



**Port of Port Townsend
2nd Monthly Meeting Agenda
Tuesday, November 23, 2021, 5:30 p.m.**

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

Agenda

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Workshop & Business Meeting Minutes from November 10, 2021,1-9
and Special Meeting Minutes from November 18, 2021 ICG meeting.
 - B. Approval & Ratification of Warrants 10-18
 - C. Resolution 759-21 authorizing submission of an application for a 19-22
Community Economic Revitalization Board (CERB) grant
 - D. Ratification of purchase and sale agreement 23-29
- V. Second Reading: Legislative Priorities 30-32
- VI. First Reading ~ none
- VII. Regular Business
 - A. Quilcene Report Out..... 33-37
 - B. IDD Quarterly Report.....38-40
 - C. Capital Projects Quarterly Report..... 41-64
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Regular Business Meeting: Wednesday, December 8, 2021
Workshop at 9:30 a.m. & Meeting at 1:00 p.m., via Zoom
- XI. Executive Session – none as of 11/19/2021
- XII. Adjournment

Informational Items	65
• Lease Briefing.....	66
• Contracts Update.....	67
• MOU between Port & Teamsters Local 589.....	68

PORT COMMISSION PUBLIC WORKSHOP – November 10, 2021

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

Present: Commissioners Hanke, Petranek & Putney
Executive Director Berg
Deputy Director Toews
Finance Director Berg
Port Engineer & Director of Capital Projects Klontz
Recorder Erickson

I. CALL TO ORDER:

Commissioner Hanke opened the Workshop at 9:30 a.m.

II. AGENDA:

- Draft revised Organizational Chart
With three retirements coming up, a draft new organization chart was presented and discussed.

III. ADJOURNMENT:

The Workshop adjourned at 10:49 a.m.

ATTEST:

Pamela A. Petranek, Vice President

William W. Putney III, Secretary

Peter W. Hanke, President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, November 10, 2021

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

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

I. CALL TO ORDER (00:00:02)

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

II. APPROVAL OF AGENDA (00:00:10)

Commissioner Putney moved to accept the Agenda as presented and the the motion was approved unanimously.

III. PUBLIC COMMENTS (00:00:34) ~ submitted via email, posted online and noted during the meeting:

Anne Ricker wrote to correct some misunderstandings in the letter from the Linger Longer Advisory Committee (LLAC), saying that everyone in Quilcene was eager to take part in the planning process and is grateful for the Port's interest. She stated that the LLAC's mission is to "to establish all current uses, needs, and deficits of the Port's Quilcene property and then determine which improvements will create the highest and best aesthetics, safety, and economic potential for all commercial and recreational users."

Keith Meyer commented on the Herb Beck Marina budget proposals saying he hoped that more money would be invested in the Quilcene facility to make it as nice as any other marina under the Port's umbrella.

Andrea Hegland wrote about the Sims Way tree removal, saying the poplars are the official tree here and should not be removed, instead suggesting that the money be spent fixing the roads.

Jeff Chapman, Jefferson County Assessor, wrote in with information regarding raising the IDD tax level.

Scott Freeman commented that the Commission and Port staff should give careful consideration to giving higher priority to the Port property and facilities in Quilcene Bay.

Susan Freeman commented that she was dismayed to learn that work on the Quilcene Marina would be delayed and asked that some of the taxes she paid be spent there in Quilcene.

IV. CONSENT AGENDA (00:03:10)

A. Approval of Regular Business Meeting Minutes from October 27, 2021.

B. Approval of Warrants

Warrant #064396 in the amount of \$15,534.29 is declared void for Accounts Payable.

Warrant No. 064413 in the amount of \$3,511.80 for Accounts Payable.

Warrant #064414 through #064422 in the amount of \$34,771.05 and Electronic Payment in the amount of \$144,278.39 for Payroll & Benefits.

Warrant #064423 through #064471 in the amount of \$141,663.71 for Accounts Payable.

C. Jeffco Hangar Association Lease

D. Pete Stein/Compass Woodwork, LLC Lease Amendment No. 1

Commissioner Putney moved to accept the Consent Agenda subject to discussion.

Commissioner Petranek asked about the avigation easement, and it was explained that it's a fairly standard notation in leases that port districts have on properties near airports just to make it clear that the tenant can't make a claim about any condition of the airport (noise, etc.).

A vote was taken, and motion carried by unanimous vote.

V. SPECIAL PRESENTATION: LEGISLATIVE PRIORITIES (FIRST READING) (00:05:44)

Executive Director Berg introduced Chelsea Hager of Insight Strategic Partners, who represents the Port in Olympia, saying that she would orient us on what's happening in Olympia and then share with Commission

the draft legislative priorities document, get any feedback, adopt those priorities and then go to work on advocating.

Chelsea Hager of Insight Strategic Partners updated Commission on changes in the makeup of the state legislature, the nature of the hybrid session (committee meetings, taking votes), what and how pieces of legislature might get passed. She said the biggest objective of the legislature is to pass supplemental budgets for the operating, transportation and capital budget. She went over the 2022 Legislative Priorities:

- Additional **Capital Budget funding for the Point Hudson Jetty replacement project.**
- Return to **full ferry schedule** of boats for the Port Townsend-Coupeville and Kingston-Edmonds routes.
- Extending **0.09% sales tax (PIF)** for rural economically distressed counties to fund public facilities for economic development purposes.
- Support **Aviation Fuel Tank Removal Funding.**
- Support investments in **broadband infrastructure** and **maintain current tax rate for the leasing of fiber.**
- Expand funding for **derelict vessel remediation.**
- Support funding for the **Model Toxics Control Act (MTCA)** and **reduce regulatory barriers to accessing MTCA funds.**

Commissioners discussed whether or not the derelict vessel remediation should be moved up on this prioritized list. Deputy Director Toews said the concern is possibly seeing an acceleration of the number of jurisdictions and local entities seeking reimbursement for obtaining custody and disposing of vessels. The Port wants to make sure that the account is adequately funded; so far this hasn't been a problem, but certainly could be in the future.

Chelsea Hager asked if prioritization should be discussed now or separately later. Executive Director Berg said that since all these issues are worked on, and since it's a fairly short list, the goal is to make progress on all of them, but certainly from his perspective the top priority in the sessions is the Capital Budget Fund for the Point Hudson project. Then working the others is more of a team effort—the ferry with ferry communities, the PIF with the other counties that see it expiring. He said the fuel tank replacement would be another one where special emphasis is needed on identification of funding and Broadband is really a follow up from last year partnering with the PUD, and the last two, derelict vessel and MTCA funding, are really more general, and otherwise he didn't see a need to have them prioritized. He suggested that if the Commission has other priorities that aren't on the list or wants to really emphasize some key priorities, they could change a bullet point to an asterisk and recognizing that this is a two-tier effort, hit the asterisk items on the list more than the others.

Commissioner Hanke suggested possibly moving PIF farther down on the list since the Port has IDD funds. Executive Director Berg said that ensuring the Port has long-term viability of this fund is what opens the door to our ability to compete for these dollars in the future, and particularly if we can help the community come to a new understanding that priority for Port investments is job creation, then the Port could be a primary recipient of job-creating infrastructure funding in the future.

Commissioner Hanke asked whether with Washington Public Ports Assoc. (WPPA) spending a lot of resources to work with the legislature on the MTCA issue, does the Port still need to have Insight Strategic Partners working on that, or is it sufficient just to have WPPA working on that issue? Chelsea Hagan replied that it helps reinforce things for the legislature to hear from individual constituents what's most important to them. She said that with MTCA there is likely to be both a bill and a budget item they would track through the process and sign in the Port in support at various intervals and then send notes on the budget item to legislators and budget writers indicating that we're supportive as well as the WPPA. She thought that the little bit of extra work does help move the needle on issues like these.

VI. SECOND READING: 2ND PUBLIC HEARING: DRAFT 2022 OPERATING & CAPITAL BUDGET, RATES, PROPERTY TAX LEVY & IDD TAX LEVY (00:39:08)

- A. Res. 756-21 To increase the general property tax levy by 1% as allowed by statute.
- B. Res. 757-21 To increase the IDD tax levy by \$1,000,000, for a total of \$2,634,289.
- C. Res. 758-21 To adopt the 2022 budget as presented

D. Adopt the 2022 Rates as presented

Commissioner Hanke opened the Public Hearing at 1:39 PM to discuss the draft 2022 operating and capital budget, rates, property tax levy, and IDD tax levy. He said property tax and IDD levy had already been discussed at the first public hearing, and said what's left is to comment on this and possibly approve the budget today.

Commissioner Putney said that despite having read emails and spending some time on the phone with the county assessor, he didn't understand the increase in the IDD tax levy by \$1 million. He asked what that was to engender? Executive Director Berg stated that staff recommendation was to fund the five-year Capital Improvement Program (CIP) using nothing other than short-term line of credit financing for those anticipated projects. He said he thought the assessor was expressing a concern about a number of taxing districts potentially increasing taxes that would impact the taxpaying community. He said he'd understood there was a concern about the Port's message and transparency; however, this is at least the 7th or 8th time just since the summer that the IDD and IDD funding amounts has been discussed at our public meetings. He said that from his perspective, the Port has been very clear about what the staff recommendation to the Commission is and our intended goal of funding; the priority project list is identified in our CIP and these dollars were intended by voters to address problems and commission direction to staff has been very clear: fix the problems, fix them as quickly as possible. He felt that the Port is better off owning piling in the water than money in the bank.

Commissioner Hanke introduced Finance Director Berg, saying that he'd like to start with her going over the latest draft of the Budget, and then take public comment afterwards.

Finance Director Berg said this fourth draft of the 2022 Budget has not really changed substantially from the prior draft. She noted starting on page 61 where her memo discusses the assumptions to the budget that the changes in this version are highlighted in red. She then discussed these minor changes.

Commissioner Petranek asked about the salaries and wages, payroll taxes, and employee benefits on page 78, the operating expenses. Finance Director Berg explained the variance between the 2021 August year-to-date actual plus remaining budget and the 2022 budget numbers is a variety of things, but basically they follow whatever changes occur in FTEs and/or increases in pay (health care, PERS contributions, taxes, retirements) and said that this is an estimate. Some of these changes include: an anticipated \$56,000 in vacation/sick leave payouts at known 2022 retirements, replacing the engineer with a full-time position increased costs by about \$65,000, about \$30,000 increase when consolidating the union wage matrix in October, and about \$57,000 for salary increases for staff promotions or merit increases that were not in last year's budget, so they wouldn't be reflected in that variance. She said she had included about \$15,000 for potential overlap in filling these positions next year.

Commissioner Hanke asked the public if they had any questions, and there were no questions.

Commissioner Putney said he thought one thing that might be good to explain to the public is the 1% tax levy increase that the Port is allowed. He said that with an average of 3% cost-of-living increase over the last 18 years there has been a 1% cap in play, so the Port has been losing about 2% per year of the value of that tax levy, compounded over 18 years. Commissioner Hanke commented that it was like trying to go backwards up an escalator. He then moved to the next item on the Budget agenda – rate cards. (00:53:46)

Finance Director Berg said that there was very little change for the rate cards (p. 108 of the packet):

- Changing the name to 70/75-ton **repair** storage discount to help dissuade people from just storing their boats and not working on them.
- Noted the seasonal rate ends March 31, 2022, with the understanding that Commission would discuss early next year whether or not to continue the discount in winter 2022-23.
- Added the water charge to Quilcene rate cards—they have been charged for water in the past, it just wasn't noted on the rate card.

Commissioner Petranek referred to page 72 of the packet where the Port's organizational chart is located, and said it was her understanding that this Operating & Capital Budget would be adopted with this existing org chart and that at the next Port meeting we will look at adopting a new one. Executive Director Berg said that was what he was anticipating, although the Commission is certainly free to adopt this budget with the org chart presented at the workshop today. Commissioner Hanke said that Commissioners propose to

do that, as time is of the essence, it would save a topic on a future meeting, and all commissioners were comfortable with the new org chart.

Commissioner Petranek referred to page 73 and noted that she needed to update her bio, and asked if it is customary to have a placeholder for a new Commissioner? Executive Director Berg said no, but that staff has referenced the Commissioner-elect under Commissioner Putney's bio, recognizing that his term is ending and he'll be succeeded by Commissioner Hasse.

Commissioner Petranek noted that on page 74 of the packet under organizational initiatives, a new bullet had been added, "creating and maintaining a communications plan." She said she was hoping it could be more broad range rather than just reporting on capital projects and impacts—actually creating and maintaining a communications plan. Commissioner Putney said the budget document doesn't define the extent of the communications plan, just that there should be one and it should be funded. Commissioner Hanke said the Commission definitely wants to know who the audience is and who the resource is that's going to supply this plan. He cautioned against creating a newspaper that needs to have content and time to make it a success. Commissioner Petranek thought it was a good start to a communications plan, allowing Commission to make changes as we go along, as needed.

Commissioner Hanke closed the public hearing at 2:04 PM and said he would entertain motions at this time.

Commissioner Putney made a motion to adopt Resolution 756-21 to increase the general property tax levy by 1% as allowed by statute, Resolution 757-21 to increase the IDD tax levy by \$1,000,000 for a total of \$2,600,289; Resolution 758-21 to adopt the 2022 budget as presented with org chart revisions discussed in the workshop on this date, and to adopt the 2022 rate cards as presented.

Commissioner Hanke asked for any comments or discussion on those resolutions which are printed out on pages 105-107 of the packet. Not hearing any comments, he called a vote. **Motion passed unanimously.**

VI. FIRST READING ~ *None*

VII. REGULAR BUSINESS (01:07:13)

A. September (3rd Quarter) YTD Financial Report

Finance Director Berg referred to page 120 and the graph in her informational memo which shows that overall, the Port is doing really well; revenues are up quite a bit (approx. 15%) and expenses are also up, but at 8.6%. She said that the Port had finally made the last payment to Scarsella for the runway overlay and she was working with the FAA on getting reimbursement from the additional grant for the overlay.

Finance Director Berg then went on to page 122 of the packet and said the Port had to-date spent \$1.3 million this year in capital work and equipment. She said that was a lot of money, but that there is a lot going on—everything from JCIA to work on the Point Hudson jetty. She said the maintenance crew is doing lots of work including the commercial dock at New Day Fisheries, the Sperry Buildings, the Pavilion remodel, and the Nomura building remodel. The funds also include equipment: an excavator, the down payment on the new 75-ton Travelift (which will hopefully arrive at the end of January), the tractor, and the mower tractor.

Commissioner Putney said he wanted to note that for the amount of money that we've spent, we've probably gotten far more work done with the combination of having a project manager/engineer and a maintenance manager and crew doing what heretofore would have been contracted out—we're spending the public money frugally getting a lot of things done.

Finance Director Berg thought the Port was looking good towards the end of the year and going into the new year with our cash balances and reserves. She was glad to see Port cash balances going up, and said the Port is on target for operating reserve to be funded by the end of next year, and emergency reserves to be fully funded by the end of this year.

Commissioner Putney said he had a comment from Kit Kittredge who wanted to know why Quilcene doesn't get as much maintenance done as other Port property; he felt that the Port is working on that. Commissioner Petranek said the Port will create plans, then create the budget to back those plans up. She didn't want to just throw any number out there, but instead wanted to go into this with community planning, saying that it would be discussed later. Commissioner Putney said he thought the maintenance crew had been down there working on docks and small projects to reduce hazards, we just haven't embarked on any huge projects.

Commissioner Hanke commented that he was thinking of Quilcene while talking about the capital project expenses for 2021 and reminded everyone that capital projects are not the same as maintenance projects. He said the Port was doing maintenance projects in Quilcene, but as he looked through the list, he wanted to see Quilcene projects listed there, as they are listed in the Capital Improvement Program, and the commission wants to prioritize them in a way that's agreeable to Quilcene.

Commissioner Petranek reminded everyone that the in-water projects, due to permitting, are years out. Deputy Director Toews said that the distinction between ordinary repair / maintenance work and larger-scale capital investments is a critical one; Port maintenance crew has been conducting repairs in Quilcene throughout this time, but the Port wants to make sure that whatever is done in terms of significant capital expenditures is entirely aligned with Community needs and desires. He said that last summer the listening process was really focused on identifying the community perspective before starting to plan significant capital projects. He said that he and Executive Director Berg were planning a low-key, in-person meeting at the Quilcene Community Center from 5:00 to 7:00 PM on Tuesday November 16th to continue that conversation and to try to bounce some ideas off one another. They would then try to make sure that that is in fact reflective of the Community perspective before bringing back to Commission a more comprehensive slate of proposed capital projects that would be funded in the capital budget. He agreed that for now the focus has been pretty modest, with Port maintenance crews working on enhanced maintenance over the past couple of years, and that for some of the larger in-water projects the permitting lead times are quite substantial.

VIII. STAFF COMMENTS (01:17:03)

Executive Director Berg commented on the following:

- Thanks to Director of Capital Projects and Port Engineer Mike Love for his time and support—this is his last Commission meeting, and he has helped us make a giant leap forward; he is handing the baton to Matt Klontz and has set us up for success as we move into this next phase.
- The U.S. Congress infrastructure bill that the president signed includes \$790,000 for the Port for JCIA over the next five years. As he knows more he'll bring back to the Commission recommendations and thoughts about how we might spend it.
- The Port has notified two hanger tenants at the airport of termination of their tenancy at the end of the year for non-compliance with the active aircraft provision. The plan moving forward into 2022 is to offer hanger tenants and condo hanger tenants the opportunity to provide the Port with aircraft registration documents that demonstrate an active aircraft or alternatively to participate in doors-up day when staff can take a tour, in order to comply with the Federal Aviation Administration's requirements and to have a vibrant airport community with active aircraft engaged in flying, utilizing the FBO services, buying pies, buying fuel, etc.
- He attended a Town Hall meeting the night before that the City hosted and included a number of commissioners, as well as officials from the PUD and the county. The four government entities were represented to talk about the Sims Way Gateway project and the Port's boatyard expansion plan. It was well attended, managed well by City Manager Mauro, there was a good constructive dialogue with the community, and he felt that people gained some new understanding as to the Port's purpose and engagement in the project, and some of the safety concerns that are out there. The County Commission voted this past Monday to fund this project through the PIF grant, and staff are assured of a fully funded project, based upon the engineers estimates from that application.
- The Intergovernmental Collaborative Group (ICG) will meet November 18th at 5:00 PM where he will be presenting a joint resolution of the four governing bodies to extend the life of the ICG for one more year, with the expectation that the four governing bodies will all adopt it and keep this group and the collaborative process going for year number 3.

Deputy Director Toews updated the Commission on a couple of active lease negotiations that are in process—one with a nascent tenant group at Point Hudson who might move forward with a master lease on the Armory building with a kind of tenant cooperative serving as a master lessee for a longer-term lease. He said another matter involves Armstrong Consolidated Inc. (ACI) here at Boat Haven and Port staff met with employees of ACI and outlined some options that they hoped would be mutually agreeable. Staff are

happy to have Armstrong Consolidated here at Boat Haven and remain hopeful for a mutually agreeable conclusion to negotiations; we know how important these jobs are to our community. It's a business that is a little bit different than some of our other marine-based trades here at Boat Haven that feed a whole lot more work to our haul-out lifts, and in consequence, may not need a location that's front and center on the Marina. Mr. Toews then reported that the Port would be moving forward with a CERB planning grant application in the upcoming cycle for design, planning and permitting of the 3.7-acre westward expansion to Boat Haven shipyard and said to expect an authorizing resolution at the final November meeting.

Finance Director Berg said she appreciated the Commission's attention to the budget this year. She said that the Port is almost done with the state audit field work, and it looks like the Port is on schedule for getting our reports before year end, which is key to maintaining good bond ratings. The audits take a lot of her time as well as accounting staff, but we're almost there.

X. COMMISSIONER COMMENTS (01:28:09)

Commissioner Petranek commented on three things:

- 1) She volunteers on the board of the Marine Resource Committee, and they are looking for a good weather window to borrow the Port boat and go out to remove eelgrass buoys that are sitting all along our waterfront from Point Hudson to towards the mill.
- 2) The four admins and four electeds have met three times in the past couple of months, and are ready to present an economic framework to the public and for all of the jurisdictions to discuss on November 18th at the Intergovernmental Collaborative Group (ICG) meeting. She said she would appreciate the public's input; the idea is to create a unified vision of a healthy economic environment for Jefferson County that all of us can agree on and then list some of our values. The basic theme is to find projects that all four governmental jurisdictions can accomplish better together than one organization alone.
- 3) Cindy Brooks has been hired as the new economic director of Team Jefferson EDC, and will start December 1st. She'll hit the ground running; she's been part of our community and has been working with the North Olympic Development Council (NODC), so she knows she knows our problems and our people and she's ready to start working with businesses and our intergovernmental group.

Commissioner Hanke commented that the Commission could have a special meeting on the Economic Framework. Executive Director Berg said it could be discussed now; the questions being explored are:

- What does each organization do /what's our mission statement?
- What projects could we collaborate on?
- A commitment to complete transparency and effective public engagement on all projects and plans.
- What are our principles of communicating and working together between our four jurisdictions?
- How do we want to define success?

Commissioner Hanke said that the County received a fairly large chunk of money from the state, which was a pass-through from the federal government, and there was really no deliberative process with those monies—the county simply dispersed them as they felt they needed to. He asked whether there were a different take from within the County concerning the ICG and using it as a process for determining where funds should go, if they come into County government. Executive Director Berg said that this hadn't been discussed as part of the group of eight (4 commissioners/council members and 4 directors) but thought that last year as part of the COVID recovery plan and the County used that process and the Community Group ranking as the method. He said that they didn't see that this year, and that it really hasn't been talked about much, so that may be a good question for the larger group next Thursday.

Commissioner Putney thought the value of the ICG is to build a coalition to move forward together; if we can make decisions and truthfully go to legislators and say our County, City, Port, PUD, and the citizens of Jefferson County want to go forward in this way, we have a lot firmer ground to stand on when we apply for a grant or funding for a project. He said the IGC is a critical body to maintain and he urged the commission to keep it going because it is something that a lot of communities envy us for.

Commissioner Putney commented that he had a lot of things to do in the last 50 days as Commissioner. He said that NODC's last meeting of 2021 will sadly be on December 2nd, when he will be in Bellevue for the WPPA Annual Meeting, so he will miss his last meeting as Port representative. He said he is trying to find someone to take on his committee assignments like the Jefferson Broadband Action Committee, the

Washington Public Ports Association broadband committee, the Washington Airport managers association, etc. Mr. Putney then said that he got the impression at the Town Hall meeting regarding the Sims Way Gateway project that people don't think that their elected officials are approachable, and he wanted to dispel that myth. He asked folks to contact their commissioners (emails are available on the Port's website), because he felt a lot of frustration from folks that say they never get to talk to elected officials one-on-one. He didn't think elected officials hold themselves aloof from the public, it's just that they don't get many calls or emails from the public.

Commissioner Hanke commented that this was an amazing budget that the Port is heading into and for the eight years he's been on the Commission, it's truly amazing to look at where we are today compared to where we were then, especially our reserve accounts. He thanked Finance Director Berg for minding the bank and doing a very good job at it, and for getting us through audits with very little fanfare. He said that he was excited about the meeting coming up with Directors Berg and Toews and the folks of Quilcene, and that he was looking forward to an outcome where Quilcene will see some things happen on the ground that everybody is hoping for. He ended his comments by saying he would be attending the WPPA Annual Meeting on December 1st—the first time that all of the ports have gotten together in two years—and there were a lot of important things on the agenda that he hoped to report on this at the next meeting.

XI. Next Regular Business Meeting (01:44:05): Tuesday, November 23, 2021, at 5:30 p.m. via Zoom.

XII. EXECUTIVE SESSION ~ None

XIII. ADJOURNMENT: meeting adjourned at 2:44 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, President

William W. Putney III, Secretary

Pamela A. Petranek, Vice President

PORT COMMISSION SPECIAL MEETING – November 18, 2021

The Port Commission of the Port of Port Townsend participated in a special meeting on Thursday, November 18, 2021, beginning at 5:00 p.m. This was a joint meeting with the Jefferson County Board of Commissioners, the Jefferson County PUD Commission, and the Port Townsend City Council, with the Intergovernmental Collaborative Group (ICG), who met virtually online via Zoom platform.

Present: Commissioners Hanke, Petranek & Putney
Executive Director Berg

I. CALL TO ORDER:

President Hanke called the meeting to order at 5:05 p.m. with all commissioners present.

II. AGENDA:

- Review draft outline of an Economic Development Framework
- Discussion and Possible Adoption of Resolution Reestablishing the ICG for 2022

A draft resolution reestablishing the ICG for 2022 was discussed. **Motion was made by Commissioner Hanke to adopt the resolution with two changes noted by Director Berg** (addition of the word “final” in section 2 and a new sentence before section 4 that reads: “Jefferson County maintains primary records to facilitate the management of the same records by the four agencies”).

Motion carried unanimously.

III. ADJOURNMENT:

There being no further action, the meeting was adjourned at 7:01 p.m.

ATTEST:

Pamela A. Petranek, Vice President

William W. Putney III, Secretary

Peter W. Hanke, President



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656
3988

Operations: (360) 385-2355

Fax: (360) 385-

WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 064472 through No. 064476 generated on November 16th, 2021 in the amount of \$10,051.78 and Electronic Payment in the amount of \$88,915.59, for a total amount of \$98,967.37 is ratified.

Signed and Authenticated on this 23rd day of November, 2021.

For: **Payroll and Benefits**

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
And Administration



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrant No 064477 through No. 064522, are approved for payment in the amount of \$85,997.06 on this 23rd day of November, 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: 11/23/2021
Register Number: CD-000891

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
0000064477	11/23/2021	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			10/31/21 STATEMENT	10/31/2021	129.19	0.00	129.19
0000064478	11/23/2021	ALL024	All Industrial Chem.				Check Entry Number: 001
			20309	10/14/2021	688.97	0.00	688.97
0000064479	11/23/2021	BAN005	Bank of America				Check Entry Number: 001
			11/5/21 STATEMENT	11/5/2021	10,203.42	0.00	10,203.42
0000064480	11/23/2021	BAR040	Ean Barry				Check Entry Number: 001
			ND 11/3/21	11/3/2021	846.59	0.00	846.59
0000064481	11/23/2021	CEN030	CenturyLink				Check Entry Number: 001
			11/1/21 STATEMENT	11/1/2021	175.00	0.00	175.00
0000064482	11/23/2021	CEN035	CenturyLink				Check Entry Number: 001
			11/5/21 STATEMENTS	11/5/2021	833.72	0.00	833.72
0000064483	11/23/2021	CLA045	Gary Clark				Check Entry Number: 001
			REFUND 11/8/21	11/8/2021	705.25	0.00	705.25
0000064484	11/23/2021	COO035	Ethan Cook & Mary Dilles				Check Entry Number: 001
			1/2 APPRAISAL	11/23/2021	350.00	0.00	350.00
0000064485	11/23/2021	FER001	Ferrellgas				Check Entry Number: 001
			5006616858	10/26/2021	139.27	0.00	139.27
0000064486	11/23/2021	FER030	Kristian Ferrero				Check Entry Number: 001
			11/2021 TRAVEL EXPEN	11/18/2021	414.93	0.00	414.93
0000064487	11/23/2021	GLO003	Global Diving & Salvage, Inc				Check Entry Number: 001
			2100025	11/5/2021	2,733.56	0.00	2,733.56
0000064488	11/23/2021	GOO002	Good Man Sanitation				Check Entry Number: 001
			11/8/21 STATEMENT	11/8/2021	2,263.00	0.00	2,263.00
0000064489	11/23/2021	HAM090	William Hammer				Check Entry Number: 001
			REFUND 11/12/2021	11/12/2021	1,088.76	0.00	1,088.76
0000064490	11/23/2021	HAY045	Jim Hays				Check Entry Number: 001
			EFUND 11/8/2021	11/8/2021	705.25	0.00	705.25
0000064491	11/23/2021	ICS001	ICS Support, Inc.				Check Entry Number: 001
			23796	11/15/2021	2,800.00	0.00	2,800.00
0000064492	11/23/2021	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4721940	11/1/2021	55.23	0.00	55.23
0000064493	11/23/2021	MON040	Jennifer Mitchell				Check Entry Number: 001
			11/21 UNIFORM EXP	11/16/2021	29.41	0.00	29.41
0000064494	11/23/2021	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			11/1/21 STATEMENTS	11/1/2021	8,735.60	0.00	8,735.60
0000064495	11/23/2021	NOR001	North Coast Electric Co				Check Entry Number: 001
			S011158020.004	11/12/2021	268.82	0.00	268.82
0000064496	11/23/2021	OES001	OESD 114				Check Entry Number: 001
			2122000348	11/15/2021	4,029.00	0.00	4,029.00
0000064497	11/23/2021	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			646839845	10/13/2021	109.71	0.00	109.71
			647660547	10/18/2021	77.18	0.00	77.18
			648197861	10/20/2021	469.03	0.00	469.03
Check 0000064497 Total:					655.92	0.00	655.92
0000064498	11/23/2021	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			342796	10/5/2021	26.02	0.00	26.02
0000064499	11/23/2021	OLY006	Olympic Crane LLC				Check Entry Number: 001
			1920	9/16/2021	175.00	0.00	175.00
0000064500	11/23/2021	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001

Run Date: 11/18/2021 3:42:00PM
A/P Date: 11/23/2021

Page: 1
User Logon: DLF

Check Register
Journal Posting Date: 11/23/2021
Register Number: CD-000891

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
			020	11/8/2021	722.50	0.00	722.50
0000064501	11/23/2021	PAP020	Pape Machinery				Check Entry Number: 001
			710224100	11/14/2021	5,168.75	0.00	5,168.75
0000064502	11/23/2021	PEN030	Peninsula Paint Co.				Check Entry Number: 001
			F0200753	11/8/2021	23.11	0.00	23.11
0000064503	11/23/2021	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			58784	11/12/2021	545.50	0.00	545.50
0000064504	11/23/2021	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			77211	11/16/2021	37.00	0.00	37.00
0000064505	11/23/2021	PLA040	PLATT				Check Entry Number: 001
			2F27080	11/16/2021	331.19	0.00	331.19
0000064506	11/23/2021	POR005	Port Townsend Leader				Check Entry Number: 001
			108408	11/1/2021	90.76	0.00	90.76
0000064507	11/23/2021	POW070	Powerplan - OIB				Check Entry Number: 001
			13134249	11/1/2021	299.48	0.00	299.48
0000064508	11/23/2021	PRI080	Jim Prince				Check Entry Number: 001
			REFUND 11/8/2021	11/8/2021	205.29	0.00	205.29
0000064509	11/23/2021	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			11/10/21 STATEMENT	11/10/2021	32.65	0.00	32.65
			11/10/21 STMNTS	11/10/2021	27,145.86	0.00	27,145.86
Check 0000064509 Total:					27,178.51	0.00	27,178.51
0000064510	11/23/2021	QUI001	Quill Corporation				Check Entry Number: 001
			20498831	10/25/2021	320.90	0.00	320.90
0000064511	11/23/2021	SEC010	Security Services				Check Entry Number: 001
			118962	11/1/2021	190.85	0.00	190.85
0000064512	11/23/2021	SHO010	Shold Excavating Inc				Check Entry Number: 001
			64409	11/5/2021	356.76	0.00	356.76
			64464	11/9/2021	292.73	0.00	292.73
Check 0000064512 Total:					649.49	0.00	649.49
0000064513	11/23/2021	SMI011	Alison Smith				Check Entry Number: 001
			REFUND 11/12/21	11/12/2021	58.88	0.00	58.88
0000064514	11/23/2021	SNE020	S-Net Communications				Check Entry Number: 001
			116702	12/2/2021	558.40	0.00	558.40
0000064515	11/23/2021	SPA070	Chris Sparks				Check Entry Number: 001
			11/21 UNIFORM EXP	11/16/2021	160.15	0.00	160.15
			REPAIR PROP	11/8/2021	174.19	0.00	174.19
Check 0000064515 Total:					334.34	0.00	334.34
0000064516	11/23/2021	TER030	Terrapin Architecture PC				Check Entry Number: 001
			21-407	11/3/2021	71.94	0.00	71.94
			21-408	11/3/2021	17.44	0.00	17.44
Check 0000064516 Total:					89.38	0.00	89.38
0000064517	11/23/2021	TOS030	Daniel Toscano				Check Entry Number: 001
			REFUND 11/5/21	11/5/2021	44.00	0.00	44.00
0000064518	11/23/2021	TUR080	Tim Turner				Check Entry Number: 001
			REFUND 11/4/21	11/4/2021	559.96	0.00	559.96
0000064519	11/23/2021	WA0126	Washington State Bar Association				Check Entry Number: 001
			2022 LICENSE RENEWAL	11/23/2021	478.00	0.00	478.00
0000064520	11/23/2021	WA1901	State of Washington				Check Entry Number: 001
			L145058	11/10/2021	9,839.70	0.00	9,839.70

Run Date: 11/18/2021 3:42:00PM
A/P Date: 11/23/2021

Page: 2
User Logon: DLF

Check Register
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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
0000064521	11/23/2021	WAS003	Washington Public Ports Assn.				
			021-728	11/4/2021	200.00	0.00	200.00
							Check Entry Number: 001
0000064522	11/23/2021	WES060	West Marine Pro				
			007627	11/16/2021	19.16	0.00	19.16
							Check Entry Number: 001
				Report Total:	85,997.06	0.00	85,997.06



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 **\$11,428.19 is ratified.**

Signed and Authenticated on this **23rd** day of **November**, 2021.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***October, 2021*** in the amount of
\$11,428.19.

Commissioner Pete W. Hanke

Commissioner Pam Petranek

Commissioner William W. Putney III

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-023-378-740**

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

Filing Date	November 19, 2021
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	November 22, 2021
Total Tax	11,428.19
Total Due	11,428.19



Combined Excise Tax Return

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

Filing Period: October 31, 2021

Due Date: November 29, 2021

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	95,621.37	0.00	95,621.37	0.004710	450.38
Service and Other Activities (\$1 million or greater in prior year)	74,545.96	0.00	74,545.96	0.017500	1,304.55
Total Business & Occupation					1,754.93

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	95,621.37	0.00	95,621.37	0.065000	6,215.39
Total State Sales and Use					6,215.39

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Water Distribution	1,178.57	0.00	1,178.57	0.050290	59.27
Other Public Service Business	7,916.30	0.00	7,916.30	0.019260	152.47
Total Public Utility Tax					211.74

Deductions

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

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	95,621.37	0.026000	2,486.16
Total Local City and/or County Sales Tax			2,486.16

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	37,998.55
Total Transient Rental Income	37,998.55

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	37,998.55	0.020000	759.97
	Total Special Hotel/Motel		759.97

Total Tax	11,428.19
Subtotal	11,428.19
Total Amount Owed	11,428.19

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	11/19/2021
Confirmation #:	0-023-378-740
 Payment Type:	 ACH Debit/E-Check
Amount:	\$11,428.19
Effective Date:	11/22/2021

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/19/2021
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Community Economic Revitalization Board (CERB) Planning Grant Authorizing Resolution No. 759-21 – Boat Haven Boat Yard Expansion (West)

ISSUE: Should the Executive Director and Deputy Director be authorized to execute and file such agreements as may be needed with the Community Economic Revitalization Board (CERB) of the Washington State Department of Commerce to secure a CERB Planning Grant to support site planning, design, environmental impact analysis and permitting for the Boat Yard (West) Expansion Project?

BACKGROUND & DISCUSSION: As reported in staff comments during the October 27 and November 10, 2021, regular meetings, staff is preparing a grant funding request to help support design and permitting of an approximately 3.7 acre proposed expansion of the Boat Yard westwards into the “Balch” property. If approved, draft Port Commission Resolution No. 759-21 (attached) would authorize the Executive Director or designee to apply for, and if awarded, execute, a planning grant agreement with the Community Economic Revitalization Board (CERB) to support the initial design and permitting phase of this critically important project.

Boat Haven is bounded to the south by Port Townsend Bay, to the east by Benedict Street, and to the north by Sims Way/US Highway 20. As a result, few options exist to expand the yard to accommodate additional vessels on the hard, or the needs of growing marine trades businesses. The only significant opportunities to expand are northward along Sims Way¹ and on to the Port owned lands immediately adjacent to the west of the 300-ton Boat Yard.

Developing this area for use as active Boat Yard will require filling a lower grade wetland. Doing so will also necessitate substantial on-site mitigation, likely in the form of enhancing and expanding the higher-grade wetland which is adjacent and to the north of the Bay, and south of the road to the Port’s maintenance facility. The preliminary site planning and layout, conceptual engineering design, environmental impact analysis, and permitting work needed to advance this effort is expected to require approximately \$100,000. To assist in this initial design and permitting phase, the Port is seeking \$50,000 (50%), which is the maximum permissible request for CERB Planning Grants. The preliminary cost estimate for the subsequent construction phase is approximately \$912,000, although this figure does not include the cost of wetland mitigation.

The submission deadline for the CERB Planning Grant is November 29, 2021. The Funding Board meets to review and decide upon the applications at their January 19, 2022, meeting. If the Port is successful with this application, a funding agreement would likely be in place by the end of February 2022.

¹ Earlier this month, the Port, City and PUD collaborated to obtain a \$1,000,000 Jefferson County Public Infrastructure Fund (PIF) grant for a northward expansion of the yard. This project would remove the Lombardy Poplar trees along the north side of Boat Haven, underground existing electrical transmission lines, expand the Work Yard by approximately 0.9 acres in linear fashion along Sims Way, and improve the streetscape adjacent to Sims Way (including aesthetically pleasing fencing of the yard).

FISCAL IMPACT: As noted above, this initial site planning, design and permitting phase of the overall project will require approximately \$100,000 in funding. Because CERB Planning Grants cannot exceed \$50,000, the Port would be required to support the balance of the required funding, substantially exceeding CERB's minimum match requirements. Both \$50,000 in Port dollars and \$50,000 in anticipated CERB funding are included in the approved 2022 budget for this purpose.

RECOMMENDATION: Approve Port Commission Resolution 759-21 as presented.

MOTION: As this item is on the Consent Agenda, no specific motion required.

ATTACHMENT: Draft Port Commission Resolution No. 759-21.

RESOLUTION NO. 759-21

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE AN APPLICATION WITH THE WASHINGTON STATE COMMUNITY ECONOMIC REVITALIZATION BOARD (CERB), SEEKING GRANT FUNDING TO SUPPORT SITE PLANNING, DESIGN, ENVIRONMENTAL IMPACT ANALYSIS AND PERMITTING FOR THE BOAT YARD (WEST) EXPANSION PROJECT AT THE PORT TOWNSEND BOAT HAVEN.

WHEREAS, the Port of Port Townsend is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

WHEREAS, expanding the Boat Haven Boat Yard is critically necessary to meet market demand for yard space to undertake vessel repair and refit work by existing marine trades businesses, and to potentially attract new businesses engaged in ship building, repair, and refitting; and

WHEREAS, the Port of Port Townsend desires to advance planning, design, impact analysis and permitting work of a proposed 3.7 acre expansion of the Boat Yard at the Port Townsend Boat Haven which would create additional yard space for refit and repair work on vessels hauled by the Port's 75 and 300-ton travel lifts; and

WHEREAS, if successful, the project would enhance the vitality of the marine trades sector of the local economy and expand economic and employment opportunities and tax revenues within Jefferson County; and

WHEREAS, Community Economic Development Board (CERB) funds are available to support site-planning, design, environmental impact analysis and permitting work in furtherance of economic development; and

WHEREAS, the Port wishes to apply for a CERB planning grant of \$50,000 to help fund site planning, design, environmental analysis and permitting work for the Boat Yard (West) Expansion Project, which is presently estimated to require up to \$100,000; and

WHEREAS, the proposed funding request conforms to the CERB program eligibility requirements set forth in RCW 43.160.060(2)(b)(iii) for site-specific analysis, planning, design and project permitting; and

WHEREAS, the required minimum match of 20% is satisfied by the Port's proposed match of \$50,000 of direct funding of the total project cost;

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Port Townsend, as follows:

Section 1. Port Executive Director, Eron Berg, or his designee, is authorized to submit an application to the Community Economic Revitalization Board for funding in the amount of \$50,000 for the proposed project, to provide such additional information as may be necessary to secure approval of such application, and to enter into an agreement for funding assistance with CERB.

Section 2. Any grant assistance received by the Port will be used for direct costs associated with implementation of the project referenced above.

Section 3. The Port certifies that its matching share of the project funding will be derived from Port of Port Townsend General Fund, and that the Port is responsible for supporting all non-cash commitments to this project should they not materialize.

Section 4. This Resolution shall become part of a formal application to CERB.

Section 5. The Port provided appropriate opportunity for public comment on this application.

ADOPTED this 23rd day of November 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

The Port of Port Townsend Administration Building
2701 Jefferson Street | PO Box 1180
Port Townsend, WA 98368

Consistent with Governor's Proclamation 20-28, this Applicant Resolution was adopted by our organization during a remotely accessible meeting (via ZOOM) on November 23, 2021.

APPROVED AS TO FORM:

Port Attorney

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 11/23/2021
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Real Estate Purchase

ISSUE

1. Should the Commission ratify the attached purchase and sale agreement to acquire approximately .75 acres of vacant land west of maintenance?

BACKGROUND

With only a couple of exceptions, the Port owns all of the property between Port Townsend Bay, Sims Way, the bluff and Benedict Street. One such exception is a triangular piece of vacant land just west of the maintenance shop.

DISCUSSION

Port staff were approached by the property owners of that triangular property earlier this year. Following discussion between staff and the owners and an appraisal, a purchase price of \$135,000 plus closing costs was agreed to as is detailed in the attached purchase and sale agreement.

This property has been mowed by maintenance for decades and may be used in the future for additional maintenance work, storage, mitigation for yard expansion and/or the possible addition of a new route on the Larry Scott Trail.

The target date for closing is before December 31, 2021; this item is on your consent agenda for ratification tonight.

FISCAL IMPACT

2021: \$135,000 plus closing costs to be funded by NOI.

ATTACHMENTS

1. Purchase & Sale Agreement

RECOMMENDATION

1. Motion to ratify the attached purchase & sale agreement and authorize the Executive Director to execute all necessary documents to close the transaction.

**REAL ESTATE PURCHASE AND SALE AGREEMENT
WITH EARNEST MONEY PROVISION**

THIS CONTRACT CONTROLS THE TERMS OF THE SALE OF THE PROPERTY

(Please read carefully before signing)

Port Townsend, Washington
November 17, 2021

Received from the PORT OF PORT TOWNSEND, a Washington Special Purpose District, hereinafter called Buyer, the sum of one thousand Dollars (\$1,000.00) in the form of a promissory note, which has been deposited with Escrow Agent designated herein and who is authorized to hold said deposit as earnest money and as part payment on the purchase price of the following described real estate, which Buyer agrees to buy and Seller agrees to sell, located in Jefferson County, State of Washington, and legally described as follows:

An approximately 0.73-acre triangular portion of the property described in Exhibit A and depicted on Exhibit B. The final legal description for the land to be sold will be prepared by a licensed land surveyor, consistent with Exhibit B.

1. **PURCHASE PRICE:** The total purchase price is one hundred thirty-five thousand Dollars (\$135,000.00) payable at closing.

2. **CONTINGENCIES:**

A. **Boundary Line Adjustment:** This sale is conditioned on the City of Port Townsend's approval of a boundary line adjustment (BLA).

3. **CONDITION OF TITLE.** Title to the property is to be free of all encumbrances or defects. Encumbrances to be discharged by Seller shall be paid from Seller's funds at the date of closing. Existing reservations, existing easements not inconsistent with Buyer's intended use, building or use restrictions general to the district, and building or zoning regulations or provisions shall not be deemed encumbrances or defects.

4. **TITLE INSURANCE.** Buyer authorizes Escrow Agent, at Buyer's expense, to apply for a preliminary commitment for a STANDARD form Buyer's policy of title insurance, with homeowner's additional protection and inflation protection endorsements, if applicable and available at no additional cost, to be issued by First American Title Company of Jefferson County. Said policy of title insurance shall be provided to Buyer at closing. Buyer should be aware that additional coverage may be available, if desired, at Buyer's expense. The preliminary commitment shall be delivered to Buyer as soon as practicable after Buyer and Seller have signed this Agreement. Said preliminary commitment, and title policy to be issued, shall contain no exceptions other than those provided for in such standard form and encumbrances or defects noted in Paragraph 3 herein. If title cannot be made so insurable prior to the closing date called for herein, this Agreement shall be terminated and the earnest money shall be refunded to Buyer, less any costs incurred or advances made by Escrow Agent for Buyer, unless Buyer elects to waive such defects or encumbrances. Buyer shall conclusively be deemed to have accepted the condition of title unless Escrow Agent receives written notice of Buyer's objections within three (3) business days after the preliminary commitment for title insurance is made available to Buyer.

5. CONVEYANCE.

A. Title shall be conveyed by Statutory Warranty Deed, free of encumbrances except those as noted in Paragraph 3.

6. SELLER'S REPRESENTATIONS. Seller warrants: (a) that there is not a Condominium or Home Owner's fee and (b) that the property does not contain leased fixtures.

7. INCLUDED ITEMS. This agreement is for the sale of vacant land.

8. 1031 Exchange. Seller may sell this property as part of a qualified IRS Section 1031 exchange; Buyer agrees to reasonably cooperate with Seller to effectuate a 1031 exchange if Seller so desires.

9. CLOSING COSTS AND PRO-RATIONS. The cost of escrow shall be paid by Buyer, except those fees which are expressly limited by federal regulation. Seller shall pay the excise tax at closing. Taxes for the current year, rents, interest, Association or Homeowner's fees, water and other utility charges, if any, shall be pro-rated as of the date of closing unless otherwise agreed. Recording costs shall be paid by Buyer except those recording fees incurred to release encumbrances against the property, which shall be paid by Seller.

10. CLOSING OF SALE: With the understanding that TIME IS OF THE ESSENCE; the desired date of closing shall be on OR BEFORE December 31, 2021, but in any event NOT LATER THAN January 31, 2022, which shall also be the termination date of this agreement, unless extended in writing. Buyer and Seller shall deposit, when notified, without delay, in escrow with First American Title Company of Jefferson County all instruments and monies required to complete the transaction in accordance with this Agreement. Closing, for the purpose of this Agreement, is defined as the date that all documents are recorded, and the sale proceeds are available for disbursement. If prior to closing, improvements on said property shall be destroyed or substantially damaged by fire, human action, or other casualty, this Agreement, at the option of Buyer, shall become void.

11. POSSESSION: Buyer shall be entitled to possession on closing. Seller shall vacate and render the property free of garbage, junk, and other debris prior to closing.

12. DEFAULT: In the event of default by Buyer, it is agreed that the earnest money shall be forfeited as liquidated damages unless Seller elects to enforce this Agreement or seek damages for breach thereof. If the earnest money is forfeited as liquidated damages, said money shall, after deduction of expenses incurred by Escrow Agent on behalf of the principals, be distributed to Seller. In the event that Buyer, Seller or Escrow Agent shall commence proceedings or institute suit to enforce any rights hereunder, the prevailing party shall be entitled to costs and reasonable attorney's fees.

13. AGENCY DISCLOSURE:

At the signing of this Agreement, the Buyer warrants that it was not represented by an agent to which a commission is due as a result of this purchase. In the event a commission is due, unless caused by Seller, Buyer agrees to pay said commission.

14. PROFESSIONAL ADVICE: It may be advisable for either or both parties to obtain legal, tax or other professional advice in connection with this transaction. The parties accept sole responsibility to seek such advice as they deem necessary.

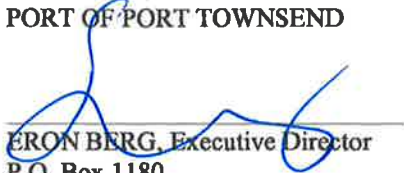
15. AGREEMENT TO PURCHASE AND DISCLAIMER OF WARRANTIES: Buyer's decision to purchase is not based upon statements of fact by Seller concerning the property unless the facts stated have been either (a) included as contingencies for the purchase or (b) independently verified as true to the complete satisfaction of Buyer. Except for conditions and contingencies specifically noted elsewhere in this Agreement, BUYER ACCEPTS THE PROPERTY IN ITS PRESENT CONDITION, AS IS. SELLER

MAKES NO REPRESENTATION AS TO THE ACCURACY OF LOT SIZE AND ADVISES BUYER TO VERIFY CORRECT LOT SIZE TO ITS OWN SATISFACTION. THERE HAVE BEEN NO VERBAL OR OTHER AGREEMENTS WHICH MODIFY OR AFFECT THIS AGREEMENT. THIS AGREEMENT CONSTITUTES THE FULL UNDERSTANDING BETWEEN SELLER AND BUYER.

16. SURVIVES CLOSING: All statements, representations and warranties by either Buyer or Seller as stated herein shall survive closing; Paragraph 1 of this Agreement survives closing.



17. BUYER'S ACCEPTANCE: Buyer offers to purchase the above property on the above terms and conditions, *provided* that this agreement shall require ratification by the Port of Port Townsend Commission and the date of ratification shall be the date of this agreement.

PORT OF PORT TOWNSEND


ERON BERG, Executive Director
P.O. Box 1180
Port Townsend, WA 98368

11/17/2021
Date

18. SELLER'S ACCEPTANCE: Seller agrees to sell the property on the terms and conditions specified herein.


MARY DILLES

ETHAN COOK

11/17/2021
Date

11.17.2021
Date

Port Commission ratification:

Date

EXHIBIT A

That portion of the Southeast $\frac{1}{4}$ of Section 10, Township 30 North, Range 1 West, described as follows:

Beginning at a point on the East Line of Block 266 of Eisenbeis Addition to the City of Port Townsend, as per plat recorded in Volume 2 of Plats, page 24, 180 feet North of the Southeast corner of said block; thence running East at a right angle 66 feet to the initial point of this description; thence turning North at the angle 5 feet, more or less, to the Southeasterly boundary of the Olympic Highway; thence running Northeasterly along said highway boundary to the South Line of Block 243 of said Eisenbeis Addition; thence East along said South Line and said line produced to the meander line of Port Townsend Bay; thence Southwesterly along said meander line to a point 352 feet South of the North line of the tract hereby conveyed (measured at a right angle to said North Line), and thence West, parallel to said North line to the initial point of this description;

Situate in the County of Jefferson, State of Washington.

001104004

Show search results for 00110...

Measurement

Acres

Measurement Result

0.73 Acres

Exhibit B



EARNEST MONEY PROMISSORY NOTE

\$1,000

November 17, 2021

Port Townsend, Washington

FOR VALUE RECEIVED, the Port of Port Townsend, a Washington Special Purpose District, hereinafter "Maker" promises to pay to First American Title Company of Jefferson County, hereinafter "Holder", the principal sum of one thousand Dollars (\$1,000), as earnest money, in accordance with the terms and conditions of the Real Estate Purchase and Sale Agreement with Earnest Money Provision between the Port of Port Townsend as buyer and Mary Dilles and Ethan Cook as sellers.

1. **DUE DATE:** The entire balance of this shall be due and payable within twenty one days of a written request from First American Title Company of Jefferson County.

Port of Port Townsend



Eron Berg, Executive Director

Maker's address for all notices given by Holder under this Note: P.O. Box 1180, Port Townsend, WA 98368

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 23, 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. Legislative Priorities
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Informational Memo 2. Draft 2022 Port of Port Townsend Legislative Priorities

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: November 23, 2021
TO: Port Commission
FROM: Executive Director Eron Berg
CC: Executive Staff
SUBJECT: 2022 Legislative Priorities

ISSUE

Shall the Commission approve the draft 2022 Legislative Priorities?

BACKGROUND

At the Commission meeting on November 10, 2021, the Commission reviewed a draft 2022 Legislative Agenda for the Port of Port Townsend. Following that meeting, the Legislative Agenda has been reordered in order of priority.

ATTACHMENTS

- Draft 2022 Legislative Agenda for the Port of Port Townsend

FISCAL IMPACT

N/A

RECOMMENDATION

Motion to approve the 2022 Legislative Agenda for the Port of Port Townsend.



2022 STATE LEGISLATIVE AGENDA

Request \$1 Million in Capital Budget Funding

The Point Hudson marina has been a focal point of the community for hundreds of years. The Port has begun a three-phase rehabilitation project to preserve the Point Hudson jetties and revitalize the surrounding marina. Point Hudson's 80-year old overlapping jetties protect the marina from waves and winds but have begun to fail, creating a safety concern in the event of a large storm. Prior to last session, the Port partnered with federal and local partners to secure a significant portion of the then \$14.7 million project. The Port was pleased the legislature supported the project with a \$1 million appropriation. Due to an unforeseen materials cost increase of \$1 million, the Port requests additional support from the state legislature in the 2023 supplemental budget to fully fund phase one of the project.

Support Funding for Aviation Fuel Tank Removal & Replacement

The Port currently owns and maintains the Jefferson County International Airport which has an outdated fuel tank. The Port has applied for Pollution Liability Insurance Agency (PLIA) funding but has not been prioritized for immediate financial assistance. The Port supports additional funding opportunities for public ports that must decommission aviation fuel tanks to meet current environmental standards.

Support Funding for Derelict Vessel Removal Program

The Port relies on and supports continued funding for derelict vessel remediation in partnership with the Department of Natural Resources.

Support Full Ferry Service

The financial impacts of COVID-19 have decreased fare revenue and funding for ferry service. These financial challenges, and ferry workforce shortages, have resulted in cuts to service. The Port supports efforts to return to the regular schedule of boats for the Port Townsend-Coupeville and Kingston-Edmonds ferry routes, including investments in the ferry workforce.

Support Sales Tax for Local Public Uses

The Port supports the extension of RCW 82.14.370, known in Jefferson County as the "Public Infrastructure Fund," which allows rural economically distressed counties to retain 0.09% of Washington State's sales tax to finance public facilities serving economic development purposes. Without the passage of HB 1333, RCW 82.14.370 will sunset. \$150,000 in PIF funds have been dedicated to the Point Hudson Jetty replacement and \$1 million will help underground utilities and expand the Port's boatyard.

Support Investments in Broadband

Broadband access is limited in Jefferson County. The Port supported legislation last session granting authority for ports and public utility districts to provide retail broadband service. The Port supports continued investment into broadband infrastructure.

Support Funding for Model Toxics Control Act

The Port supports continued funding for Model Toxics Control Act (MTCA) clean-up projects and the reduction of barriers to apply for MTCA funding.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 23, 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. Quilcene Report Out
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Informational Memo 2. Agenda & Meeting materials for 11/16/2021 meeting

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 11/23/2021
TO: Commission
FROM: Eron Berg, Executive Director & Eric Toews, Deputy Director
SUBJECT: We're Still Listening Quilcene

ISSUE

The purpose of this memo is to keep the Commission informed as the Quilcene listening process continues.

BACKGROUND

Following the completion and report out of the We're Listening Quilcene process, the Commission approved next steps that include a series of meetings hosted by Port staff in Quilcene. The first of those meetings was Tuesday, November 16th and the next meeting is Tuesday, December 7th.

DISCUSSION

25 people attended the meeting on the 16th at the Quilcene Community Center. From staff's perspective, it felt like a positive and productive meeting. Key themes include:

- A. A desire for near term effort to improve the dock surfaces, bathroom, parking, landscaping, ramp and security.
- B. A desire to understand key questions about the Port and Herb Beck Marina facility such as: the budget both Port wide and for the Herb Beck facility, details on dredging costs, permitting and frequency, understanding the existing water and septic systems, existing maintenance requests and status, and existing leases.
- C. A desire to continue to work with the Port on a plan, but as expeditiously as possible. Nearly all participants felt like the time was past due to see some action and did not want additional planning to delay near term efforts. Some wanted to see a plan from the Port; others wanted to engage more directly in various elements of a plan to be developed.

Our intent is to provide research for the items requested, as is available, and to follow up at the December 7th meeting with some ideas for possible improvements to the Herb Beck Marina facility that are consistent with what we have heard, and continue to listen and collaborate with interested people on the development of a plan to recommend to the Commission early next year.

Ron Jones and Sharon Redmon will both be joining the Commission meeting to provide a verbal report from the attendees' perspective.

FISCAL IMPACT

N/A

ATTACHMENTS

Agenda and materials presented at the community meeting.

RECOMMENDATIONS

N/A



COMMUNITY MEETING AGENDA:
“We’re still listening, Quilcene.”

November 16, 2021

5:00 – 7:00 pm

Quilcene Community Center
294952 US Highway 101

- I. INTRODUCTIONS**
- II. KEY PRINCIPLES TO GUIDE OUR CONVERSATION** (see reverse side of agenda)
 - A. Broad Community Support
 - B. Port Mission Alignment
 - C. Triple-Bottom Line Decision-Making
- III. WHAT WE HOPE TO ACHIEVE WITH YOUR HELP** (discussion & comments)
 - A. Develop a Long-Term Vision for the Facility
 - B. Identify Actions to Improve the Facility
 - 1. Immediate Actions (maintenance/repairs)
 - 2. Near Term (1-5 years)
 - 3. Medium Term (6-10 years)
 - 4. Long Term (11-20 years)
 - C. Prioritize Improvements and Develop a Funding Plan
- IV. NEXT STEPS**
- V. CLOSING COMMENTS/ADJOURNMENT**

“We’re listening, Quilcene.”

Key Principles to Guide Our Conversation

- **Broad Community Support:** Our recommendations should be broadly supported and align with the wider community’s vision for the future.
- **Mission Alignment:** Our efforts must be consistent with, and help to implement, the mission and purpose of the Port as a special purpose government under state law.
- **Triple-Bottom Line Decision-making:** We should balance the economic, environmental, as well as social consequences of the actions we recommend to the Commission.

“We’re listening, Quilcene.”

Seven Key Themes from the 2021 Community Outreach Effort

1. **Passion:** Residents and marina users are passionate about the Herb Beck Marina facility, and its significance to the community and their individual lives.
2. **Skepticism:** Some feel that the concerns voiced over the years have been dismissed by the Port in the past and are skeptical that their opinions will be valued now.
3. **Environment:** Protection of the environment and the pristine ecology of the bay are of paramount concern to many.
4. **Economy:** While economic development is valued, there is a desire to ensure that it is of the right character and appropriately scaled to preserve what’s best about the facility.
5. **Privatization:** Apprehensions linger that the Port may want to sell all or a part of the facility to the private sector.
6. **Neglect:** Many noted that the Port had long neglected facility repairs and maintenance, leading to a generally degraded appearance.
7. **Health & Safety:** Some believe the facility neglect issue raises legitimate concerns for the public health and safety if left unaddressed.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 23, 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. IDD Quarterly Report
STAFF LEAD	Abigail Berg, Director Finance and Administration
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Informational Memo 2. IDD Quarterly Report

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/23/2021
TO: Port Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: IDD Levy Financial Report, YTD Qtr. 3

ISSUE

NA

BACKGROUND/DISCUSSION

The purpose of this report is to keep the Commission apprised of the activity of the IDD Levy receipts and authorized capital expenditures during the term of the levy. It includes the annual budgeted tax receipts and capital project expenses and the year-to-date tax receipts and capital project expenses, as well as since the inception of the levy. In addition, the running total of the estimated remaining levy amount that can be taxed, the annual millage rate and the reserve fund balance as of the date of the reported quarter's reconciliation transfer are included.

Monthly IDD-funded capital expenses are paid from the general fund, but the general fund is not paid back from the IDD reserve until the quarterly reconciliations are prepared. When the quarter-end reconciliation is created and the transfer (reimbursement) is made to the general fund, those figures are entered into this report.

In June, the Commission updated the 2021 Capital Improvement Program budget that was originally adopted November 2020.

FISCAL IMPACT

Report shows the income, expenditures, and current balance of the IDD Reserve fund. Nine months through the year, projects expenditures are 34% of budget. It is unlikely the estimated budget of \$560,000 will be spent by year's end.

RECOMMENDATION

NA

IDD Tax Levy Activity
as of end of Quarter 3, 2021

Details: This report provides the current quarter-to-date IDD capital expenses authorized to be funded by the IDD levy. It also includes the IDD levy receipts, quarter-to-date, and fund transfers made one month subsequent to quarter end, to reconcile capital work.

approved by voters November 5, 2019

First year of collection 2020

Base Year AV 2019

Annual maximum millage rate per \$1,000

total estimated IDD Levy

\$	5,988,145,402
\$	0.45
\$	16,167,993

Annual millage rate

Total Received from start of levy

Estimated remaining balance to tax

\$	0.13
\$	797,610
\$	15,358,639

\$	0.26
\$	1,787,933
\$	13,724,350

Revenues	2020 (a)		2021 (c)	
	budget	actual	budget	actual
Levy Receipts	809,354	797,610	1,634,289	990,323
Other Taxes (b)	-	71,331	-	32,544
total IDD Revenue	809,354	868,941	1,634,289	1,022,866
Capital Expenses (b)				
Point Hudson Jetty Project (c)	590,000	194,646	300,000	99,658
Boat Haven Linear Dock Electrical (55%)	30,050	22,899	-	-
Workyard Resurfacing 2021	-	-	-	-
Main Stormwater Pump Station Repairs	-	-	100,000	53,497
Dock Renovation & Piling Replacement (c)	80,272	-	-	8,622
Sperry Bldgs. Capital Maintenance	-	-	70,000	27,068
Work & Boat Yard Electrical Design/Construction (c)	-	-	75,000	-
Quilcene Dredging Design	25,000	-	-	-
Boat Haven Moorage Office	-	-	15,000	-
total IDD Capital Expenses	725,322	217,545	560,000	188,845
Remaining IDD Reserve Fund balance	84,032	651,396	1,074,289	834,021
Balance of IDD Reserve Account as of November 17, 2021			\$ 1,485,418	

Notes:

(a) A budget for IDD Levy funding use was not developed in the original 2020 budget since the election results were not certified until after budget adoption. The voters did pass the IDD Levy referendum and on April 22, 2020, Port staff presented the Commission with a proposed budget for the 2020 IDD Levy capital expenditures. This was later revised several times during 2020.

(b) "Other Taxes" include taxes that are paid as the result of having the IDD Levy apply to property taxes. These include DNR Timber Sales, Timber Leases, Timber Excise Tax, and Interest on DNR Leases. These will vary year to year.

(c) At the June 23, 2021 Commission meeting, an updated CIP budget for 2021 was approved. The Point Hudson Jetty project expense was increased from \$226,700 to \$300,000 due to permitting costs. The Dock Renovation & Piling Replacement project was removed from the 2021 budget, though expenses had already been incurred. The Work & Boat Yard Electrical Design project was increased from \$30,000 to \$75,000 so that it included Construction.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 23, 2021
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VII. C. Capital Projects Quarter 3 update
STAFF LEAD	Matt Klontz, Director of Capital Projects and Port Engineer
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Staff Informational Memo 2. Capital Project Descriptions for Quarter 3 3. Capital Project Summary Spreadsheet

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/18/2021
TO: Commissioners
FROM: Matt Klontz
CC: Eron Berg, Eric Toews, Abigail Berg
SUBJECT: Capital Projects Quarterly update November 23, 2021

ISSUE

2021 Capital projects current status presentation.

BACKGROUND

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

DISCUSSION

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

FISCAL IMPACT

Potential new projects and cost changes to existing planned projects may have an impact on the current year budget. Such increases in project costs would be brought to the Commission for approval.

RECOMMENDATION

No formal action required

ATTACHMENTS

1. Capital Project Worksheet and Schedule
2. Capital Project Summary Spreadsheet



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Dock Restoration & Piling Replacement Program - Quilcene Marina

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

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

SCHEDULE: We expect to work on this project as time allows within our available in water permit window July 15 thru October 15, 2021. Q1- Port is currently conducting a comprehensive planning study of Quilcene Property. Emergency dock repair complete. Broken dock removed and replaced with existing dock from within the Marina. Q2 - Staff reviewing options for concrete surface repair. **Q3 – On November 18, Staff met with the community to continue marina planning discussions. Next meeting with the community is slated for December 7. (Note – In the 2022-2026 Capital Improvement Plan, improvements at the Quilcene Marina are shown as a program with specific projects to be later identified through the planning study.)**

COST ESTIMATE: Rehabilitation Estimate.

Item	Qty.	Unit	Total
Walers and Rub boards	150	\$100	\$15,000
Thru rods and associated hardware	200	\$25	\$5,000
Fiberglass triangle dock fillets and support	24	\$100	\$2,400
Utility hangars	55	\$25	\$1,375
Misc. Materials (concrete, rebar, screws, etc.)			\$5,000
Material subtotal			\$28,775
LABOR:			
Port Staff Labor	960 hours	\$67/hr.	\$64,320
Project Cost			\$93,095
Contingency	10%		\$9,310
TOTAL PROJECT COST:			\$102,405

Also considering alternate options to add to Rehabilitation Estimate:

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

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

Budget: IDD Levy reserve 2022-\$100,000



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

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

PROJECT DESCRIPTION: The Port owns approximately 3 miles of floating dock that is exposed to weather, sea water, tidal changes, and boat use contributing to the degradation of the infrastructure. This project will replace elements of “D” Dock at Boat Haven Marina. This project includes replacing the walers; rub boards, triangle dock fillets, concrete repair, and utility supports as needed. This project will extend the useful life of these docks and improve safety. Q1- Staff reviewing the possibility of adding plastic deck grating over the concrete dock. Staff to review current pile condition within Marina to replace critical wood piling. Q2 Staff reviewing options for concrete surface repair. Staff inspected and created a photo record of damaged piles. **Q3 – Staff is working to document mitigation credit gained through creosote-treated pile removal to offset the mitigation requirement for the Boat Haven Jetty Project. It would be cost effective to have the pile replaced as part of the jetty repair.**

Walers life cycle 15years

Concrete Float life cycle 70 years

Wood Structure float life cycle 35 years

Wood Decking life Cycle 20 years

SCHEDULE: We expect to work on this project within our available in water permit window July 15 thru January 15, 2022. We will assign three staff members to this project. Q1- permit obtained to replace 18 wood piling within the Marina.

COST TO DATE: Q2 -\$7,114: **Q3 - \$86,948**

COST ESTIMATE: Rehabilitation Estimate.

Item	Quantity	Unit	Total
Walers and Rub boards	300	\$250	\$75,000
Thru rods and associated hardware	400	\$250	\$10,000
Pile Hoops	40	\$130	\$5,200
Internal Pile Guides	20	\$225	\$4,500
Fiberglass triangle dock fillets and support	52	\$300	\$15,600
Utility hangars	55	\$25	\$1,375
Misc Materials (concrete, rebar, screws, etc.)			\$5,000
Material subtotal			\$116,675
LABOR:			
Port Staff Labor	2750 hours	\$67/hr.	\$184,250
Project Cost			\$300,925
Contingency	10%		\$30,093
TOTAL PROJECT COST:			\$331,018

Also considering alternate options to add to Rehabilitation Estimate:

Replacement Cost Estimate at \$150/sf for concrete float material cost (10,200@\$150=\$1,530,300)

Replacement Cost Piling \$10,000/Each (60@\$10,000=\$600,000)

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Dock Restoration & Piling Replacement Program – Point Hudson Marina

PROJECT DESCRIPTION: The Port owns approximately 3 miles of floating dock that is exposed to weather, sea water, tidal changes, and boat use contributing to the degradation of the infrastructure. This project will add support elements to the docks at Point Hudson Marina. This project includes replacing the shear and lateral support system to stiffen (5) existing finger docks on the northern edge of the Marina. This project will extend the useful life of these docks and prevent further wind damage. Q2-Other minor repair work performed on the linear dock including deck repair, and utility attachment to the linear dock. **Q3 - No Update**

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

COST ESTIMATE:

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

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

Budget: Appropriate for use of IDD funding. No current funding identified. Q1 -Project not eligible for FEMA event.



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Storm Water Pump Replacement – Boat Haven Yard

PROJECT DESCRIPTION: The Port owns and operates a stormwater conveyance system within the Boat Haven yard. The stormwater system is regulated under a Boatyard General Permit issued by the State Department of Ecology. A part of the stormwater conveyance system drains to a pump station that operates when the tide in the Marina does not allow stormwater to drain by gravity flow. The pumps and support rail system are in-need of replacement. This project will extend the useful life of pump station and decrease the risk of damage due to localized flooding. **Q3 - On hold until design of the new stormwater system is done.**

SCHEDULE: We expect to work on this project as time allows within the dry season with lower tides. We will assign three staff members to this project. Q2- Work to begin in August. **Q3 – Staff determined it was best to coordinate the pump replacement when the Boat Haven Stormwater Improvement project so lift station was improved at the same time the boat yard stormwater improvements were made. Also, the recent power outage on Nov. 16 highlighted a need for a backup generator to be installed for the pump station. This too will be coordinate with Boat Haven stormwater improvements.**

COST TO DATE: Q1 - Cost to Date 2021 \$46,453 Whitney Equipment Q2 \$53,497

COST ESTIMATE:

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

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

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Sunrise Coffee/ Furniture Clinic Sperry Building #3

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

SCHEDULE: This would be a 5-year capital program to rehab the Sperry Buildings. We would do 2 a year for the next 5 years. Starting with the buildings at the Port entrance. Mostly dry season work. Q2- Work is mostly complete. Waiting for exterior light fixtures. **Q3 - Project Complete**

COST TO DATE: Q2 - \$6,078

COST ESTIMATE:

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

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: PT. Brewery Building Sperry Building #2

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

SCHEDULE: This would be a 5-year capital program to rehab the Sperry Buildings. We would do 2 a year for the next 5 years. Starting with the buildings at the Port entrance. Mostly dry season work. Q1- Work began May 2021 with removal of window planters. Q2- Work is mostly complete. Waiting for new exterior lighting fixtures and sky light replacement paneling for the exterior wall. **Q3 – Project Complete**

COST TO DATE: Q2 - \$12,810 **Q3 - \$16,482**

COST ESTIMATE:

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

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q2 Update August 2021: Q3 Update November 2021

PROJECT: Boat Haven – Paint Fuel Dock Building

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

SCHEDULE: Dry season work. Q2- Project completed by others (no cost to Port). Q3 – Project Complete

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

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Point Hudson – Landscape Improvements

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

SCHEDULE: Spring 2021 Q2 Project on hold to accomplish other priority projects. **Q3 - On hold.**

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

Budget: NOI 2021 - \$40,000



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Boat Haven Yard 480-V Power Installation

PROJECT DESCRIPTION: This project is a partnership between the Port and PUD to provide enhanced 480 power feed to Port and private owned buildings and boat haul out locations. The 480 power will allow the Port tenants the ability to run heavy load electrical equipment. The Port will provide the trenching, installation of electrical conduit runs, and 7 end of run power pedestal. The PUD will provide the electrical conductors, transformer, meter base, and service meters. Q1- PUD reviewing vault size to determine if adequate for future boatyard needs.

SCHEDULE: We expect to work on this project as a priority after we receive our new excavator in Mid-February. It is estimated that 240 hours of staff time will be needed to accomplish this project. We will assign three staff members to this project. A coordination meeting with the PUD to be set to discuss details of cost sharing and assignment of work. Q2 – Work rescheduled for the fall 2021. **Q3 – Continuing to coordinate logistics with PUD.**

COST ESTIMATE:

Item	Quantity	Unit	Total
Pedestal	7	\$4,000	\$28,000
Conduit	3000	\$3	\$9,000
Clean backfill material	1	\$1,000	\$1,000
Disposal Fee	1	\$1,000	\$1,000
Misc Materials for Wood cover (concrete, rebar, screws, etc)			\$3,800
Material subtotal			\$42,800
LABOR:			
Port Staff Labor	240 hours	\$67/Hr.	\$16,080
EQUIPMENT:			
Excavator	80	\$50/Hr.	\$4,000
SUBCONTRACT WORK:			
Electrician			\$6,000
TOTAL PROJECT COST: including 10% Contingency			\$75,768

Budget: No current funding identified



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Boat Haven Relocate Coast Guard Building to Moorage/Yard Office

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

Q1- Staff further advancing consideration of the Old coast guard building to be renovated and relocated for use as moorage/yard office. Consider relocating current moorage/yard office for use as Airport terminal building. Consider relocation of the existing county hazardous material building to the Airport for equipment storage to allow for additional airplane hangar space.

SCHEDULE: We are currently conducting a hazardous material survey to determine the existence of asbestos and lead within the building that may need to be removed prior to occupying the space. Q1- hazardous material survey complete with no Asbestos detected, and lead paint detected. Q2 – Architect to evaluate existing Coast Guard building for required permit requirements. **Q3 – Building is cleaned out and gutted. Staff is preparing a professional services agreement with the architect for architectural and permitting services.**

COST ESTIMATE:

Q1 -Coast Guard Building Remodel/Relocate \$ 200,750 estimate. Q2- \$206,250
Relocate Moorage Office - unknown at this time Q2 \$110,550 estimate
Relocate County HM building - unknown at this time Q2 \$140,800 estimate

Budget:	IDD 2021	\$15,000 (moorage office)
	IDD 2022	\$191,250 (moorage office)
	NOI 2022	\$110,550 (Airport Terminal building)
	IDD 2023	\$140,800 (Relocate County HM building)



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021: Q3 Update November 2021

PROJECT: Port WiFi

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

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

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

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021: Q3 Update November 2021

PROJECT: Boat Haven Yard Storage Containers

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

SCHEDULE: We expect to work on this project as time allows. Q2 Project on hold to accomplish other priority projects; this is work that can be done in winter. Q3 On Hold

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

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Pavilion Building Remodel

PROJECT DESCRIPTION: Remodel the Pavilion Building for use as public meeting space available for the Port Commission and public and private meetings and events. The improvements under consideration include new windows, new exterior doors, handrail for exterior deck, new HVAC system, additional bathroom, storage room, interior elevated platform, kitchenette, flooring, interior paint, and sound dampening. The building was built in the 1930's and is included in the Historical District. A building permit will be required with historic preservation review. Assistance for the design will be provided by Terrapin Architecture who has done prior work on the building for a possible tenant.

SCHEDULE: Demolition can begin immediately. Draft design to be available June 2021. The goal is to have this building usable for the Commission by late summer. Q2- Improvements to the building are ongoing. A building permit is pending for HVAC, plumbing, and historic preservation review. Rough framing, interior paint, electrical work, exterior doors, and some windows have been installed. **Q3 – Remaining work includes installing finish-trim, HVAC system, main floor painting, and AV system.**

Cost to Date: Q2 \$31,979 **Q3 - \$135,347**

Cost Estimate:

Item	Quantity	Unit	Total
Windows	1	LS	\$10,000
Restroom	1	EA	\$7,500
Carpet(Subcontract Work)	1	LS	\$5,000
Communication System	1	LS	\$5,000
Exterior Doors	1	LS	\$5,000
Platform	1	EA	\$10,000
Demolition/Disposal	1	LS	\$500
Paint	1	LS	\$500
HVAC system (Subcontract Work)		LS	\$60,000
Material subtotal			\$103,500
LABOR:			
Port Staff Labor	320 hours	\$67/Hr.	\$21,440
Consultant	1	\$10,000	
Project Cost			\$135,580
Contingency	10%		\$13,558
TOTAL PROJECT COST:			\$148,434

Budget: **NOI funding (as of June 2021 CIP Budget revision)**



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Nomura/Skookum Building Remodel

PROJECT DESCRIPTION: Phase 1- Remodel the Nomura Building for new tenant space. The improvements include new interior walls, paint, door relocation, removal of interior walls, relocate lighting and added electrical outlets.

Phase 2 Currently under consideration to remove a structural wall, construct, and remove interior non-structural wall to accommodate upstairs tenant. Add second bathroom upstairs, enclose HVAC system, and create storage area for Port files.

SCHEDULE: Phase 1 – Complete April 2021 and occupied by new tenant.

Phase 2 Currently under review by Architect to determine feasibility of structure building changes. Demolition can begin immediately. Draft design to be available May 2021.

Q2 Phase 1 of project is 95% complete. A water meter is on order and will be installed as soon as available. The meter will help determine water usage billing more accurately. Phase 2 On hold **Q3 - Phase 1 Project Complete.**

Phase 1 Cost to Date = Q2 \$50,671

Phase 2 Estimate of Work

Item	Quantity	Unit	Total
Restroom Install	1	EA	\$7,500
Structural wall removal	1	EA	\$15,000
Material subtotal			\$22,500
LABOR:			
Port Staff Labor	160 hours	\$67/Hr.	\$10,720
Consultant Architect	1	\$5,000	
Electrician	1		\$7,500
Carpet Installer	1		\$5,000
Project Cost			\$50,720
Contingency	10%		\$5,072
TOTAL PROJECT COST:			\$55,792

Budget: **NOI funding (as of June 2021 CIP Budget revision)**



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: May 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Dock Restoration & Piling Replacement Program – Boat Haven New Day Fisheries
Commercial Dock Repair

PROJECT DESCRIPTION: The Port owns approximately 3 miles of floating dock that is exposed to weather, sea water, tidal changes, and boat use contributing to the degradation of the infrastructure. This project will replace elements of the New Day Fisheries Dock at Boat Haven Marina. This project includes replacing the walers, rub boards, pile hoop and thru bolts. This project will extend the useful life of these docks and improve safety.

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

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

Q2 – Project dock rehab complete in July, **Q3 – Project Complete**

COST ESTIMATE: Rehabilitation Estimate.

Item	Quantity	Unit	Total
Walers and Rub boards	1	LS	\$1,000
Thru rods and associated hardware	1	LS	\$6,000
Pile Hoops	5	\$156	\$780
Material subtotal			\$7,780
LABOR:			
Diver (Subcontractor)	1	\$2,500	\$2,500
Port Staff Labor	80 hours	\$67/Hr.	\$5,360
Project Cost			\$15,640
Contingency	10%		\$1,564
TOTAL PROJECT COST:			\$17,204

Cost to Date: \$6,369.29 Portland Bolt, Peter Marine \$778.25 Q2 -\$10,737 **Q3 – \$20,565**

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Tommy Tailspin Hanger Rehab Q1-Update May 2021

PROJECT DESCRIPTION: This project will rehabilitate portions of the hanger to extend useful life. Roof and siding damage identified. Potential hazardous material. Q1- FEMA weather event was declared (DR4593) and this project is under consideration for eligible repair project.

SCHEDULE: We are currently conducting a hazardous material survey to determine the existence of asbestos and lead within the building that may need to be removed prior to occupying the space. Q1- Asbestos in the exterior material was detected. Air study conducted within the interior of the building with no detection. Q2 continuing to cleanup asbestos damage. Working with FEMA on future repair work eligibility for reimbursement. **Q3 – Roof continues to leak. A new ridge cap and additional hole plugging/patch to proceed in November. Permanent roof repair (or possible replacement) pending funding from FEMA assistance.**

COST ESTIMATE:

Q1 -Asbestos Removal and installation of new siding and roofing. \$301,796.

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

Q1-Potential FEMA eligible project.



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021: Q2 Update August 2021: **Q3 Update November 2021**

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

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

We are currently working with USFW to obtain all federal permits required for construction. In addition, application for the State Joint Aquatic Resources Permit (JARPA) to be submitted within the month. Q1 – JARPA permit submitted and by May 27th federal agency to determine permit timeline.

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

Staff is continuing to explore different methods of construction including a landward and incremental approach to removal and replacement of the breakwater. Q1- permitting the project with water access

SCHEDULE: We anticipate that the permit window for work on this project will allow in-water work to begin July 16 and end February 15th each calendar year. Phase 1 is planned to begin construction in the Fall on 2021 with a 4-month duration to complete to north jetty replacement. Phase 2 will be a separate construction contract beginning July 15 of 2022 and ending in water work by February 2023. Q1- Permitting is not complete, the estimated construction to begin September 2022 with a two-season phased project to complete both the north and south breakwaters. Project most likely to be bid as one project with two seasons of work as preferred by the federal grant agency. Q2- Mott MacDonald proceeding with final design to be complete by end of year 2021. Permits are pending with an anticipated completion date of December 2021. A request has been submitted to Department of Natural Resources to extend the Port Management Agreement to match the useful life of the constructed improvements as required by the funding partners. **Q3 – It is still anticipated that the US Fish & Wildlife NEPA determination will be made in December. A second NEPA determination will need to be made by the U.S Economic Development Administration (EDA) in January. Following EDA's NEPA determination, Port staff will coordinate the authorization of the project funding agreement with EDA.**

COSTS IN 2021: \$100,319.

COST ESTIMATE:

The cost estimate for the north and south jetty including the walkway is \$14.4 m.

Q1 – Current Consultant Budget Status

Mott MacDonald Agreement Supplement 3 is \$373,000 Remaining Q2-\$246,221 **Remaining Q3-\$190,047**

Widener and Associates Agreement Q2 \$87,031, Remaining Q2 \$37,247 **Remaining Q3 \$2,807.44**

Budget: Appropriate for use of IDD funding.

Federal Funding EDA Disaster Recovery Program Grant

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

RCO Recreation Conservation Office Grant

\$ 882,661 (**Possible Design Reimbursement**)

Q1 – State Capital Budget (available July 2021

\$ 1,000,000 (State Funding)

IDD Levy Reserve Funds

2021 Line of Credit secured to bridge funding, as needed

\$ 7,000,000



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021 Q1 Update May 2021 Q2 Update August 2021: **Q3 Update November 2021**

PROJECT: Boat Haven Yard Gravel resurfacing Annual maintenance.

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

SCHEDULE: We expect to work on this project as weather allows within the dry season. Work will be completed under an existing contract with SetOn Construction awarded in 2019 for on-call gravel resurfacing work. It is estimated that over 160 hours of staff time will be needed to accomplish this project to relocate boats and other material from the areas to be resurfaced. Q1-Project on hold to be considered as component of the larger stormwater treatment project. **Q3- On hold.**

COST ESTIMATE:

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

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



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: May 2021 Q2 Update August 2021: **Q3 November 2021**

PROJECT: Boat Haven Boat Yard Stormwater Treatment System.

PROJECT DESCRIPTION: Boat Haven Boat Yard stormwater is regulated by the Department of Ecology (DOE) under a Boatyard General Permit. The existing permit under which we operate was issued July 6, 2016 and expires July 31, 2021. A draft new permit under consideration by the DOE reduces the allowable discharge limits for copper and adds new testing and reporting requirements for PH, turbidity, and oil. The proposed copper maximum benchmark is 15 ppb. Q2 The DOE delayed issuing the new permit until Winter 2021, we continue to operate under the existing conditions established by the old permit. **Q3- The Department of Commerce has provided the Port with the requirement documents that must be completed prior to the funding agreement being executed. One such pre-agreement requirement is to complete a cultural resource consultation with WA Department of Archaeology and Historical Preservation and Neighboring Tribes.**

SCHEDULE: As the funding is finalized in the state budget July 2021, and the lead federal agency has determined we anticipate solicitation of an engineering firm to assist the Port to meet the proposed stormwater quality standards.

COST ESTIMATE: The preliminary cost for a new treatment system to meet the proposed stormwater quality standards is estimated to be \$2,600,000.

Budget:

IDD levy funds as match **in 2022.**

2021-2023 State Budget \$2,050,000 (Federal - Coronavirus State Fiscal Recovery Account)



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: January 19, 2021: Q3 November 2021

PROJECT: Boat Haven Marina Breakwater Rehabilitation Project:

PROJECT DESCRIPTION: The breakwater protecting Boat Haven Marina needs to be repaired from 2018 storm damage. We designed and bid a repair project in 2019 and awarded the contract to American Construction. We are still in contact with American and upon permit agencies approval we plan to start work. Q3- Waiting agency permit approval.

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

SCHEDULE: The project is waiting for permit agency approval.

COST ESTIMATE:

The bid award amount received from American Construction in 2019 was \$245,000; cost increase is anticipated due to rise in material, labor and equipment rates.

Budget:

Boat Haven Renovation Reserve funding 2022- \$350,000



CAPITAL PROJECT WORKSHEET AND SCHEDULE

DATE: Q1 Update May 2021

PROJECT: Gardiner Boat Ramp Replacement

PROJECT DESCRIPTION: The port owns and operates five boat launches within Jefferson County. Gardiner Boat Ramp provides boat access to Discovery Bay and is in poor condition. The project will replace the ramp and provide a new seasonal dock for improved boat access.

SCHEDULE: As the funding is finalized in the state budget July 2021, we anticipate solicitation of an engineering firm to assist the Port in the design of the new facility. Construction planned for 2023.

COST ESTIMATE: The preliminary cost for the facility is estimated to be \$674,847.

Budget:

Appropriate for use of Net Operating Income funding.

2021 Recreation Conservation Office Grant \$539,877 (80% Grant funding, July 2021)

Port Funding Match required \$134,970 (20%)

	Location	Description	Labor Hours	Labor Cost	Equipment Cost	Material Cost	Subcontractor	SubTotal	Contingency	Total	IDD Project
1	Quilcene Marina	Dock Renovation Program	960	\$ 64,320	\$ -	\$ 28,775		\$ 93,095	\$ 9,310	\$ 102,405	No
2	Boat Haven D Dock	Dock Renovation Program	2,750	\$ 184,250	\$ -	\$ 116,675		\$ 300,925	\$ 30,093	\$ 331,018	Yes
3	Point Hudson Marina	Dock Renovation Program	240	\$ 16,080	\$ -	\$ 5,800		\$ 21,880	\$ 2,188	\$ 24,068	No
4	Boat Haven Yard	Storm Water Pump Replacement	200	\$ 13,400	\$ -	\$ 77,000		\$ 90,400	\$ 9,040	\$ 99,440	Yes
5	Boat Haven	Sperry Building #3	250	\$ 16,750	\$ -	\$ 13,450		\$ 30,200	\$ 3,020	\$ 33,220	Yes
6	Boat Haven	Sperry Building #2	200	\$ 13,400	\$ -	\$ 6,400		\$ 19,800	\$ 1,980	\$ 21,780	Yes
7	Boat Haven Marina	Paint Fuel Dock Building	100	\$ 6,700	\$ -	\$ 1,250		\$ 7,950	\$ 795	\$ 8,745	No
8	Point Hudson	Landscape Improvements	200	\$ 13,400	\$ 4,000	\$ 7,500	\$ 10,000	\$ 34,900	\$ 3,490	\$ 38,390	No
9	Boat Haven Yard	480 Power	240	\$ 16,080	\$ 4,000	\$ 42,800	\$ 6,000	\$ 68,880	\$ 6,888	\$ 75,768	Yes
10	Boat Haven Yard	Relocate Coast Guard Building to Moorage/Yard Office	800	\$ -	\$ -	\$ 100,500	\$ 82,000	\$ 182,500	\$ 18,250	\$ 200,750	No
12	Port Facilities	WiFi connectivity	-	\$ -	\$ -	\$ 23,150	\$ -	\$ 23,150	\$ 2,315	\$ 25,465	No
13	Boat Haven Yard	Storage Containers	200	\$ 13,400	\$ -	\$ 12,000	\$ -	\$ 25,400	\$ 2,540	\$ 27,940	No
14	Point Hudson	Pavilion Bldg Remodel, HVAC, Bathroom, Window replacement	320	\$ 21,440	\$ -	\$ 38,500	\$ 75,000	\$ 134,940	\$ 13,494	\$ 148,434	No
15	Point Hudson	Remodel office Adjacent to Moorage office	80	\$ 5,360	\$ 1,000	\$ 1,650	\$ -	\$ 8,010	\$ 801	\$ 8,811	No
16	Boat Haven	Remodel Skookum/Nomura Building	320	\$ 10,720	\$ -	\$ 22,500	\$ 17,500	\$ 50,720	\$ 5,072	\$ 55,792	No
17	Boat Haven	Commercial Dock Repair	80	\$ 5,360	\$ -	\$ 7,780	\$ 2,500	\$ 15,640	\$ 1,564	\$ 17,204	No

6,140

Bid Projects

	Location	Description	Design/Permit	Property	Construction	CM		SubTotal	Contingency	Total	IDD Project
19	Airport	Tailspin Tommy's Rehab Bldg	\$ 31,000.00	\$ -	\$ 243,360	\$ -		\$ 274,360	\$ 27,436	\$ 301,796	No
20	Point Hudson Breakwater	Phase 1-North Jetty Rehab	\$ 337,000	\$ -	\$ 5,000,000	\$ 250,000	\$ -	\$ 5,587,000	\$ 558,700	\$ 6,145,700	Yes
21	Boat Haven Boat Yard	Gravel Resurfacing	\$ -	\$ -	\$ 90,000	\$ -		\$ 90,000		\$ 90,000	No
21	Boat Haven Boat Yard	Storm Water Treatment Compliance Upgrade	\$ 150,000	\$ -	\$ 2,215,000	\$ -		\$ 2,365,000	\$ 236,500	\$ 2,601,500	No
22	Boat Haven	Breakwater Repairs	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ 240,000		\$ 240,000	No
23	Gardiner	Boat Ramp replacement and new floating dock	\$ 127,200	\$ -	\$ 530,000	\$ 31,800	\$ -	\$ 689,000		\$ 689,000	No

\$ 10,598,225

Season Work Schedule

Dry	
Anytime	
Permit	
New	

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 23, 2021
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Lease Briefing 2. Contracts Update 3. MOU between Port & Teamsters Local 589

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: November 18, 2021
TO: Commissioners
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: Lease Briefing for November 23, 2021, Commission Meeting

Miscellaneous Updates:

- Sail Loft update – Eric Toews and I met with the potential LLC group on November 9. Since then, we have provided them with information, including zoning regulations, the Port's Strategic Plan, the Sail Loft section of the Artifacts 2020 Point Hudson Study, and building square footage. We expect to have a decision from the group by the end of November, after they have consulted with their attorney. If they chose not to move forward with the LLC, staff will advertise the upstairs loft for lease.
- Today, I received an email from Ken Brotherton offering to pay market rate to rent the building that the Quilcene Yacht Club resides in to open an eating/drinking establishment. (Staff would need to review the Shoreline Code prior to consideration of an eating establishment in that location.)
- Waterline Boats/Helmsman Yachts, who rents a small waterfront office at Point Hudson (132 sf) would really like to relocate to the Boat Haven property. We have nothing to offer them today, but I have provided them with a few suggestions. One thought is the downstairs space in the Nomura Building licensed to the Gatheringplace. Their agreement ends October 31, 2022. The other potential location could possibly be the building housing Rubicon Yachts. Rubicon Yachts new lease expires November 30, 2022. However, they have until August 30, 2022 to decide if they would like to continue in that location with a new lease agreement.

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: November 17, 2021

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **November 23, 2021 Commission Meeting** – Commission Update: New/Amended Contracts Under \$50,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 746-21

Name	Dates	Description	Amount Not to Exceed:
ICS Support, Inc.	12/1/2021- 11/30/2022	Sage Accounting Support	\$19,739 + taxes

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the Port of Port Townsend ("Port") and Teamsters Local 589 ("Union").

WHEREAS, the Port is in the process of revising its organizational chart to include three new "working supervisor" positions within the unit; and

WHEREAS, the Parties desire to establish pay ranges for these three positions (Yard Lead, Maintenance Lead and CSR-III/Harbormaster);

NOW, THEREFORE, in consideration of the mutual covenants, promises and conditions set forth herein, it is voluntarily agreed by and between the Port and the Union as follows:

1. Three new positions: Yard Lead, Maintenance Lead and CSR-III/Harbormaster are all included in Grade 29 of Appendix A, replacing the current position of "Maintenance Lead – Mechanic II."
2. This MOU is effective when signed by all parties.

PORT OF PORT TOWNSEND



Executive Director Eron Berg

Date: 11/19/2021

TEAMSTERS LOCAL 589



Secretary Treasurer Mark Fuller

Date: 11/15/21