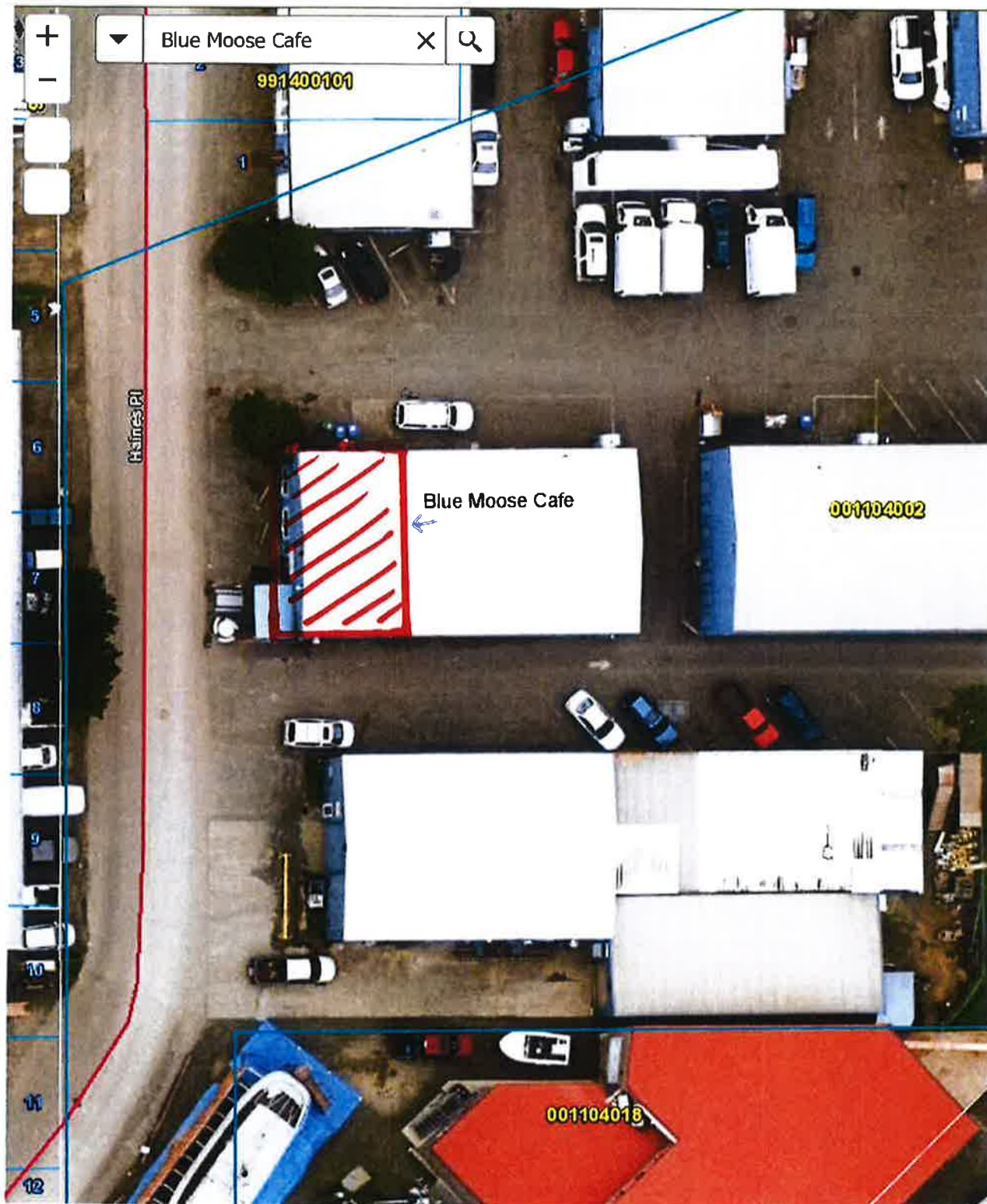
Signature

Printed Name

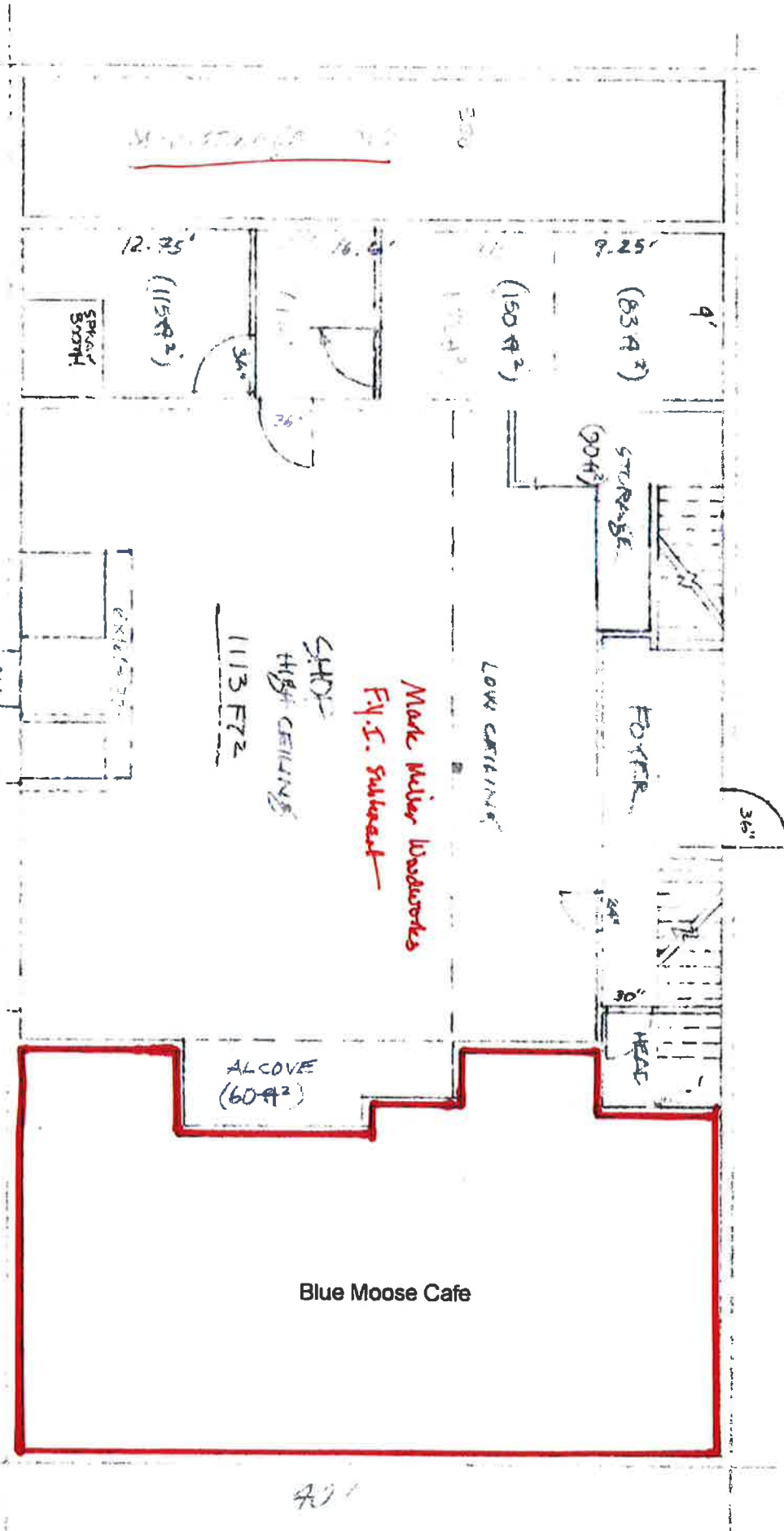
NOTARY PUBLIC in and for the State of Washington,
residing at Port Townsend

My commission expires: _____

BLUE MOOSE
Exhibit 'A'



-122.78042 48.10678 Degrees



25' x 9' = 225
 12.25' x 9' = 110.25
 32.25' x 31.25' = 1007.65
 115
 1007.65
 1113.65

300 # II
 STAIRS

SCALE: 1/8" = 1'-0"

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 13, 2021
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input checked="" type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	V.A. 2 nd Draft of 2022 Budget with CIP and Proposed Rates
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Informational Memo 2. 2 nd Draft of 2022 Budget, CIP, and Rates

DATE: 10/13/2021
TO: Port Commission
FROM: Abigail Berg, Director of Finance & Administration & Eron Berg, Executive Director
SUBJECT: 2nd Draft of 2022 Budget with CIP, Cashflow & Proposed Rates

ISSUE

What direction does the Commission have following its review of the second draft of the 2022 Budget, including assumptions, the 5 Year Capital Improvement Plan, the 5 Year Projected Cash Flow and the proposed 2022 Rate Cards.

BACKGROUND

Per the Commission adopted 2022 Budget schedule, they were presented with the 1st draft of the 2022 Budget, 5 Year Capital Improvement Plan and proposed 2022 Rate Cards during the September 22, 2021 meeting. Budget Assumptions that were updated after the 1st draft are highlighted below in **BLUE**.

The budget schedule included the 2nd Draft of the 2022 Budget to be presented at this meeting.

DISCUSSION

2022 Budget Assumptions – 2nd DRAFT

This coming year's budget is being developed during year two (2) of an unprecedented, modern-day pandemic. The 2021 budget was developed with a conservative focus as the result of the pandemic, but with some growth. However, 2021 year-to-date (YTD) activity has shown a significant surge in revenues and grant opportunities when compared to the first year of the pandemic. There is still some uncertainty as we roll into autumn and winter 2021 regarding supply chains; however, the bulk of Port facilities provides opportunities to be outside (RVs, boats) and customers have been eager to return to these activities. Included is actual activity for years 2019 and 2020, the 2021 budget, and the 2021 August YTD actuals plus remaining budget, all to provide perspective as you review the 2nd draft of the 2022 budget.

The formatting for this year's budget was changed from last year to be in alignment with the monthly and quarterly financial reports. A cash flow has been added to this 2nd draft that revives the one used in 2020 and prior and follows the CIP budget pages. Also, the estimated 2021 ending cash is presented here with the estimated ending cash for 2022 (including details on each reserve fund).

The following details specific areas of change for the 2022 Port Operating budget when compared to the 2021 YTD August actuals with remaining budget:

Operating Revenue

1. A 5% increase was added to most revenues. The June year-over-year (12-month) CPI-U rate (All Urban Consumer Price Index Seattle-Tacoma-Bellevue) was 5.5%.
2. An exception to the 5% CPI increase is for the Boat Haven Permanent Moorage rate which will be increased by 3% with the understanding that in years 2023 and 2024 another 3% CPI

will be added each year. The objective of this exception is to provide a predictable and consistent means of increasing rates that is broadly consistent with CPI over time.

3. Various other Operating Revenues were adjusted based on the activity YTD July 2021, prior year trend analysis, planned business strategies for 2022, and leases projections. We were conservative in these projections since there is still come uncertainty of the long-term impact of the pandemic.
4. Of note is Point Hudson revenues projected for 2022. It is anticipated that almost \$224,000 in revenues will be lost due to the beginning of the jetty project on the North side. Some of that revenue should move to Boat Haven as we accommodate as many moorage tenants as possible.
5. **There were a few minor Operating Revenue adjustments which increased the total by \$1,916 overall.**
6. **Overall, 2022 operating revenues are projected to decrease 1% over the YTD August 2021 actuals with remaining budget, however, when compared to the original 2021 budget, the total 2022 budgeted Operating Revenues are projected to increase by 10%.** In spite of the Port's success in 2021 performance and a 5% increase in many Port rates, we want to be conservative in our projections, due to the uncertainty of the economic climate.

Operating Expenses

7. Personnel costs were calculated based on being fully staffed in accordance with the Organizational Chart approved on May 12, 2021. Salaries/Wages were calculated to include a 5% COLA. The Port is obligated by its Teamsters Local 589 Union contract to annually provide a CPI COLA increase, not to exceed 5% and not to be less than 2%, (CPI-All Urban Consumer Price Index for Seattle-Tacoma-Bellevue Bi-Monthly Data June over June) to the union wage table January 1 of each year (per the 2021-2024 contract). As such, the Port elected years ago to include this annual COLA increase to all Port employees (per the Port Policy Handbook). The June to June CPI-U was 5.5%; the 2022 CPI-COLA increase is 5%.
8. When comparing to 2021, it should be noted the part-time position for the Director of Capital Projects & Port Engineer is now changed to a FT position in 2022. There are three (3) employees retiring in 2022 and we anticipate extra costs related to filling those positions, in addition to the retirement cash outs of sick leave and vacation. There are 3 seasonal workers budgeted for 2022.
9. **There were some minor adjustments to staff compensation based on an increase in the Wage Matrix for Teamsters, effective October 1, 2021 as well as potential step increases for various staff in 2022. Overall, this increased by just under \$27,000, which in turn increased the Payroll Taxes line item.**
10. The cost for the Port's unrepresented staff's health insurance was received and used to estimate 2022 costs; it increased 4%. The 2022 health insurance premiums for represented staff haven't been received, though we estimated a 10% increase for budget purposes because they have not increased for several years; those premiums should be received by December. The PERS employer contribution rate decreased from 12.97% to 10.25%, effective July 1, 2021.
11. **A reduction was made to projected 2022 Employee Benefits by ~\$50,000 as this amount is attributable to projected capital work performed by Port staff in 2022.**
12. Contract Services are budgeted for \$282,456, an increase over 2021 YTD July actual and remaining budget by about \$19,000, but less that the original 2021 budget of \$296,906.

13. Insurance costs were increased by \$7,560 over 2021 YTD July actual and remaining budget. Insurance costs in general have sky-rocketed; costs rose from 2020 to 2021 by about 28%.
14. Equipment Rental increased by \$8,600 as the result of the stormwater unit being rented. It is expected that this will not be needed once the stormwater project is completed in 2022.
15. Repair and Maintenance costs are increased when compared to the original 2021 budget by \$30,000; however, this is a decrease when compared to prior years.
16. A Single Audit is scheduled for the fall of 2021 as the result of the Port spending greater than \$750,000 in federal funds in 2020 on the JCIA Runway Rehabilitation project. (*The Single Audit Act of 1984, as amended in 1996 requires a federal compliance audit for expenditures of federal funds equal or greater than \$750,000 in an entity's fiscal year.*) Since a Single Audit is required, a financial statement audit will also be performed, as required by the State Auditor's Office. The estimated cost is \$25,000. We anticipate there will be a small amount of audit costs incurred in 2021 audit costs that will be paid in early 2022 so the budget amount is \$9,580. With planned projects, we are likely to have Single Audits each year for the next several years.
17. **Overall, the Operating Expenses increased from the 1st draft by \$72,000. These were identified as the departmental budgets and actuals were reviewed and more realistic projections could be made. Such increases included Operating Supplies, Environmental Materials/Supplies, Bank Charges and Travel/Training. One other increase of note was for Memberships & Dues for ~\$11,000. This was in anticipation of utilizing a credit for excise tax paid by the Port, by donating to Main Street Port Townsend in 2022 for \$15,000 (as was just done in 2021). The 2021 donation will provide a 75% credit in 2022 for Excise Tax due by the Port. Under Other Decreases in Fund Resources, you'll see a reduction in Excise Tax for that donation.**

Other Increases in Fund Resources

18. There is a reduction in expected lease deposits as we are getting closer to having all the Port facilities leased out.
19. Sales Tax and Hotel/Motel taxes were reduced to reflect the anticipated reduction in RV revenues due to the PH jetty project commencing in 2022.
20. Capital Contributions/Grants projections includes the close-out funds for the AIP 016 and AIP 017 grants that funded the 2020 Runway Rehabilitation project. In addition, there is the AIP 020 grant for the additional overlay work required (\$333,333) and the NPE funds in the amount of \$81,000 for the Taxiway A2 commencing in 2022. The EDA funds for \$3,000,000 for the Jetty are included as well as the \$2,000,000 for the Stormwater Treatment project.
21. The Port's budgeted Operating Tax Levy was increased to \$1,071,500 in accordance with the recommendation of the County Assessor at the September 9th Commission meeting.
22. A preliminary IDD Levy estimate is included at \$2,634,289. This is based on identification of various capital projects that need funding (see the 1 Year Capital Improvement Program & 5 Year Capital Plan) and discussed at that same meeting. The objective of this IDD levy level is to fund the five-year capital program without the use of long-term debt, instead using the existing line of credit for cash flow purposes.

Other Decreases in Fund Resources

23. Sales Tax and Hotel/Motel taxes were reduced to reflect the anticipated reduction in RV revenues due to the Point Hudson jetty project commencing in 2022.

24. Bond interest and principal amounts are reduced in accordance with the bond amortization schedules. Currently, there is no plan to incur additional debt in 2022; however, we assume it will be necessary to draw from the already established 2021 Line of Credit (LOC) as we construct major capital projects. The budget does not anticipate using those funds in 2022.
25. See the 1 Year Capital Improvement Program & 5 Year Capital Plan for years 2022-2026 for more detail on the projects section for 2022 and beyond. The Equipment & Vehicles amount of \$518,000 for 2022 is for the final payment upon delivery of the new 75-ton Travelift (\$398,000), (3) trucks for \$90,000 and (2) electric vehicles for \$30,000.
26. Elections for Commissioner Districts 2 and 3 will occur in the autumn of 2021; as with the 2019 election, we project a split billing from the Jefferson County Auditor in December 2021 and January 2022.
27. A reduction adjustment of ~\$133,000 was made to the “Capital Project Expenses” in the Sources and Uses of Cash budget so it is in alignment with the projected amount for 2022 in the 5 Year Capital Improvement Plan of capital projects with secured funding -- \$10,869,800.

Departmental Budgets

Included in the 2nd draft of the 2022 Budget.

5 Year Capital Improvement Plan

Overall, there were no changes to the projects or funding sources, only slight adjustments to the funding sources when the Cash Flow was projected.

5 Year Projected Cash Flow

The cash flow for 2022 is based on the following:

1. Projected ending cash for 2021 as of YTD August actual activity and the remaining budget for the year. Ending cash includes both unreserved and reserved cash and investments.
2. Projected ending cash for 2022 is based on estimated beginning cash and the budgeted activity for the year overall.
3. The ending reserves are based on the projected activity for each year, which may include reserve funding and draws. Funding includes the IDD Levy receipts and the internal funding of the Port-wide Capital reserve and Operating Reserve. Draws are only identified in the capital related reserves, namely the IDD Levy, Port-wide Capital and Boat Haven Renovation reserves, the latter of which is anticipated to be retired in 2022.
4. Additional detail on the assumptions made in the cash flow are included in the notes to the cash flow.

2022 Rate Cards

The only changes made to the 2022 Rate Cards following the September 22nd Commission meeting were as follows:

1. Adjust the titles in the Yard so that it clearly defines the 70/75 Ton Yard, or the 300 Ton Yard.
2. Change the 70/75 Ton Yard Daily rate to 82 cents.
3. Add “Daily” to the seasonal discount mention of 50% off to clarify which rate is offered at that discount (i.e. not the monthly rate).

FISCAL IMPACT

As detailed in the draft 2022 Budget

RECOMMENDATION

Please provide feedback on the 2nd Draft of the 2022 Budget, the 5 Year Capital Improvement Plan, the 5 Year Projected Cash Flow, and the proposed 2022 Rate Cards.

Port of Port Townsend
SOURCES AND USES OF CASH
2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21

				2021 Aug YTD		
	2019 Actual	2020 Actual	2021 BUDGET	Actual & Remaining Bdgt	2022 Budget	2021 YTD-2022 Bdgt Variance
OPERATING REVENUES						
PTBH - Permanent Moorage	1,151,242	1,225,793	1,216,467	1,212,651	1,254,909	42,258
PTBH - Monthly Guest	318,828	271,741	302,807	257,180	302,807	45,627
PTBH - Nightly Guest	259,395	218,016	172,737	266,457	283,925	17,468
PTBH - Electric	105,105	101,228	99,023	98,606	112,075	13,469
PTBH - Liveaboard Fee	24,512	27,091	26,826	24,463	23,605	(858)
PTBH - Liveaboard Background Ck Fee	-	-	-	60	-	(60)
PTBH - Work Float/Lift Pier Usage	8,042	1,996	4,942	13,023	5,189	(7,834)
PTBH - Miscellaneous Revenue	14,565	17,761	13,004	19,393	17,700	(1,693)
PTBH - Showers	10,443	8,617	10,102	9,602	10,102	500
PTBH - Laundry	6,549	6,137	6,268	7,329	7,423	94
PTBH - Kayak Racks	-	-	-	54	-	(54)
PTBH - Key Fobs	1,270	370	646	322	5,000	4,678
PTBH - Promotional Sales	585	155	329	322	329	7
PTBH - Port Labor	445	980	68	1,310	272	(1,038)
Boat Haven Moorage	1,900,981	1,879,883	1,853,219	1,910,772	2,023,336	112,564
Yard - 70/75 Ton Yard Revenue	623,501	663,833	587,624	828,665	813,676	(14,989)
Yard - 70/75 Ton Hoist Revenue	340,124	296,273	293,045	325,064	325,772	708
Yard - 300 Ton Yard Revenue	397,364	408,561	410,397	469,081	463,719	(5,362)
Yard - 300 Ton Hoist Revenue	177,846	189,524	186,651	195,627	216,555	20,928
Yard - Washdown Revenue	81,756	76,018	85,707	89,692	85,707	(3,985)
Yard - Bilge Water Revenue	6,463	3,469	5,374	3,086	5,374	2,288
Yard - L/T Storage	69,857	80,219	72,334	74,592	81,005	6,413
Yard - Blocking Rent	31,977	39,163	45,917	47,978	49,507	1,529
Yard - 70/75 Ton Electric	9,652	36,263	33,976	39,490	43,694	4,204
Yard - 300 Ton Electric	41,589	45,237	46,116	48,455	51,984	3,529
Yard - Off Port Property Tarp Fee	1,980	4,160	3,104	1,961	1,476	(485)
Yard - Liveaboard Fee	1,626	2,486	1,908	2,800	3,604	804
Yard - Miscellaneous Revenue	13,692	5,873	1,629	481	1,629	1,148
Yard - 70/75 Ton Port Labor	4,753	9,323	909	5,483	4,606	(877)
Yard - 300 Ton Port Labor	6,179	4,665	3,096	2,657	3,668	1,011
Yard - 70/75 Ton Enviro Fee	38,520	57,478	48,906	68,648	70,279	1,631
Yard - 300 Ton Enviro Fee	6,100	18,071	19,871	18,071	14,015	(4,056)
Yard - Enviro Clean-Up Fee	185	3,977	3,040	2,313	1,000	(1,313)
Yard Operations	1,853,163	1,944,593	1,849,605	2,224,144	2,237,271	13,127
Pt Hudson - Building Lease Revenue	363,046	398,703	380,386	407,415	428,819	21,404
Pt Hudson - Parking	11,809	3,143	2,837	16,699	17,700	1,001
Pt Hudson - Event Facility Rev	25,479	(260)	78	1,027	3,000	1,973
Pt Hudson - Property Utility Reimb	41,839	35,030	35,938	33,616	35,938	2,322
Pt Hudson - Permanent Moorage	138,628	146,202	147,227	155,231	124,142	(31,089)
Pt Hudson - Liveaboard Fee	6,145	7,494	6,687	7,983	8,656	673
Pt Hudson - Liveaboard Background Ck Fee	-	2,700	-	120	180	60
Pt Hudson - Monthly Guest	120,550	131,248	127,923	126,693	72,954	(53,739)
Pt Hudson - Nightly Guest	215,172	200,031	196,085	241,428	172,727	(68,701)
City Pier & Union Wharf Usage	17,093	3,111	4,422	7,553	7,006	(547)
Pt Hudson - Monthly R.V.	70,559	83,365	63,283	66,488	49,041	(17,447)
Pt Hudson - Nightly R.V.	355,115	271,691	309,621	398,725	295,418	(103,307)
Pt Hudson - Kayak Racks	11,879	15,463	13,482	15,841	12,401	(3,440)
Pt Hudson - Reservation Fee	39,120	35,802	31,055	41,302	36,365	(4,937)
Pt Hudson - Showers	8,031	6,302	6,880	7,004	5,504	(1,500)
Pt Hudson - Laundry	10,561	9,948	9,659	10,651	7,727	(2,924)
Pt Hudson - Passenger Fee	14,091	2,538	3,793	10,711	13,334	2,623

Port of Port Townsend
SOURCES AND USES OF CASH
2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21

	2021 Aug YTD					2021 YTD-2022
	2019 Actual	2020 Actual	2021 BUDGET	Actual & Remaining Bdgt	2022 Budget	Bdgt Variance
Union Wharf - Cruise Ship Garbage	1,489	-	3,794	-	700	700
Pt Hudson - Promotional Sales	977	562	660	670	660	(10)
Pt Hudson - Miscellaneous Rev	1,860	5,616	672	1,997	950	(1,047)
Pt Hudson - Enviro Clean-up	-	212	214	214	214	-
Pt Hudson - Electric	30,334	38,958	34,326	32,490	22,294	(10,196)
Point Hudson Marina/RV/Prop.	1,483,776	1,397,859	1,379,021	1,583,858	1,315,729	(268,129)
PTBH Prop - Lease Revenue	626,298	647,462	686,149	715,989	778,733	62,744
PTBH Prop - Fuel Dock Lease	21,198	21,037	20,514	20,676	20,514	(162)
PTBH Prop - Water, Swr, Garbage, Other	25,878	25,545	21,148	24,672	26,340	1,668
PTBH Prop - Electric	2,002	2,897	3,905	3,864	4,833	969
PTBH Prop - Stormwater Fees	9,174	11,593	10,984	10,120	10,984	864
PTBH Prop - Storage Unit Revenue	9,143	9,020	7,706	9,893	11,443	1,550
PTBH Prop - Miscellaneous	2,095	696	411	1,024	411	(613)
Boat Haven Properties	695,788	718,251	750,817	786,238	853,257	67,019
Quilcene - Lease Revenue	61,917	63,896	69,400	66,791	69,400	2,609
Quilcene - Permanent Moorage	47,547	59,882	53,813	62,726	56,684	(6,042)
Quilcene - Liveaboard Fee	743	3,667	2,683	3,244	-	(3,244)
Quilcene - Liveaboard Background Ck Fee	-	120	-	-	-	-
Quilcene - Nightly Moorage	3,532	2,473	2,111	1,816	2,678	862
Quilcene - Showers	3,671	3,125	3,126	2,631	3,126	495
Quilcene - Reservations	770	182	387	285	495	210
Quilcene - Miscellaneous Revenue	20	32	77	32	77	45
Quilcene - Water	13,695	13,378	12,830	13,171	12,830	(341)
Quilcene - Electric	1,788	4,061	2,582	3,730	3,955	225
Quilcene - Recreational Ramp Fees	10,232	10,379	10,254	11,353	11,518	165
Quilcene - Commercial Use Fees	2,400	1,616	1,818	2,300	2,200	(100)
Quilcene - Empty Trailer Parking	-	-	-	1,196	972	(224)
Quilcene - Fuel Sales	19,744	4,291	-	-	-	-
Quilcene Herb Beck Marina	166,058	167,103	159,080	169,275	163,935	(5,340)
JCIA - Lease Revenue	114,924	110,365	116,691	117,475	122,934	5,459
JCIA - Hangar Revenue	29,175	32,176	33,152	33,879	35,780	1,901
JCIA - Fuel Lease Revenue	2,605	1,622	1,725	1,857	1,725	(132)
JCIA - Electric	1,303	1,587	1,280	1,160	1,378	218
JCIA - Vehicle Parking Revenue	342	856	842	604	434	(170)
JCIA - Aircraft Parking	1,736	1,919	1,932	1,457	882	(575)
JCIA - Miscellaneous Revenue	550	-	134	5,777	1,000	(4,777)
Jefferson County Intl Airport	150,635	148,526	155,757	162,209	164,133	1,924
Ramp Fees	39,976	47,069	44,936	45,388	51,594	6,206
PTBH - Commercial Use Fees	5,500	4,383	4,427	7,282	5,500	(1,782)
Dinghy Float Revenue	2,110	1,216	1,177	1,114	1,177	63
Ramp Use	47,586	52,668	50,539	53,784	58,271	4,487
Total Operating Revenues	\$ 6,297,987	\$ 6,308,883	\$ 6,198,037	\$ 6,890,280	\$ 6,815,934	\$ (74,346)

OPERATING EXPENDITURES

Salaries & Wages	2,051,190	2,233,287	2,332,936	2,309,207	2,647,856	338,649
Payroll Taxes	223,337	234,500	251,957	242,392	285,968	43,576
Employee Benefits	777,463	821,474	889,398	845,647	907,613	61,966
Uniform Expense	8,627	8,868	8,950	8,950	10,715	1,765
Contract Services	277,935	270,900	296,906	271,857	288,906	17,049
Consulting Services	49,769	23,500	-	-	-	-
Legal fees	93,541	47,475	40,000	55,716	40,000	(15,716)
Audit	-	5,598	27,750	24,634	9,580	(15,054)

Port of Port Townsend
SOURCES AND USES OF CASH
 2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21

	2021 Aug YTD					2021 YTD-2022
	2019 Actual	2020 Actual	2021 BUDGET	Actual & Remaining Bdgt	2022 Budget	Bdgt Variance
Insurance	276,190	313,259	316,857	365,552	410,000	44,448
Computer/Office Supplies	10,688	10,890	5,104	15,682	11,000	(4,682)
Operating supplies	88,166	61,969	94,569	82,508	88,200	5,692
Enviro - materials/supplies	5,358	50,885	23,258	45,114	14,867	(30,247)
Tarp Pool Expense	22,903	23,283	22,333	24,289	26,333	2,044
Exec - Emp Recog/Relations	1,229	284	2,887	3,507	3,725	218
Postage	5,297	5,926	5,213	5,228	5,500	272
Janitorial supplies	26,652	23,523	28,038	28,648	30,000	1,352
Fuel & Lubricants	33,270	26,461	22,421	29,995	28,461	(1,534)
Permits & Licenses	6,378	4,301	5,500	3,389	5,500	2,111
Equipment Rental	297	1,722	2,951	6,907	14,340	7,433
Claims & Damages	5,697	-	1,515	815	1,515	700
Membership & Dues	12,927	15,749	21,154	19,567	34,816	15,249
Bank Charges	89,488	93,984	90,784	121,501	125,500	3,999
Excise Tax	25,414	25,665	24,524	27,506	17,524	(9,982)
Miscellaneous Expense	8,160	19,522	1,500	3,605	2,500	(1,105)
Repair & Maintenance Supplies	141,871	166,095	100,000	188,114	130,000	(58,114)
Facilities & Operations	483,795	530,260	451,751	606,375	539,781	(66,594)
Utilities	568,049	543,402	565,773	546,108	575,389	29,281
Advertising (legal)*	4,677	4,830	4,767	4,702	5,267	565
Marketing	40,478	39,535	45,126	47,093	49,126	2,033
Promotion	12,088	2,275	2,729	3,666	13,500	9,834
Marketing & Advertising	57,243	46,640	52,622	55,461	67,893	12,432
Economic Development	-	-	-	15,000	30,000	15,000
Travel & Training	32,184	12,174	24,939	18,841	31,771	12,930
Cost of Goods - Fuel	16,255	2,035	-	-	-	-
Community Relations	1,025	6,896	6,965	6,743	6,965	222
Total Operating Expenditures	\$ 4,916,604	\$ 5,100,268	\$ 5,266,804	\$ 5,372,483	\$ 5,852,437	\$ 479,954
NET OPERATING INCOME	\$ 1,381,384	\$ 1,208,615	\$ 927,439	\$ 1,517,797	\$ 963,497	(245,118)
OTHER INCREASES IN FUND RESOURCES						
Retainage Collected	5,012	3,906	5,812	5,812	-	(5,812)
Yard Dep. Collected	22,000	22,877	11,110	25,781	22,220	(3,561)
PTBH Prop Lease Dep. Collected	21,979	22,379	20,009	21,543	18,000	(3,543)
PH Prop Lease Dep. Collected	12,836	11,129	4,804	14,653	8,000	(6,653)
JCIA Lease Dep. Collected	-	-	-	3,345	1,800	(1,545)
PH Marina/RV Dep. Collected	48,098	32,639	36,771	28,221	30,620	2,399
Deposits & Retainage Collected	109,925	92,930	78,505	99,355	80,640	(18,715)
Sales Tax Collected	86,181	69,813	68,376	90,824	76,663	(14,161)
Leasehold Tax Collected	615,429	519,948	531,583	558,927	577,930	19,003
Hotel/Motel Tax Collected	7,594	5,569	6,835	9,000	7,030	(1,970)
Taxes Collected	709,204	595,331	606,794	658,751	661,623	2,872
Grants - FAA	321,211	3,320,747	360,400	397,946	649,860	251,914
Grants - WA State	39,748	11,367	-	68,198	970,000	901,802
Grant - WSDOT - JCIA	-	8,014	655	105	4,500	4,395
Grant - Jefferson County	41,834	150,000	-	8,494	-	(8,494)
Grant - EDA Point Hudson Jetty Project	-	-	-	-	3,000,000	3,000,000
Grant - Fed/State Stormwater Treatment	-	-	-	-	1,988,500	1,988,500
FEMA - JCIA Airport Hangar Repair	-	-	-	-	60,000	60,000
Capital Contributions/Grants	402,793	3,490,128	361,055	474,743	6,672,860	6,198,117
ARRA Bond Interest Subsidy	32,829	16,441	32,000	48,951	32,000	(16,951)

Port of Port Townsend
SOURCES AND USES OF CASH
 2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21

	2021 Aug YTD					2021 YTD-2022
	2019 Actual	2020 Actual	2021 BUDGET	Actual & Remaining Bdgt	2022 Budget	Bdgt Variance
Investment Interest	31,330	9,543	14,000	7,817	2,530	(5,287)
Interest	64,159	25,983	46,000	56,768	34,530	(22,238)
Debt Proceeds-20/21 LOC	-	1,650,000	-	-	-	(1,650,000)
Operating Tax Levy	1,004,079	1,023,601	1,048,500	1,048,500	1,071,500	23,000
IDD Tax Levy	-	868,941	1,634,289	1,646,125	2,634,289	988,164
State Forest Revenues	41,118	58,938	24,000	10,816	10,000	(816)
State Timber Excise Tax	42,710	31,294	24,000	26,592	24,000	(2,592)
Leasehold Excise Tax	6,960	9,636	8,090	10,427	9,072	(1,355)
Property & other taxes	1,094,866	1,992,409	2,738,879	2,742,460	3,748,861	1,006,401
Insurance Recovery	-	115,761	-	-	-	(115,761)
Finance Charges	22,678	9,051	17,000	20,097	19,053	10,001
Other Non-Operating Revenues	232,890	5,339	1,000	3,684	1,000	(4,339)
Misc. Incr. in Fund Resources	255,568	130,152	18,000	23,781	20,053	(110,099)
Total Incr. in Other Fund Resources	\$ 2,636,514	\$ 7,976,933	\$ 3,849,233	\$ 4,055,858	\$ 11,218,567	\$ 3,241,634
OTHER DECREASES IN FUND RESOURCES						
Retainage Paid	12,728	-	1,000	3,906	1,000	(2,906)
Yard Deposits Refunded	2,000	21,000	1,523	3,080	20,000	16,920
PTBH Prop Lease Dep. Returned	27,157	5,287	-	10,945	10,000	(945)
PH Prop Lease Dep. Returned	1,208	7,783	2,061	3,886	2,061	(1,825)
PH Deposits Refunded	46,673	31,636	5,960	1,960	-	(1,960)
Deposits & Retainage Paid	89,766	65,706	10,544	23,777	33,061	9,284
Sales Tax Remitted	88,673	70,521	68,376	89,173	74,882	(14,291)
Leasehold Tax Remitted	622,710	494,882	531,583	564,413	570,822	6,409
Hotel/Motel Tax Remitted	7,768	5,689	6,835	8,539	7,030	(1,509)
Taxes Remitted	719,151	571,092	606,794	662,125	652,734	(9,391)
Bond Principal Repaid - LOC	-	1,400,000	-	250,000	-	(250,000)
Bond Interest Repaid - LOC	-	9,093	-	1,565	-	(1,565)
Bond Principal - 2010 LTGO	235,000	295,000	310,000	310,000	320,000	10,000
Interest Expense - 2010 LTGO Bond	197,838	187,238	175,438	175,438	161,488	(13,950)
Bond Principal - 2015 LTGO	430,000	460,000	475,000	475,000	490,000	15,000
Interest Expense - 2015 LTGO Refund Boi	96,000	82,350	68,325	68,325	53,850	(14,475)
Bond Principal - 2013 Revenue Bond	409,507	-	-	-	-	-
Bond Principal & Interest	1,368,345	2,433,680	1,028,763	1,280,328	1,025,338	(254,990)
Bond Management Fees	900	1,098	1,000	500	1,000	500
Bond Issue Costs	-	9,500	-	9,300	-	(9,300)
Investment Fees	600	340	475	275	475	200
Other Decr. In Fund Resources	-	-	-	49,795	-	(49,795)
Bond Mgmt, Issuance, Investment	1,500	10,938	1,475	59,870	1,475	(58,395)
Capital Project Expenses	818,185	4,491,246	1,504,361	1,952,416	10,869,800	8,917,384
Election Expense	10,021	15,674	22,000	20,000	2,000	(18,000)
Total Other Decr. In Fund Resources	\$ 3,006,967	\$ 7,588,336	\$ 3,173,937	\$ 3,998,516	\$ 12,584,408	\$ 4,996,071
Net Other Incr./Decr. In Fund Resources	\$ (370,453)	\$ 388,597	\$ 675,296	\$ 57,343	\$ (1,365,840)	\$ (1,754,437)
Net Income/(Loss)	\$ 1,010,931	\$ 1,597,211	\$ 1,602,736	\$ 1,575,140	\$ (402,343)	\$ (1,999,555)

Port of Port Townsend
BOAT HAVEN MOORAGE
 2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21	2021 Aug YTD					2021 YTD-2022 Bdgt Variance
	2019 Actual	2020 Actual	2021 BUDGET	Actual & Remaining Bdgt	2022 Budget	
OPERATING REVENUES						
PTBH - Permanent Moorage	1,151,242	1,225,793	1,216,467	1,212,651	1,254,909	42,258
PTBH - Monthly Guest	318,828	271,741	302,807	257,180	302,807	45,627
PTBH - Nightly Guest	259,395	218,016	172,737	266,457	283,925	17,468
PTBH - Electric	105,105	101,228	99,023	98,606	112,075	13,469
PTBH - Liveaboard Fee	24,512	27,091	26,826	24,463	23,605	(858)
PTBH - Work Float/Lift Pier Usage	8,042	-	-	60	-	(60)
PTBH - Miscellaneous Revenue	14,565	1,996	4,942	13,023	5,189	(7,834)
PTBH - Showers	10,443	17,761	13,004	19,393	17,700	(1,693)
PTBH - Laundry	6,549	8,617	10,102	9,602	10,102	500
PTBH - Key Fobs	1,270	6,137	6,268	7,329	7,423	94
PTBH - Promotional Sales	585	-	-	54	-	(54)
PTBH - Port Labor	445	370	646	322	5,000	4,678
PTBH - Ship Moorage	-	155	329	322	329	7
PTBH - Parking	-	980	68	1,310	272	(1,038)
Total Operating Revenues	\$ 1,900,981	\$ 1,879,883	\$ 1,853,219	\$ 1,910,772	\$ 2,023,336	\$ 143,453
OPERATING EXPENSES						
Moorage Pay	172,003	140,162	199,150	176,611	233,254	56,643
Moorage Taxes	20,860	17,043	21,508	18,700	25,245	6,545
Moorage Benefits	60,738	51,450	75,923	65,927	82,231	16,304
Uniform Expense	822	801	1,176	643	1,200	557
Maint Pay	39,433	48,729	46,081	31,418	32,998	1,580
Maint Taxes	4,803	5,974	4,977	3,497	3,564	67
Maint Benefits	16,185	16,879	17,568	11,618	11,608	(10)
Enviro Pay	4,158	776	1,000	1,558	1,000	(558)
Enviro Taxes	544	98	108	181	108	(73)
Enviro Benefits	1,368	716	381	543	381	(162)
Contract Services	34,506	14,743	25,700	16,963	17,254	291
Insurance	65,277	80,436	81,500	93,338	102,672	9,334
Facilities & Operations	87,902	123,201	73,184	84,298	81,730	(2,568)
Utilities	174,707	155,265	169,020	165,486	175,326	8,814
Marketing & Advertising	12,916	9,478	13,355	12,379	17,051	4,672
Travel & Training	2,007	675	1,000	662	800	138
2010 LTGO Bond Princ & Int pmts (83%	384,155	400,257	402,913	402,913	399,635	(3,278)
General & Administrative	398,693	395,451	412,392	406,193	475,272	69,079
Total Operating Expenses	\$ 1,481,078	\$ 1,462,133	\$ 1,546,936	\$ 1,492,928	\$ 1,661,329	\$ 167,375
NET OPERATING INCOME	\$ 419,904	\$ 417,751	\$ 306,283	\$ 417,844	\$ 362,008	\$ (23,922)

Port of Port Townsend
70/75 TON & 300 TON YARDS
2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21	2021 Aug YTD					2021 YTD-2022
	2019 Actual	2020 Actual	2021 BUDGET	Actual & Remaining Bdgt	2022 Budget	
Bdgt Variance						
OPERATING REVENUES						
Yard - 70/75 Ton Yard Revenue	623,501	663,833	587,624	828,665	813,676	(14,989)
Yard - 70/75 Ton Hoist Revenue	340,124	296,273	293,045	325,064	325,772	708
Yard - 300 Ton Yard Revenue	397,364	408,561	410,397	469,081	463,719	(5,362)
Yard - 300 Ton Hoist Revenue	177,846	189,524	186,651	195,627	216,555	20,928
Yard - Washdown Revenue	81,756	76,018	85,707	89,692	85,707	(3,985)
Yard - Bilge Water Revenue	6,463	3,469	5,374	3,086	5,374	2,288
Yard - L/T Storage	69,857	80,219	72,334	74,592	81,005	6,413
Yard - Blocking Rent	31,977	39,163	45,917	47,978	49,507	1,529
Yard - 70/75 Ton Electric	9,652	36,263	33,976	39,490	43,694	4,204
Yard - 300 Ton Electric	41,589	45,237	46,116	48,455	51,984	3,529
Yard - Off Port Property Tarp Fee	1,980	4,160	3,104	1,961	1,476	(485)
Yard - Liveaboard Fee	1,626	2,486	1,908	2,800	3,604	804
Yard - Miscellaneous Revenue	13,692	5,873	1,629	481	1,629	1,148
Yard - 70/75 Ton Port Labor	4,753	9,323	909	5,483	4,606	(877)
Yard - 300 Ton Port Labor	6,179	4,665	3,096	2,657	3,668	1,011
Yard - Enviro Fee 70/75 Ton Yard	38,520	57,478	48,906	68,648	70,279	1,631
Yard - Enviro Fee 300 Ton Yard	6,100	18,071	19,871	18,071	14,015	(4,056)
Yard - Enviro Clean-Up Fee	185	3,977	3,040	2,313	1,000	(1,313)
Total Operating Revenues	\$ 1,853,163	\$ 1,944,593	\$ 1,849,605	\$ 2,224,144	\$ 2,237,271	\$ 13,127
OPERATING EXPENSES						
Yard Pay	557,927	526,706	551,556	560,969	618,696	57,727
Yard Taxes	61,873	65,254	59,568	62,215	65,418	3,203
Yard Benefits	191,759	202,859	210,273	204,023	203,479	(544)
Uniform Expense	4,281	4,145	3,704	3,424	4,065	641
Maint Pay	80,266	75,167	64,514	59,592	72,266	12,674
Maint Taxes	10,250	9,467	6,967	7,113	7,805	692
Maint Benefits	29,918	27,629	24,595	23,196	25,422	2,226
Enviro Pay	22,941	21,747	24,947	24,322	27,066	2,744
Enviro Taxes	2,861	2,756	2,694	2,818	2,923	105
Enviro Benefits	8,267	7,865	9,511	8,837	9,492	655
Contract Services	38,855	24,125	30,600	23,494	39,557	16,063
Insurance	74,849	74,684	75,684	86,890	95,579	8,689
Facilities & Operations	267,394	170,743	183,126	241,899	222,632	(19,267)
Utilities	121,425	121,533	110,771	119,288	121,862	2,274
Marketing & Advertising	6,974	8,690	14,713	12,231	17,713	5,482
Travel & Training	1,804	2,947	1,113	1,168	2,000	832
2010 LTGO Bond Princ & Int pmts (17%)	78,682	81,980	82,524	82,524	81,853	(671)
General & Administrative	399,074	410,659	411,588	468,853	525,524	56,671
Total Operating Expenses	\$ 1,959,400	\$ 1,838,956	\$ 1,868,448	\$ 1,992,856	\$ 2,143,352	\$ 150,196
NET OPERATING INCOME	\$ (106,237)	\$ 105,636	\$ (18,843)	\$ 231,288	\$ 93,919	\$ (124,480)

Port of Port Townsend
POINT HUDSON
 2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21	2021 Aug YTD					2021 YTD-2022 Bdgt Variance
	2019 Actual	2020 Actual	2021 BUDGET	Actual & Remaining Bdgt	2022 Budget	
OPERATING REVENUES						
Pt Hudson - Building Lease Revenue	363,046	398,703	380,386	407,415	428,819	21,404
Pt Hudson - Parking	11,809	3,143	2,837	16,699	17,700	1,001
Pt Hudson - Event Facility Rev	25,479	(260)	78	1,027	3,000	1,973
Pt Hudson - Property Utility Reimb	41,839	35,030	35,938	33,616	35,938	2,322
Pt Hudson - Permanent Moorage	138,628	146,202	147,227	155,231	124,142	(31,089)
Pt Hudson - Liveaboard Fee	6,145	7,494	6,687	7,983	8,656	673
Pt Hudson - Monthly Guest	-	2,700	-	120	180	60
Pt Hudson - Nightly Guest	120,550	131,248	127,923	126,693	72,954	(53,739)
City Pier & Union Wharf Usage	215,172	200,031	196,085	241,428	172,727	(68,701)
Pt Hudson - Monthly R.V.	17,093	3,111	4,422	7,553	7,006	(547)
Pt Hudson - Nightly R.V.	70,559	83,365	63,283	66,488	49,041	(17,447)
Pt Hudson - Kayak Racks	355,115	271,691	309,621	398,725	295,418	(103,307)
Pt Hudson - Reservation Fee	11,879	15,463	13,482	15,841	12,401	(3,440)
Pt Hudson - Showers	39,120	35,802	31,055	41,302	36,365	(4,937)
Pt Hudson - Laundry	8,031	6,302	6,880	7,004	5,504	(1,500)
Pt Hudson - Passenger Fee	10,561	9,948	9,659	10,651	7,727	(2,924)
Pt Hudson - Promotional Sales	14,091	2,538	3,793	10,711	13,334	2,623
Pt Hudson - Miscellaneous Rev	1,489	-	3,794	-	700	700
Pt Hudson - Enviro Clean-up	977	562	660	670	660	(10)
Pt Hudson - Electric	1,860	5,616	672	1,997	950	(1,047)
Total Operating Revenues	\$ 1,453,443	\$ 1,358,689	\$ 1,344,481	\$ 1,551,154	\$ 1,293,221	\$ (257,933)
OPERATING EXPENSES						
Point Hudson Pay	181,445	171,514	259,999	202,212	191,455	(10,757)
Point Hudson Taxes	23,306	19,944	28,079	23,664	20,677	(2,987)
Point Hudson Benefits	60,435	60,459	99,121	72,272	67,351	(4,921)
Uniform Expense	-	421	1,160	434	800	366
Maint Pay	88,096	117,553	96,770	99,528	125,661	26,133
Maint Taxes	10,987	15,535	10,451	12,437	13,571	1,134
Maint Benefits	32,859	44,305	36,892	38,842	44,206	5,364
Enviro Pay	1,916	2,785	4,827	2,059	5,222	3,163
Enviro Taxes	253	332	521	226	564	338
Enviro Benefits	769	1,023	1,840	745	1,837	1,092
Contract Services	26,142	14,177	30,600	16,477	12,703	(3,774)
Insurance	56,647	63,761	64,890	68,793	75,672	6,879
Facilities & Operations	83,408	81,092	66,308	99,706	81,506	(18,200)
Utilities	182,498	181,382	178,120	176,015	181,545	5,130
Marketing & Advertising	23,268	17,796	14,849	14,962	17,120	2,158
Travel & Training	74	160	600	200	600	400
2015 LTGO Principal & Int pmts	546,000	542,350	543,325	543,325	543,850	525
General & Administrative	310,880	298,461	306,028	314,945	309,058	(5,887)
Total Operating Expenses	\$ 1,628,986	\$ 1,633,051	\$ 1,744,380	\$ 1,686,842	\$ 1,693,398	\$ 6,156
NET OPERATING INCOME	\$ (175,543)	\$ (274,361)	\$ (399,899)	\$ (135,688)	\$ (400,177)	\$ (264,089)

Port of Port Townsend
BOAT HAVEN PROPERTIES
 2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21	2021 Aug YTD					2021 YTD-2022 Bdgt Variance
	2019 Actual	2020 Actual	2021 BUDGET	Actual & Remaining Bdgt	2022 Budget	
OPERATING REVENUES						
PTBH Prop - Lease Revenue	626,298	647,462	686,149	715,989	778,733	62,744
PTBH Prop - Fuel Dock Lease	21,198	21,037	20,514	20,676	20,514	(162)
PTBH Prop - Water, Swr, Garbage, Other	25,878	25,545	21,148	24,672	26,340	1,668
PTBH Prop - Electric	2,002	2,897	3,905	3,864	4,833	969
PTBH Prop - Stormwater Fees	9,174	11,593	10,984	10,120	10,984	864
PTBH Prop - Storage Unit Revenue	9,143	9,020	7,706	9,893	11,443	1,550
PTBH Prop - Miscellaneous	2,095	696	411	1,024	411	(613)
Total Operating Revenues	\$ 695,788	\$ 718,251	\$ 750,817	\$ 786,238	\$ 853,257	\$ 102,440
OPERATING EXPENSES						
PTBH Property Pay	19,927	57,623	68,675	63,085	63,836	751
PTBH Property Taxes	2,091	5,230	7,417	6,103	6,894	791
PTBH Property Benefits	8,898	21,052	26,181	22,986	22,457	(529)
Maint Pay	47,011	45,437	55,298	64,259	83,239	18,980
Maint Taxes	5,785	5,653	5,972	9,245	8,990	(255)
Maint Benefits	16,428	16,225	21,082	23,623	29,282	5,659
Enviro Pay	14,669	19,111	22,326	22,914	24,150	1,236
Enviro Taxes	1,937	2,426	2,411	2,659	2,608	(51)
Enviro Benefits	5,315	7,156	8,511	8,353	8,496	143
Contract Services	4,799	3,107	5,926	2,574	6,486	3,912
Insurance	16,911	14,814	15,100	26,061	28,667	2,606
Facilities & Operations	33,622	17,775	17,775	24,273	17,560	(6,713)
Utilities	43,475	33,137	45,940	38,360	38,948	188
Marketing & Advertising	-	-	200	143	200	57
Travel/Training	-	-	250	101	150	49
General & Administrative	146,072	159,266	167,076	169,402	200,426	31,024
Total Operating Expenses	\$ 366,940	\$ 408,011	\$ 469,890	\$ 484,040	\$ 542,389	\$ 57,799
NET OPERATING INCOME	\$ 328,848	\$ 310,239	\$ 280,927	\$ 302,198	\$ 310,868	\$ 44,641

Port of Port Townsend
QUILCENE
2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21	2021 Aug YTD Actual & Remaining Bdgt					2021 YTD-2022 Bdgt Variance
	2019 Actual	2020 Actual	2021 BUDGET	2022 Budget		
OPERATING REVENUES						
Quilcene - Lease Revenue	61,917	63,896	69,400	66,791	69,400	2,609
Quilcene - Permanent Moorage	47,547	59,882	53,813	62,726	56,684	(6,042)
Quilcene - Liveaboard Fee	743	3,667	2,683	3,244	-	(3,244)
Quilcene - Liveaboard Background Ck Fee	-	120	-	-	-	-
Quilcene - Nightly Moorage	3,532	2,473	2,111	1,816	2,678	862
Quilcene - Showers	3,671	3,125	3,126	2,631	3,126	495
Quilcene - Reservations	770	182	387	285	495	210
Quilcene - Miscellaneous Revenue	20	32	77	32	77	45
Quilcene - Water	13,695	13,378	12,830	13,171	12,830	(341)
Quilcene - Electric	1,788	4,061	2,582	3,730	3,955	225
Quilcene - Recreational Ramp Fees	10,232	10,379	10,254	11,353	11,518	165
Quilcene - Commercial Use Fees	2,400	1,616	1,818	2,300	2,200	(100)
Quilcene - Empty Trailer Parking	-	-	-	1,196	972	(224)
Quilcene - Fuel Sales	19,744	4,291	-	-	-	-
Total Operating Revenues	\$ 166,058	\$ 167,103	\$ 159,080	\$ 169,275	\$ 163,935	\$ (5,340)
OPERATING EXPENSES						
Quilcene Pay	35,386	33,991	31,907	30,655	43,136	12,481
Quilcene Taxes	4,678	4,029	3,446	3,472	4,659	1,187
Quilcene Benefits	12,857	13,143	12,164	10,869	15,175	4,306
Quilcene Uniforms	240	-	-	-	300	300
Maint Pay	15,444	20,309	18,433	17,375	21,220	3,845
Maint Taxes	1,907	2,427	1,991	2,076	2,292	216
Maint Benefits	6,280	7,322	7,027	6,620	7,465	845
Enviro Pay	251	283	-	594	-	(594)
Enviro Taxes	31	36	-	71	-	(71)
Enviro Benefits	57	96	-	212	-	(212)
Contract Services	5,608	6,657	8,000	8,141	10,300	2,159
Insurance	5,686	6,980	7,080	8,310	9,141	831
Facilities & Operations	13,897	26,991	11,343	21,328	12,961	(8,367)
Utilities	12,155	11,291	11,890	13,152	13,189	37
Marketing & Advertising	131	-	700	1,225	1,200	(25)
Travel & Training	16	481	100	136	150	14
Cost of Fuel Sold	16,255	2,035	-	-	-	-
General & Administrative	34,894	38,104	35,400	35,544	39,024	3,480
Total Operating Expenses	\$ 165,772	\$ 174,175	\$ 149,481	\$ 159,780	\$ 180,212	\$ 20,432
NET OPERATING INCOME	\$ 286	\$ (7,072)	\$ 9,599	\$ 9,495	\$ (16,277)	\$ (25,772)

Port of Port Townsend
BOAT RAMPS
2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21						2021 YTD-2022 Bdgt Variance
	2019 Actual	2020 Actual	2021 BUDGET	2021 Aug YTD Actual & Remaining Bdgt	2022 Budget	
OPERATING REVENUES						
Ramp Fees	39,976	47,069	44,936	45,388	51,594	6,206
PTBH - Commercial Use Fees	5,500	4,383	4,427	7,282	5,500	(1,782)
Dinghy Float Revenue	2,110	1,216	1,177	1,114	1,177	63
Total Operating Revenues	\$ 47,586	\$ 52,668	\$ 50,539	\$ 53,784	\$ 58,271	\$ 4,487
OPERATING EXPENSES						
Ramps Pay	3,392	3,560	4,000	3,859	4,500	641
Ramps Taxes	487	497	432	476	486	10
Ramps Benefits	1,060	1,416	1,525	1,410	1,583	173
Maint Pay	14,194	7,648	9,216	10,024	12,403	2,379
Maint Taxes	1,767	958	995	1,127	1,339	212
Maint Benefits	6,339	2,704	3,513	3,635	4,363	728
Enviro Pay	1,431	3,058	3,620	1,642	3,916	2,274
Enviro Taxes	189	388	391	178	423	245
Enviro Benefits	574	1,185	1,380	608	1,378	770
Contract Services	905	1,534	2,200	2,304	1,545	(759)
Insurance	3,742	3,082	3,302	5,705	6,276	571
Facilities & Operations	4,863	4,077	4,749	10,205	5,249	(4,956)
Utilities	3,585	3,146	4,167	2,604	4,017	1,413
Marketing & Advertising	-	1,960	-	-	-	-
General & Administrative	10,626	11,071	11,248	12,481	13,688	1,207
Total Operating Expenses	\$ 53,153	\$ 46,283	\$ 50,738	\$ 56,258	\$ 61,166	\$ 4,908
NET OPERATING INCOME	\$ (5,567)	\$ 6,385	\$ (199)	\$ (2,474)	\$ (2,895)	\$ (421)

Port of Port Townsend
JEFFERSON COUNTY INTERNATIONAL AIRPORT
 2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21

	2019 Actual	2020 Actual	2021 BUDGET	2021 Aug YTD Actual & Remaining Bdgt	2022 Budget	2021 YTD-2022 Bdgt Variance
OPERATING REVENUES						
JCIA - Lease Revenue	114,924	110,365	116,691	117,475	122,934	5,459
JCIA - Hangar Revenue	29,175	32,176	33,152	33,879	35,780	1,901
JCIA - Fuel Lease Revenue	2,605	1,622	1,725	1,857	1,725	(132)
JCIA - Electric	1,303	1,587	1,280	1,160	1,378	218
JCIA - Vehicle Parking Revenue	342	856	842	604	434	(170)
JCIA - Aircraft Parking	1,736	1,919	1,932	1,457	882	(575)
JCIA - Miscellaneous Revenue	550	-	134	5,777	1,000	(4,777)
Total Operating Revenues	\$ 150,635	\$ 148,526	\$ 155,757	\$ 162,209	\$ 164,133	\$ 1,924
OPERATING EXPENSES						
JCIA Pay	6,681	9,843	9,240	8,556	6,993	(1,563)
JCIA Taxes	893	1,169	998	1,149	755	(394)
JCIA Benefits	2,739	3,512	3,523	3,169	2,460	(709)
Maint Pay	42,536	71,629	41,473	50,380	66,422	16,042
Maint Taxes	5,502	8,748	4,479	5,516	7,174	1,658
Maint Benefits	16,891	27,439	15,811	17,612	23,366	5,754
Enviro Pay	1,430	3,176	3,620	2,180	3,916	1,736
Enviro Taxes	189	403	391	244	423	179
Enviro Benefits	564	1,227	1,380	798	1,378	580
Contract Services	18,821	11,926	18,280	20,686	19,493	(1,193)
Insurance	28,515	41,993	38,479	34,164	37,580	3,416
Facilities & Operations	14,787	21,208	14,030	14,417	15,245	828
Utilities	20,260	18,829	22,800	17,287	19,600	2,313
Marketing & Advertising	1,446	64	2,750	1,200	4,888	1,688
General & Administrative	31,593	33,156	34,661	34,823	38,554	3,731
Total Operating Expenses	\$ 192,847	\$ 254,321	\$ 211,915	\$ 212,181	\$ 248,247	\$ 34,066
NET OPERATING INCOME	\$ (42,213)	\$ (105,795)	\$ (56,158)	\$ (49,972)	\$ (84,114)	\$ (32,142)

Port of Port Townsend
MAINTENANCE - GENERAL
 2022 Budget with Comparison to Prior Years

2nd DRAFT - 10/13/21

	2019 Actual	2020 Actual	2021 BUDGET	2021 Aug YTD Actual & Remaining Bdgt	2022 Budget	2021 YTD-2022 Bdgt Variance
OPERATING EXPENSES						
Salaries & Wages	134,267	165,523	128,028	138,826	178,943	40,117
Payroll Taxes	13,290	15,309	13,935	14,660	19,326	4,666
Employee Benefits	51,973	59,201	49,190	52,429	62,949	10,520
Uniform Expense	3,321	3,365	2,910	2,300	4,350	2,050
Contract Services	1,000	448	1,100	542	859	317
Insurance	20,187	11,598	12,100	27,160	29,876	2,716
Facilities & Operations	46,052	44,654	34,799	61,433	43,630	(17,803)
Utilities	7,343	6,553	10,870	7,381	7,050	(870)
Advertising (legal)	87	-	196	498	300	(198)
Travel & Training	2,063	-	400	212	400	188
Total Operating Expenses	279,583	306,651	253,528	305,441	347,683	41,703

5 Year Capital Improvement Program
years 2022-2026
as of October 13, 2021

2nd DRAFT 2022 BUDGET				2022	2023	2024	2025	2026	Total 5 year
	note	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate
JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)									
Airport Terminal	a	110,550	-	-	-	-	-	-	110,550
Underground Storage Tank Replacement		100,000	400,000	-	-	-	-	-	500,000
Renovate Hangars		-	-	-	100,000	500,000	-	-	600,000
Construct New Connector TW A2, Install Sign		-	-	-	-	-	-	-	-
<i>Phase 1 Design</i>		90,000	-	-	-	-	-	-	90,000
<i>Phase 2 Construction</i>		-	555,556	-	-	-	-	-	555,556
Rehabilitate Apron and Parallel TW (Crack/Slurry Seal)		-	-	-	333,333	-	-	-	333,333
FEMA-Airport Hanger repair	a	80,000	-	-	-	-	-	-	80,000
Maintenance Storage Building/County Building relocate		-	140,800	-	-	-	-	-	140,800
BOAT HAVEN									
70/75 Ton & 300 Ton Yard Resurfacing		-	100,000	100,000	100,000	100,000	50,000	-	350,000
Dock Renovations & Piling Replacement	a	200,000	150,000	150,000	150,000	150,000	1,625,000	-	2,275,000
Main Breakwater Repairs - Construction		350,000	-	-	-	-	-	-	350,000
Stormwater Treatment Compliance Upgrade		2,650,000	-	-	-	-	-	-	2,650,000
Moorage Office	a	191,250	-	-	-	-	-	-	191,250
70/75 Ton & 300 Ton Yard Electrical Upgrades		-	-	-	-	-	-	-	-
<i>Design & Permitting</i>		30,000	-	-	-	-	-	-	30,000
<i>Construction</i>		-	75,000	325,000	-	-	-	-	400,000
70/75 Ton & 300 Ton Yard Expansion Northwest 25-feet		450,000	450,000	-	-	-	-	-	900,000
70/75 Ton & 300 Ton Yard Expansion Southwest		100,000	-	-	-	-	2,600,000	-	2,700,000
Sperry Buildings Capital Maintenance (2 buildings per year)	a	100,000	100,000	40,000	-	-	-	-	240,000
Building Maintenance		-	-	-	100,000	100,000	-	-	200,000
BH-Linear Dock Replacement		-	-	-	-	-	-	-	-
<i>Design</i>		107,185	428,740	-	-	-	-	-	535,925
<i>Construction</i>		-	-	1,886,515	257,185	-	-	-	2,143,700
Remodel Skookum/Nomura Building	a	40,000	-	-	-	-	-	-	40,000
Marina Dredging		-	-	-	-	-	550,000	-	550,000
POINT HUDSON									
Building Preservation (incl. roof replacements)		100,000	100,000	100,000	100,000	100,000	525,000	-	925,000
Point Hudson Landscaping		-	-	-	-	-	40,000	-	40,000
Replacement of North & South Jetties		-	-	-	-	-	-	-	-
<i>Construction</i>		6,000,000	6,000,000	2,100,000	-	-	-	-	14,100,000
PH-RV Park Reconstruction		-	-	-	-	-	500,000	-	500,000
Cantilevered Esplanade		-	-	-	-	-	2,000,000	-	2,000,000
Roadway Resurfacing		-	-	-	-	-	165,000	-	165,000
QUILCENE									
Facility Planning & Preliminary Engineering	b	-	-	-	-	-	-	-	-
Implementation of Quilcene Plan		-	100,000	100,000	100,000	100,000	100,000	-	400,000
Marina Dock Repairs		-	-	-	-	-	256,000	-	256,000
Ramp Upgrade		-	-	-	-	-	400,000	-	400,000

2nd DRAFT 2022 BUDGET		2022	2023	2024	2025	2026	Total 5 year
	note	estimate	estimate	estimate	estimate	estimate	estimate
Building Maintenance		-	-	-	-	150,000	150,000
Marina Dredging		-	-	-	-	250,000	250,000
OTHER CAPITAL							-
Gardiner Launch Ramp w/Seasonal Float		-	625,000	-	-	-	625,000
Mats Mats Bay Boat Ramp Rehabilitate		-	-	-	-	300,000	300,000
FEMA-City Dock Repair		-	2,000,000	-	-	-	2,000,000
Small Capital projects		50,000	105,000	50,000	50,000	50,000	305,000
Port Equipment/Vehicle replacement		518,000	100,000	100,000	100,000	1,200,000	2,018,000
Total Estimated Project Expenses		11,266,985	11,430,096	4,951,515	1,390,518	11,361,000	40,400,114

2nd DRAFT 2022 BUDGET

FUNDING SOURCES	note	2022 estimate	2023 estimate	2024 estimate	2025 estimate	2026 estimate	Total 5 year estimate
GRANTS -- Secured							
RCO - PH North & South Jetties Replacement - Construction	c	-	-	-	-	-	-
Fed EDA - PH North & South Jetties Replacement - Construction		(3,000,000)	(3,000,000)	(1,031,300)	-	-	(7,031,300)
State - PH North & South Jetties Replacement - Construction		(970,000)	-	-	-	-	(970,000)
Fed/State - Stormwater Treatment Compliance Upgrade		(1,988,500)	-	-	-	-	(1,988,500)
FAA NPE -Construct New Connector TW A2, Install Sign		-	-	-	-	-	-
Phase 1 Design (FAA NPE fund)		(81,000)	-	-	-	-	(81,000)
Phase 1 Design (WSDOT funds)		(4,500)	-	-	-	-	(4,500)
Phase 2 Construction (FAA NPE fund)		-	(150,000)	-	-	-	(150,000)
Phase 2 Construction (FAA ST/DI fund)		-	(350,000)	-	-	-	(350,000)
Phase 2 Construction (FAA ST/DI fund)		-	(27,777)	-	-	-	(27,777)
Rehabilitate Apron and Parallel TW (Crack/Slurry Seal)		-	-	-	(300,000)	-	(300,000)
Rehabilitate Apron and Parallel TW (Crack/Slurry Seal)		-	-	-	(16,666)	-	(16,666)
FEMA-City Dock Repair		-	(1,500,000)	-	-	-	(1,500,000)
FEMA-Airport Hanger repair		(60,000)	-	-	-	-	(60,000)
RCO -Gardiner Launch Ramp		-	(500,000)	-	-	-	(500,000)
TOTAL PROJECTED GRANT FUNDS USE		(6,104,000)	(5,527,777)	(1,031,300)	(316,666)	-	(12,979,743)
PORT WIDE CAPITAL RESERVE							
Main Breakwater Repairs		-	-	-	-	-	-
PH North & South Jetties Replacement		-	-	-	-	-	-
Construction		-	(700,000)	-	-	-	(700,000)
BOAT HAVEN RESERVE							
Main Breakwater Repairs - Construction		(350,000)	-	-	-	-	(350,000)
Dock Renovation & Piling Replacement		(66,809)	-	-	-	-	(66,809)
IDD LEVY RESERVE							
PH North & South Jetties Replacement		-	-	-	-	-	-
Construction		(2,030,000)	(2,300,000)	(1,068,700)	-	-	(5,398,700)
70/75 Ton & 300 Ton Yard Resurfacing		-	(100,000)	(100,000)	(100,000)	(50,000)	(350,000)
JCIA Underground Storage Tank Replacement		(100,000)	(400,000)	-	-	-	(500,000)
Dock Renovation & Piling Replacement		(133,191)	(150,000)	(150,000)	(150,000)	(1,625,000)	(2,208,191)
Sperry Buildings Capital Maintenance (2 buildings per year)		(100,000)	(100,000)	(40,000)	-	-	(240,000)
70/75 Ton & 300 Ton Yard Electrical Design		(30,000)	-	-	-	-	(30,000)
70/75 Ton & 300 Ton Yard Electrical Construction		-	(75,000)	(325,000)	-	-	(400,000)
70/75 Ton & 300 Ton Yard Expansion Northwest 25-feet		(250,000)	(250,000)	-	-	-	(500,000)
BH-Stormwater Treatment Compliance Upgrade		(661,500)	-	-	-	-	(661,500)
BH-Marina Dredging		-	-	-	-	(550,000)	(550,000)
FEMA-City Dock Repair		-	(500,000)	-	-	-	(500,000)
Moorage Office		(191,250)	-	-	-	-	(191,250)
Maintenance Storage Building/County Building relocate		-	(140,800)	-	-	-	(140,800)
Mats Mats Bay Boat Ramp Rehabilitate		-	-	-	-	(300,000)	(300,000)
Quilcene Implementation of Plan	b	-	(100,000)	(100,000)	(100,000)	(100,000)	(400,000)
Quilcene Marina Dock Repairs		-	-	-	-	(256,000)	(256,000)
Quilcene Ramp Upgrade		-	-	-	-	(400,000)	(400,000)
Quilcene Building Maintenance		-	-	-	-	(150,000)	(150,000)
Quilcene Marina Dredging		-	-	-	-	(250,000)	(250,000)

PH Building Preservation (including roofs)	(100,000)	(100,000)	(100,000)	(100,000)	(525,000)	(925,000)
PH Roadway Resurfacing	-	-	-	-	(165,000)	(165,000)
JCIA Renovate Hangars	-	-	-	(100,000)	(500,000)	(600,000)
TOTAL PROJECTED IDD LEVY FUNDS USE	(3,595,941)	(4,215,800)	(1,883,700)	(550,000)	(4,871,000)	(15,116,441)
NET OPERATING INCOME (NOI)						-
FAA NPE -Construct New Connector TW A2, Install Sign						-
<i>Phase 1 Design (match to FAA NPE fund)</i>	(4,500)	-	-	-	-	(4,500)
<i>Phase 2 Construction (FAA NPE fund)</i>		(8,334)	-	-	-	(8,334)
<i>Phase 2 Construction (FAA ST/DI fund)</i>		(19,445)	-	-	-	(19,445)
Rehabilitate Apron and Parallel TW (Crack/Slurry Seal)	-	-	-	(16,667)	-	(16,667)
JCIA Airport Terminal	(110,550)	-	-	-	-	(110,550)
70/75 Ton & 300 Ton Yard Expansion Southwest	(50,000)					(50,000)
PH-RV Park Reconstruction	-	-	-	-	(500,000)	(500,000)
Point Hudson Landscaping	-	-	-	-	(40,000)	(40,000)
Building Maintenance				(100,000)	(100,000)	(200,000)
Gardiner Launch Ramp w/Seasonal Float	-	(125,000)	-	-	-	(125,000)
FEMA-Airport Hanger repair	(20,000)	-	-	-	-	(20,000)
Small Capital projects - unidentified	(50,000)	(105,000)	(50,000)	(50,000)	(50,000)	(305,000)
Port Equipment/Vehicle replacement	(518,000)	(100,000)	(100,000)	(100,000)	(1,200,000)	(2,018,000)
TOTAL PROJECTED NOI FUNDS USE	(753,050)	(357,779)	(150,000)	(266,667)	(1,890,000)	(3,417,496)
Total Funding Sources Secured	(10,869,800)	(10,801,356)	(3,065,000)	(1,133,333)	(6,761,000)	(32,630,489)
Unsecured Anticipated Grants						-
PH Cantilevered Esplanade	-	-	-	-	(2,000,000)	(2,000,000)
Remodel Skookum/Nomura Building funded by Tenant	(40,000)	-	-	-	-	(40,000)
BH-Linear Dock Replacement	(107,185)	(428,740)	(1,886,515)	(257,185)	-	(2,679,625)
70/75 Ton & 300 Ton Yard Expansion Northwest 25-feet	(200,000)	(200,000)	-	-	-	(400,000)
70/75 Ton & 300 Ton Yard Expansion Southwest	(50,000)	-	-	-	(2,600,000)	(2,650,000)
Total Unsecured Anticipated Grants	(397,185)	(628,740)	(1,886,515)	(257,185)	(4,600,000)	(7,769,625)
Total Funding Sources Secured & Unsecured	(11,266,985)	(11,430,096)	(4,951,515)	(1,390,518)	(11,361,000)	(40,400,114)

Notes:

a.) Port maintenance staff will be involved in the project.

b.) The Quilcene Facility Planning and Preliminary Engineering is budgeted for 2021. This will be completed once the 2021 Quilcene Outreach is completed. These projects may cause Quilcene capital work to occur sooner than this projection.

c.) RCO Boating Infrastructure Grant (BIG) agreement term extended, however scope amendment not yet approved to reflect redesigned project.

5 YEAR PROJECTED CASHFLOW

		2022	2023	2024	2025	2026
	note	Budget	Projection	Projection	Projection	Projection
Revenues - Operations	a	6,815,934	7,020,412	7,231,024	7,447,955	7,671,394
Revenues - General Property Tax Levy	b	1,071,500	1,082,215	1,093,037	1,103,968	1,115,007
Revenues - IDD Tax Levy		2,634,289	2,634,289	2,634,289	2,634,289	2,634,289
Revenues - Other Increases in Fund Resources	c	7,512,778	6,913,939	1,828,146	1,113,512	796,846
Total INFLOW		18,034,501	17,650,855	12,786,497	12,299,724	12,217,536
Expenses - Operations	d	5,852,437	6,086,534	6,329,996	6,583,196	6,846,524
Expenses - Bond Principal & Interest	e	1,025,338	1,021,088	1,020,788	1,024,288	484,838
Expenses - Other Decreases in Fund Resources	f	11,559,070	11,490,626	3,754,270	1,822,603	7,450,270
Total OUTFLOW		18,436,845	18,598,248	11,105,054	9,430,087	14,781,632
Net INFLOW / OUTFLOW -- Change in Cash Balance		(402,344)	(947,393)	1,681,443	2,869,637	(2,564,096)
Projected Beginning Year Cash		6,737,125	6,334,781	5,387,388	7,068,830	9,938,467
Total Ending Year Cash & Investments		6,334,781	5,387,388	7,068,830	9,938,467	7,374,372
Total Ending Cash Reserves		4,633,524	2,645,576	3,691,375	6,072,230	4,133,482
Total Unreserved Cash		1,701,257	2,741,812	3,377,455	3,866,237	3,240,890
RESERVE BALANCES						
IDD Levy Reserve	g	1,658,438	76,927	827,516	2,911,805	675,094
Port Wide Capital Reserve		1,001,646	551,646	801,646	1,051,646	1,301,646
Boat Haven Renovation	h	-	-	-	-	-
Operating Reserve	i	1,463,440	1,507,003	1,552,213	1,598,779	1,646,742
Emergency Reserve	j	500,000	500,000	500,000	500,000	500,000
Unemployment Reserve		10,000	10,000	10,000	10,000	10,000

5 Year Projected Cashflow Notes:

- Revenues - Operating were increased conservatively each year by 3.0% after 2022, based on averaging 10 year historical results.
- Revenues - General Property Tax Levy was increased annually by 1.0% as allowed by statute (actual may vary due to changes in the AV and new construction estimates calculated annually by County Assessor).
- Revenues - Other Increases in Fund Resources in all periods, are based on the previous years regular recurring such revenues less prior year projected grants and adding the current year's projected grants, per the 5 Year Capital Improvement Plan.
- Expenses - Operations is increased annually at 4% after 2022, based on averaging 10 year historical results. Given the current economic uncertainty, these numbers may increase.
- Expenses - Bond Principal & Interest is based on bond amortization schedules of current debt. Due to the uncertainty of grant reimbursement timing, the Port obtained a \$7 million Line of Credit in 2021 as a bridge.
- Expenses - Other Decreases in Fund Resources start with 2022 budget and include capital project costs identified in the 5 Year Capital Improvement Plan. Subsequent years are based on non-capital costs that are known, regular and recurring increased annually by 2%, based on an 10 year historical average, in addition to projected capital costs for that year.
- In November 2019, Jefferson County voters approved the Industrial Development District Levy for the Port's use in county wide Port projects. This reserve is a restricted reserve.
- With the Boat Haven centric projects planned for 2022, this reserve is expected to be retired.
- In January 2019, the Port commission approved a minimum cash reserve for operations to ensure the long term sustainability of the Port. The target is 25% of annual operating expenses. With progressive savings, we anticipate that this reserve will be fully funded by 2022, instead of 2024, with small annual increases to keep up with the target as operations expenses increase.
- In November 2020, the Port commission passed a resolution to fund an Emergency Fund for \$500,000, and should be fully funded by January 2022.

Port of Port Townsend		
2021 Rate Schedule		
BOAT HAVEN		
360.385.6211		
Service Rates – Effective January 1, 2021		
Approved by Port Commission on 11/10/2020		
MOORAGE RATE IS BASED ON OVERALL LENGTH		
OR SLIP LENGTH, WHICHEVER IS GREATER.		
	2021 Rates	
<u>YEAR-ROUND NIGHTLY MOORAGE</u>		
Vessels Under 18’ Wide	\$1.36 /ft/nt	
Over Wide Vessels (18’ +)	\$1.87 /ft/nt	
<u>TEMPORARY TIE-UP</u> (up to 4 hours)		
up to 4 hours	under 35'	over 35'
up to 8 hours with annual pass	\$10.00	\$20.00
<u>PERMANENT MOORAGE</u>		
25' slip	\$227.83 /mo*	
27' slip	\$252.43 /mo*	
30' slip	\$285.31 /mo*	
34' slip	\$323.34 /mo*	
35' slip	\$348.66 /mo*	
40' slip	\$399.33 /mo*	
42' slip	\$419.58 /mo*	
45' slip	\$475.37 /mo*	
50' slip	\$528.72 /mo*	
Linear Rate Under 25’	\$9.11 /ft/mo*	
Linear rate 51’+	\$11.39 /ft/mo*	
<i>Note: Receive 5% discount on annual permanent tenancy if total year is prepaid in cash or check before 12/31/2021.</i>		
<u>ACTIVE COMMERCIAL FISHING</u>		
Up to 70’	\$7.51 /ft/mo*	
71’+	\$8.55 /ft/mo*	
Limited Access	\$7.43 /ft/mo*	
Undesirable	\$6.44 /ft/mo*	
Business/Ltd Access	same as perm. rate /ft/mo*	
Overwide Vessels (18’+ wide)	length + 1/2 beam x estab. rate*	
<u>FEES</u>		
Liveaboard Fee	\$80.95 /month*	
Background Check Fee	\$60.00	
Restroom/Laundry Key Fobs (tenants only)		
1st Fob issued	free	
2nd Fob issued (max. of 2)	\$10.00 each	
Replacement Fob	\$25.00 each	

Port of Port Townsend		
2022 Rate Schedule - DRAFT		
BOAT HAVEN		
360.385.6211		
Service Rates – Effective January 1, 2022		
Approved by Port Commission on *****		
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.		
	2022 Rates	
<u>YEAR-ROUND NIGHTLY MOORAGE</u>		
Vessels Under 18’ Wide	\$1.43 /ft/nt	
Over Wide Vessels (18’ +)	\$1.96 /ft/nt	
<u>TEMPORARY TIE-UP</u>	under 35'	over 35'
up to 4 hours	\$15.00	\$25.00
<u>PERMANENT MOORAGE</u>		
<i>(Assumes annual increases of 3% for 2023 and 2024)</i>		
25' slip	\$234.66 /mo*	
27' slip	\$260.00 /mo*	
30' slip	\$293.87 /mo*	
34' slip	\$333.04 /mo*	
35' slip	\$359.12 /mo*	
40' slip	\$411.31 /mo*	
42' slip	\$432.17 /mo*	
45' slip	\$489.63 /mo*	
50' slip	\$544.59 /mo*	
Linear Rate Under 25’	\$9.38 /ft/mo*	
Linear rate 51’+	\$11.73 /ft/mo*	
<i>Note: Receive 5% discount on annual permanent tenancy if total year is prepaid in cash or check before Jan. 15, 2022.</i>		
<u>ACTIVE COMMERCIAL FISHING</u>		
Up to 70’	\$7.89 /ft/mo*	
71’+	\$8.98 /ft/mo*	
<u>OTHER MOORAGE</u>		
Limited Access	\$7.81 /ft/mo*	
Undesirable	\$6.77 /ft/mo*	
Business	same as perm. rate /ft/mo*	
Overwide Vessels (18’+ wide)	length + 1/2 beam x estab. rate*	
<u>FEES</u>		
Liveaboard Fee	\$100.00 /month*	
Annual Background Check Fee	\$60.00	
MOVED FOBS TO MISC RATE CARD		
<u>ELECTRICAL FEES</u>		
Nightly Electric - under 55’	\$6.00	

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9% WA State Sales Tax

Port of Port Townsend	
2021 Rate Schedule	
BOAT HAVEN	
360.385.6211	
Service Rates – Effective January 1, 2021	
Approved by Port Commission on 11/10/2020	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2021 Rates
ELECTRICAL FEES	
Nightly Electric - under 55'	\$6.00
Nightly Electric - over 55'	\$12.00
Electric Connect Fee	\$30.00
Metered Electric/Base Fee	\$11.00 /mo + KWHs used
Electric Charges @	\$0.1007 per KWH
<i>(subject to change with utility increases)</i>	
Non-metered Electrical	\$1.57 /ft/mo
WINTER GUEST MONTHLY, based on availability	(Oct. 1 – Apr. 30:)
25' slip	\$263.55 /month*
27' slip	\$291.31 /month*
30' slip	\$329.41 /month*
34' slip	\$373.32 /month*
35' slip	\$400.19 /month*
40' slip	\$460.38 /month*
42' slip	\$483.42 /month*
45' slip	\$545.48 /month*
50' slip	\$632.96 /month*
Linear Rate Under 25'	\$10.53 /ft/mo*
Linear Rate 51'+	\$13.67 /ft/mo*
SUMMER GUEST MONTHLY, based on availability	(May 1 – Sept. 30:)
25' slip	\$321.05 /month*
27' slip	\$353.69 /month*
30' slip	\$400.08 /month*
34' slip	\$453.53 /month*
35' slip	\$488.20 /month*
40' slip	\$558.08 /month*
42' slip	\$586.32 /month*
45' slip	\$665.42 /month*
50' slip	\$739.89 /month*
Linear Rate Under 25'	\$12.84 /ft/mo*
Linear Rate 51'+	\$16.52 /ft/mo*
Also see Miscellaneous Rates and Fees for other fees that apply.	

Port of Port Townsend	
2022 Rate Schedule - DRAFT	
BOAT HAVEN	
360.385.6211	
Service Rates – Effective January 1, 2022	
Approved by Port Commission on *****	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2022 Rates
Nightly Electric - over 55'	\$12.00
Electric Connect Fee	\$30.00
Metered Electric/Base Fee	\$11.00 /mo + KWHs used
Electric Charges @	\$0.1029 per KWH
<i>(subject to change with utility increases)</i>	
Non-metered Electrical	\$1.64 /ft/mo
WINTER GUEST MONTHLY, based on availability	(Oct. 1 – Apr. 30:)
25' slip	\$276.73 /month*
27' slip	\$305.88 /month*
30' slip	\$345.88 /month*
34' slip	\$391.99 /month*
35' slip	\$420.20 /month*
40' slip	\$483.40 /month*
42' slip	\$507.59 /month*
45' slip	\$572.75 /month*
50' slip	\$664.60 /month*
Linear Rate Under 25'	\$11.06 /ft/mo*
Linear Rate 51'+	\$14.35 /ft/mo*
SUMMER GUEST MONTHLY, based on availability	(May 1 – Sept. 30:)
25' slip	\$337.10 /month*
27' slip	\$371.38 /month*
30' slip	\$420.09 /month*
34' slip	\$476.21 /month*
35' slip	\$512.61 /month*
40' slip	\$585.98 /month*
42' slip	\$615.64 /month*
45' slip	\$698.69 /month*
50' slip	\$776.88 /month*
Linear Rate Under 25'	\$13.48 /ft/mo*
Linear Rate 51'+	\$17.35 /ft/mo*
Also see Miscellaneous Rates and Fees for other fees that apply.	
<i>*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.</i>	

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**Subject to 9% WA State Sales Tax

Port of Port Townsend	
2021 Rate Schedule	
YARD RATES	
360.385.6211	
Service Rates – Effective January 1, 2021	
Approved by Port Commission on 11/10/2020	
	2021 Rates
70/75 TON LIFTS	
31' or less	\$9.36 /ft**
32'-41'	\$10.40 /ft**
42'-51'	\$11.44 /ft**
52'-61'	\$12.48 /ft**
62'+	\$14.56 /ft**
Minimum Hoist	\$220.00 **
Off-Port Blocking (subject to Tarp Fee)	\$2.30 /ft/mo*, **
One-way Haul Out	75% RT or Min. Hoist**
One-way Launch	50% RT or Min. Hoist**
Re-block Fee	75% RT or Min. Hoist**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate
Owner Wash Down	\$2.30 /ft/30 minutes**
If Port staff do the washdown, above rate is taxed** and hourly labor rate added. (See Port Labor rate**)	
Environmental Fee	75¢ /ft/haul/mo or min. \$20
Delay of Lift	\$68.00 /half hour
Labor Rate	\$69.00 /person/hour **
Overtime Rate & Call-in Labor Rate	\$104.00 /person/hour **
WORKYARD STORAGE	
Daily	\$0.78 /ft/day
Monthly	\$0.63 /ft/day*
Covered Storage	
70' Covered Shed	\$75.00 /day*
Electrical Rate:	\$5.00 /day
Seasonal Workyard -- 1 month minimum prepaid	
Oct 1, 2020-Mar 31, 2021	\$0.37 /ft/day*
Oct 1, 2021-Mar 31, 2022	50% off current rates*
(Leasehold tax to be charged on full current rate)	
Non-working Long-term	
3-month minimum, no power	\$8.32 /ft/mo*
6-month minimum, no power	\$6.77 /ft/mo*
Trailer Vessel (storage only)	\$6.77 /ft/mo*
Electrical Rate:	
(applicable year-round)	\$1.52 /day \$30.30 /mo*
300 TON TRAVEL LIFT	
70' or less	\$18.58 /ft**
71'-89'	\$20.00 /ft**
90' or over	\$24.71 /ft**
Minimum Hoist	\$832.24 *
Off-Port Blocking (subject to Tarp Fee)	\$3.00 /ft/mo*, **
Trimaran hulls	150% RT or minimum**
One-way Haul Out/Reblock	75% RT or minimum**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate
Owner Wash Down	\$3.30 /ft/hr
If Port staff do the washdown, above rate is taxed** and hourly labor rate added. (See Port Labor rate**)	
Delay of Lift	\$68.00 /half hour
Labor Rate	\$69.00 /person/hour**
Overtime & Call-in Labor Rate	\$104.00 /person/hour**
BOATYARD STORAGE	
Daily	\$1.19 /ft/day
Monthly	\$0.96 /ft/day*

Port of Port Townsend	
2022 Rate Schedule - DRAFT	
YARD RATES	
360.385.6211	
Service Rates – Effective January 1, 2022	
Approved by Port Commission on *****	
	2022 Rates
70/75 TON LIFTS	
31' or less	\$9.83 /ft**
32'-41'	\$10.92 /ft**
42'-51'	\$12.02 /ft**
52'-61'	\$13.11 /ft**
62'+	\$15.29 /ft**
Minimum Hoist	\$231.00 **
Off-Port Blocking (subject to Tarp Fee)	\$2.42 /ft/mo*, **
One-way Haul Out	75% RT or Min. Hoist**
One-way Launch	50% RT or Min. Hoist**
Re-block Fee	75% RT or Min. Hoist**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate
Owner Wash Down	\$2.42 /ft/30 minutes**
If Port staff does the washdown, above rate is taxed** and hourly labor rate added. (See Port Labor rate**)	
Environmental Fee	\$0.79 /ft/haul/mo or min. \$21
Delay of Lift	\$71.40 /half hour
Labor Rate	\$72.45 /person/hour **
Overtime Rate & Call-in Labor Rate	\$109.20 /person/hour **
70/75 TON YARD STORAGE	
Daily	\$0.82 /ft/day
Monthly	\$0.75 /ft/day*
Covered Storage	
70' Covered Shed	\$75.00 /day*
Electrical Rate:	\$5.00 /day
Seasonal 70/75 TON YARD STORAGE -- 1 month minimum prepaid	
Oct 1, 2021 - Mar 31, 2022	50% off current daily rates*
<i>Commission discussion needed on how to move forward on this program.</i>	
Non-working Long-term	
3-month minimum, no power	\$8.74 /ft/mo*
6-month minimum, no power	\$7.11 /ft/mo*
Trailer Vessel (storage only)	\$7.11 /ft/mo*
Electrical Rate:	
(applicable year-round)	\$1.60 /day \$31.82 /mo*
300 TON TRAVEL LIFT	
70' or less	\$19.51 /ft**
71'-89'	\$21.00 /ft**
90' or over	\$25.95 /ft**
Minimum Hoist	\$873.85 *
Off-Port Blocking (subject to Tarp Fee)	\$3.15 /ft/mo*, **
Trimaran hulls	150% RT or minimum**
One-way Haul Out/Reblock	75% RT or minimum**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate
Owner Wash Down	\$3.47 /ft/hr
If Port staff do the washdown, above rate is taxed** and hourly labor rate added. (See Port Labor rate**)	
Delay of Lift	\$71.40 /half hour
Labor Rate	\$72.45 /person/hour**
Overtime & Call-in Labor Rate	\$109.20 /person/hour**
300 TON YARD STORAGE	
Daily	\$1.25 /ft/day
Monthly	\$1.01 /ft/day*

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**Subject to 9.1% WA State Sales Tax

Port of Port Townsend	
2021 Rate Schedule	
YARD RATES	
360.385.6211	
Service Rates – Effective January 1, 2021	
Approved by Port Commission on 11/10/2020	
Misc. Storage	\$0.89 /sq ft/mo*
Mast Storage	\$0.78 /sq ft/mo*
Storage Box Rental	\$25.00 /week*, **
<i>(flat fee plus tax, no prorations) Subject to LHT if rented for 30 days or more.</i>	
Electric	
Metered Electric	\$5.00 /day + KWH
KWH <i>(subject to utility increases)</i>	\$0.1007
<u>TARP FEES (Off Port Property)</u>	
20 x 20	\$27.00
20 x 30	\$37.00
20 x 40	\$47.00
26 x 40	\$63.00
30 x 40	\$73.00
30 x 60	\$105.00
40 x 60	\$142.00

Port of Port Townsend	
2022 Rate Schedule - DRAFT	
YARD RATES	
360.385.6211	
Service Rates – Effective January 1, 2022	
Approved by Port Commission on *****	
<u>300 TON ELECTRIC</u>	
Metered Electric	\$5.00 /day + KWH
KWH <i>(subject to utility increases)</i>	\$0.1029
<u>OTHER STORAGE</u>	
Misc. Storage	\$0.93 /sq ft/mo*
Mast Storage	\$0.82 /sq ft/mo*
Storage Box Rental	\$26.25 /week*, **
<i>(flat fee plus tax, no prorations) Subject to LHT if rented for 30 days or more.</i>	
<u>TARP FEES (Off Port Property)</u>	
20 x 20	\$28.35
20 x 30	\$38.85
20 x 40	\$49.35
26 x 40	\$66.15
30 x 40	\$76.65
30 x 60	\$110.25
40 x 60	\$149.10
* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.	
** Subject to WA State Sales Tax of 9.1%	

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9.1% WA State Sales Tax

Port of Port Townsend	
2021 Rate Schedule	
POINT HUDSON	
360.385.2828	
Service Rates – Effective January 1, 2021	
Approved by Port Commission on 11/10/2020	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2021 Rates
YEAR-ROUND NIGHTLY MOORAGE	
Vessels under 18' in width	\$ 1.36 /ft/nt
Overwide Vessels (18'+)	\$ 1.87 /ft/nt
TEMPORARY TIE-UP (up to 4 hours)	
Boats under 35'	\$ 10.00
Boats over 35'	\$ 20.00
WINTER MONTHLY MOORAGE (October 1 – April 30)	
25' slip	\$ 263.55 /mo*
27' slip	\$ 291.31 /mo*
30' slip	\$ 329.41 /mo*
35' slip	\$ 400.19 /mo*
40' slip	\$ 460.38 /mo*
45' slip	\$ 545.48 /mo*
50' slip	\$ 632.96 /mo*
Linear Rate Under 25'	\$ 10.53 /ft/mo*
Linear Rate 51'+	\$ 13.67 /ft/mo*
LIMITED ACCESS MOORAGE	\$ 7.92 /ft/mo*
UNDESIRABLE MOORAGE	\$ 6.44 /ft/mo*
BUSINESS MOORAGE	same as Boat Haven permanent rate /ft/mo*
STORAGE ONLY	
Kayak or rowing shell storage	\$ 27.00 /mo*
Top rack kayak storage	\$ 20.00 /mo*
Dory on dock	\$ 65.00 /mo*
FEES	
Reservation Fee	\$ 11.00 /reservation
Live-aboard Fee	\$ 80.95 /mo*
Commercial Vessel Passenger Fee - See Miscellaneous Rates	
*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.	
1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%	

Port of Port Townsend	
2022 Rate Schedule - DRAFT	
POINT HUDSON	
360.385.2828	
Service Rates – Effective January 1, 2022	
Approved by Port Commission on *****	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2022 Rates
YEAR-ROUND NIGHTLY MOORAGE	
Vessels under 18' in width	\$ 1.43 /ft/nt
Overwide Vessels (18'+)	\$ 1.96 /ft/nt
TEMPORARY TIE-UP (up to 4 hours)	
Boats under 35'	\$ 15.00
Boats over 35'	\$ 25.00
WINTER MONTHLY MOORAGE (October 1 – April 30)	
25' slip	\$ 276.73 /mo*
27' slip	\$ 305.88 /mo*
30' slip	\$ 345.88 /mo*
35' slip	\$ 420.20 /mo*
40' slip	\$ 483.40 /mo*
45' slip	\$ 572.75 /mo*
50' slip	\$ 664.60 /mo*
Linear Rate Under 25'	\$ 11.06 /ft/mo*
Linear Rate 51'+	\$ 14.35 /ft/mo*
LIMITED ACCESS MOORAGE	\$ 8.31 /ft/mo*
UNDESIRABLE MOORAGE	\$ 6.77 /ft/mo*
BUSINESS MOORAGE	same as Boat Haven permanent rate /ft/mo*
STORAGE ONLY	
Kayak or rowing shell storage	\$ 28.35 /mo*
Top rack kayak storage	\$ 21.00 /mo*
Dory on dock	\$ 68.25 /mo*
FEES	
Reservation Fee	\$ 11.00 /reservation
Live-aboard Fee	\$ 100.00 /mo*
Annual Live-aboard Background Check Fee	\$ 60.00
Commercial Vessel Passenger Fee - See Miscellaneous Rates	
*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.	
1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%	

Port of Port Townsend	
2021 Rate Schedule	
POINT HUDSON	
360.385.2828	
Service Rates – Effective January 1, 2021	
Approved by Port Commission on 11/10/2020	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2021 Rates
ELECTRICAL FEES	
Nightly Electric	\$ 6.00
Nightly Electric over 55'	\$ 12.00
Electric Connect Fee	\$ 30.00
Electric Base Fee + KWHs Used	\$ 11.00 /mo
Electric Charges @	\$ 0.1007 /KWH
<i>(subject to change w/utility rate increases)</i>	
Non-metered Electrical	\$ 1.57 /ft/mo
RV PARK – SUMMER (May 1 – September 30)	
Nightly – Premium Waterfront	\$ 64.00 /night ¹
Nightly - Hookup	\$ 53.00 /night ¹
RV PARK – WINTER (October 1 – April 30)	
Nightly – Premium Waterfront	\$ 53.00 /night ¹
Nightly - Hookup	\$ 46.00 /night ¹
RV PARK – WINTER GUEST MONTHLY	
Oct-Jun, back row only	\$ 555.00 /month*
Nov-Apr, front row	\$ 630.00 /month*
RV PARK – YEAR ROUND	
Back Row	\$ 46.00 /night ¹
Dry Camp	\$ 33.00 /night ¹
Extra Vehicle in RV Space	\$ 6.50 /night
RV Holding Tank Dump Fee	\$ 13.00
EVENT PARKING - "Back 40 Lot"	
Daily:	\$ 6.50 /day
Weekly:	\$ 31.00 /week
Monthly:	\$ 56.00 /month*
"Landfall Site" Parking (across from NW Maritime Center):	
Daily (April 1–September 30):	\$ 10.00 /day
*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.	
1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%	

Port of Port Townsend	
2022 Rate Schedule - DRAFT	
POINT HUDSON	
360.385.2828	
Service Rates – Effective January 1, 2022	
Approved by Port Commission on *****	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2022 Rates
ELECTRICAL FEES	
Nightly Electric	\$ 6.00
Nightly Electric over 55'	\$ 12.00
Electric Connect Fee	\$ 30.00
Electric Base Fee + KWHs Used	\$ 11.00 /mo
Electric Charges @	\$ 0.1029 /KWH
<i>(subject to change w/utility rate increases)</i>	
Non-metered Electrical	\$ 1.64 /ft/mo
RV PARK – SUMMER (May 1 – September 30)	
Nightly – Premium Waterfront	\$67-\$77 /night ¹
Nightly - Hookup	\$56-\$66 /night ¹
RV PARK – WINTER (October 1 – April 30)	
Nightly – Premium Waterfront	\$45.65 - \$55.65 /night ¹
Nightly - Hookup	\$40.30 - \$48.30 /night ¹
RV PARK – WINTER GUEST MONTHLY	
Oct-Jun, back row only	\$ 666.00 /month*
Nov-Apr, front row	\$ 756.00 /month*
RV PARK – YEAR ROUND	
Back Row	\$ 48.30 /night ¹
Dry Camp	\$ 34.65 /night ¹
Extra Vehicle in RV Space	\$ 6.50 /night
RV Holding Tank Dump Fee	\$ 13.00
EVENT PARKING - "Back 40 Lot"	
Daily:	\$ 7.00 /day
Weekly:	\$ 33.00 /week
Monthly:	\$ 75.00 /month*
"Landfall Site" Parking (next to Puget Sound Express):	
Daily (April 1–September 30):	\$ 10.00 /day
*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.	
1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%	

Port of Port Townsend

2021 Rate Schedule

HERB BECK MARINA - QUILCENE

360.765.3131 or 360.385.6211

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/10/2020

MOORAGE RATE IS BASED ON OVERALL LENGTH
OR SLIP LENGTH, WHICHEVER IS GREATER.

	2021 Rates
NIGHTLY MOORAGE	\$ 0.86 /ft/nt
TEMPORARY TIE-UP	\$ 6.00
over 35'	\$ 12.00
PERMANENT MOORAGE	
Up to 24 ft.	\$ 6.98 /ft/mo*
25-29 ft.	\$ 7.52 /ft/mo*
30-35 ft.	\$ 8.05 /ft/mo*
36-45 ft.	\$ 8.61 /ft/mo*
46-50 ft.	\$ 9.68 /ft/mo*
Limited Access – Up to 18'	\$ 4.84 /ft/mo*
LIVEABOARD FEE	\$ 80.95 /mo*
Background Check Fee	\$60.00
RESERVATION FEE	\$ 11.00 /reservation
ELECTRICAL FEES	
Nightly Electric	\$ 6.00
over 55'	\$ 12.00
Connect Fee	\$ 30.00
Base Electric Fee	\$ 11.00 /mo
Metered Electric @	\$0.1007 /KWH
<i>(subject to change with utility rate increase)</i>	
LAUNCH RAMP	
Launch ramp fee	\$ 15.00 /day**
<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>	
Annual Ramp Pass (Rolling Calendar)	\$ 100.00 /year**
<i>**Free with verified DVA determination</i>	
STORAGE	/day /week /month
Empty Boat Trailer	\$ 6.00 \$ 30.00 \$ 56.00*
Kayak or Rowing Shell storage*	\$ 27.00
Top Rack Kayak/Shell storage*	\$ 20.00

Port of Port Townsend

2022 Rate Schedule - DRAFT

HERB BECK MARINA - QUILCENE

360.765.3131 or 360.385.6211

Service Rates – Effective January 1, 2022

Approved by Port Commission on *****

MOORAGE RATE IS BASED ON OVERALL LENGTH
OR SLIP LENGTH, WHICHEVER IS GREATER.

New Rate
Type

	2022 Rates
NIGHTLY MOORAGE	\$1.11 ft/nt
TEMPORARY TIE-UP	\$10.00
over 35'	\$20.00 over 35'
PERMANENT MOORAGE	
Up to 26 ft.	6 month Minimum \$9.11 ft/mo*
27-29 ft.	\$9.35 ft/mo*
30-34 ft.	\$9.51 ft/mo*
35-39 ft.	\$9.96 ft/mo*
40-50 ft.	\$10.56 ft/mo*
Limited Access – Up to 18'	\$6.44 ft/mo*
GUEST MONTHLY	
Up to 26 ft.	1 month minimum- 6 month ma \$11.06 ft/mo*
27-29 ft.	\$11.33 ft/mo*
30-34 ft.	\$11.53 ft/mo*
35-39 ft.	\$12.00 ft/mo*
40-50 ft.	\$12.73 ft/mo*
ELECTRICAL FEES	
Nightly Electric	\$6.00
over 55'	\$12.00
Connect Fee	\$30.00
Base Electric Fee	\$11.00 /mo
Metered Electric @	\$0.1029 per KWH
<i>(subject to change with utility rate increase)</i>	
LAUNCH RAMP	
Launch ramp fee	\$15.00 per day**
<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>	
Annual Ramp Pass (Rolling Calendar)	\$100.00 per year**
<i>**Free with verified DVA determination</i>	
STORAGE	Daily Weekly Monthly
Empty Boat Trailer	\$7.00 \$33.00 \$75.00
Kayak/ Rowing Shell*	\$ 28.35
Top Rack Kayak/ Rowing Shell*	\$ 21.00

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

** Subject to WA State Sales Tax of 9.1%

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9.1% WA State Sales Tax

Port of Port Townsend

2021 Rate Schedule

JEFFERSON COUNTY
INTERNATIONAL AIRPORT

360.385.6211

Service Rates – Effective January 1, 2021
Approved by Port Commission on 11/10/2020

	2021 Rates
Prevailing Ground Lease Rate	\$ 0.06 /sq ft/mo*
Overnight Tie-down	\$ 6.00
Monthly Grass Tie-down	\$ 43.00 *
Annual Grass (must pay in advance)	\$ 440.00 *
Monthly Paved Tie-down	\$ 59.00 *
Monthly Hangar	\$ 210.67 *
Commercial Landing Fee /1000 # of max loaded gross weight	\$ 0.31
VEHICLE PARKING	
Weekly (7 or more days) (rate includes WA State Sales Tax)	\$ 12.00
Monthly (rate includes Leasehold Tax)	\$ 32.00
Annual	\$ 208.00

Port of Port Townsend

2022 Rate Schedule - **DRAFT**

JEFFERSON COUNTY
INTERNATIONAL AIRPORT

360.385.6211

Service Rates – Effective January 1, 2022
Approved by Port Commission on *****

	2022 Rates
Prevailing Ground Lease Rate	\$ 0.07 /sq ft/mo*
<u>TIE-DOWNS</u>	
Overnight	\$ 6.00
Monthly Grass	\$ 45.15 *
Annual Grass (<i>must pay in advance</i>)	\$ 462.00 *
Monthly Paved	\$ 61.95 *
Monthly Hangar	\$ 250.00 *
Commercial Landing Fee /1000 # of max loaded gross weight	\$ 0.33
<u>VEHICLE PARKING</u>	
Weekly (7 or more days) (rate includes WA State Sales Tax)	\$ 33.00 1.
Monthly (rate includes Leasehold Tax)	\$ 75.00 *
Annual	\$ 400.00 *

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Subject to WA State Sales Tax of 9.1%

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9% WA State Sales Tax.

Port of Port Townsend 2021 Rate Schedule	
UNION WHARF, CITY DOCK & EVENT FACILITIES,	
360-385-2828 or 360-385-6211	
Service Rates – Effective January 1, 2021 Approved by Port Commission on 11/10/2020	
	2021 Rates
<u>NIGHTLY MOORAGE (3 night maximum stay)</u>	
Vessels up to 35'	\$30.00 /night
Vessels 35'-79'	\$40.00 /night
Vessels over 80' (Union Wharf only, advanced notice required)	\$1.87 /ft/nt
<u>TEMPORARY TIE-UP (up to 4 hours)</u>	
Under 35' length	\$5.00
Over 35' length	\$10.00
<u>COMMERCIAL VESSEL PASSENGER FEES</u> - See Miscellaneous Rates	
<u>EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK</u>	
Daily Rental Fee ¹	\$313.00 /day
<u>EVENT FACILITIES -POINT HUDSON MARINA ROOM</u>	
Daily ¹ Rental Fee - Individual	\$157.00 /day
Daily ¹ Rental Fee – Group	\$56.00 /day
Hourly Rental Fee (2-hour min.)	\$26.50 /hour
Damage & Cleaning Deposit (refundable)	\$50.00
¹ 8:00 a.m. to 11:00 p.m.	

Port of Port Townsend 2022 Rate Schedule - DRAFT	
UNION WHARF, CITY DOCK & EVENT FACILITIES,	
360-385-2828 or 360-385-6211	
Service Rates – Effective January 1, 2022 Approved by Port Commission on *****	
	2022 Rates
<u>NIGHTLY MOORAGE (3 night maximum stay)</u>	
Vessels up to 35'	\$30.00 /night
Vessels 35'-79'	\$45.00 /night
Vessels over 80' (Union Wharf only, advanced notice required)	\$1.96 /ft/nt
<u>TEMPORARY TIE-UP (up to 4 hours)</u>	
Under 35' length	\$10.00
Over 35' length	\$20.00
<u>COMMERCIAL VESSEL PASSENGER FEES</u> - See Miscellaneous Rates	
<u>EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK</u>	
Daily Rental Fee ¹	\$328.65 /day
<u>EVENT FACILITIES -POINT HUDSON MARINA ROOM</u>	
Daily ¹ Rental Fee	\$150.00 /day
Hourly Rental Fee (2-hour min.)	\$26.50 /hour
Damage & Cleaning Deposit (refundable)	\$50.00
<u>EVENT FACILITIES - Point Hudson Pavillion</u>	
5 Hour Rental	\$500.00
Full Day 8am-11pm	\$1,000.00
Damage & Cleaning Deposit (refundable)	\$500.00
¹ 8:00 a.m. to 11:00 p.m.	

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 **Subject to 9% WA State Sales Tax.

Port of Port Townsend

2021 Rate Schedule

MISCELLANEOUS RATES & FEES

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/10/2020

PORT LABOR RATES & FEES

Port Labor Rate	\$69.00 /hr/person
Overtime Labor Rate	\$104.00 /hr/person
Docking Fee	\$1.87 /ft/day
Relocate Vessel by Hand	\$78.00
Relocate Vessel w/ Port Skiff	\$157.00
Emergency Pumps	\$131.00
Bail Skiff Fee	\$53.00
Bilge Water	\$0.78 /gallon

MISCELLANEOUS RATES & FEES

Miscellaneous Storage (with agreement)	25¢ /sq ft*
Mini Storage Units	\$1.06 /sq ft/mo*
Food Truck Rate (may be subject to tax)	\$36.00 /day
Commercial Vessel Pass. Fee	\$1.10 /person
(payable monthly in season)	
Kayak or Rowing Shell	\$27.00 /mo*
Top rack kayak or rowing shell	\$20.00 /mo*

WORK FLOAT MOORAGE/LIFT PIER ACCESS

(Reserve with Yard Office)

Daily Rate, includes Top Side Access	\$2.15 /ft/day, \$50 min
Lift Pier Access/Top Side Usage	\$50.00 2 hours

LAUNCH RAMP

Daily Pass	\$15.00
(includes 1 day of boat trailer parking)	
Annual Pass (Rolling Calendar)	\$100.00 /year
(free with DAV determination)	

COMMERCIAL TRUCK FEE

Daily	\$200.00 **
Monthly	\$600.00 **
Annual (Rolling Calendar)	\$1,515.00 **

PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP

<u>Monthly</u>	<u>Annual</u>
Dock	\$26.00 \$151.00
Beach	\$21.00 \$94.00

Port of Port Townsend

2022 Rate Schedule - DRAFT

MISCELLANEOUS RATES & FEES

Service Rates – Effective January 1, 2022

Approved by Port Commission on *****

New Rate Type

PORT LABOR RATES & FEES

Port Labor Rate	\$72.45 /hr/person
Overtime Labor Rate	\$109.20 /hr/person
Docking Fee	\$1.96 /ft/day
Relocate Vessel by Hand	\$81.90
Relocate Vessel w/ Port Skiff	\$164.85
Emergency Pumps	\$137.55
Bail Skiff Fee	\$55.65
Bilge Water	\$0.82 /gallon

MISCELLANEOUS RATES & FEES

Miscellaneous Storage (with agreement)	\$0.26 /sq ft*
Mini Storage Units	\$1.11 /sq ft/mo*
Food Truck Rate (may be subject to tax)	\$37.80 /day
Commercial Vessel Pass. Fee	\$1.16 /person
(payable monthly in season)	
Kayak or Rowing Shell	\$28.35 /mo*
Top rack kayak or rowing shell	\$21.00 /mo*

WORK FLOAT MOORAGE/LIFT PIER ACCESS

(Reserve with Yard Office)

Daily Rate, includes Top Side Access	\$2.26 /ft/day, \$50 min
Lift Pier Access/Top Side Usage	\$52.50 2 hours

LAUNCH RAMP

Daily Pass	\$15.00
(includes 1 day of boat trailer parking)	
Annual Pass (Rolling Calendar)	\$100.00 /year
(free with DAV determination)	

COMMERCIAL TRUCK FEE

Daily	\$200.00 **
Monthly	\$600.00 **
Annual (Rolling Calendar)	\$1,515.00 **

PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP

<u>Monthly</u>	<u>Annual</u>
Dock	\$27.30 \$158.55
Beach	\$22.05 \$98.70

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**Subject to 9.1% WA State Sales Tax.

Port of Port Townsend

2021 Rate Schedule

MISCELLANEOUS RATES & FEES

Service Rates – Effective January 1, 2021

Approved by Port Commission on 11/10/2020

	1st Offense	2nd Offense	3rd Offense
Violation Fees			
Best Management Practices	\$200.00	\$500.00	\$1,000.00
Chain-up Fee	\$150.00	\$250.00	\$400.00
Impound Fee	\$200.00	\$300.00	\$500.00
Non-payment of Parking	\$30.00	\$100.00	
Illegal Garbage Dump	\$355.00 /occurrence		
Late Payment	\$10.00 min. or 1.5%		
NSF Check	\$50.00 /occurrence		

Wait List Fees

Sign-up Fee	\$100.00
Renewal Fee or Pass Fee	\$50.00
Leave of Absence	\$100.00

GOODS & AMENITIES

Fax – first page	\$3.00
Fax-Each additional page	\$1.50
Notary Service	\$12.00
Laundry Soap	\$1.00 /ea**
Dryer Sheets	\$1.00 /ea**
	Wash Dry
Laundry	\$2.75 \$2.00
	90 sec. 3 mins.
Showers	25¢ 50¢

LEASE & LICENSE FEES

Lease Assignment Review & Approval	\$275.00
Use License preparation fee	\$100.00
Use License	<i>varies by location, space & duration</i>

Port of Port Townsend

2022 Rate Schedule - DRAFT

MISCELLANEOUS RATES & FEES

Service Rates – Effective January 1, 2022

Approved by Port Commission on *****

New Rate Type

	1st Offense	2nd Offense	3rd Offense
VIOLATION FEES			
Best Management Practices	\$200.00	\$500.00	\$1,000.00
Chain-up Fee	\$150.00	\$250.00	\$400.00
Impound Fee	\$200.00	\$300.00	\$500.00
Non-payment of Parking	\$30.00	\$100.00	
Illegal Garbage Dump	\$355.00 /occurrence		
Late Payment	\$10.00 min. or 1.5%		
NSF Check	\$50.00 /occurrence		

WAIT LIST FEES

Sign-up Fee	\$100.00
Renewal Fee or Pass Fee	\$50.00
Leave of Absence	\$100.00

GOODS & AMENITIES

Fax – first page	\$3.00
Fax-Each additional page	\$1.50
Notary Service	\$12.00
Laundry Soap	\$1.00 /ea**
Dryer Sheets	\$1.00 /ea**
	Wash Dry
Laundry	\$2.75 \$2.00
	90 sec. 3 mins.
Showers	25¢ 50¢

RESTROOM/LAUNDRY KEY FOBS (tenants only)

1st Fob issued	\$10.00
2nd Fob issued (max. of 2)	\$25.00 each
Replacement Fob	\$25.00 each

LEASE & LICENSE FEES

Lease Assignment Review & Approval	\$275.00
Use License preparation fee	\$100.00
Use License	<i>varies by location, space & duration</i>

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges

** Subject to WA State Sales Tax of 9.1%

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9.1% WA State Sales Tax.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 13, 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. Resolution Number 755-21 regarding Commissioner Compensation
STAFF LEAD	Seth Woolson, Port Attorney
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Informational Memo 2. Draft Resolution # 755-21 regarding Commission Compensation

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: October 5, 2021
TO: Port Commissioners
FROM: Seth A. Woolson, Port Attorney
CC: Eron Berg, Executive Director
SUBJECT: Resolution Regarding Maintaining Commissioner Compensation

ISSUE

Should the Commission adopt the attached Resolution to address the Legislature's drafting mistake in the 2020 amendment to RCW 53.12.260 and maintain Commissioner compensation at its current level?

BACKGROUND

Since 2008 the Commission's compensation has been adjusted for inflation every five years. By statute, these adjustments have occurred in July of every fifth year (2008, 2013, and 2018). This next inflationary increase was scheduled to occur on July 1, 2023.

In 2020, the Legislature revised this inflationary adjustment date to occur on January 1, 2024, and every five years thereafter so that the adjustment date coincides with the regular calendar year budget process. Due to imprecise drafting, the 2020 amendment could be read to roll back current inflation-adjusted compensation to the 2007 compensation levels. Both the Office of Financial Management and State Auditor's Office have opined that they do not believe the Legislature intended to roll back compensation to 2007 levels and will not interpret the 2020 legislation this way. To date the Legislature has not addressed this drafting error and the Attorney General's Office has not issued a legal interpretation.

Out of an abundance of caution, we recommend the Commission adopt the attached Resolution to confirm that all Commissioners taking office after January 1, 2022, will receive compensation at the same rate the current Commissioners are compensated. This Resolution is designed to maintain the current status-quo in the event the Legislature or Attorneys' General Office do not resolve the Legislature's obvious drafting error.

FISCAL IMPACT

No change – this maintains status quo

RECOMMENDATION

I recommend that the Commission adopt the proposed Resolution attached to this Memorandum.

ATTACHMENTS

Draft Resolution Number 755-21 regarding Commissioner Compensation

RESOLUTION NO. 755-21

A Resolution of the Commission of the Port of Port Townsend

ADDRESSING THE APPARENT LEGISLATIVE DRAFTING MISTAKE IN THE 2020 AMENDMENT TO RCW 53.12.260 BY MAINTAINING THE STATUS QUO FOR COMMISSIONER COMPENSATION FOR CURRENT AND FUTURE COMMISSIONERS.

WHEREAS, enacted in 1975, RCW 53.12.260 provides for port commissioner compensation. Today this compensation consists of (a) \$128 per diem compensation for each day or portion thereof spent in actual attendance at official meetings of the port district commission, or in performance of other official services or duties on behalf of the district; and (b) In the 1992 amendment to RCW 53.12.260, monthly compensation of either \$200 or \$500 (now \$285 or \$713) per month depending on the gross operating income of the port district in the preceding calendar year.

WHEREAS, in 2007 the Legislature amended RCW 53.12.260 increasing the per diem portion of commissioner compensation from \$75 to \$90 and providing for an inflationary adjustment to both per diem and monthly compensation every five years beginning July 1, 2008, as determined by the Washington State Office of Financial Management (the “OFM”). Adjustments on July 1, 2008; July 1, 2013; and July 1, 2018; resulted in current commissioner per diem of \$128 and the current monthly compensation of either \$285 or \$713 depending on the gross operating income of the port district in the preceding calendar year. The next adjustment was scheduled for July 1, 2023.

WHEREAS, in 2020 the Legislature sought, in House Bill 2449 (Chapter 83, Laws of 2020), to move the adjustment date for twelve special-purpose governments, including port districts, from July 1st to January 1st to align with these twelve-special purpose governments’ fiscal calendar year. The bill passed both the House and the Senate unanimously. The Legislature’s *Final Bill Report* notes that the per diem compensation for these special-purpose governments had with adjustments risen to the current numbers and noted that the purpose of HB 2449 was merely to move the date. In the “summary” section the Final Bill Report notes that:

The calendar date on which the compensation limit for commissioners, board members, supervisors, and directors of special-purpose districts must be adjusted for inflation every five years is changed from July 1 to January 1. The date of the next scheduled adjustment is delayed from July 1, 2023, to January 1, 2024.

WHEREAS, the HB 2449 change to RCW 53.12.260 was accomplished by making a simple change to the statute as follows (deletion in strikethrough and addition in underline):

*The dollar thresholds for salaries and per diem compensation established in this section must be adjusted for inflation by the office of financial management every five years, beginning ~~July 1, 2008~~
January 1, 2024*

Unfortunately, the adjustment date was changed but the reference to \$90 per diem and the \$200/\$500 monthly payments set in the 2007 version of RCW 53.12.260 were not updated. The “plain reading” of the RCW 53.12.260 is now \$90 per diem and the \$200 or \$500 monthly payments

adjusted for inflation on January 1, 2024. It is clear the effect of “rolling back” commissioner compensation to 2007 levels was unintended and a clear legislative drafting mistake.

WHEREAS, Article XI, Section 8 of the Washington State Constitution prohibits and increase or decrease in commissioner compensation during a term of office. Therefore, the 2020 amendment to RCW 53.12.260 would only apply as commissioners are elected or re-elected with the first application occurring for commissioners taking office on January 1, 2022.

WHEREAS, the Washington Public Ports Association has contacted the OFM and the Washington State Auditor’s Office (the “SAO”) about this issue. While acknowledging the issue, the OFM and SAO indicated that the current compensation should be left in place because the legislative intent was merely to change the date from July 1st to January 1st. The SAO has indicated that it will not be an audit issue. However, these views, while helpful, are not legally binding.

WHEREAS, subsection 3 of RCW 53.12.260 allows a port commission to set compensation for commissioners in lieu of the amounts specified in the statute (both per diem and monthly).

WHEREAS, it is in the best interest of the Port to maintain current levels of commissioner compensation and ensure that commissioners newly elected or re-elected in 2021 are provided the same compensation as the other commissioners when the newly elected or re-elected commissioners take office on January 1, 2022.

WHEREAS, until this unintended drafting mistake is (a) corrected by the Legislature, (b) a definitive legal interpretation from the Washington Attorney General’s Office is issued, or (c) Washington courts issue a binding decision, it is in the best interest of the Port to adopt a resolution pursuant to RCW 53.12.260(3) to maintain the *status quo* for commissioner compensation subject to the January 1, 2024, change per RCW 53.12.260.

NOW THEREFORE, based upon the foregoing it is resolved by the Port of Port Townsend, by and through its Commission, to maintain the *status quo* as follows:

1. Pursuant to RCW 53.12.260(3) the current Port of Port Townsend commissioner compensation of \$128 per diem and \$285 per month shall be maintained for all current commissioners and shall apply to all Port of Port Townsend commissioners hereinafter elected or appointed.
2. The RCW 53.12.260(4) inflationary adjustment that will occur on January 1, 2024, and each five years thereafter will be applied to all Port of Port Townsend commissioner compensation.
3. The Port of Port Townsend legal counsel and the executive director will inform the Commission if and when the drafting issue in RCW 53.12.260 (a) has been the subject of Legislature action, (b) a definitive legal interpretation from the Washington Attorney General’s Office is issued, or (c) Washington courts issue a binding decision so that the Port Commission may consider an appropriate resolution.

ADOPTED in open session at a regular meeting of the Board of Commissioners of the Port of Port Townsend on the 13th day of October 2021, and duly authenticated by the signatures of the Commission and the seal of the Commission affixed hereto.

William W. Putney, III, Secretary

Peter W. Hanke, President

Pamela A. Petranek, Vice President

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 13, 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. August Year-to-date Financials
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Informational Memo 2. August YTD Financials

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 10/13/2021
TO: Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: August 2021 Financial Report

Attached is the August YTD 2021 financial report of Port activities. This is a consolidated report that shows the variance between the current period as compared to last year as well as the variance to the 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. Payment was made in September via wire. Next reimbursement for approximately 50% of the Taxiway Overlay cost (CO #4) will be prepped and sent to the FAA.

2021 Capital Project Expenses

JCIA Runway Rehabilitation	\$ 100,319
Point Hudson Jetties	69,962
D-Dock Renovation	7,115
BH Breakwater Repair	12,751
Yard Stormwater Pump Replacement	53,497
Yard – Electrical Vault install (PUD)	15,385
Commercial Dock Repair – New Day	20,195
Sperry Bldg. #2 Improvements (PT Brewery)	16,482
Sperry Bldg. #3 Improvements (Sunrise Coffee)	10,177
Point Hudson Pavilion Bldg. Remodel	34,412
Nomura Bldg. Remodel	83,188
FEMA grant – Yard Stormwater Materials Replacement	2,359
FEMA grant – City Dock repair	635
<u>FEMA grant – JCIA Asbestos Roof</u>	<u>12,687</u>
Total Capital Expenses YTD	<u>\$ 439,164</u>

2021 Capital Purchases

Pape 50G Compact Excavator\$	\$ 76,898
Kendrick Equipment – 35% deposit 75 Ton Travelift	214,288
<u>Town & Country Tractor – mower</u>	<u>17,107</u>
Total Capital Purchases YTD	<u>\$ 308,293</u>

Ending Cash Balances as of August 31	2021	2020
Reserved Cash & Investments - Other	\$2,224,462	\$1,392,494
Reserved Cash & Investments – IDD	1,513,028	\$504,434
Unreserved Cash & Investments	<u>2,026,300</u>	<u>\$1,085,089</u>
Total Cash & Investments	<u>\$5,763,790</u>	<u>\$3,043,498</u>

<i>*Other Reserves detail:</i>	<i>Current balance</i>	<i>Target balance</i>
Unemployment Reserve	\$ 10,000	NA
Operating Reserve (a)	638,440	\$ 1,316,701
Boat Haven Renovation Reserve (b)	457,706	NA
Emergency Reserve	450,000	500,000
Port-Wide Capital Reserve (c)	<u>668,316</u>	NA
Total Other Reserves	<u>\$ 2,224,462</u>	

(a) The target for the Operating Reserve is 25%, or three (3) months, of operating expenses. See resolution 692-19 for more detail.

(b) The plan for this reserve is to use it on Boat Haven Moorage projects until it is extinguished. It was replaced by the Port-Wide Capital Reserve in resolution 693-19.

(c) Resolution 693-19 does not set a target for this reserve. The 2022 budget process may be a good time to focus on amending the resolution with targeted purposes and timelines.

Debt Service for the Year

2010 LTGO Bond – (83% paid A/B Dock Reconstruction, 17% paid 75 Ton Lift Pier)

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

2015 LTGO Refunding Bond- (paid for Point Hudson Marina Reconstruction – 2005 LTGO Bonds refunded in 2015)

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>

Remaining Debt for years 2022-2029

2010 LTGO Bond – principal and interest	\$ 3,811,038	payoff December 2029
2015 LTGO Bond – principal and interest	<u>2,164,650</u>	payoff July 2025
Total	<u>\$ 5,975,688</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 2 Years and Budget

	YTD August 2019	YTD August 2020	YTD August 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
REVENUES							
Boat Haven Moorage	1,282,658	1,275,108	1,317,008	41,900	a	1,259,456	57,552
Yard Operations	1,253,622	1,274,797	1,613,659	338,862	a, b	1,239,120	374,539
Boat Haven Properties	479,531	474,455	539,190	64,735	a	503,769	35,421
Pt. Hudson Marina, RV & Prop	1,019,812	889,006	1,162,546	273,541	a, c	953,917	208,629
Quilcene	118,014	114,651	121,089	6,438		110,815	10,274
Ramps	44,379	46,726	44,865	(1,862)		41,621	3,244
Jeff. County Int'l Airport	100,553	99,148	110,845	11,697		104,392	6,453
(Increase)/Decrease in Accts. Receivable	84,288	(37,622)	(15,115)	22,507	a	-	(15,115)
Total Revenues	4,382,857	4,136,269	4,894,088	757,819	d	4,213,090	680,998
EXPENSES							
Salaries & Wages	1,348,489	1,478,803	1,552,284	73,482		1,576,013	(23,729)
Payroll Taxes	148,848	156,318	158,858	2,540		168,423	(9,565)
Employee Benefits	446,042	554,775	549,191	(5,584)		592,942	(43,751)
Uniform Expense	4,524	4,818	3,860	(958)		6,009	(2,149)
Contract Services	168,505	164,332	171,779	7,447		196,828	(25,049)
Consulting Services	48,439	18,000	-	(18,000)		-	-
Legal & Auditing	75,676	15,979	58,217	42,238	e	45,617	12,600
Insurance	14,593	240,387	279,200	38,813	f	316,857	(37,657)
Facilities & Operations	292,019	255,041	463,646	208,605	g	309,023	154,623
Utilities	368,955	353,294	359,896	6,602	h	379,561	(19,665)
Marketing	36,240	35,600	37,854	2,254		35,015	2,839
Travel & Training	21,906	8,967	3,770	(5,197)		9,868	(6,098)
Cost of Goods - Fuel	10,113	2,035	-	(2,035)		-	-
Community Relations	35	6,896	3,847	(3,049)		4,069	(222)
Total Expenses	2,984,384	3,295,246	3,642,403	347,158	i	3,640,225	2,179
Net Operating Income (Loss)	1,398,473	841,023	1,251,684	410,661	j	572,865	678,819
Other Increases in Fund Resources							
Deposits & Retainage Collected	70,069	70,038	72,015	1,977		51,166	20,849
Taxes Collected	393,037	397,199	455,050	57,851		403,092	51,958
Capital Contributions/Grants	335,481	497,354	114,343	(383,011)		655	113,688
Debt Proceeds - Line of Credit	-	400,000	-	(400,000)		-	-
Interest	37,417	25,048	35,169	10,120		24,400	10,769
Property & other taxes	667,978	1,162,075	1,645,278	483,203		1,642,289	2,989
Misc Other Incr. in Fund Resources	250,461	12,946	16,461	3,514		10,680	5,781
Total Other Incr. in Fund Resources	1,754,443	2,164,661	2,338,316	173,655	k	2,132,282	206,034
Other Decr. In Fund Resources							
Deposits & Retainage Paid	34,401	27,131	20,818	(6,313)		7,584	13,234
Taxes Remitted	426,140	404,461	496,997	92,536		441,666	55,331
Debt Principal & Interest	600,294	598,244	852,009	253,765		600,444	251,565
Debt Mgmt, Issuance & Misc Exp	400	9,793	59,215	49,422		820	58,395
Election Expense	-	15,674	-	(15,674)		-	-
Total Other Decr. In Fund Resources	1,061,235	1,055,303	1,429,040	373,737	l	1,050,514	378,526
Net Other Incr./Decr. Fund Resources	693,208	1,109,359	909,276	(200,082)		1,081,768	(172,492)
Net Income/(Expense)	2,091,681	1,950,382	2,160,961	210,579	m	1,654,634	506,327

Notes:

- (a) *In Qtr. I, 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 and are planning one for September. 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 70/75 Ton Yard Storage. Year to year comparison is up 49%, or \$213,589 and compared to budget is up 59%, or \$241,041.*
- (c) *Point Hudson has made a strong rebound from last year after the beginning of the pandemic. Most of the increase is Nightly RV and Nightly Moorage revenues which represents 44%, or \$512,106, of the YTD Point Hudson revenues. Compared to budget, Point Hudson YTD revenues are 22% higher, or \$208,629.*
- (d) *Operating Revenues overall increased by 18.3%, or \$757,819, when compared to 2020 and were 16.2%, or \$680,998, higher than budgeted for YTD this month.*
- (e) *The increase in Legal & Auditing Expense this year when compared to both 2020 and the budget 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 by \$12,600.*
- (f) *Although Insurance costs are showing less than budget, there are other types of insurance that did not get paid until September and will exceed budget by just under \$50,000.*
- (g) *2021 costs are higher for Facilities & Operations when compared to 2020 by \$208,605, and more than Budget by \$154,523. The highest variances year to year from highest to lowest are Repair/Maintenance costs for \$129,311, Bank Charges for \$29,826, Environmental Materials/Supplies for \$16,728 and Office/Computer Supplies for \$12,006. 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, there was difficulty getting staffed up for summer, so the increase in efficiency via electronic payments was very helpful and worth the price. A review will be made soon on the difference YTD on credit card charges compared to 2020 to quantify the increase in those transactions.*
- (h) *Total Utilities budget YTD is more than actual by \$19,665, however, this variance should be closer to \$9,665 since the August PUD electric bill was not received in time to be paid in August. This budget to actual variance will correct itself with number of months paid by end of year.*
- (i) *Overall, Operating Expenses increased by \$347,158, or 11%, when compared to 2020 and are more than budget by \$2,179 which is less than 1%. As already mentioned, these year to year increases are due to increases in spending for Repair/Maintenance, Legal & Auditing, Salaries/Wages, Environmental Materials/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.*
- (j) *Net Operating Income is more than YTD in 2020 by \$410,661, or 49%, and more than budget by \$678,819, or 118%. Actual YTD Operating Revenues have clearly out-paced budget as actual YTD Operating Expenses are very close to budget.*
- (k) *The year to year variance of \$173,655 for Total Other Increases in Fund Resources is related to increased taxes collected, decreases in grant project funds which were somewhat offset by the LOC draw of \$400,000, and the increase in the IDD levy. Property and other related taxes, and revenues that tend to vary, such as collections of deposits, and are hard to budget.*
- (l) *Both the year to year and budget to actual variance for Total Other Decreases in Fund Resources are related to the payoff of the 2020 LTGO Bond Line of Credit (\$251,565) and increased taxes paid as the result of more business (\$92,536). Most of the Miscellaneous Expense is related to the cost of facilitating the Ecology Recycling Grant work (\$49,795).*

(m) Overall, the increase of \$210,579 when comparing 2020 to 2021 for Net Income/(Expense), and is \$506,327 more when comparing budget to actual YTD. 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. A significant part of this increase is due to the strong rebound the Port had to Operating Revenues after the pandemic hit in 2020 which was not anticipated in the budget.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	October 13, 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	a. Sue Nelson, Lease Administrator b. Abigail Berg, Director of Finance
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	a. Lease Briefing b. August YTD Financials Detail

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: October 6, 2021
TO: Commissioners
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: Lease Briefing for October 13, 2021, Commission Meeting

New Lease Agreements:

- Blue Moose Café, on 10/13/21 consent agenda for approval
- Rubicon Yachts – signed one-year lease agreement, effective Dec 1, 2021
- Quilcene Village Store – signed one-year lease for a kayak rack and land for rentals of their kayaks. They are asking to increase premises footprint for a container to store oars, paddles, life jackets, and possibly sell snacks (per Jefferson Co. Health Department regulations)

New Rental Agreements:

- Blue Moose, Marina Café, and PT Brewing new outdoor rental agreements for monthly dining take effect this month. With prior Port approval, Blue Moose plans to erect a temporary tent-like enclosure over their rented space soon, following in the footsteps of Sunrise Coffee, PT Brewing Co. and the Marina Café.
- Staff entered into a month-to-month rental with the Uptown Dental Clinic for an office use of one bedroom at the vacant duplex at Point Hudson.

Vacated Agreements:

- PT Sails vacating the upstairs Sail Loft in the Armory Building October 31, 2021 (relocating to PT Shipwrights headquarters). Staff met with two of the Armory Building tenants 10/7/21 to discuss possible formation of an LLC or other structure under which they would rent the entire building. A follow up meeting is scheduled for 10/21/21.

Miscellaneous Updates:

- Mr. Toews and I met with ACI 10/1/21 to discuss a new building and land lease. The proposed term includes a five-year lease with one five-year option.

ACI'S response:

- 1) ACI continues to express their desire to purchase the buildings. Costly repairs and improvements are needed to allow ACI to maintain their workload and to grow. ACI has invested thousands of dollars in repairs and improvements (painting, electrical upgrades, office upgrades, lighting, etc.) during their tenancy and are currently in the process of upgrading to LED lighting. To date they employ 45 staff and need to increase staff by another 15 employees. ACI is scheduled out for the next two years, including an order to build four 40' aluminum boats for American Samoa. Besides the need to increase staff, they have a strong need to increase the premises footprint.
- 2) If purchasing is not an option, ACI prefers a long-term lease, 30 years (more favorable for bank loans for building improvements).
- 3) ACI remains steadfast in their desire to include the adjacent boatyard shelter (former Co-op) in their lease. ACI has rented (at the daily rate) the boatyard shelter through August of 2022, with the exception of a few periods that were already rented.

- Mr. Toews and I met with Pete Stein & Erik Fahlstrom of Compass Woodwork 10/5. Currently, they have a rental agreement for Building 3 (former Co-op) and would like to turn it into a long-term lease. Staff would amend the existing Building 2 lease with changes to the Premises, Rent and Deposit. They have 3 subtenants lined up for Port Director approval. Staff plans to bring the amended lease to the Commission at either the 10/27/21 or 11/10/21 meeting.

Port of Port Townsend
2021 Summary of Fund Resources & Uses with Comparison to Prior 2 Years and Budget

	YTD August 2019	YTD August 2020	YTD August 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
REVENUES							
PTBH - Permanent Moorage	756,923	818,163	808,040	(10,123)		811,856	(3,816)
PTBH - Liveaboard Fee	15,723	18,194	15,138	(3,056)		17,501	(2,363)
PTBH - Liveaboard Background Check	-	-	60	60		-	60
PTBH - Work Float/Lift Pier Usage	6,682	1,788	11,376	9,588		3,295	8,081
PTBH - Monthly Guest	221,648	194,519	162,777	(31,742)		208,404	(45,627)
PTBH - Nightly Guest	190,343	153,628	220,874	67,247		127,154	93,720
PTBH - Electric	72,970	70,468	70,122	(346)		70,539	(417)
PTBH - Miscellaneous Revenue	10,356	10,165	15,211	5,046		8,822	6,389
PTBH - Showers	7,286	5,976	6,370	394		6,870	(500)
PTBH - Restroom Key Fobs	1,035	290	140	(150)		464	(324)
PTBH - Laundry	4,483	3,924	5,307	1,382		4,246	1,061
PTBH - Kayak Racks	-	-	54	54		-	54
PTBH - Promotional Sales	493	107	230	123		237	(7)
PTBH - Port Labor	185	97	1,310	1,213		68	1,242
Reduction for Bad Debt Write-off	(5,469)	(2,210)	-	2,210		-	-
Boat Haven Moorage	1,282,658	1,275,108	1,317,008	41,900	a	1,259,456	57,552
Yard - 70/75 Ton Hoist Revenue	236,498	192,547	242,382	49,835		210,363	32,019
Yard - 70/75 Ton Yard Revenue	417,705	434,759	648,348	213,589		407,307	241,041
Yard - 70/75 Ton Yard Enviro Fee	25,840	38,006	51,771	13,765		32,029	19,742
Yard - 70/75 Ton Yard Electric	191	25,433	28,682	3,249		23,168	5,514
Yard - 70/75 Ton Yard Port Labor	2,571	6,341	4,983	(1,358)		409	4,574
Yard - 300 Ton Hoist Revenue	124,650	133,957	147,408	13,451		138,432	8,976
Yard - 300 Ton Yard Revenue	268,702	281,053	301,311	20,258		242,627	58,684
Yard - 300 Ton Yard Enviro Fee	4,060	11,528	8,589	(2,939)		10,389	(1,800)
Yard - 300 Ton Yard Electric	30,686	33,164	32,730	(434)		30,391	2,339
Yard - 300 Ton Yard Port Labor	3,423	3,865	2,107	(1,759)		2,546	(440)
Yard - L/T Storage	46,195	57,537	50,480	(7,057)		48,222	2,258
Yard - Blocking Rent	22,871	26,122	30,066	3,944		28,005	2,061
Yard - Off Port Property Tarp Fee	1,555	2,884	925	(1,959)		2,068	(1,143)
Yard - Washdown Revenue	56,608	57,940	59,536	1,596		55,551	3,985
Yard - Bilge Water Revenue	5,496	2,922	878	(2,045)		3,166	(2,289)
Yard - Liveaboard Fee	615	1,544	2,164	620		1,272	892
Yard - Enviro Violations & Clean up	-	3,377	1,300	(2,077)		2,027	(727)
Yard - Miscellaneous Revenue	5,388	5,045	-	(5,045)		1,148	(1,148)
Yard - Garbage	648	-	-	-		-	-
Reduction for Bad Debt Write-off	(80)	(43,226)	-	43,226		-	-
Yard Operations	1,253,622	1,274,797	1,613,659	338,862	a, b	1,239,120	374,539
PTBH Prop - Lease Revenue	434,608	430,238	490,920	60,682		461,080	29,840
PTBH Prop - Fuel Dock Lease	13,567	13,111	13,305	194		13,143	162
PTBH Prop - Other Util, Wtr, Swr, Garbg	17,249	16,845	17,617	772		14,093	3,524
PTBH Prop - Stormwater Fees	5,776	8,197	6,459	(1,738)		7,323	(864)
PTBH Prop - Storage Unit Revenue	6,225	5,827	7,325	1,498		5,138	2,187
PTBH Prop - Electric	1,711	715	2,951	2,236		2,992	(41)
PTBH Prop - Miscellaneous	396	-	613	613		-	613
Reduction for Bad Debt Write-off	-	(479)	-	479		-	-
Boat Haven Properties	479,531	474,455	539,190	64,735	a	503,769	35,421
Pt Hudson - Permanent Moorage	94,165	94,335	106,198	11,863		98,194	8,004
Pt Hudson - Monthly Guest	73,129	83,094	74,290	(8,803)		75,520	(1,230)

	YTD August 2019	YTD August 2020	YTD August 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
Pt Hudson - Nightly Guest	175,582	140,452	202,339	61,886		156,996	45,343
City Pier & Union Wharf Usage	12,043	2,343	6,290	3,947		3,159	3,131
Pt Hudson - Monthly R.V.	45,639	53,155	46,706	(6,449)		43,501	3,205
Pt Hudson - Nightly R.V.	255,450	157,061	309,767	152,706		220,663	89,104
Pt Hudson - Kayak Racks	8,789	10,063	12,280	2,217		9,921	2,359
Pt Hudson - Electric	23,086	25,177	22,145	(3,032)		23,981	(1,836)
Pt Hudson - Reservation Fee	30,750	24,560	33,350	8,790		23,103	10,247
Pt Hudson - Liveaboard Fee	3,658	4,288	5,424	1,136		4,128	1,296
Pt Hudson - Liveaboard Backgrnd Ck	-	180	120	(60)		-	120
Pt Hudson - Showers	5,553	4,057	4,822	765		4,698	124
Pt Hudson - Laundry	7,435	6,334	7,910	1,576		6,918	992
Pt Hudson - Passenger Fee	8,471	1,635	9,198	7,563		2,280	6,918
Pt Hudson - Miscellaneous	1,436	2,985	1,821	(1,164)		496	1,325
Pt Hudson - Promotional Sales	866	404	490	86		480	10
Pt Hudson - Building Leases	237,858	256,364	280,621	24,256		253,592	27,029
Pt Hudson - Property Utility Reimb	28,219	22,417	21,338	(1,079)		23,660	(2,322)
Pt Hudson - Event Facility Rev	1,000	30	949	919		-	949
Pt Hudson - Parking	9,844	2,276	16,489	14,213		2,627	13,862
Pt Hudson - Port Labor	-	67	-	(67)		-	-
Pt Hudson - Enviro Clean up	-	212	-	(212)		-	-
Reduction for Bad Debt Write-off	(3,159)	(2,484)	-	2,484		-	-
Pt. Hudson Marina, RV & Prop	1,019,812	889,006	1,162,546	273,541	a, c	953,917	208,629
Quilcene - Permanent Moorage	33,177	39,037	46,315	7,278		37,402	8,913
Quilcene - Monthly Moorage	316	-	-	-		-	-
Quilcene - Liveaboard Fee	371	2,304	2,348	43		1,787	561
Quilcene - Nightly Moorage	3,210	1,868	1,605	(263)		1,900	(295)
Quilcene - Showers	2,311	2,175	1,711	(464)		2,206	(495)
Quilcene - Electric	956	2,077	3,078	1,001		1,930	1,148
Quilcene - Reservations	730	83	275	192		377	(102)
Quilcene - Recreational Ramp Fees	9,855	9,241	9,713	472		8,614	1,099
Quilcene - Commercial Use Fees	2,400	1,616	2,200	584		1,718	482
Quilcene - Kayak Racks	-	-	81	81		-	81
Quilcene - Empty Trailer Storage	-	-	1,196	1,196		-	1,196
Quilcene - Miscellaneous Revenue	-	-	16	16		61	(45)
Quilcene - Lease Revenue	41,273	42,594	43,659	1,065		46,268	(2,609)
Quilcene - Water	9,857	9,365	8,893	(472)		8,552	341
Quilcene - Fuel Sales	13,558	4,291	-	(4,291)		-	-
Reduction for Bad Debt Write-off	-	(374)	-	-		-	-
Quilcene	118,014	114,651	121,089	6,438		110,815	10,274
Ramp Fees	37,879	42,677	38,329	(4,348)		37,877	452
PTBH Ramp - Commercial Use Fees	4,100	2,983	5,682	2,698		2,827	2,855
PTBH Ramp - Dinghy Float Revenue	2,010	1,066	854	(212)		917	(63)
Ramp Fees - Failure to Pay	390	-	-	-		-	-
Ramps	44,379	46,726	44,865	(1,862)		41,621	3,244
JCIA - Lease Revenue	77,254	73,164	78,576	5,412		77,792	784
JCIA - Hangar Revenue	18,597	21,706	22,827	1,121		22,100	727
JCIA - Vehicle Parking Revenue	342	650	354	(296)		592	(238)
JCIA - Aircraft Parking	999	1,595	1,005	(590)		1,480	(475)
JCIA - Fuel Lease Revenue	1,734	933	1,435	502		1,303	132
JCIA - Electric	1,097	1,100	915	(185)		1,035	(120)
JCIA - Miscellaneous Revenue	530	-	5,733	5,733		90	5,643
Jeff. County Int'l Airport	100,553	99,148	110,845	11,697		104,392	6,453

	YTD August 2019	YTD August 2020	YTD August 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
(Increase)/Decrease in Accts. Receivable	84,288	(37,622)	(15,115)	22,507	a	-	(15,115)
Total Revenues	4,382,857	4,136,269	4,894,088	757,819	d	4,213,090	680,998
EXPENSES							
Salaries & Wages	1,348,489	1,478,803	1,552,284	73,482		1,576,013	(23,729)
Payroll Taxes	148,848	156,318	158,858	2,540		168,423	(9,565)
Employee Benefits	446,042	554,775	549,191	(5,584)		592,942	(43,751)
Uniform Expense	4,524	4,818	3,860	(958)		6,009	(2,149)
Contract Services	168,505	164,332	171,779	7,447		196,828	(25,049)
Consulting Services	48,439	18,000	-	(18,000)		-	-
Legal & Auditing	75,676	15,979	58,217	42,238	e	45,617	12,600
Insurance	14,593	240,387	279,200	38,813	f	316,857	(37,657)
Office/Computer Supplies	7,213	2,877	14,882	12,006		4,304	10,578
Operating Supplies	56,319	41,087	51,526	10,439		63,607	(12,081)
Enviro Materials/Supplies	2,115	20,028	36,756	16,728		14,900	21,856
Tarp Pool Expense	15,965	16,612	18,956	2,344		17,000	1,956
Empl Recog/Relations	738	184	1,907	1,723		1,287	620
Publications	147	-	20	20		-	20
Postage	2,492	2,711	3,003	293		2,988	15
Janitorial Supplies	17,388	15,521	17,709	2,188		17,099	610
Fuel & Lubricants	21,789	16,015	24,162	8,147		16,588	7,574
Permits & Licenses	5,568	3,397	2,989	(408)		5,100	(2,111)
Equipment Rental	52	1,722	6,407	4,684		2,451	3,956
Claims & Damages	5,485	-	-	-		700	(700)
Membership & Dues	12,277	15,334	17,917	2,583		19,504	(1,587)
Bank Charges	56,578	59,872	89,698	29,826		58,981	30,717
Excise Tax	17,322	14,176	19,361	5,185		16,379	2,982
Miscellaneous Expense	660	19,585	3,122	(16,463)		1,018	2,105
Repair & Maintenance Supplies	69,911	25,920	155,231	129,311		67,117	88,114
Facilities & Operations	292,019	255,041	463,646	208,605	g	309,023	154,623
Utilities	368,955	353,294	359,896	6,602	h	379,561	(19,665)
Advertising (Legal 2018)	3,243	3,491	2,923	(568)		2,988	(65)
Marketing	21,763	30,042	32,294	2,252		30,327	1,967
Promotion	11,234	2,067	2,637	570		1,700	937
Marketing	36,240	35,600	37,854	2,254		35,015	2,839
Travel & Training	21,906	8,967	3,770	(5,197)		9,868	(6,098)
Cost of Goods - Fuel	10,113	2,035	-	(2,035)		-	-
Community Relations	35	6,896	3,847	(3,049)		4,069	(222)
Total Expenses	2,984,384	3,295,246	3,642,403	347,158	i	3,640,225	2,179
Net Operating Income (Loss)	1,398,473	841,023	1,251,684	410,661	j	572,865	678,819
Other Increases in Fund Resources							
Yard Deposits Collected	21,000	17,939	22,781	4,841		8,110	14,671
PTBH Prop Lease Deposits Collected	12,424	19,026	14,875	(4,151)		13,341	1,534
PH Prop Lease Deposits Collected	7,822	4,732	13,049	8,317		3,200	9,849
JCIA Prop Lease Deposits Collected	399	-	3,345	3,345		-	3,345
PH Marina/RV Deposits Collected	28,424	28,341	17,965	(10,376)		26,515	(8,550)
Deposits & Retainage Collected	70,069	70,038	72,015	1,977		51,166	20,849
Sales Tax Collected	58,503	44,556	66,748	22,193		44,300	22,448
Leasehold Tax Collected	329,321	349,435	381,736	32,301		354,392	27,344
Hotel/Motel Tax Collected	5,213	3,209	6,565	3,357		4,400	2,165
Taxes Collected	393,037	397,199	455,050	57,851		403,092	51,958
Grants - FAA	321,211	376,547	37,546	(339,001)		-	37,546

	YTD August 2019	YTD August 2020	YTD August 2021	Variance to prior year - 2020 v 2021	notes	YTD Budget 2021	Variance to Budget YTD
Grants - Indirect FEMA (Jeff. County)	-	-	8,494	8,494		-	8,494
Grants - WSDOT - JCIA	-	8,014	105	(7,908)		655	(550)
Grants - Washington State	14,270	-	68,198	68,198		-	68,198
Grants - Jefferson County	-	112,794	-	(112,794)		-	-
Capital Contributions/Grants	335,481	497,354	114,343	(383,011)		655	113,688
Debt Proceeds - Line of Credit	-	400,000	-	(400,000)		-	-
ARRA Bond Interest Subsidy	16,388	16,441	32,951	16,511		16,000	16,951
Investment Interest	21,028	8,608	2,217	(6,390)		8,400	(6,183)
Interest	37,417	25,048	35,169	10,120		24,400	10,769
Operating Tax Levy	585,312	603,179	620,379	17,201		620,972	(593)
IDD Tax Levy	-	504,434	993,693	489,260		981,857	11,836
State Forest Revenues	36,905	23,908	2,816	(21,092)		16,000	(13,184)
State Timber Excise Tax	41,137	23,274	20,592	(2,682)		18,000	2,592
Leasehold Excise Tax	4,625	7,281	7,797	517		5,460	2,337
Property & other taxes	667,978	1,162,075	1,645,278	483,203		1,642,289	2,989
Insurance Recovery	-	8,309	-	(8,309)		-	-
Finance Charges	18,013	4,289	13,097	8,808		10,000	3,097
Other Non-Operating Revenues	232,449	349	3,364	3,015		680	2,684
Misc Other Incr. in Fund Resources	250,461	12,946	16,461	3,514		10,680	5,781
Total Other Incr. in Fund Resources	1,754,443	2,164,661	2,338,316	173,655	k	2,132,282	206,034
Other Decr. In Fund Resources							
Retainage Paid	3,858	-	3,906	3,906		1,000	2,906
Yard Deposits Returned	-	20,000	3,080	(16,920)		1,523	1,557
PTBH Prop Lease Deposits Returned	20,458	-	10,945	10,945		-	10,945
PH Prop Lease Deposits Returned	-	3,649	2,886	(762)		1,061	1,825
PH Deposits Refunded or Applied	10,085	3,482	-	(3,482)		4,000	(4,000)
Deposits & Retainage Paid	34,401	27,131	20,818	(6,313)		7,584	13,234
Sales Tax Remitted	51,286	38,210	59,597	21,388		38,800	20,797
Leasehold Tax Remitted	370,645	364,007	432,146	68,139		399,316	32,830
Hotel/Motel Tax Remitted	4,209	2,245	5,254	3,010		3,550	1,704
Taxes Remitted	426,140	404,461	496,997	92,536		441,666	55,331
Interest Exp - 2010 LTGO Bond	98,919	93,619	87,719	(5,900)		87,719	-
Principal Pmt - 2015 LTGO Rfdg Bond	450,000	460,000	475,000	15,000		475,000	-
Interest Exp - 2015 LTGO Rfdg Bond	51,375	44,625	37,725	(6,900)		37,725	-
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	600,294	598,244	852,009	253,765		600,444	251,565
Debt Management Fees	-	-	-	-		500	(500)
Debt Issue Costs	-	9,500	9,300	(200)		-	9,300
Investment Fees	400	293	120	(173)		320	(200)
Other Non-Oper Exp	-	-	49,795	49,795		-	49,795
Debt Mgmt, Issuance & Misc Exp	400	9,793	59,215	49,422		820	58,395
Election Expense	-	15,674	-	(15,674)		-	-
Total Other Decr. In Fund Resources	1,061,235	1,055,303	1,429,040	373,737	l	1,050,514	378,526
Net Other Incr./Decr. Fund Resources	693,208	1,109,359	909,276	(200,082)		1,081,768	(172,492)

Notes:

- (a) *In Qtr. I, 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 and are planning one for September. 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 70/75 Ton Yard Storage. Year to year comparison is up 49%, or \$213,589 and compared to budget is up 59%, or \$241,041.*
- (c) *Point Hudson has made a strong rebound from last year after the beginning of the pandemic. Most of the increase is Nightly RV and Nightly Moorage revenues which represents 44%, or \$512,106, of the YTD Point Hudson revenues. Compared to budget, Point Hudson YTD revenues are 22% higher, or \$208,629.*
- (d) *Operating Revenues overall increased by 18.3%, or \$757,819, when compared to 2020 and were 16.2%, or \$680,998, higher than budgeted for YTD this month.*
- (e) *The increase in Legal & Auditing Expense this year when compared to both 2020 and the budget 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 by \$12,600.*
- (f) *Although Insurance costs are showing less than budget, there are other types of insurance that did not get paid until September and will exceed budget by just under \$50,000.*
- (g) *2021 costs are higher for Facilities & Operations when compared to 2020 by \$208,605, and more than Budget by \$154,523. The highest variances year to year from highest to lowest are Repair/Maintenance costs for \$129,311, Bank Charges for \$29,826, Environmental Materials/Supplies for \$16,728 and Office/Computer Supplies for \$12,006. 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, there was difficulty getting staffed up for summer, so the increase in efficiency via electronic payments was very helpful and worth the price. A review will be made soon on the difference YTD on credit card charges compared to 2020 to quantify the increase in those transactions.*
- (h) *Total Utilities budget YTD is more than actual by \$19,665, however, this variance should be closer to \$9,665 since the August PUD electric bill was not received in time to be paid in August. This budget to actual variance will correct itself with number of months paid by end of year.*
- (i) *Overall, Operating Expenses increased by \$347,158, or 11%, when compared to 2020 and are more than budget by \$2,179 which is less than 1%. As already mentioned, these year to year increases are due to increases in spending for Repair/Maintenance, Legal & Auditing, Salaries/Wages, Environmental Materials/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.*
- (j) *Net Operating Income is more than YTD in 2020 by \$410,661, or 49%, and more than budget by \$678,819, or 118%. Actual YTD Operating Revenues have clearly out-paced budget as actual YTD Operating Expenses are very close to budget.*
- (k) *The year to year variance of \$173,655 for Total Other Increases in Fund Resources is related to increased taxes collected, decreases in grant project funds which were somewhat offset by the LOC draw of \$400,000, and the increase in the IDD levy. Property and other related taxes, and revenues that tend to vary, such as collections of deposits, and are hard to budget.*
- (l) *Both the year to year and budget to actual variance for Total Other Decreases in Fund Resources are related to the payoff of the 2020 LTGO Bond Line of Credit (\$251,565) and increased taxes paid as the result of more business (\$92,536). Most of the Miscellaneous Expense is related to the cost of facilitating the Ecology Recycling Grant work (\$49,795).*

(m) Overall, the increase of \$210,579 when comparing 2020 to 2021 for Net Income/(Expense), and is \$506,327 more when comparing budget to actual YTD. 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. A significant part of this increase is due to the strong rebound the Port had to Operating Revenues after the pandemic hit in 2020 which was not anticipated in the budget.