



1st Monthly Meeting Agenda
Wednesday, June 8, 2022, 1:00 p.m.

Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, & via Zoom
<https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password: 911887

I.	Call to Order & Pledge of Allegiance	
II.	Approval of Agenda	
III.	Public Comments	
IV.	Consent Agenda	
	A. Approval of Regular Business Meeting Minutes from May 25, 2022.....	2-5
	B. Approval & Ratification of Warrants.....	6-12
V.	Special Presentation:	
	A. Recognition of 15 years at the Port for John Green.....	14
	B. Recognition of 5 years for Trevor Manners	15
VI.	Second Reading ~ none	
VII.	First Reading ~ none	
VIII.	Regular Business	
	A. Commission Meeting Procedures Updates, Resolution No. 770-22.....	16-21
	B. Quilcene Meeting Report.....	22-38
IX.	Staff Comments	
X.	Commissioner Comments	
XI.	Next Meeting of the Commission:	
	Regular Business Meeting: Wednesday, June 22, 2022; 5:30 p.m., at the Pavilion Building & via Zoom	
XII.	Executive Session ~ none as of 6/2/22	
XIII.	Adjournment	
	Informational Items.....	39
	• Port Contracts Update.....	40
	• Port Lease Brief & Lease List.....	41-44

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, May 25, 2022

The Port of Port Townsend Commission met for a regular business session the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Hanke, Hasse & Petranek
Executive Director Berg
Deputy Director Toews
Director of Finance & Administration Berg*
Director of Capital Projects & Port Engineer Klontz
Port Recorder Erickson
Port Attorney Woolson*

* *via Zoom online video*

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 1 00:00:21)
Commissioner Petranek called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (Rec. 1 00:01:22)
Agenda was approved as written by unanimous consent.

III. PUBLIC COMMENTS (Rec. 1 00:01:43)

The following comments were sent in via email:

Neil Erickson sent a comment via email saying that he felt the Commissioners should be wearing a mask during their indoor meetings. He said this is strongly recommended by Dr. Allison Berry, our county's public health officer, due to COVID-19 numbers being so high.

Bob Frank, President of Admiral Ship Supply, wrote regarding the Port Haul-out waiting list, saying that he had lost a customer who could not haul his boat out. He said that contrary to what some people think, this waitlist is not job security for the marine trades. He is in favor of letting the seasonal haul-out discount expire, and reissue it, if the need arises in the future.

Pete Langley, President, Port Townsend Marine Trades Association (PTMTA) wrote a letter of support on behalf of the PTMTA requesting the Commission to authorize an extended lease with Ernie Baird and support the continued reinvestment of private money with the Port.

Pete Langley wrote a second letter of support on behalf of the PTMTA requesting the Commission negotiate a new long-term lease for SEA Marine's existing lease space, launch ways, dock space, as well as significant expansion into the "Back 40" to be completed within 90 days and finalized before the Jetty shutdown.

No comments were made live at the meeting.

IV. CONSENT AGENDA (Rec. 1 00:04:11)

A. Approval of Workshop & Regular Business Meeting Minutes from May 11, 2022.

B. Approval & Ratification of Warrants

Warrant #065238 – #065240 in the amount of \$5,970.85 and Electronic Payment in the amount of \$103,196.12 for Payroll & Benefits.

Warrant #065241 - #065289 in the amount of \$56,988.19 for Accounts Payable.

Electronic Debit for \$9,469.11 to WA State Dept. of Revenue for Combined Excise Tax.

Electronic Debit for \$526.58 to WA State Dept. of Revenue for Business License Update.

C. Dave's Mobile Welding / ACI Lease Assignment

Commission Hanke moved to accept the Consent Agenda as written. Motion was approved by unanimous consent.

V. SPECIAL RECOGNITION (Rec. 1 00:04:57):

- Karen Erickson, Retirement

Executive Director Berg thanked Ms. Erickson for helping him transition into the Port. He appreciated how welcoming and friendly she was during his interview process; saying she was calm, friendly, and chatty which helped him relax. Mr. Berg said the Port Recorder's job is a lonely one because of where she's located and the nature of it. She handled the front line of complaints and found a way to help people. She moved the ball forward—Port records, filing, and website are all better due to Ms. Erickson's diligence. [Recording stopped due to technical issues.]

Deputy Director Toews (Rec. 2, 00:00:35) thanked Ms. Erickson and said it's been a pleasure working with her, being greeted each morning with her welcoming face, her quiet, unacknowledged, unnoticed ways of helping him out with many projects and technical issues.

Port Engineer Klontz said Ms. Erickson had been very patient and friendly with him in his short time at the Port, answering many questions and sharing life experiences.

Director of Finance & Administration Berg wished Ms. Erickson a happy retirement and said it was a pleasure to work with her; thanking her for upgrading communications about commission meetings and organized some of our electronic archives.

Commissioner Hanke hoped in retirement Ms. Erickson got to enjoy each and every day, because life is precious.

Commissioner Hasse said she had met Karen when she needed a notary to close the sale of her PT Sails business, and since becoming a Commissioner, Ms. Erickson had been helpful, patient, empathetic, kind, and capable.

Commissioner Petranek echoed what everyone else had said adding that when the Port had to use Zoom, with no in-person meetings, Ms. Erickson had helped bail her out, get organized and log-on early to practice, holding her hand through the mysteries of technology. She also thanked her for making the extra effort to deliver the paper copy of the meeting materials packet to her boat.

- Jean Jameson, Retirement

Director of Finance & Administration Berg said that although Ms. Jameson could not attend today's meeting, she was recognized for her 20 years of service at the last commission meeting. Ms. Berg added that so much could be said about Jean's work ethic, her kindness, her steadfastness--she retires on June 3 and will be setting out on a long-awaited road trip, and she's earned every bit of her retirement. Ms. Jameson has dedicated the last couple of weeks to training her replacement, Jeanine, and will continue that until her last day because she feels very deeply about the Port. Ms. Berg wished Jean the best in her retirement.

Executive Director Berg echoed those comments, saying that the kind of work Jean does doesn't get noticed unless it's not done well; she has quietly been doing her job very well.

Deputy Director Toews used the words steadfast, professional, amazing attention to detail, essential, and quiet to describe Ms. Jameson. He said she gets the job done and models ethics, professionalism and public service. He wished her and her husband the best on the road.

Commissioner Hanke added that customer service where you're met with a smile and a level of kindness, particularly when it comes to paying your bill, is so very important. He said that Jean would fix problems with grace and kindness, and he would miss her.

Commissioner Hasse said Jean deserved acknowledgment, appreciation for her gentle kindness and steadfastness to a job that is so essential to the Port. She wished her all the best in her retirement.

VI. SECOND READING ~ none

VII. FIRST READING ~ none

VIII. REGULAR BUSINESS (Rec. 2, 00:14:06)

A. COMMISSION MEETING PROCEDURES (Rec. 2, 00:14:27)

Executive Director Berg noted that he had made changes to the Appendix to draft Resolution 770-22 with track changes turned on and explained each suggested change. He said the "heart" of the proposed change is the new "h." about written public comments.

Commissioner Hanke said he felt it was best if public realizes that everything submitted to the Port is a public record.

Executive Director Berg said that it came down to whether the submitted comments are treated as meeting packet items. He asked if the public needed to be asked whether or not they intended the comment to go with the meeting information when it is posted online; he wondered what the Commission's preference was in comments being posted online. (This is something that is not required, but may be preferred to show transparency.)

Commissioner Hanke said that for years emails that came to Commissioners were treated as direct communication and were not addressed or acknowledged at public meetings.

Commissioner Petranek agreed and said that she had acknowledged these emails by responding to them.

Commissioner Hasse said that it would be good to inform people that public comments are posted on our website. If someone asks for it NOT to be on the website, we should honor that.

Commissioner Petranek said she was fine with all the changes to the Meeting Procedures Appendix to Resolution 770-22, except having written comments listed separately on the

agenda; they should remain as part of the public comments section of the agenda. She said that when the public writes to the commission it should be clear who to write to. She suggested a button on the website entitled, "Submit comments to the Commission here." That button would link to an email that all Port Commissioners and executive staff would receive.

Commissioner Hanke liked this idea and added that there should be instruction, "If you don't want to make your comment public, call your Commissioner," with phone numbers listed. He added, "Any written comments addressed to the Commission except those expressly saying they're not public comment will be included in the packet.

Director of Finance & Administration Berg suggested that the button on the website for comments could go to a shared email "publiccomments@portoftpt.com" that all Commissioners and executive staff would receive. Commissioners all agreed that this would be helpful.

Executive Director Berg said he would bring an edited version of the resolution to the June 8 meeting.

B. REFLECTIONS FROM RETREAT; COMMISSION FOLLOW-UP DISCUSSION (Rec. 2, 00:53:33)

Commissioners discussed what they enjoyed about the retreat, and talked about what might be discussed further in future workshops.

IX. STAFF COMMENTS (Rec. 2, 01:15:32)

Executive Director Berg commented on a productive meeting with the former director of the Dept. of Ecology about the former San Juan Grocery site. The have offered \$100,000 to \$150,000 no-match dollars to the Port to do an additional site characterization to understand what's going on with that site. He said he would like to bring back to the Commission an interagency agreement that would allow us to do this, which would help anyone interested in acquiring that site to understand more about that site. This may be a year-long process or longer, and it is clear that patience is required, but the EPA is interested, and this site fits the City's vision of a walkable neighborhood.

Deputy Director Toews says this effort will give real results because there is a workforce housing shortage in this community, so if the Port can help play a role to get this off the ground, it would be a great benefit to the community. He then mentioned an opportunity to participate in Car-free day on June 1, 2022. He said there would be a port-wide email to staff encouraging them to participate with this community-wide contest with prizes from local businesses.

Director of Capital Projects Klontz reported that the pavement repair at Boat Haven would be fixed starting May 31, 2022.

Director of Finance and Administration Berg said she was sorry to miss the retreat (May 18-19) and said she would be out again the week following Memorial Day, and the week after that she would be giving a presentation on reporting to Commissioners, the public and managers at the WPPA Finance Directors' conference. She said Joanna Sanders will be starting at the Port in the position of Administrative Assistant on June 2, 2022, and she comes to the Port from the City of Port Townsend. Ms. Berg mentioned a public comment from Mr. Gillis, saying it is legal to charge an annual (\$60) fee for annual background checks for liveaboard tenants. This was something added to our rate card during the budget process last year. She was also in on the Ecology Zoom meeting with the Port Directors, and we could use some help with the underground fuel tank at the airport, and the response was positive.

X. COMMISSIONER COMMENTS (Rec. 2, 01:33:09)

Commissioner Hasse commented on a climate study done by the NODC and its quite informative looking at concerns from wildfires to energy resilience. She said she plans to attend an energy summit by the NODC this fall, joined by Pacific Northwest National Labs (PNNL), Jefferson County PUD, and UW Sea Grant. She later added that she would be gone May 27 to June 20.

Commissioner Petranek said she'd been actively talking to farmers at the Farmers' Market about their needs and is creating a log; so far, the main need is onsite storage. She said she is leaving for Alaska on June 20 and would be missing the June 22, July 13 and August 10 Commission meetings. She can communicate with the Port through her boat's satellite phone. She asked if another commissioner would like to attend the EDC board meetings in her stead, and Commissioner Hasse volunteered. She reported that the Marine Trades had restarted the 20% campaign to honor our fishing fleet, wishing them a safe, prosperous fishing season, and the ad features Joel Kawahara.

Port Counsel Seth Woolson suggested that the Commission should approve excused absence for Commissioner Petranek, in case she is unable to call in.

- XI. Next Public Workshop & Regular Business Meeting (Rec. 2, 01:39:22): Wednesday, June 8, 2022, Workshop at 9:30 a.m. & Meeting at 1:00 p.m., at Pavilion Building & via Zoom.
- XII. EXECUTIVE SESSION (Rec. 2, 01:40:01) ~ pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; & (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.
Meeting moved to executive session at 7:18 p.m. Commissioners expected to take approximately 30 minutes in Executive Session with no action in public session afterwards.
- XIII. ADJOURNMENT: meeting adjourned at 7:52 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that these claims, in Warrants No 065290 - 065292 generated on May 24th, 2022 in the amount of \$7,103.87 is ratified.

Signed and Authenticated on this 8th day of June, 2022.

For: Accounts Payable

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Check Register**Journal Posting Date: 5/24/2022****Register Number: CD-000928****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	
0000065290	5/24/2022	HIL075	Hills & Valley Catering					Check Entry Number: 001
			JJ RETIREMENT	5/24/2022	594.53	0.00	594.53	
0000065291	5/24/2022	SAF001	Safeway, Inc.					Check Entry Number: 001
			5/21/22 STATEMENT	5/21/2022	6,269.34	0.00	6,269.34	
0000065292	5/24/2022	SEA070	Seashell Cakes					Check Entry Number: 001
			KE & JJ RETIREMENT	5/24/2022	240.00	0.00	240.00	
				Report Total:	<u>7,103.87</u>	<u>0.00</u>	<u>7,103.87</u>	



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 065293 through No. 065299 generated on June 1st, 2022 in the amount of \$30,987.83 and Electronic Payment in the amount of \$203,215.66, for a total amount of \$234,203.49 is ratified.

Signed and Authenticated on this 8th day of June, 2022.

For: Payroll and Benefits

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

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 065300 through No. 065363, are approved for payment in the amount of \$190,749.07 on this 8th day of June, 2022.

For: Accounts Payable

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Check Register

Journal Posting Date: 6/8/2022

Register Number: CD-000930

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
0000065300	6/8/2022	ADL050	Adler Tank Rentals				Check Entry Number: 001
			4596637	5/31/2022	2,334.32	0.00	2,334.32
0000065301	6/8/2022	AIR010	Air Flo Heating Co.				Check Entry Number: 001
			73527873	3/10/2022	6,546.05	0.00	6,546.05
0000065302	6/8/2022	BER010	William Berninger				Check Entry Number: 001
			5/2022 EXPENSE	5/31/2022	14.33	0.00	14.33
0000065303	6/8/2022	BER045	Eron Berg				Check Entry Number: 001
			5/2022 EXPENSE	5/31/2022	593.68	0.00	593.68
0000065304	6/8/2022	CAR001	Carl's Building Supply				Check Entry Number: 001
			5/31/22 STATEMENTS	5/31/2022	12,284.31	0.00	12,284.31
0000065305	6/8/2022	CAR006	Carrot-Top Industries				Check Entry Number: 001
			106910	5/26/2022	254.44	0.00	254.44
0000065306	6/8/2022	CHM030	Chmelik Sitkin & Davis P.S.				Check Entry Number: 001
			4/2022 STATEMENT	5/19/2022	8,213.68	0.00	8,213.68
0000065307	6/8/2022	CIT001	City Of Port Townsend				Check Entry Number: 001
			5/2022 STATEMENTS	5/31/2022	11,392.57	0.00	11,392.57
0000065308	6/8/2022	CLA003	Clark Land Office				Check Entry Number: 001
			4/30/22 STATEMENT	4/30/2022	2,850.00	0.00	2,850.00
0000065309	6/8/2022	COA050	Mott MacDonald				Check Entry Number: 001
			100339-31	5/27/2022	27,011.00	0.00	27,011.00
0000065310	6/8/2022	COO050	Cooper Fuel				Check Entry Number: 001
			6/1/22 STATEMENT	6/1/2022	11,826.85	0.00	11,826.85
0000065311	6/8/2022	DEL075	Robert & Anne Delaney				Check Entry Number: 001
			REFUND 5/18/22	5/18/2022	19.50	0.00	19.50
0000065312	6/8/2022	DIR070	DirecTV				Check Entry Number: 001
			075436554X220528	5/28/2022	424.50	0.00	424.50
0000065313	6/8/2022	EDE005	Edensaw Woods, LTD				Check Entry Number: 001
			0000578989-001	5/26/2022	39.28	0.00	39.28
0000065314	6/8/2022	ELL050	Michael Ellis				Check Entry Number: 001
			REFUND 5/18/2022	5/18/2022	63.20	0.00	63.20
0000065315	6/8/2022	ERI040	Karen Erickson				Check Entry Number: 001
			5/2022 EXPENSE	5/31/2022	34.16	0.00	34.16
0000065316	6/8/2022	FEL050	PNC Bank C/O Fellers LLC				Check Entry Number: 001
			312694	5/25/2022	18,088.78	0.00	18,088.78
0000065317	6/8/2022	FLE030	David Fletcher				Check Entry Number: 001
			DEPOSIT REFUND	5/26/2022	9,749.38	0.00	9,749.38
0000065318	6/8/2022	GOO002	Good Man Sanitation				Check Entry Number: 001
			5/23/22 STATEMENT	5/23/2022	2,584.40	0.00	2,584.40
0000065319	6/8/2022	GRA065	Leslie Graney				Check Entry Number: 001
			REFUND 5/22/2022	5/22/2022	11.00	0.00	11.00
0000065320	6/8/2022	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1253246	6/1/2022	162.01	0.00	162.01
			1253247	6/1/2022	114.56	0.00	114.56
			1253248	6/1/2022	130.92	0.00	130.92
			1253249	6/1/2022	218.20	0.00	218.20
Check 0000065320 Total:					625.69	0.00	625.69
0000065321	6/8/2022	HAD001	Hadlock Building Supply				Check Entry Number: 001
			E39471	5/5/2022	994.65	0.00	994.65
0000065322	6/8/2022	HAN040	Pete Hanke				Check Entry Number: 001
			5/2022 EXPENSE	5/31/2022	433.51	0.00	433.51

Run Date: 6/3/2022 10:15:00AM

A/P Date: 6/8/2022

Page: 1

User Logon: DLF

Check Register

Journal Posting Date: 6/8/2022

Register Number: CD-000930

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
0000065323	6/8/2022	HAS020	Carol Hasse				Check Entry Number: 001
			5/2022 EXPENSE	5/31/2022	333.97	0.00	333.97
0000065324	6/8/2022	HAW015	Claudia Hawney				Check Entry Number: 001
			REFUND 05/27/2022	5/27/2022	11.00	0.00	11.00
0000065325	6/8/2022	HEN002	Henery Hardware				Check Entry Number: 001
			730814	4/26/2022	23.99	0.00	23.99
			730870	4/27/2022	34.89	0.00	34.89
			730956	4/28/2022	15.26	0.00	15.26
			730984	4/28/2022	164.71	0.00	164.71
			731035	4/29/2022	43.61	0.00	43.61
			731164	5/2/2022	147.27	0.00	147.27
			731208	5/2/2022	49.08	0.00	49.08
			731241	5/3/2022	15.96	0.00	15.96
			731252	5/3/2022	7.60	0.00	7.60
			731262	5/3/2022	26.17	0.00	26.17
			731294	5/3/2022	23.53	0.00	23.53
			731324	5/4/2022	90.41	0.00	90.41
			731410	5/5/2022	28.34	0.00	28.34
			731421	5/5/2022	22.55	0.00	22.55
			731489	5/6/2022	9.55	0.00	9.55
			731493	5/6/2022	7.60	0.00	7.60
			731497	5/6/2022	31.42	0.00	31.42
			731653	5/9/2022	39.27	0.00	39.27
			731703	5/10/2022	88.32	0.00	88.32
			731716	5/10/2022	161.03	0.00	161.03
			731750	5/10/2022	42.97	0.00	42.97
			731820	5/11/2022	49.27	0.00	49.27
			731921	5/13/2022	10.31	0.00	10.31
			731969	5/13/2022	140.71	0.00	140.71
			732074	5/16/2022	21.81	0.00	21.81
			732113	5/16/2022	3.57	0.00	3.57
			732191	5/17/2022	117.11	0.00	117.11
			732197	5/17/2022	32.71	0.00	32.71
			732217	5/18/2022	31.61	0.00	31.61
			732243	5/18/2022	27.19	0.00	27.19
			732251	5/18/2022	49.04	0.00	49.04
			732288	5/19/2022	18.29	0.00	18.29
			732321	5/19/2022	21.21	0.00	21.21
			732478	5/22/2022	27.26	0.00	27.26
			732512	5/23/2022	85.04	0.00	85.04
			732546	5/23/2022	19.63	0.00	19.63
			732586	5/24/2022	210.41	0.00	210.41
			732606	5/24/2022	15.26	0.00	15.26
			732652	5/25/2022	65.41	0.00	65.41
			732661	5/25/2022	4.33	0.00	4.33
			732662	5/25/2022	19.17	0.00	19.17
Check 0000065325 Total:					2,042.87	0.00	2,042.87
0000065326	6/8/2022	HOG040	John Hogan				Check Entry Number: 001
			4/4-4/7/22 WLD FLOAT	4/7/2022	6,000.00	0.00	6,000.00
			5/21/2022 FLOATS	5/21/2022	3,492.00	0.00	3,492.00

Run Date: 6/3/2022 10:15:00AM

A/P Date: 6/8/2022

Page: 2

User Logon: DLF

Check Register

Journal Posting Date: 6/8/2022

Register Number: CD-000930

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied Payment Amount
Check 0000065326 Total:					9,492.00	0.00 9,492.00
0000065327	6/8/2022	HRA030	HRA VEB A Trust			Check Entry Number: 001
			YA20407 KE SICK LEAV	5/31/2022	879.86	879.86
			YA20407 MK INS	5/31/2022	637.39	637.39
Check 0000065327 Total:					1,517.25	0.00 1,517.25
0000065328	6/8/2022	INS025	Insight Public Sector, Inc.			Check Entry Number: 001
			1100944316	5/25/2022	235.02	235.02
0000065329	6/8/2022	JAH030	Constance Jahrmarkc			Check Entry Number: 001
			REFUND 5/19/22	5/19/2022	11.00	11.00
0000065330	6/8/2022	KEN010	Kendrick Equipment			Check Entry Number: 001
			U50733	5/30/2022	1,671.10	1,671.10
0000065331	6/8/2022	KNU050	Mark Knudsen			Check Entry Number: 001
			REFUND 5/31/22	5/31/2022	357.82	357.82
0000065332	6/8/2022	LAN001	Landau Associates			Check Entry Number: 001
			0051028	5/23/2022	807.50	807.50
0000065333	6/8/2022	LAT030	Charles Lathrop			Check Entry Number: 001
			REFUND 5/23/22	5/23/2022	53.92	53.92
0000065334	6/8/2022	LES020	Eric Lesch			Check Entry Number: 001
			REFUND 5/20/22	5/20/2022	2,509.39	2,509.39
0000065335	6/8/2022	LES050	Les Schwab			Check Entry Number: 001
			37900502232	5/23/2022	54.55	54.55
0000065336	6/8/2022	MAC025	Kim MacDonald			Check Entry Number: 001
			REFUND 5/18/22	5/18/2022	11.00	11.00
0000065337	6/8/2022	MAN050	Peter Mann			Check Entry Number: 001
			REFUND 05/16/22	5/16/2022	1,311.76	1,311.76
0000065338	6/8/2022	MCD060	Marsha McDowell			Check Entry Number: 001
			REFUND 5/20/22	5/20/2022	11.00	11.00
0000065339	6/8/2022	MUN060	Matt Munkres			Check Entry Number: 001
			REFUND 5/24/22	5/24/2022	35.86	35.86
0000065340	6/8/2022	MUR002	Murrey's Disposal Co. Inc.			Check Entry Number: 001
			5/2022 STATEMENTS	5/31/2022	9,864.74	9,864.74
0000065341	6/8/2022	ONT050	On The Flye			Check Entry Number: 001
			1044	5/29/2022	602.77	602.77
0000065342	6/8/2022	PAR070	Ronald Parker			Check Entry Number: 001
			REFUND 5/27/22	5/27/2022	86.26	86.26
0000065343	6/8/2022	PEN060	Peninsula Pest Control, Inc			Check Entry Number: 001
			61270	5/27/2022	545.50	545.50
0000065344	6/8/2022	PIN010	Pinnacle Investigations Corp			Check Entry Number: 001
			79805	6/1/2022	70.00	70.00
0000065345	6/8/2022	PIT000	Pitney Bowes Inc.			Check Entry Number: 001
			1020737381	5/16/2022	259.64	259.64
0000065346	6/8/2022	PIT001	Pitney Bowes Global Fin. Svcs.			Check Entry Number: 001
			3315736106	5/27/2022	537.17	537.17
0000065347	6/8/2022	POR065	Port of Port Townsend			Check Entry Number: 001
			P MANN MOORAGE	5/16/2022	421.76	421.76
0000065348	6/8/2022	POR085	Port Townsend Foundry LLC			Check Entry Number: 001
			5999	6/1/2022	378.95	378.95
0000065349	6/8/2022	PUD005	PUD #1 of Jefferson County			Check Entry Number: 001
			5/11/22 STATEMENTS	5/11/2022	22,434.73	22,434.73
			5/25/22 STATEMENTS	5/25/2022	629.60	629.60

Run Date: 6/3/2022 10:15:00AM

A/P Date: 6/8/2022

Page: 3

User Logon: DLF

Check Register
Journal Posting Date: 6/8/2022
Register Number: CD-000930

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Check 0000065349 Total:					23,064.33	0.00	23,064.33
0000065350	6/8/2022	QUI001	Quill Corporation				Check Entry Number: 001
			25085941	5/11/2022	112.24	0.00	112.24
			25321420	5/23/2022	758.66	0.00	758.66
Check 0000065350 Total:					870.90	0.00	870.90
0000065351	6/8/2022	QUI090	Quilcene Village Store				Check Entry Number: 001
			10581	4/6/2022	29.91	0.00	29.91
0000065352	6/8/2022	ROD030	Rodda Paint				Check Entry Number: 001
			44169911	5/19/2022	989.65	0.00	989.65
0000065353	6/8/2022	SNE020	S-Net Communications				Check Entry Number: 001
			135515	6/1/2022	574.80	0.00	574.80
0000065354	6/8/2022	SNE070	Snell Crane Service, Inc.				Check Entry Number: 001
			29021	5/19/2022	7,017.86	0.00	7,017.86
0000065355	6/8/2022	THO018	David Thompson				Check Entry Number: 001
			DEPOSIT REFUND	5/27/2022	762.80	0.00	762.80
0000065356	6/8/2022	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			22-03000	5/11/2022	64.00	0.00	64.00
			22-03001	5/11/2022	654.00	0.00	654.00
			22-03195	5/16/2022	55.00	0.00	55.00
			22-03380	5/24/2022	654.00	0.00	654.00
Check 0000065356 Total:					1,427.00	0.00	1,427.00
0000065357	6/8/2022	ULI040	ULINE				Check Entry Number: 001
			1489009069	5/13/2022	999.45	0.00	999.45
			149142040	5/19/2022	643.12	0.00	643.12
Check 0000065357 Total:					1,642.57	0.00	1,642.57
0000065358	6/8/2022	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9906596379	5/15/2022	981.65	0.00	981.65
0000065359	6/8/2022	VIR060	Virtower				Check Entry Number: 001
			1403	6/1/2022	500.00	0.00	500.00
0000065360	6/8/2022	WAS017	Marc Horton - Washington Project Consultants				Check Entry Number: 001
			053122-B	6/1/2022	1,187.50	0.00	1,187.50
0000065361	6/8/2022	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0009513	5/23/2022	154.72	0.00	154.72
0000065362	6/8/2022	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			5/25/22 STATEMENT	5/25/2022	1,809.23	0.00	1,809.23
0000065363	6/8/2022	WIL060	Alex Wilken				Check Entry Number: 001
			REFUND 5/27/22	5/27/2022	113.07	0.00	113.07
Report Total:					190,749.07	0.00	190,749.07

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	June 8, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	V. Special Presentation: Recognition of John Green
STAFF LEAD	Chris Sparks, Operations Manager
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	

Recognition of John Green for 15 years at the Port. – Chris Sparks

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	June 8, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	V. Special Presentation: Recognition of Trevor Manners
STAFF LEAD	Chris Sparks, Operations Manager
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	

Recognition of Trevor Manners for 5 years at the Port. – Chris Sparks

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	June 8, 2022
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	VIII. A. Meeting Procedures; Hybrid Format & Written communications/meeting materials
STAFF LEAD	Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Staff Memo • Draft Resolution No. 770-22 • Draft Resolution Appendix

DATE: 6/8/2022
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Meeting Procedure Updates

ISSUE

Should the Commission approve an updated resolution amending the Commission's meeting procedures?

BACKGROUND

This item was discussed on May 25th and returns to your agenda with modification made following that meeting. Two questions were raised at the May 11th meeting: (1) meeting format post-Covid and (2) how to address correspondence to the Commission.

DISCUSSION

Attached is a draft resolution that confirms the Commission's plan to continue hybrid meetings after June 1st and clarifies that public comments (i.e., comments emailed to publiccomments@portoft.com or that identify as public comments) will be included in the commission's meeting packet. Changes are identified in a "track changes" format.

FISCAL IMPACT

N/A

ATTACHMENTS

1. Draft resolution
2. Draft Appendix A

RECOMMENDATIONS

MOTION to adopt Resolution No. 770-22, Readopting Commission Meeting Procedures.

RESOLUTION NO. 770-22

A Resolution of the Commission of the Port of Port Townsend

READOPTING COMMISSION MEETING PROCEDURES

WHEREAS, The Port of Port Townsend did establish and approve, in public session, “Commission Meeting Procedures” by Resolution No. 42-87 dated November 18, 1987, and;

WHEREAS, The Port of Port Townsend did rescind Resolution No.42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No. 344-01 on March 14, 2001; by Resolution No. 363-02 on February 27, 2002; by Resolution No. 367-02 on March 27, 2002; by Resolution No. 390-03 on January 22, 2003; Resolution No. 392-03 on April 9, 2003; by Resolution No. 471-06 on July 26, 2006; by Resolution No. 487-07 on April 25, 2007; by Resolution No. 532-10 on January 27, 2010; by Resolution No. 553-11 on January 12, 2011; by Resolution No. 558-11 on March 23, 2011; by Resolution No. 561-11 on June 8, 2011; by Resolution No. 594-13 on May 8, 2013; Resolution No. 604-14 on January 22, 2014; by Resolution 624-15 on January 14, 2015; Resolution No. 639-16 on January 27, 2016; by Resolution No. 654-17 on January 11, 2017; Resolution No. 674-18 on January 24, 2018; by Resolution No. 675-18 on February 28, 2018; by Resolution No. 695-19 on January 24, 2019; by Resolution No. 714-20 on January 22, 2020; by Resolution 742-21 on January 13, 2021; and by Resolution 752-21 on September 8, 2021; and by Resolution 763-22 on January 12, 2022

WHEREAS, the Port Commission wishes to modify the meeting procedures as noted in Appendix A, established on January 12, 2022, via Resolution No. 763-22.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend, that Resolution No. 763-22 shall be rescinded, and the Commission Meeting Procedures, as shown in the attached “Appendix A,” shall be adopted in their place.

ADOPTED this 8th day of June 2022, 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:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

APPENDIX A to Resolution 770-22
Port of Port Townsend Commission Meeting Procedures

Formatted: Not Highlight

The Commission Meeting Procedures have been adopted by Resolution 714-20, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, 487-07, 532-10, 553-11, 558-11, 561-11, 594-13, 604-14, 624-15, 639-16, 654-17, 674-18, 675-18, 694-19, 714-20, 742-21, ~~and~~ 752-21 ~~and 763-22~~. Any changes or deletions will require an amendment to the Resolution.

COMMISSION MEETINGS

TIME AND LOCATION OF MEETINGS

1. Effective ~~January 12~~ **June 9**, 2022, with the exceptions outlined in paragraph 2 immediately below, regular business meetings of the Port of Port Townsend will occur twice a month - on the second Wednesday of each month at 1:00 p.m. and on the fourth Wednesday of each month at 5:30 p.m. in the Port's Pavilion Building, 355 Hudson Street, Port Townsend, Washington, unless otherwise indicated. Public Workshops will occur on the second Wednesday of each month at 9:30 a.m. Meeting and workshop schedules and locations are subject to change with a minimum 24-hour notice to the local newspaper and the Port's website.
2. Any meeting that falls on a holiday will be held the following regular business day. To accommodate Thanksgiving, the second meeting in November shall be held on Tuesday, November 22, 2022 at 1:00 P.M. There is no regular meeting scheduled for the second meeting (fourth Wednesday) in July, August or December.

Formatted: Font: (Default) Garamond, 12 pt

MEETING FORMAT

- 1. Regular Meetings: Are held in-person with a virtual option for commissioners, staff and public participation.**
- 2. Special Meetings: Are held in-person and may not include a virtual option depending on location, internet availability and practicality of hosting a virtual option.**

Formatted: Indent: Left: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

RULES OF TRANSACTION OF BUSINESS

1. Order of Business shall be as follows:
 - I. Call to Order
 - II. Approval of Agenda
 - III. Public Comments Related to/not related to the agenda (limited to total of thirty (30) minutes; three (3) minutes per person)
 - IV. Consent Agenda
 - V. Special Guests & Presentations
 - VI. Second Reading (Action Items)
 - VII. First Reading (Discussion Only)
 - VIII. Regular Business
 - IX. Staff Comments
 - X. Commissioner Comments
 - XI. Next Meeting
 - XII. Executive Session (if any)
 - XIII. Adjournment
 - XIV. Informational Items
2. All matters which, in the judgment of the Commission, are of a legislative character shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and the original copy shall be signed by the President and Vice President and attested by the Secretary. Resolutions shall be filed by the Executive Assistant and shall be recorded in a book or books kept for such purpose, which shall be public records.
3. Organization of Workshops:
 - a. Shall have an agenda;
 - b. Will have minutes recording topics discussed either in written and/or audio format;

- c. Will be used for discussion ~~only~~, with no ~~binding decisions~~ formal action (i.e., an actual vote of the Commission on a motion, proposal, resolution, or order) made by the Commissioners; and
 - d. Rules governing written and spoken input from members of the public for business meetings will not apply to workshops, but public comment will be included on the agenda and may be invited by the Commission for particular topics.
4. Organization of Regular Business Meetings:
- a. A Call to Order will begin with the Pledge of Allegiance.
 - b. The meeting agenda shall be approved at the beginning of the meeting.
 - c. Minutes will record topics discussed and actions taken ~~either~~ in written and ~~/or~~ audio /video format depending on how the meeting is recorded.
 - d. Where practical, ~~Any~~ information to be presented before the Commission for consideration will be made available to the public in advance of the meeting. This information will be part of the agenda and meeting packet posted on the Port's website pursuant to RCW 42.30.077.
 - e. Presentations will be allowed by any member of the public indicating a desire to address the Commission, of no more than three (3) minutes, (maximum of thirty minutes per meeting) for Public Comment period on any appropriate topic. Each speaker must state their name and the subject of their comment before beginning. Written comments are encouraged.
 - f. When, in the opinion of a Commissioner, significant information has been presented to the Commission which was not made available to the public in advance, or upon the request of a Commissioner to hear from the public on a particular agenda item or topic, public comment may be allowed in a fashion the presiding officer will make clear.
 - g. No public comment will be entertained once a motion for action has been called and the Commission's deliberation has begun.
 - g.h. Public comments submitted to the Port in writing, either through submission to publiccomments@portofpt.com or indicating that they are public comments, will be included in the meeting packet or late materials depending on when they are received.
 - h.i. Public comments and presentations shall adhere to common norms of civility and may be cut off by the presiding officer, if in his or her judgment these norms of civility are violated. Disruptions of Port Commission meetings are prohibited. Disruptions include, but are not limited to the following:
 - i. Failure of a speaker to comply with the allotted time established for the individual speaker's comment;
 - ii. Addressing the audience, rather than the commission, by a member of the public who has been recognized by the presiding officer for public comment;
 - iii. Outbursts (e.g., clapping, shouting, cheering) from members of the public who have not been recognized by the presiding officer for public comment;
 - iv. Holding or placing a banner or sign in the meeting room in a way that endangers others or obstructs the free flow of meeting attendees or the view of others attending the meeting; or
 - v. Behavior that intentionally disrupts or otherwise impedes the orderly conduct of Commission business.
5. Conduct of Regular Business Meetings:
- a. The Port Commission, as a governing body, is charged with making decisions that advance the mission of the Port and which are based on sound information and analysis, respect for views of the public, and each Commissioner's best disinterested judgment.
 - b. With only 3 elected Commissioners, the Commission can operate with a high degree of informality and need not be bound to all the provisions spelled out in standard codes of parliamentary procedure. However, some formal procedures need to be followed to respect the rights of all 3 Commissioners to participate equally and fully in all Commission business.
 - c. Some fundamental principles for conducting Commission meetings include (taken from The Standard Code of Parliamentary Procedure, by Alice Sturgis):
 - i. All Commissioners have equal rights, privileges, and obligations.
 - ii. The majority vote decides.

Formatted: Not Highlight

Formatted: Font: Garamond, 12 pt

Commented [CSW1]: What do you mean by formal action? Do you mean "final action" as defined by the OPMA, i.e. an actual vote of the Commission on a motion, proposal, resolution, or order?

Formatted: Not Highlight

Formatted: Not Highlight

- iii. The rights of the minority must be protected.
 - iv. Full and free discussion of every proposition presented for decision is an established right of the members.
 - v. Each member shall have the opportunity to speak before any member speaks twice.
 - vi. Every member has the right to know the meaning of the question before the Commission and what its effect will be.
 - vii. All meetings must be characterized by fairness and by good faith.
- d. Routine and ordinary business may be approved and/or rejected by the Commission by placing it on either the Consent Agenda, or as an item of “Regular Business”. Examples of items typically placed on the consent agenda are approval of warrants, meeting minutes, lease amendments, contracts and items that have already come before the Commission.

Examples of items considered as “Regular Business” include monthly financial reports, lease agreements, significant contracts, and grant agreements. Matters of routine and ordinary business may be voted on at the same meeting at which they are introduced.

- e. To facilitate sufficient time for reflective consideration of proposals by Commissioners and members of the public and staff, all proposals for policies* which impact Port customers or members of the public shall be voted on no sooner than the immediate next regular business meeting following introduction of the proposal. The introduction of a proposal at a Commission meeting is the “first reading” and any subsequent meeting where the proposal is considered is the “second reading”. This requirement may be waived by a unanimous vote of the Commission.

*Examples of policy actions include adoption of the budget, adoption of strategic and/or comprehensive plans.

- f. Motions do not require a second.
 - g. The presiding officer of the Commission meeting shall have the right to participate fully in the discussion and shall cast a vote on all motions.
 - h. The standard priorities and requirements for main, subsidiary, and privileged motions shall be used.
6. The draft agenda may be available by Friday of the week previous.
7. The Executive Director or his designee would be responsible for keeping track of each issue.
8. Port staff and/or general counsel may serve as parliamentarian in the event the presiding officer, commissioner or commission desire procedural assistance.

All public comments and questions should be directed to the Commissioners. If the Commissioners so desire, they may refer the question to the Executive Director, Port Attorney, and/or other Port Staff in attendance.

MINUTES

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to RCW 42.~~3230~~.0395.

VOUCHER APPROVAL

Voucher approval is incorporated under “Consent Agenda”. See also Resolution 737-20 for details on the issuance and approval of checks and warrants.

COMMISSIONER'S COMPENSATION

Each Commissioner shall be reimbursed or compensated for actual attendance at official meetings of the district and for other official services or duties on behalf of the district up to the maximum rate allowed in accordance with RCW 53.12.260.

MEETING DATE	June 8, 2022
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	VIII. A. Quilcene Meeting Report
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Staff Memo • Handouts from the May 11 meeting in Quilcene: <ul style="list-style-type: none"> ○ Preferred Alternative Memo ○ PoPT Financial Model

DATE: 6/8/2022
TO: Port Townsend Port Commission
FROM: Eron Berg, Executive Director & Eric Toews, Deputy Director
SUBJECT: Herb Beck Marina, Quilcene - Community Outreach Project

PURPOSE: This memo is intended to keep the Commission informed as the Quilcene listening process continues.

BACKGROUND: Following the presentation of the results of the “*We’re Listening Quilcene*” citizen engagement process last spring, the Commission authorized staff to proceed with a series of community meetings to help shape facility improvement and use recommendations. Port staff met with the interested citizens a total of five (5) times between November of 2021 and May of 2022 to advance this objective. Another meeting is scheduled for 5:00 pm on Tuesday, June 7, 2022, at the Quilcene Community Center.

DISCUSSION: At the May 3rd community meeting, staff presented a proposed capital improvement plan for the facility, based on what we have heard from the community (see attached). The proposal was well-received by those in attendance, and it was concluded that it should serve as the foundation for more detailed 5-year capital improvement plan (CIP) recommendations that further detail the scope, cost, and potential timing of repair and improvement projects. Staff are currently preparing the draft 5-year CIP that will be presented to the community on June 7. Assuming the draft 5-year CIP is endorsed by citizens at the June 7 meeting, it will serve as the basis for a more formal recommendation to the Commission.

A citizen volunteer (not identified at the time of this writing (June 2, 2022)) will provide a verbal report to the Commission from the attendee’s perspective.

FISCAL IMPACT: N/A

RECOMMENDATION: None at the time of this writing – informational only.

ATTACHMENTS: Materials presented at the May 3, 2022, community meeting (note: these were previously included in packets for the May 11, 2022 Commission regular meeting).



WE'RE STILL LISTENING, QUILCENE: A Recommended Path Forward for the Herb Beck Marina Facility

INTRODUCTION & PROJECT BACKGROUND

If you could shape the future of the Herb Beck Marina (HBM) and adjacent uplands, what changes would you make?"

This was the key question we asked citizens nearly one year ago when this community outreach process was initiated. The community responded—an estimated 39% of the households from the 98376 zip code participated in the “We’re Listening, Quilcene” community survey. The process provided valuable information about how the Port’s property in Quilcene is viewed and used by the local community, and how people there imagine it might be improved in the future.

In November of 2021, Port staff kicked-off a series of in-person meetings with interested citizens at the Quilcene Community Center. The objective of the effort was to further develop the community’s comments into an actionable plan for improvements to the Herb Beck Marina facility. Five meetings were held between November of 2021 and May of 2022. The meetings were informal, conversational, collaborative, and afforded an opportunity for citizens to provide critical feedback on Port management of the facility, and to brainstorm how best to maintain and improve it for future generations.

Three (3) key principles guided our conversation:

1. **Broad Community Support:** The plan for the future of the facility must be aligned with the community’s vision for the future.
2. **Mission Alignment:** Improvements and future uses must be consistent with the Port’s statutory mission and purpose (see RCW 53.08).
3. **“Triple Bottom Line” Decision-making:** Any plan for the facility’s future should appropriately factor long-term economic, environmental, and social considerations.

THE HERB BECK MARINA – EXPLORING FUTURE SCENARIOS

At the December 2021 community meeting, Port staff presented three (3) alternatives intended to help citizens weigh the tradeoffs inherent in the choices we can make about the future of the facility:

- Alternative #1 – No Significant Change - Repair & Maintain
- Alternative #2 – Modest Change – Campground & Landscape Improvements
- Alternative #3 – More Significant Change – Upland Revenue Generating Uses + Marina Reconfiguration

Early on in our discussions, it was clear that there was very limited support for any fundamental change to the character of the facility (e.g., Alternative #3). Instead, the weight of community opinion favored rehabilitating and responsibly maintaining existing infrastructure as a first step in rebuilding community trust and support. If the Port proves itself successful in demonstrating its commitment and resolve to serving south county citizens, there may be an opportunity to discuss more significant changes (e.g., marina store, “glamping” units, etc.). However, that time is not now. Hence, the focus of the recommended path forward outlined in this document is “fixing aging infrastructure first.”

Finally, future conversations should be mindful of a recurrent theme expressed repeatedly throughout this process: a heartfelt desire to maintain Quilcene’s unique rural character and identity, and to avoid changes that would depend upon drawing visitors and users to the facility from the wider region.

A RECOMMENDED PATH FORWARD FOR THE HERB BECK MARINA

Citizen feedback proved invaluable in helping to identify and prioritize the capital projects desired by the community. This alternative outlined below seeks to give voice to what the community had to say and recommends a limited scope of projects focused on the basics. The recommended path forward is essentially Alternative #1 – “No Significant Change – Repair & Maintain”, with some elements incorporated from Alternative #2 – “Modest Change – Campground & Landscape Improvements”.

Key characteristics of the recommended alternative are as follows:

- Upland Uses & Capital Projects:
 - Coast Seafoods lease would continue as the principal upland use through 2039.
 - Other upland uses remain largely unchanged (i.e., Yacht Club, Marina Office/Restrooms).
 - Projects would place emphasis on repairing and maintaining existing infrastructure:
 - Landscaping and signage improvements would be undertaken to help buffer the aesthetic impact of Coast Seafoods’ industrial use from the rest of the facility (e.g., plantings to screen and beautify, picnic tables, benches, swim beach).
 - The restrooms would be rehabilitated and made ADA accessible.
 - The parking lot would be improved and maintained through regular re-graveling.
 - A small “dry site” seasonal RV campground would be re-established south of the Marina Office (i.e., up to 8 campsites).
 - A Portland Loo and Public Beach Shower would be situated near the head of the marina, affording sanitation to facility visitors and swimmers not wishing to purchase an annual ramp pass to gain access to the main restrooms.
- In-Water/Marina:
 - Marina configuration would remain unchanged (i.e., 51-slip marina, single lane ramp).
 - Projects would focus on basic repairs and maintenance:
 - The entrance channel would be dredged to its current design depth.
 - Over the course of the next five (5) years, the existing docks would be repaired, rehabilitated (if possible), or entirely replaced.
 - Boat ramp would be repaired and modestly improved by re-surfacing, modest widening, replacement of rub boards, and paving of the pathway atop the south retaining wall.
 - An “iron ranger” would be installed adjacent to the ramp to collect fees when the marina office is unstaffed.

Notably, the alternative outlined above does not imagine improvements to accommodate a full-time caretaker or re-establish the fuel dock. The introduction of the Portland Loo and beach shower, together with retaining a live-aboard “Facility Host” are intended to address the concerns voiced over Port staffing limitations, access to public sanitation, and overall facility security. However, on busy openings and summer weekends, it is expected that the Quilcene Facility Attendant or the Facility Host would often leave the restroom door open for public use. However, absent the purchase of a ramp pass, the restrooms would not be opened to the public to be used as a principal means of sanitation.

Overall, the recommended alternative seeks to preserve the existing rural character of the facility and does not introduce any new employment or revenue generating uses. Public shoreline access would be modestly enhanced via ramp rehabilitation, benches and picnic tables, and access to public sanitation (e.g., Portland Loo/beach shower). The cost of the improvements anticipated by this alternative is expected to be significant, driven principally by periodic entrance channel dredging and progressive rehabilitation and replacement of the docks and floats, and obtaining grant funding the limited projects envisioned could prove to be a challenge.

Port staff will further refine the scope and cost of the projects outlined above, together with anticipated sources of funding and anticipated project timing, in advance of our next community meeting, tentatively set for 5:00 pm on Tuesday, June 7, 2022.



Financial Modeling Workbook



Port of Port Townsend

Quilcene Marina

Projection Model: 2023 through 2032

	Input Closing Projection Here		Note: This section projects annual amount using escalator on "Annual Escalator Worksheet" tab												
	Actual 2019	Actual 2020	Actual 2021	Budgeted 2022	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032
OPERATING REVENUES															
Quilcene - Lease Revenue	\$61,917	\$63,896	\$66,791	\$69,400	\$69,400	\$70,788	\$72,204	\$73,648	\$75,121	\$76,623	\$78,156	\$79,719	\$81,313	\$82,939	\$84,598
Quilcene - Permanent Moorage	47,547	59,882	62,726	56,684	56,684	57,818	58,974	60,154	61,357	62,584	63,835	65,112	66,414	67,743	69,097
Quilcene - Liveaboard Fee	743	3,667	3,244	0	0	0	0	0	0	0	0	0	0	0	0
Quilcene - Liveaboard Background Ck Fee	0	120	0	0	0	0	0	0	0	0	0	0	0	0	0
Quilcene - Nightly Moorage	3,532	2,473	1,816	2,678	2,678	2,732	2,786	2,842	2,899	2,957	3,016	3,076	3,138	3,200	3,264
Quilcene - Showers	3,671	3,125	2,631	3,126	3,126	3,189	3,252	3,317	3,384	3,451	3,520	3,591	3,663	3,736	3,811
Quilcene - Reservations	770	182	285	495	495	505	515	525	536	547	557	569	580	592	603
Quilcene - Miscellaneous Revenue	20	32	32	77	77	79	80	82	83	85	87	88	90	92	94
Quilcene - Water	13,695	13,378	13,171	12,830	12,830	13,087	13,348	13,615	13,888	14,165	14,449	14,738	15,032	15,333	15,640
Quilcene - Electric	1,788	4,061	3,730	3,955	3,955	4,034	4,115	4,197	4,281	4,367	4,454	4,543	4,634	4,727	4,821
Quilcene - Recreational Ramp Fees	10,232	10,379	11,353	11,518	11,518	11,748	11,983	12,223	12,467	12,717	12,971	13,231	13,495	13,765	14,040
Quilcene - Commercial Use Fees	2,400	1,616	2,300	2,200	2,200	2,244	2,289	2,335	2,381	2,429	2,478	2,527	2,578	2,629	2,682
Quilcene - Empty Trailer Parking	0	0	1,196	972	972	991	1,011	1,031	1,052	1,073	1,095	1,117	1,139	1,162	1,185
Quilcene - Fuel Sales	19,744	4,291	0	0	0	0	0	0	0	0	0	0	0	0	0
Quilcene - Rental Property Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Revenues															
Bond/Debt proceeds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Revenues						100,000	100,000	100,000	1,056,000	0	0	0	0	0	0
Total Operating & Other Revenues	\$166,058	\$167,103	\$169,275	\$163,935	\$163,935	\$267,214	\$270,558	\$273,969	\$1,233,449	\$180,997	\$184,617	\$188,310	\$192,076	\$195,918	\$199,836
Operating Revenues: Year over Year % Increase:						2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

					Input Closing Projection Here										
<u>OPERATING EXPENSES</u>	Actual 2019	Actual 2020	Actual 2021	Budgeted 2022	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032
Quilcene Salaries & Wages	\$35,386	\$33,991	\$30,655	\$43,136	\$43,136	\$43,999	\$44,879	\$45,776	\$46,692	\$47,626	\$48,578	\$49,550	\$50,541	\$51,552	\$52,583
Quilcene Payroll Taxes	4,678	4,029	3,472	4,659	4,659	4,752	4,847	4,944	5,043	5,144	5,247	5,352	5,459	5,568	5,679
Quilcene Employee Benefits	12,857	13,143	10,869	15,175	15,175	15,479	15,788	16,104	16,426	16,754	17,090	17,431	17,780	18,136	18,498
Quilcene Uniforms	240	0	0	300	300	306	312	318	325	331	338	345	351	359	366
Maint Salaries & Wages	15,444	20,309	17,375	21,220	21,220	21,644	22,077	22,519	22,969	23,429	23,897	24,375	24,863	25,360	25,867
Maint Payroll Taxes	1,907	2,427	2,076	2,292	2,292	2,338	2,385	2,432	2,481	2,531	2,581	2,633	2,685	2,739	2,794
Maint Employee Benefits	6,280	7,322	6,620	7,465	7,465	7,614	7,767	7,922	8,080	8,242	8,407	8,575	8,746	8,921	9,100
Enviro Salaries & Wages	251	283	594	0	0	0	0	0	0	0	0	0	0	0	0
Enviro Payroll Taxes	31	36	71	0	0	0	0	0	0	0	0	0	0	0	0
Enviro Employee Benefits	57	96	212	0	0	0	0	0	0	0	0	0	0	0	0
Contract Services	5,608	6,657	8,141	10,300	10,300	10,506	10,716	10,930	11,149	11,372	11,599	11,831	12,068	12,309	12,556
Insurance	5,686	6,980	8,310	9,141	9,141	9,324	9,510	9,701	9,895	10,092	10,294	10,500	10,710	10,924	11,143
Computer/Office Supplies	173	442	1,038	0	0	0	0	0	0	0	0	0	0	0	0
Operating supplies	1,146	619	635	455	455	464	473	483	493	502	512	523	533	544	555
Enviro - materials/supplies	140	5,313	0	100	100	102	104	106	108	110	113	115	117	120	122
Postage	150	150	125	150	150	153	156	159	162	166	169	172	176	179	183
Janitorial supplies	269	921	807	600	600	612	624	637	649	662	676	689	703	717	731
Fuel & Lubricants	0	13	42	0	0	0	0	0	0	0	0	0	0	0	0
Permits	273	249	249	360	360	367	375	382	390	397	405	414	422	430	439
Equipment Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Claims & Damages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges	1,553	1,516	1,583	1,025	1,025	1,046	1,066	1,088	1,109	1,132	1,154	1,177	1,201	1,225	1,249
Excise Tax	1,041	1,054	845	492	492	502	512	522	533	543	554	565	576	588	600
Bad Debt	0	374	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Expense	165	361	249	180	180	184	187	191	195	199	203	207	211	215	219
Repair & Maintenance Supplies	8,988	15,979	15,755	9,599	9,599	9,791	9,987	10,187	10,390	10,598	10,810	11,026	11,247	11,472	11,701
Utilities - Water	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities - Electric	3,631	5,106	5,157	5,280	5,280	5,386	5,493	5,603	5,715	5,830	5,946	6,065	6,186	6,310	6,436
Utilities - Sewer	173	492	439	558	558	569	581	592	604	616	628	641	654	667	680
Utilities - Garbage	1,621	1,857	2,396	2,025	2,025	2,066	2,107	2,149	2,192	2,236	2,280	2,326	2,373	2,420	2,468
Utilities - Fuels	1,301	1,022	1,483	1,600	1,600	1,632	1,665	1,698	1,732	1,767	1,802	1,838	1,875	1,912	1,950
Utilities - Telephone	5,428	2,814	3,677	3,726	3,726	3,801	3,877	3,954	4,033	4,114	4,196	4,280	4,366	4,453	4,542

OPERATING EXPENSES (continued)	Actual 2019	Actual 2020	Actual 2021	Budgeted 2022	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032
Advertising (legal)*	131	0	420	200	200	204	208	212	216	221	225	230	234	239	244
Marketing	0	0	805	1,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Travel & Training	16	481	136	150	150	153	156	159	162	166	169	172	176	179	183
Cost of Fuel Sold	16,255	2,035	0	0	0	0	0	0	0	0	0	0	0	0	0
General & Administrative Allocation	34,894	38,104	35,544	39,024	39,024	39,804	40,601	41,413	42,241	43,086	43,947	44,826	45,723	46,637	47,570
Other Expenditures-From other tabs															
Capital Projects	0	0	0	0	0	100,000	100,000	100,000	1,056,000	0	0	0	0	0	0
Debt Service - Principal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve Contribution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operating & Other Expenditures	\$165,772	\$174,175	\$159,780	\$180,212	\$182,234	\$283,816	\$287,493	\$291,242	\$1,251,067	\$198,969	\$202,948	\$207,007	\$211,147	\$215,370	\$219,677
Operating Expenses: Year over Year % Increase:						0.87%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Net Revenues less Expenditures	\$286	(\$7,072)	\$9,495	(\$16,277)	(\$18,299)	(\$16,603)	(\$16,935)	(\$17,273)	(\$17,619)	(\$17,971)	(\$18,331)	(\$18,697)	(\$19,071)	(\$19,453)	(\$19,842)
Rate Sensitive Revenues	\$166,058	\$167,103	\$169,275	\$163,935	\$163,935	\$167,214	\$170,558	\$173,969	\$177,449	\$180,997	\$184,617	\$188,310	\$192,076	\$195,918	\$199,836
Rate Impact	0.17%	-4.23%	5.61%	-9.93%	-11.16%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%

Note: A negative rate impact above quantifies, in terms or a percentage, the required rate increase, new source of revenue, or reduction in expenditures to balance the model.

Port of Port Townsend

Quilcene Marina

Projection Model: 2023 through 2032

	Input Closing Projection Here		Note: This section projects annual amount using escalator on "Annual Escalator Worksheet" tab												
	Actual 2019	Actual 2020	Actual 2021	Budgeted 2022	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032
OPERATING REVENUES															
Quilcene - Lease Revenue	\$61,917	\$63,896	\$66,791	\$69,400	\$69,400	\$70,788	\$72,204	\$73,648	\$75,121	\$76,623	\$78,156	\$79,719	\$81,313	\$82,939	\$84,598
Quilcene - Permanent Moorage	47,547	59,882	62,726	56,684	56,684	57,818	58,974	60,154	61,357	62,584	63,835	65,112	66,414	67,743	69,097
Quilcene - Liveaboard Fee	743	3,667	3,244	0	0	0	0	0	0	0	0	0	0	0	0
Quilcene - Liveaboard Background Ck Fee	0	120	0	0	0	0	0	0	0	0	0	0	0	0	0
Quilcene - Nightly Moorage	3,532	2,473	1,816	2,678	2,678	2,732	2,786	2,842	2,899	2,957	3,016	3,076	3,138	3,200	3,264
Quilcene - Showers	3,671	3,125	2,631	3,126	3,126	3,189	3,252	3,317	3,384	3,451	3,520	3,591	3,663	3,736	3,811
Quilcene - Reservations	770	182	285	495	495	505	515	525	536	547	557	569	580	592	603
Quilcene - Miscellaneous Revenue	20	32	32	77	77	79	80	82	83	85	87	88	90	92	94
Quilcene - Water	13,695	13,378	13,171	12,830	12,830	13,087	13,348	13,615	13,888	14,165	14,449	14,738	15,032	15,333	15,640
Quilcene - Electric	1,788	4,061	3,730	3,955	3,955	4,034	4,115	4,197	4,281	4,367	4,454	4,543	4,634	4,727	4,821
Quilcene - Recreational Ramp Fees	10,232	10,379	11,353	11,518	11,518	11,748	11,983	12,223	12,467	12,717	12,971	13,231	13,495	13,765	14,040
Quilcene - Commercial Use Fees	2,400	1,616	2,300	2,200	2,200	2,244	2,289	2,335	2,381	2,429	2,478	2,527	2,578	2,629	2,682
Quilcene - Empty Trailer Parking	0	0	1,196	972	972	991	1,011	1,031	1,052	1,073	1,095	1,117	1,139	1,162	1,185
Quilcene - Fuel Sales	19,744	4,291	0	0	0	0	0	0	0	0	0	0	0	0	0
Quilcene - Rental Property Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Revenues															
Bond/Debt proceeds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant Revenues	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Revenues						100,000	100,000	100,000	1,056,000	0	0	0	0	0	0
Total Operating & Other Revenues	\$166,058	\$167,103	\$169,275	\$163,935	\$163,935	\$267,214	\$270,558	\$273,969	\$1,233,449	\$180,997	\$184,617	\$188,310	\$192,076	\$195,918	\$199,836
Operating Revenues: Year over Year % Increase:						2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

					Input Closing Projection Here										
<u>OPERATING EXPENSES</u>	Actual 2019	Actual 2020	Actual 2021	Budgeted 2022	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032
Quilcene Salaries & Wages	\$35,386	\$33,991	\$30,655	\$43,136	\$43,136	\$43,999	\$44,879	\$45,776	\$46,692	\$47,626	\$48,578	\$49,550	\$50,541	\$51,552	\$52,583
Quilcene Payroll Taxes	4,678	4,029	3,472	4,659	4,659	4,752	4,847	4,944	5,043	5,144	5,247	5,352	5,459	5,568	5,679
Quilcene Employee Benefits	12,857	13,143	10,869	15,175	15,175	15,479	15,788	16,104	16,426	16,754	17,090	17,431	17,780	18,136	18,498
Quilcene Uniforms	240	0	0	300	300	306	312	318	325	331	338	345	351	359	366
Maint Salaries & Wages	15,444	20,309	17,375	21,220	21,220	21,644	22,077	22,519	22,969	23,429	23,897	24,375	24,863	25,360	25,867
Maint Payroll Taxes	1,907	2,427	2,076	2,292	2,292	2,338	2,385	2,432	2,481	2,531	2,581	2,633	2,685	2,739	2,794
Maint Employee Benefits	6,280	7,322	6,620	7,465	7,465	7,614	7,767	7,922	8,080	8,242	8,407	8,575	8,746	8,921	9,100
Enviro Salaries & Wages	251	283	594	0	0	0	0	0	0	0	0	0	0	0	0
Enviro Payroll Taxes	31	36	71	0	0	0	0	0	0	0	0	0	0	0	0
Enviro Employee Benefits	57	96	212	0	0	0	0	0	0	0	0	0	0	0	0
Contract Services	5,608	6,657	8,141	10,300	10,300	10,506	10,716	10,930	11,149	11,372	11,599	11,831	12,068	12,309	12,556
Insurance	5,686	6,980	8,310	9,141	9,141	9,324	9,510	9,701	9,895	10,092	10,294	10,500	10,710	10,924	11,143
Computer/Office Supplies	173	442	1,038	0	0	0	0	0	0	0	0	0	0	0	0
Operating supplies	1,146	619	635	455	455	464	473	483	493	502	512	523	533	544	555
Enviro - materials/supplies	140	5,313	0	100	100	102	104	106	108	110	113	115	117	120	122
Postage	150	150	125	150	150	153	156	159	162	166	169	172	176	179	183
Janitorial supplies	269	921	807	600	600	612	624	637	649	662	676	689	703	717	731
Fuel & Lubricants	0	13	42	0	0	0	0	0	0	0	0	0	0	0	0
Permits	273	249	249	360	360	367	375	382	390	397	405	414	422	430	439
Equipment Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Claims & Damages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges	1,553	1,516	1,583	1,025	1,025	1,046	1,066	1,088	1,109	1,132	1,154	1,177	1,201	1,225	1,249
Excise Tax	1,041	1,054	845	492	492	502	512	522	533	543	554	565	576	588	600
Bad Debt	0	374	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Expense	165	361	249	180	180	184	187	191	195	199	203	207	211	215	219
Repair & Maintenance Supplies	8,988	15,979	15,755	9,599	9,599	9,791	9,987	10,187	10,390	10,598	10,810	11,026	11,247	11,472	11,701
Utilities - Water	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities - Electric	3,631	5,106	5,157	5,280	5,280	5,386	5,493	5,603	5,715	5,830	5,946	6,065	6,186	6,310	6,436
Utilities - Sewer	173	492	439	558	558	569	581	592	604	616	628	641	654	667	680
Utilities - Garbage	1,621	1,857	2,396	2,025	2,025	2,066	2,107	2,149	2,192	2,236	2,280	2,326	2,373	2,420	2,468
Utilities - Fuels	1,301	1,022	1,483	1,600	1,600	1,632	1,665	1,698	1,732	1,767	1,802	1,838	1,875	1,912	1,950
Utilities - Telephone	5,428	2,814	3,677	3,726	3,726	3,801	3,877	3,954	4,033	4,114	4,196	4,280	4,366	4,453	4,542

OPERATING EXPENSES (continued)	Actual 2019	Actual 2020	Actual 2021	Budgeted 2022	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032
Advertising (legal)*	131	0	420	200	200	204	208	212	216	221	225	230	234	239	244
Marketing	0	0	805	1,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219
Travel & Training	16	481	136	150	150	153	156	159	162	166	169	172	176	179	183
Cost of Fuel Sold	16,255	2,035	0	0	0	0	0	0	0	0	0	0	0	0	0
General & Administrative Allocation	34,894	38,104	35,544	39,024	39,024	39,804	40,601	41,413	42,241	43,086	43,947	44,826	45,723	46,637	47,570
Other Expenditures-From other tabs															
Capital Projects	0	0	0	0	0	100,000	100,000	100,000	1,056,000	0	0	0	0	0	0
Debt Service - Principal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve Contribution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operating & Other Expenditures	\$165,772	\$174,175	\$159,780	\$180,212	\$182,234	\$283,816	\$287,493	\$291,242	\$1,251,067	\$198,969	\$202,948	\$207,007	\$211,147	\$215,370	\$219,677
Operating Expenses: Year over Year % Increase:						0.87%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Net Revenues less Expenditures	\$286	(\$7,072)	\$9,495	(\$16,277)	(\$18,299)	(\$16,603)	(\$16,935)	(\$17,273)	(\$17,619)	(\$17,971)	(\$18,331)	(\$18,697)	(\$19,071)	(\$19,453)	(\$19,842)
Rate Sensitive Revenues	\$166,058	\$167,103	\$169,275	\$163,935	\$163,935	\$167,214	\$170,558	\$173,969	\$177,449	\$180,997	\$184,617	\$188,310	\$192,076	\$195,918	\$199,836
Rate Impact	0.17%	-4.23%	5.61%	-9.93%	-11.16%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%	-9.93%

Note: A negative rate impact above quantifies, in terms or a percentage, the required rate increase, new source of revenue, or reduction in expenditures to balance the model.

Port of Port Townsend
Quilcene Marina
Capital Projects Worksheet

Note: Enter costs for each project in applicable year.

Project Name	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Restoration Program	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Marina Dock Repairs	0	0	0	256,000	0	0	0	0	0	0	256,000
Ramp Upgrade	0	0	0	400,000	0	0	0	0	0	0	400,000
Building Maintenance	0	0	0	150,000	0	0	0	0	0	0	150,000
Marina dredging	0	0	0	250,000	0	0	0	0	0	0	250,000
Project 6	0	0	0	0	0	0	0	0	0	0	0
Project 7	0	0	0	0	0	0	0	0	0	0	0
Project 8	0	0	0	0	0	0	0	0	0	0	0
Project 9	0	0	0	0	0	0	0	0	0	0	0
Project 10	0	0	0	0	0	0	0	0	0	0	0
Project 11	0	0	0	0	0	0	0	0	0	0	0
Project 12	0	0	0	0	0	0	0	0	0	0	0
Project 13	0	0	0	0	0	0	0	0	0	0	0
Project 14	0	0	0	0	0	0	0	0	0	0	0
Project 15	0	0	0	0	0	0	0	0	0	0	0
Project 16	0	0	0	0	0	0	0	0	0	0	0
Project 17	0	0	0	0	0	0	0	0	0	0	0
Project 18	0	0	0	0	0	0	0	0	0	0	0
Project 19	0	0	0	0	0	0	0	0	0	0	0
Project 20	0	0	0	0	0	0	0	0	0	0	0
Project 21	0	0	0	0	0	0	0	0	0	0	0
Project 22	0	0	0	0	0	0	0	0	0	0	0
Project 23	0	0	0	0	0	0	0	0	0	0	0
Project 24	0	0	0	0	0	0	0	0	0	0	0
Capital Projects	\$100,000	\$100,000	\$100,000	\$1,056,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,356,000

Carries over to "Projection Worksheet" Capital Project Expenditure Line.

Note: Enter funding sources to balance against costs above

Funding Sources	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Bond/Debt revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Revenues	0	0	0	0	0	0	0	0	0	0	0
Interfund Transfers In (IDD)	100,000	100,000	100,000	1,056,000	0	0	0	0	0	0	1,356,000
Other	0	0	0	0	0	0	0	0	0	0	0
Total Funding Sources	\$100,000	\$100,000	\$100,000	\$1,056,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,356,000

Carries over to "Projection Worksheet" Other Revenues section, individually.

Total Funding Sources less Project Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
---	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

Port of Port Townsend
Quilcene Marina
Debt Service Worksheet

Note: Enter Debt Service payments in schedule below

Description		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
GO Bond	Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	0	0	0	0	0	0	0	0	0	0	0
	Total P&I	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Revenue Bond	Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	0	0	0	0	0	0	0	0	0	0	0
	Total P&I	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
PWTF Loan	Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	0	0	0	0	0	0	0	0	0	0	0
	Total P&I	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Other Debt	Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	0	0	0	0	0	0	0	0	0	0	0
	Total P&I	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Debt Services Above

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	0	0	0	0	0	0	0	0	0	0	0
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Principal and Interest carries over to "Projection Worksheet" Debt Service

Port of Port Townsend
Quilcene Marina
Capital Reserve Contribution Worksheet

				Annual Contributions to Accumulate Funds for Future Project											
Current Cost of				Projected Cost of											
Project Name	Project	Escalator	Years (Mx 10)	Project	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Project 1	\$0	0.00%	1.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project 2	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 3	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 4	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 5	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 6	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 7	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 8	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 9	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 10	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 11	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 12	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 13	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 14	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 15	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 16	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 17	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 18	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 19	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 20	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 21	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 22	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 23	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Project 24	0	0.00%	1.00	0	0	0	0	0	0	0	0	0	0	0	0
Total Reserve	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Leave unused lines
above at value of 1

Total line carries over to "Projection Worksheet" Capital Contribution line.

Check Figures Worksheet

This work sheet compares the balances from the individual tabs to their respective line items on the "Projection Worksheet".
"OK" will appear if no variance exists. **"WARNING"** will appear if variance exists. Research and resolve an **"WARNING"** issues.

QUICK CHECK:

Capital Projects Worksheet Check:	OK
- Capital Projects	OK
- Bond/Debt Revenues	OK
- Grant Revenues	OK
- Interfund Revenues	OK
Debt Service Worksheet Check:	OK
Capital Reserve Worksheet Check:	OK

Capital Project Worksheet Check:

Per Capital Project Worksheet Tab:

Capital Projects

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Per Projection Worksheet Tab:

Capital Projects

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Variance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Per Capital Project Worksheet Tab:

Bond/Debt revenues

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Per Projection Worksheet Tab:

Bond/Debt proceeds

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Variance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Per Capital Project Worksheet Tab:

Grant Revenues

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Per Projection Worksheet Tab:

Grant Revenues

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Variance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Per Capital Project Worksheet Tab:											
Interfund Transfers In (IDD)											
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
	\$100,000.00	\$100,000.00	\$100,000.00	\$1,056,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,356,000.00
	\$100,000.00	\$100,000.00	\$100,000.00	\$1,056,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,356,000.00
Per Projection Worksheet Tab:											
Other Revenues											
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
	\$100,000.00	\$100,000.00	\$100,000.00	\$1,056,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,356,000.00
	\$100,000.00	\$100,000.00	\$100,000.00	\$1,056,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,356,000.00
Variance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Total Variance - All Sections:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Debt Service Worksheet Check:											
Per Debt Service Worksheet tab:											
0.00	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Projection Worksheet Tab:											
Debt Service - Principal	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service - Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Debt Service by year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Variance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Capital Reserve Worksheet Check:											
Per Capital Reserve Worksheet tab											
Total Reserve Contribution	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Projection Worksheet Tab:											
Capital Reserve Contribution	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Debt Service by year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Variance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

MEETING DATE	June 8, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Port Contracts Update • Port Lease Brief & Lease List

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: June 2, 2022

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **June 8, 2022 Commission Meeting** – Commission Update: New/Amended Contracts Under \$50,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 762-22

Name	Dates	Description	Amount Not to Exceed:
Mott MacDonald, LLC	5/24/22-12/31/22	Planning, engineering Quil Dredging & Disposal	\$41,920.00

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 6/2/2022
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: June 8, 2022, Lease Briefing

ISSUE

The purpose of this memo is to keep the Commission informed about existing, planned and potential leases.

BACKGROUND

As of the beginning of this month the Port has **42** land leases, **38** building leases, **36** rental agreements and **3** vacancies.

Vacant properties include Point Hudson: Northern half of duplex; Main Building two water-view offices. Boat Haven: one north-facing office in the Nomura Building.

DISCUSSION

New Agreements:

- Rental: Alan Katz, 5,037 sq ft of land (Dave Thompson's space)
- Rental: Armstrong Consolidated, 2,704 sf land, includes 3 parking spaces in front of building on 10th Street.
- Rental: Blue Moose 433.5' seasonal outdoor dining
- Rental: Sitewise Design PLLC, 2nd floor office in the Nomura Bldg.

Exercising Options:

- David Fletcher of Dave's Mobile Welding provided 90+ days' notice to exercise the second of three one-year options, Sept 1, 2022 – Aug 31, 2023. One one-year option remains on the lease.
- PT Sailing Association exercised last 1-year option on License Agreement for use of land near Octopus Gardens Diving for sailing-related activities, Sept 1, 2022 – Aug 31, 2023.

Assignments/Assumptions:

- Armstrong Consolidated (Dave's Mobile Welding Lease)

Terminated/Expired Agreements:

- Waterline Boats/Helmsman Trawlers has provided 30 days' notice to vacate (June 30) their Point Hudson office. They have been searching since day one for a spot in the Boat Haven and found a larger office in Mark Jochems building.
- Dave's Mobile Welding (assigned to Armstrong Consolidated)
- Dave Thompson terminated agreement. (Albert Katz has a new rental agreement for this space)

Soon to Expire:

- Johnson Fabrication (8/31/22). A letter was sent to Mr. Johnson to notify the lease would not be renewed at lease expiration. The Port and Mr. Johnson will continue to discuss options going forward.
- US Coast Guard (9/30/23)

License & Use Agreement:

June Rent Increases:

- **CPI Increase (4.6%):** Pete Stein/Compass WW-land rental; Andersen Machine container land rental; Jevne/Sea J's; Hanson of PT
- **Market Rate Increase:** Sands/PT Brewing; Fine Yachts (4% per lease)
- **Step Increase:** Pete Stein/Compass Woodwork-bldgs 2 & 3; Takaki/Marina Cafe

Miscellaneous:

- Will soon be showing the north wing of the Main Building at Point Hudson to WDFW. Two offices vacated/ing (total 354 sf). The archive room (547 sf) has been rented to an artist on a month-to-month basis and should be out within the year. DFW will be needing additional office space within the next year. The entire north wing that butts up to the kitchen adjacent to the Marina Room could be an option to DFW, total office area of 901 sf, plus the hallway.
- Commissioner Patranek, Mr. Berg, Mr. Toews and I met with SEA Marine owners for continued discussions on a long-term lease. Meetings will occur bi-weekly, until needed.

FISCAL IMPACT

N/A

ATTACHMENTS

1. 2022 Lease List

RECOMMENDATIONS

For information only.

PORT OF PORT TOWNSEND LEASE LISTING

Boat Haven - PROPERTY		JUNE 2022		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ STEP Incr.	REMARKS
Admiral Ship Supply	1,860.13	1/31/2025*	2/1/2023	*One 5-yr option available.
Andersen Machine Shop	269.06	9/30/2027	10/1/2022	Land lease.
Andersen Machine Shop	59.62	Mo/Mo	6/1/2023	228 sf additional land for storage adjacent shop. 30 day notice for rate increases.
Armstrong Consolidated LLC	9,041.51	Mo/Mo	30-day notice	30-day notice for rate increases.
Armstrong Consolidated LLC	445.83	Mo/Mo	30-day notice	Additional space upstairs.
Armstrong Consolidated LLC	3,002.19	8/31/2023*	9/1/2022	*One 1-yr option remains. Assignment of Dave's Mobile Welding Lease.
Armstrong Consolidated LLC	730.08	Mo/Mo	30-day notice	Land rental-ground in front of building.
Blue Moose Café	673.20	10/31/2026*	11/1/2022	*5-yr option available. 24-mo step to market. Step increase.
Blue Moose Café	117.04	Mo/Mo	30-day notice	Seasonal outdoor dining area. Plans to end in October.
Crown Castle (cell tower)	17,928.21/yr	6/30/2025*	6/1/2023	*One 5-yr option remains. Pay one mo in arrears..
Crown Castle - AT&T Sub-Lease	939.12		9/1/2022	Annual lease renewal. 6.5% annual increase 9/2019-9/2022. Pay one mo in arrears.
Dave's Mobile Welding assigned to ACI	3,002.19	8/31/2022*	9/1/2022	*Two 1-yr options remain.
Eagle Harbor Marine	274.59	Mo/Mo	9/1/2022	Land rental. 30-day notice for rent increases.
EDC Team Jefferson	790.01	Mo/Mo	7/1/2022	2nd floor Nomura Bldg (767 sf). 30-day notice for rent increases.
Ernst R. Baird (Haven Boatworks)	900.88	2/28/2029	3/1/2023	Land lease. Includes 6' x 50' Lumber rack.
Fine Yacht Interiors	1,368.84	5/31/2025*	6/1/2023	*One 3-yr option remains. Exercised 2nd option 6/1/22-5/31/25.
Flye, Todd dba On The Flye	375.47	1/31/2025	2/1/2023	Land lease-temporary structure. No options remain.
Gatheringplace	185.95	10/31/2022	N/A	Nomura Bldg, ground floor. License Agrmnt-"Raven Room", Nomura Bldg-Disabled trainging-dog biscuits. License eff. April 1, 2021.
Goolden, Leo (Sampson Boat Co)	1,039.36	Mo/Mo	6/1/2023	30-day notice for increases. (M/V Tally Ho project-up to 2 yrs.) MR applied.
Haven Boatworks	1,269.22	Mo/Mo	1/1/2023	Former J&S Bldg., Haines St. 30-day notice for rent increases.
Jefferson County (Commission Bldg)	1,765.18	9/30/2026	10/1/2022	5-yr. 180 day termination notice-either party.
Jefferson County MRW	0.00	12/31/2024	N/A	Interlocal Agreement. Port to pay Jefferson Co. \$49,107.00 by 12/31/24 for depreciated capital improvements to MRW by the County.
Jochems Property Mgmt.	326.47	10/31/2026	1/1/2024	Land lease. CPI every two years, next 1/1/2024.
Johnson Fabrication	1,712.76	8/31/2022	6/1/2022	Port has 120-day option to terminate lease, due to building condition.
Katz, Alan	906.66	Mo/Mo	30-day notice	Land lease, business w/temporary shelters. Formerly Dave Thompson's space.
Key City Fish Co. (10th Street-seafood mrkt)	1,842.74	8/31/2023	9/1/2022	Seafood market.
Key City Fish Co. (Haines PL-refrigeration)	775.10	11/30/2024*	12/1/2022	*Two 5-yr options available.
Kimmel's Crab Shack	2,267.91	4/30/2049	5/1/2023	Land lease. MR.
Kulin/Vizzini Svcs, Inc. (PT Rigging)	511.33	3/31/2030	4/1/2023	Land lease. 4.6% CPI applied.
NW Maritime Center (Marine Thrift)	614.34	1/31/2023*	2/1/2023	*Two 1-yr options remain.
NW School of Wooden BoatBuilding	509.78	6/30/2026*	7/1/2022	*One 5-yr option available. 25% of prevailing rate. Lease supersedes rent agrmnt.
Octopus Gardens Diving	896.00	6/30/2026	7/1/2022	24 mo. stepped rent to achieve market rate.
Olympic Boat Transport LLC	51.68	Mo/Mo	2/1/2023	Relocated crane next to Pete's Marine w/new mo-mo agreement, smaller footprint.
Pete Stein & Compass Woodwork	5,282.40	5/31/2026*	12/1/2022	*One 5-yr option available. Amended lease includes Bldg 2 & 3. 18-mo step rent. Paying Bldg 3 dep in full, continuing with stepped dep for Bldg 2.
Pete Stein & Compass Woodwork	98.32	Mo/Mo	30-day notice	40'x8' land & 7'x8' land for equipment.
Pete's Marine Services	1,415.66	7/31/2023*	8/1/2022	*Two 1-yr options available.
Port Townsend Fuel Dock LLC	650.00	6/30/2024*	N/A	*One 5-yr term remains. 2% flowage fee pays rent. MR applies.
PT Furniture Clinic	616.99	1/31/2023*	2/1/2023	*Two 1-yr options remain.
PT Sailing Assoc. - License	412.80/yr	8/31/2023*	9/1/2022	*Zero options remain. Use of land near Octopus Dive for sailing activities. CPI.
PT Sailing Assoc.	114.67	Mo/Mo	9/1/2022	Use of land near Octopus Dive for storage container.
Port Townsend Shipwrights, Inc.	6,030.15	7/31/2050	8/1/2022	Land lease. Market rate incr 8/1/30-every 10 yrs.
Pt Townsend Yacht Club	295.44	2/28/2026	3/1/2027	Land lease.
Revision Marine	2,020.22	12/31/2024	1/1/2023	Bldg/Land lease
Rubicon Yachts, LLC	1,515.00	11/30/2022	N/A	New 1-yr lease, effective December 1, 2021.
Sail Port Townsend	191.16	Mo/Mo	5/1/2023	2nd floor office #2-D, Nomura Bldg.
Sands, Guy & Kim (PT Brewing Co.)	3,436.78	5/31/2026*	6/1/2023	*Two 5-yr options remain. Bldg & Land.
Sands, Guy & Kim (PT Brewing Co)	150.00	Mo/Mo	10/1/2022	600 sf outdoor dining area.
Scow Bay Boats	498.41	9/30/2023*	10/1/2022	*One 3-yr option. Land lease-temporary structure.
Sea J's Café (Estate of Florence Jevne)	1,119.94	Mo/Mo	6/1/2023	Mo/Mo Building & Land agreement.
Sitewise Design PLLC	160.23	Mo/Mo	6/1/2023	Mo/Mo building agreement for small office 2-H in Nomura Bldg..
Skookum Corporation	915.01	3/31/2026*	4/1/2023	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.
Sunrise Coffee	1,821.40	9/30/2031*	10/1/2022	*Two 5-yr options available. Deposit balance-6 installments.
Takaki, Jennifer (Marina Café)	531.20	12/31/2026	7/2/2022	5-year lease, stepped rent to achieve MR in 18 mos. Deposit in full.
Takaki, Jennifer (Marina Café)	99.00	Mo/Mo	10/1/2022	396 sf outdoor dining ara. CPI applies.
Thompson, Dave Terminated agreement	687.49	Mo/Mo	11/1/2022	Land with temporary structures.
Tree Ring, LLC	130.68	Mo/Mo	3/1/2023	New month/month agreement-small office (2-G) upstairs, Nomura Bldg.
University of WA - Sea Grant	224.64	Mo/Mo	4/1/2023	Office 2-E, Nomura Bldg. Tenancy begins 3/15/22-pro-rated rent.
U. S. Coast Guard	5,488.05	9/30/2023	10/1/2022	Annual lease renewal & step increases.

PORT OF PORT TOWNSEND LEASE LISTING

Point Hudson - PROPERTY	JUNE 2022			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ STEP Incr.	REMARKS
Best Coast Canvas	1,890.00	7/31/2023*	8/1/2022	Armory Bldg. *Exercised 2nd of 3 1-yr options (8/1/22-7/31/23)
Brion Toss Yacht Rigging	812.28	8/31/2024	9/1/2022	Armory Bldg. 5-yr lease, no options.
Brooks, Cindy	37.80	Mo/Mo	N/A	54 sf floor in Armory Bldg thru June to work on wherry for 70/48 race
Commanders Beach House	2,277.52	4/30/2025	5/1/2023	Assignment to D & N Dionne. CPI applied.
Doc's Marina Grill / TNT Restaurants LLC	3,074.53	4/30/2027	5/1/2023	Exercised last 5-yr option 5/1/22-4/30-27. Wants a new 10-yr lease.MR
GatheringPlace	N/A	7/31/2004	N/A	Southern half of duplex. Leasehold exempt - Non-profit
Hagen Designs	600.77	Mo/Mo	4/1/2023	Archive rm, Main Bldg. Short term. MR applied.
Hanson of Port Townsend Inc.	361.69	5/31/2023*	6/1/2023	Armory Bldg. *Two 1-yr options remain: 6/22 , 6/23, 6/24.
Hudson Point Café	1,514.85	6/30/2025*	7/1/2022	Main Bldg. *One 5-yr option available.
Hudson Point Café Office #10, Main Bldg.	264.00	Mo/Mo	7/1/2022	Main Bldg. Restaurant view office.
Hudson Point Café Office #8	237.60	Mo/Mo	7/1/2022	Main Bldg. Restaurant storage, non-view office.
Hudson Point Café	117.73			Main Bldg - common area fee-restroom cleaning/stocking
Key City Public Theatre	127.74	License		June 24-25 only, land between PSE & Armory Bldg-fundraiser event
Marine Resources Consultants Inc.	491.82	9/30/2022*	10/1/2022	Armory Bldg. *One 2-year option available.
Marine Surveys & Assessments	1,548.94	3/31/2024	4/1/2023	Cupola House. Scheduled step increases.
Mark Kielty Design	264.00	Mo/Mo	11/1/2022	Main Bldg., small view office.
Mark Kielty Design	7.77			PH Main Bldg - common area fee-restroom cleaning/stocking
Northwest Maritime Center	1,337.50	6/30/2051	7/1/2022	Former Landfall site-plan to build 3000 sf classroom.
Northwest Maritime Center (Swan Hotel)	516.00/yr	auto renew	6/1/2024	License-encroachment. MR every 3-yrs. Port may term w/180-day notice
Puget Sound Express	1,106.50	12/31/2025	1/1/2023	No options remain.
Schooner Martha Foundation	756.29	12/31/2024*	1/1/2023	*One 5-yr option available.
SEA Green Partners d/b/a SEA Marine	2,301.15	4/30/2027*	5/1/2023	*One 5-yr option. Armory Bldg-Upstairs sail loft space.
Shanghai Restaurant	2,472.01	10/31/2026	11/1/2022	No options remain.
Shanghai Restaurant	174.90			PH Main Bldg - common area fee-restroom cleaning/stocking
Shannon Partners LLC (SEA Marine)	2,242.14	6/30/2027	7/1/2022	Ground lease for SEA Marine facility.
The Artful Sailor	503.50	11/30/2022*	12/1/2022	Armory Bldg. *Two 1-yr options remain.
The Artful Sailor	429.80	Mo/Mo	2/1/2023	Armory Bldg. Expanding shop to include small shop north. of current shop.
U.S. Customs	3,034.75	12/20/2027	GSA determines	Hospital Bldg. Accepted 5-yr option 12/2022 - 12/2027
Uptown Dental Clinic	260.00	Mo/Mo	11/1/2022	Northern half of duplex, second floor, 90 sf office.
Washington Dept. of Fish & Wildlife	8,430.97	3/21/2024*	N/A	Hospital Bldg. *One 5-yr option.
Waterline Boats, LLC	\$ 264.00	Mo/Mo	7/1/2022	Main Bldg, small view office.

PORT OF PORT TOWNSEND LEASE LISTING

JCIA - PROPERTY	JUNE 2022			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,108.08	11/20/2045	12/1/2022	Land lease. Hangars 'E' & 'F'.
Aurora Aircraft Maint & Restoration	523.49	10/31/2026*	11/1/2022	*One 5-yr option remains.
Aurora Aircraft Maint & Restoration		12/31/2023	N/A	Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease.
Broderson, Dennis	58.28	2/28/2016	3/1/2023	T-hangar pad LEASE T-403(Q) '22 adopted rate appld (7c/sf)
Dow Jeffery & Jorja	344.91	12/31/2028	8/1/2022	Land lease. Hangar 'D'.
Eber, Lorenz	60.00	Mo/Mo	12/1/2022	T-hangar pad, #T-404(P)
Erickson, Warren & Karen	173.65	7/26/2057	3/1/2023	Land lease. Hangar '4-B'.
G Hangar Condo Assoc.	535.79	6/9/2047	7/1/2022	Land lease.
Grandy, Richard	174.16	7/26/2057	3/1/2023	Land lease. Hangar '4-A'.
H-Hangar Corp., Inc.	498.04	6/22/2049	7/1/2022	Land lease.
Hangar C Group LLC	518.78	4/30/2053	12/1/2022	Settled 2/25/21: Amend #6: Ext. term.
Hangar J Lease (Holt)	244.56	10/1/2050	10/1/2022	Land lease.
Hood Canal Aviation LLC/Jim Piper	173.65	7/26/2057	3/1/2023	Land lease. Hangar '4-C'.
JEFFCO Hangar Assoc., Inc.	682.14	11/30/2041	12/1/2022	11,369 sf, hangar site 'I'.
K-Hangar Assoc. @ JCIA	530.59	4/25/2049	5/1/2023	Land lease. CPI applied.
L Hangar Condo Assoc @JCIA	585.34	10/31/2048	10/1/2022	Land lease.
Lemanski, Tom & Linda	70.00	Mo/Mo	3/1/2023	T-hangar pad, T-405. 2022 adopted rate applied (7c/sf)
Marlow, William (December Annual)	150.00/yr	N/A	N/A	Easement effective until terminated
Morrison, Neil/Lark Leasing	174.17	4/30/2053	5/1/2023	Land lease. Hangar 'N-North'. CPI applied.
Morrison, Neil	174.17	4/30/2053	5/1/2023	Land lease. Hangar 'N-South'. CPI applied.
Northrup, Mildred/Hopkins	70.00	Mo/Mo	3/1/2023	T-hangar pad, T-406(M). 2022 adopted rate applied (7c/sf)
NW Hangars LLC	1,778.99	7/26/2057	3/1/2023	Land lease. Hangars '7' & '8'.
Port Townsend Aero Museum	395.39	7/31/2052*	5/1/2023	*One 25-yr option. Museum bldg- land lease .
Port Townsend Aero Museum	338.90	7/31/2052*	5/1/2023	*One 25-yr opt. Museum bldg- land lease (expan.). CPI appl.
Port Townsend Aero Museum	582.92	7/31/2052*	5/1/2023	*One-25 yr option. Maintenance bldg- land lease . CPI appl.
Port Townsend Aero Museum	231.78	4/30/2053	5/1/2023	M' Hangar. Separate land lease. CPI applied.
Port Townsend Aero Museum	70.00	Mo/Mo	5/1/2023	T-hangar pad, T-400(S). MR applied.
Port Townsend Aircraft Services	280.20	6/30/2035*	7/1/2022	*Two 10-yr options.
Pratt Sr., David	70.00	Mo/Mo	3/1/2023	T-hangar pad, T-401(N). 2022 adopted rate applied (7c/sf)
Scheall, Daniel	58.28	2/28/2026	3/1/2023	T-hangar pad LEASE T-402(O)'22 adopted rate appld (7c/sf)
Spruce Goose	218.57	9/30/2029*	10/1/2022	*Two 5-yr options. CPI/MR apply.
Station Prairie	525.00	4/30/2072	5/1/2023	Hangar site pad #5.
Wexman, Scott & Diana Levin	252.48	3/31/2053	4/1/2023	Land lease. Hangar 'O'. 4.6% CPI applied.

PORT OF PORT TOWNSEND LEASE LISTING

QUILCENE - PROPERTY		JUNE 2022		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$ 5,494.92	12/31/2039	1/1/2023	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 227.92	11/30/2019	12/1/2022	The fate of the building is a subject of the Quilcene planning process. Working twds new agreement.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>
Quilcene Village Store	\$ 110.92	Mo/Mo	9/1/2022	1 yr lease - kayak rack & ground it sits on

Public Comments for June 8, 2022 Commission Meeting

From: [Janet Palmer](#)
To: [PPT Info](#)
Cc: [RIRSC Board](#); [Linda Ward](#)
Subject: Local rowing community
Date: Tuesday, June 7, 2022 10:27:41 AM

Please include these comments at the upcoming Port meeting

Our local Rat Island rowing community has access concerns that we hope the Port will keep in mind during this rowing season. Now that the weather is finally making it possible to enjoy our favorite sport, we're experiencing difficulties getting our boats to the water.

For the past 20+ years we have stored shells and our trailers out in the Point Hudson Back 40 and have been told that this year, space is not available to us. We would like reconsideration of this decision. Much of the Back 40 is open space and there appears to be space we could use for our 3 shells. With a little reorganization, the space near the containers next to the fence provides optimal wind protection and we agree to remove our craft for the Wooden Boat Festival. If that spot is not available, we would appreciate any other options for our boats.

As the Port prepares for the jetty restoration, the small boats stored on the kayak and shell racks will have a long walk carrying a boat to the ramp at the NWMC. All considerations of signage and safety would be appreciated as we share the roads with vehicles and equipment around Point Hudson.

Our club represents 60+ locals and many other voters with an interest in human powered craft. Thank you for your consideration of our concerns and feel free to contact me with any questions.

Janet Palmer
Rat Island Rowing and Sculling Club President
janetpwc@hotmail.com
360.316.9038

From: [Pam Petranek](#)
To: [Joanna Sanders](#)
Subject: Public comment: Sims Gateway and boatyard expansion plan
Date: Tuesday, June 7, 2022 6:48:01 AM

Public comment letter for June 8 port packet

From: Julie Jaman <jjamubi@gmail.com>
Sent: Monday, June 6, 2022 12:09 PM
To: citycouncil@cityofpt.us
Cc: kcollins@jeffpud.org; jrandall@jeffpud.org; dtoepper@jeffpud.org; kstreett@jeffpud.org; Pam Petranek <Pam@portofpt.com>; Carol Hasse <Carol@portofpt.com>; Pete Hanke <phanke@portofpt.com>; Eron Berg <Eron@portofpt.com>; John Mauro <jmauro@cityofpt.us>; Steve King <sking@cityofpt.us>
Subject: Sims Gateway and boatyard expansion plan

City Council
6/6/2022

Re: Sims Gateway and boatyard expansion project

There is a gorilla in the stakeholders' process - the poplars are to remain. This, according to the 1993 adopted 'Gateway Development Plan'; intended to provide continuity for future projects. This plan, a years long community effort, describes "special environmental character" and streetscape recommendations:

"The linear corridor quality of the poplar trees can be maintained, while enhancing views of the shipyards and the Historic buildings. Removal of "sucker" growth of the large poplars, and selective removal of the small, individual seedlings would open up views to the lagoon and boatyard. New poplars, spaced 20'-25' apart, can be selectively planted to fill in "gaps" along Sims. Meadow grass and wildflowers can be planted as ground cover around the poplars. The area north of Sims, adjacent to Kah-Tai Park (note: land later incorporated into the Park) can be planted with willows, riparian plantings and other marsh plants to recall the lagoon's former link with the Bay.

The 'Sims Gateway and Boatyard Expansion Project' is a collaboration of three agencies, sharing a County \$1M PIF grant. The grant language refers multiple times to "implementing" the 'Gateway Development Plan', the community's vision for future development.

Newly hired staff managers promote a mantra, "the poplars must go", an idea inserted into the project narrative: "The Poplars have been identified as an inappropriate tree by both the Parks Recreation and Tree Advisory Board, as well as a supporting landscape study for Kah Tai Lagoon". However, no City policy, goal, vision or priority has been adopted to incorporate such incongruent and contradictory ideas into the 'Gateway Development Plan'. The grant money is to implement not amputate the community's vision.

What of the future town landscape, prioritizing "the poplars must go" - cutting hundreds of

trees - projected at \$3000 per tree. One might be concerned; poplar cutting before residential streets potted with water features and arterials without shoulders for bicycles and walkers.

A few chosen stakeholders are discussing the staff's 'Sims Gateway and Boatyard Expansion Project'. It's unclear if stakeholders know roadside streetscapes are not parks and the poplars are to be maintained not cut down. One can hope they recommend to the Parks Board and City staff to groom and steward the poplars as recommended in the 'Gateway Development Plan', clearly the community's intention.

Julie Jaman
Quimper Peninsula
360-385-6078

PS: The Port manager has indicated he is open to replanting poplars and the PUD has indicated it does not need to remove the poplars in order to trench for its lines.