

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 3/16/2022  
**TO:** Commission  
**FROM:** Abigail Berg, Director of Finance & Administration  
**SUBJECT:** February 2022 Financial Report

---

Attached is the February 2022 financial report of Port activities. This is a consolidated report that shows the variance between the current period as compared to the prior year and the variance to budget year-to-date. The following is additional information not included in the attached financial report, but key in fully understanding the Port's financial status:

### 2022 YTD Project Expenses

Point Hudson Jetties	\$ 21,855
D-Dock Renovation	0
BH Breakwater Repair	447
PH Pavilion Bldg. Remodel	14,539
FEMA Grant – Yard Stormwater Materials Replacement	0
FEMA Grant – City Dock	0
FEMA Grant – JCIA Asbestos Roof	0
Reconstruct Old Coast Guard Building	23,374
AWOS Sensor Replacement	26,884
DNR – Vessel Destruction	9,929
<b>Total Capital Expenses YTD</b>	<b><u>\$ 97,028</u></b>

### 2022 Capital Purchase

Kendrick Equipment, Inc. (final payment on 75-Ton lift)	\$ 403,544
Northsound Auto Group, LLC (3 RAM pick-up trucks)	86,704
Land Acquisition – West Yard Expansion	369
<b>Total Capital Purchases YTD</b>	<b><u>\$ 490,617</u></b>

<u>Ending Cash Balances as of February 31</u>	<u>2022</u>	<u>2021</u>
Reserved Cash & Investments – Other*	\$2,649,994	\$ 1,726,134
Reserved Cash & Investments – IDD	2,228,749	\$ 749,667
Unreserved Cash & Investments	<u>1,491,390</u>	<u>\$ 1,986,396</u>
<b>Total Cash &amp; Investments</b>	<b><u>6,370,133</u></b>	<b><u>\$ 4,462,197</u></b>

<u>*Other Reserves detail:</u>	<u>Current balance</u>	<u>Target balance</u>
Unemployment Reserve	\$ 10,000	na
Operating Reserve (a)	898,805	\$ 1,470,609
Boat Haven Renovation Reserve (b)	447,878	na
Emergency Reserve	500,000	na
Port-Wide Capital Reserve (c)	<u>793,311</u>	na
Total Other Reserves	\$ 2,649,994	

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

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

(c) Resolution 693-19 does not set a target for this reserve.

### Debt Service for the Year

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

June 1 – interest only	\$ 80,744
December 1 – principal and interest	400,744

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

July 1 – principal and interest	520,600
December 31 – interest only	<u>23,250</u>
Total Debt Service for 2021	<u>\$ 1,025,338</u>

### Remaining Debt for years 2023-2029

2010 LTGO Bond – principal and interest	\$ 3,329,550	payoff December 2029
2015 LTGO Bond – principal and interest	<u>1,620,800</u>	payoff July 2025
Total	<u>\$ 4,950,350*</u>	

\*Port staff hopes to extinguish all debt obligations two years early in 2027.

### DISCUSSION

As requested by Commission.

### FISCAL IMPACT

NA

### RECOMMENDATIONS

For discussion only.