

1st Monthly Meeting Agenda
Wednesday, August 10, 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 July 13, 2022 3-5
 - B. Approval & Ratification of Warrants 6-34
 - C. Resolution 771-22 Authorizing Warrant Cancellation 35-36
- V. Second Reading ~ none
- VII. First Reading ~ none
- VIII. Regular Business
 - A. Request for Benches at Point Hudson by Lisa Widner.....
 - B. May 2022 Financial Report. 37-40
 - C. June Year-to-Date (Quarter 2) Financial Report 41-51
 - D. IDD Quarter 2 Report 52-53
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Meeting of the Commission:
 - Special Business Meeting Intergovernmental Collaborative Group (ICG): Thursday, August 18, 2022 at 5:00 p.m. Under The Tent at the Corner of 22nd Street and San Juan Avenue
 - Regular Business Meeting: Wednesday, August 24, 2022; 5:30 p.m., at the Pavilion Building & via Zoom **Cancelled**
 - Special Business Meeting Port, City of Port Townsend, and Jefferson County Public Utility District on Sims Way Boatyard Expansion: Monday, September 12, 2022 at 6:30 p.m. Location to be determined.
 - Public Workshop & Regular Business Meeting: Wednesday, September 14, 2022, at Pavilion Bldg. & via Zoom, with Public Workshop at 9:30 a.m. and Regular Meeting at 1:00 p.m.
- XII. Executive Session ~ none as of 8/5/22

XIII. Adjournment

Informational Items

- Port Contracts Update .. 54-61
- Port Lease Brief & Lease List . 62

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, July 13, 2022

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

Present: Commissioners Hasse and Hanke* with Petranek (excused)
Executive Director Berg
Director of Capital Projects & Port Engineer Klontz
Lease and Contracts Administrator Nelson
Operations Manager Sparks
Port Recorder Sanders

* Present On-Line Via Zoom

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 1 00:00:00)
Commissioner Hasse called the meeting to order at 1:00 p.m.
- II. APPROVAL OF AGENDA (Rec. 1 00:01:30)
Agenda was approved as written by unanimous consent.
- III. PUBLIC COMMENTS (Rec. 1 00:01:35)
David Goldman read written comment into the record regarding concerns and misunderstandings about the Lower Sims Gateway and Tree Management Project.
- IV. CONSENT AGENDA (Rec. 1 00:06:53)
 - A. Approval of Workshop & Regular Business Meeting Minutes from June 22, 2022.
 - B. Approval & Ratification of Warrants
Warrant #065420 – #065426 in the amount of \$25,887.39 and Electronic Payment in the amount of \$181,804.68 for Payroll & Benefits.
Warrant #065427 - #065514 in the amount of \$295,219.89
 - C. Lease Amendment No. 2 – Daniel J. Kulin and Lisa D. Vizzini, Port Townsend Rigging, Inc. d/b/a Port Townsend Rigging Services
 - D. Authorization of Legal Defense and Payment of Costs in a Proceeding Against a Port Employee**Commissioner Hanke moved to accept the Consent Agenda as written; motion passed unanimously.**
- V. SECOND READING ~ none
- VI. FIRST READING ~ none
- VII. REGULAR BUSINESS (Rec. 2, 00:07:30)
 - A. COMMISSION AUTHORIZATION TO AWARD BID AND EXECUTE CONTRACT FOR POINT HUDSON MARINA JETTY RESTORATION (Rec. 2, 00:01:07)
Director of Capital Projects and Port Engineer Klontz reported that in late June several marine construction firms submitted bids for the Point Hudson Breakwater Replacement project. Orion Marine Construction came in with the winning bid at \$10,256,106, less than the engineer's estimate which was \$14 million. On Tuesday of this week, the Port received Economic Development Administration (EDA) authorization to award the project. The work is scheduled to begin September 15 just after the completion of the Wooden Boat Festival. The order for the piling was placed by the contractor last week and should arrive in mid-October according to schedule. Port staff has asked for an increase of the wall thickness which will increase the project cost and extend the life of the jetty.
Commissioner comments were in favor of the bid award as well as having some financial flexibility for any needed change orders on the project. **Commissioner Hasse moved to approve the award bid to execute a contract for the Point Hudson Marina Jetty Restoration; approved by unanimous consent.**
- VIII. STAFF COMMENTS (Rec. 2, 00:12:00)
Executive Director Berg reported that a wherry storage area has been added at Boathaven using four parking spaces that were relatively unused. Toward the goal of local/easy access

to the water, there will still be an effort to create an additional “mast up” sailboat parking area. He and Operations Manager Sparks toured the Coyle Peninsula on *Clean Bay* the electric pumpout vessel. In addition, the *R Munson* might be retrofitted and employed as an additional pump out vessel through a contract with the Northwest School of Wooden Boatbuilding. The granting agency has given permission for this arrangement. Inflation has reached 10.1% and staff is looking at how this might affect the budget and future Port rates.

Draft Port Logo (15:00): Executive Director Berg presented the conceptual Port logo by Artist Marian Roh of the Schooner *Alcyone* coming home at sunset with four of its eight sails and lighthouse. He led a discussion and sought feedback on whether the Commission was ready to implement the new design on Port signs and business materials replacing the two designs in use currently. Commissioner Petranek wanted a Jefferson County backdrop including the Olympics which was difficult to represent. This is a return to the similar 1920s design with a lighthouse.

Commissioners: There was overall support of the artwork and discussion about its complex design. It is a good representation of a local boat and our Port even if not a gaff-rig fishing schooner with all sails up. It was noted that the sails as represented are accurate for the angle and winds in that location. There was an eagerness to see the more simplified renditions to be used as the logo. Staff responded that some signage would represent the full color artwork, however implementation would involve a spectrum of versions including a black and white logo as well as a line drawing possibly without the lighthouse. There was Commission and staff consensus around the public suggestion to ensure inclusion of the language “serving Jefferson County.”

Licensing for Gray Whale Skeleton on Union Wharf (Gunther): (00:23:46) Berg gave a presentation on the cleaning and reconstruction of the whale carcass proposed for educational display by the Port Townsend Marine Science Center (PTMSC). With Commission support, the Port would license this use for mutual community benefit with no fee other than an initial cost of \$3,000-5,000 for the spot lighting and security cameras. It would occupy one third of the space under the covered area and be seven feet high at the lowest point with the ability to walk under the 10-foot-high fluke. A railing with interpretive signage would surround the structure. National Oceanic and Atmospheric Association (NOAA) owns and has permitted the structure.

Commissioners were supportive of the project given the increase in whale and seal activity in the area. Concerns related to the project were budget, weather exposure, and the planned structural design for the large exhibit, including long-term maintenance. Berg confirmed the Port would not have responsibility for the exhibit. Maintenance would fall to the PTMSC. The arrangement envisioned is a no-fee educational license, renewable annually. In the future, there could also be a partnership on a water intake system. No City permitting is needed for the placement, but City Historic Design Review would be needed for the railing.

Commissioner Hanke moved to authorize the Executive Director to enter into a license agreement with the Port Townsend Marine Science Center for the Gunther Exhibit at Union Wharf; unanimously approved. (00:33:00)

Director of Capital Projects Klontz reported that several weeks ago, the engineer who will assist with the Quilcene Marina dredging project design met to assess the facilities. Yesterday they met to discuss the underwater survey, so progress is underway on the preliminary design. An Open House would be held Saturday, August 6 at the Port Townsend Community Center to provide an update on the Sims Gateway Boatyard Expansion project. Stakeholder group input will be presented on the range of options from “no action” to “poplar removal.” (00:34:37)

Lease and Contracts Administrator Nelson announced commitments of the two remaining water view offices at Point Hudson. Marine Resources Consultants is exercising their only two-year lease option for the Armory Building. US Coast

Guard is planning to negotiate a new lease and discussions continue with Sea Marine. The Washington Department of Fish and Wildlife is interested in making a proposal on renting the Cupola Annex. A meeting with Dave Ward was held to discuss amending the NW Hangars airport 2, 7, and 8 lease, and entering into a new lease for hangar construction at Site 2. A meeting with LGB Development is scheduled next week to discuss a new lease for Sites 1 and 3 and formally terminate the expired lease at Sites 1 and 3. (00:37:20)

IX. COMMISSIONER COMMENTS (Rec. 2, 00:39:34)

Commissioner Hanke spoke about the good fortune and excellent functioning of the current Port team.

Commissioner Hasse concurred with the reorganization, team work, and realizing a vision of a harmonious work place. Diane Nelson (mother of Sue Nelson) was recognized for her generous donation of a piano to bring music into the Pavilion Building.

X. Next Public Workshop & Regular Business Meeting (Rec. 2, 00:50:22): Wednesday, August 10, 2022 Workshop at 9:30 a.m. & Meeting at 1:00 p.m., at Pavilion Building & via Zoom. The Wednesday, July 27, 2022 meeting is cancelled.

XI. EXECUTIVE SESSION (Rec. 2, 00:51:00) ~ none

XII. ADJOURNMENT: meeting adjourned at 1:43 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 **065518 - 065579** generated on July 27th, 2022 in the amount of **\$387,249.81 is ratified.**

Signed and Authenticated on this **10th** day of **August**, 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: 7/27/2022

Register Number: CD-000936

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
0000065518	7/27/2022	48N010	48 North				Check Entry Number: 001
			103303	7/27/2022	786.00	0.00	786.00
0000065519	7/27/2022	ALL003	All City Autobody & Towing				Check Entry Number: 001
			44216	7/20/2022	195.00	0.00	195.00
0000065520	7/27/2022	AND085	Thomas Anderson				Check Entry Number: 001
			REFUND 7/9/2022	7/9/2022	48.62	0.00	48.62
0000065521	7/27/2022	AQU020	AquaTest, Inc.				Check Entry Number: 001
			61119	7/6/2022	1,131.91	0.00	1,131.91
0000065522	7/27/2022	ARM030	Armstrong Consolidated LLC				Check Entry Number: 001
			4306	7/18/2022	167.57	0.00	167.57
0000065523	7/27/2022	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			K73167	5/31/2022	119.20	0.00	119.20
			K73382	6/6/2022	53.58	0.00	53.58
Check 0000065523 Total:					172.78	0.00	172.78
0000065524	7/27/2022	BAN005	Bank of America				Check Entry Number: 001
			7/5/2022 STATEMENT	7/5/2022	7,572.51	0.00	7,572.51
0000065525	7/27/2022	BUI030	Builders Exchange of Wash.				Check Entry Number: 001
			1072378	7/7/2022	20.25	0.00	20.25
0000065526	7/27/2022	CED005	CED				Check Entry Number: 001
			5948-1022082	7/6/2022	170.20	0.00	170.20
			5948-1022087	7/6/2022	445.49	0.00	445.49
Check 0000065526 Total:					615.69	0.00	615.69
0000065527	7/27/2022	CEN030	CenturyLink				Check Entry Number: 001
			7/1/2022	7/1/2022	190.00	0.00	190.00
0000065528	7/27/2022	CEN035	CenturyLink				Check Entry Number: 001
			7/5/2022 STATEMENTS	7/5/2022	419.50	0.00	419.50
0000065529	7/27/2022	CHM030	Chmelik Sitkin & Davis P.S.				Check Entry Number: 001
			6/2022 STATEMENT	7/19/2022	5,838.00	0.00	5,838.00
0000065530	7/27/2022	CIT001	City Of Port Townsend				Check Entry Number: 001
			7/7/2022 STATEMENT	7/7/2022	20.00	0.00	20.00
0000065531	7/27/2022	CLA003	Clark Land Office				Check Entry Number: 001
			15182	6/30/2022	130.00	0.00	130.00
0000065532	7/27/2022	COA050	Mott MacDonald				Check Entry Number: 001
			100339-33	7/11/2022	7,582.00	0.00	7,582.00
0000065533	7/27/2022	COW020	Cowling and Co. LLC				Check Entry Number: 001
			548	2/28/2022	776.40	0.00	776.40
			567	3/31/2022	681.60	0.00	681.60
			568	3/31/2022	681.60	0.00	681.60
			569	3/31/2022	9,264.00	0.00	9,264.00
			570	3/31/2022	3,283.20	0.00	3,283.20
			593	4/30/2022	818.40	0.00	818.40
			594	4/30/2022	5,244.60	0.00	5,244.60
			638	5/31/2022	6,171.60	0.00	6,171.60
			640	5/31/2022	480.00	0.00	480.00
Check 0000065533 Total:					27,401.40	0.00	27,401.40
0000065534	7/27/2022	CPC020	CP Communications				Check Entry Number: 001
			POPT060122	7/15/2022	475.00	0.00	475.00
0000065535	7/27/2022	CRA035	Eileen Crawford				Check Entry Number: 001
			REFUND 7/20/22	7/20/2022	66.66	0.00	66.66
0000065536	7/27/2022	DOU010	Double D Electric Inc.				Check Entry Number: 001

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Journal Posting Date: 7/27/2022

Register Number: CD-000936

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
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			I-30781	7/8/2022	431.23	0.00 431.23
0000065537	7/27/2022	ECO002	EDC Team Jefferson			Check Entry Number: 001
			23 Q1	7/1/2022	7,500.00	0.00 7,500.00
0000065538	7/27/2022	FRE050	Larry & Pam Frei			Check Entry Number: 001
			REFUND 7/17/22	7/17/2022	214.65	0.00 214.65
0000065539	7/27/2022	GOO002	Good Man Sanitation			Check Entry Number: 001
			7/18/22 STATEMENT	7/18/2022	2,665.13	0.00 2,665.13
0000065540	7/27/2022	GOR010	Betty Gorman			Check Entry Number: 001
			REFUND 7/8/2022	7/27/2022	11.00	0.00 11.00
0000065541	7/27/2022	HIT050	Hi-Tech Security, Inc			Check Entry Number: 001
			66213	5/3/2022	452.77	0.00 452.77
0000065542	7/27/2022	HOO075	Ronnie Hoover			Check Entry Number: 001
			REFUND 07/10/22	7/10/2022	444.00	0.00 444.00
0000065543	7/27/2022	INS070	Insight Strategic Partners, LLC			Check Entry Number: 001
			4092	6/30/2022	6,250.00	0.00 6,250.00
0000065544	7/27/2022	JC1005	East Jefferson Fire Rescue			Check Entry Number: 001
			2ND HALF 2022	7/4/2022	4,590.00	0.00 4,590.00
0000065545	7/27/2022	JC1008	Jefferson County Public Works			Check Entry Number: 001
			7/5/22 STATEMENT	7/5/2022	625.67	0.00 625.67
0000065546	7/27/2022	JOH005	David Johnson			Check Entry Number: 001
			7/2022 EXPENSE	7/15/2022	35.95	0.00 35.95
0000065547	7/27/2022	LAK001	LB# 1086 Lakeside Industries			Check Entry Number: 001
			50017490	6/24/2022	72,278.63	0.00 72,278.63
0000065548	7/27/2022	LLO040	Ian Lloyd			Check Entry Number: 001
			REFUND 7/10/22	7/10/2022	74.36	0.00 74.36
0000065549	7/27/2022	OLI040	Jordan Oliver			Check Entry Number: 001
			REFUND 7/9/22	7/9/2022	6.00	0.00 6.00
0000065550	7/27/2022	OLY001	Olympic Equipment Rentals Inc			Check Entry Number: 001
			306549	7/12/2022	1,205.07	0.00 1,205.07
0000065551	7/27/2022	OLY002	The Home Depot Pro Institutional			Check Entry Number: 001
			689354306	6/6/2022	37.64	0.00 37.64
			689893949	6/8/2022	524.51	0.00 524.51
			691171482	6/15/2022	3,276.65	0.00 3,276.65
Check 0000065551 Total:					3,838.80	0.00 3,838.80
0000065552	7/27/2022	OLY003	Olympic Springs, Inc.			Check Entry Number: 001
			6/30/2022 STATEMENT	6/30/2022	29.29	0.00 29.29
0000065553	7/27/2022	PAP020	Pape Machinery			Check Entry Number: 001
			13680212	7/5/2022	57.53	0.00 57.53
0000065554	7/27/2022	PEN030	Peninsula Paint Co.			Check Entry Number: 001
			F0207724	7/8/2022	219.55	0.00 219.55
0000065555	7/27/2022	PLO020	Elaine Ploegstra			Check Entry Number: 001
			REFUND 6/14/2022	6/14/2022	233.31	0.00 233.31
0000065556	7/27/2022	POW025	David Powell			Check Entry Number: 001
			REFUND 6/11/22	6/11/2022	11.00	0.00 11.00
0000065557	7/27/2022	PRI001	The Printery			Check Entry Number: 001
			053852	7/6/2022	40.88	0.00 40.88
0000065558	7/27/2022	PUD005	PUD #1 of Jefferson County			Check Entry Number: 001
			7/11/2022 STATEMENTS	7/11/2022	12,696.63	0.00 12,696.63
			7/11/22 STATEMENT	7/11/2022	79.60	0.00 79.60
			7/5/22	7/5/2022	18.92	0.00 18.92

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Check Register
Journal Posting Date: 7/27/2022
Register Number: CD-000936

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
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Check 0000065558 Total:					12,795.15	0.00	12,795.15
0000065559	7/27/2022	QUI090	Quilcene Village Store				Check Entry Number: 001
			19274	7/26/2022	9.92	0.00	9.92
0000065560	7/27/2022	REI002	Reid Middleton Co				Check Entry Number: 001
			2207070	7/25/2022	17,355.25	0.00	17,355.25
0000065561	7/27/2022	ROD030	Rodda Paint				Check Entry Number: 001
			44171024	7/7/2022	143.07	0.00	143.07
			44171032	7/7/2022	3,867.08	0.00	3,867.08
Check 0000065561 Total:					4,010.15	0.00	4,010.15
0000065562	7/27/2022	ROG070	Sherry Rogowski				Check Entry Number: 001
			REFUND 7/7/22	7/7/2022	45.06	0.00	45.06
0000065563	7/27/2022	RSI050	RSINet				Check Entry Number: 001
			6720	7/10/2022	180.00	0.00	180.00
0000065564	7/27/2022	SAF001	Safeway, Inc.				Check Entry Number: 001
			7/21/22 STATEMENT	7/21/2022	3,297.54	0.00	3,297.54
0000065565	7/27/2022	SCJ010	SCJ Alliance				Check Entry Number: 001
			68549	7/13/2022	21,602.90	0.00	21,602.90
0000065566	7/27/2022	SHO010	Shold Excavating Inc				Check Entry Number: 001
			68901	7/8/2022	70.92	0.00	70.92
0000065567	7/27/2022	SNE070	Snell Crane Service, Inc.				Check Entry Number: 001
			29021.2	5/19/2022	7,017.86	0.00	7,017.86
0000065568	7/27/2022	TAY040	Justin Taylor				Check Entry Number: 001
			7/2022 EXPENSE	7/22/2022	73.04	0.00	73.04
0000065569	7/27/2022	TER030	Terrapin Architecture PC				Check Entry Number: 001
			22-245	7/20/2022	2,076.18	0.00	2,076.18
0000065570	7/27/2022	ULI040	ULINE				Check Entry Number: 001
			150300945	6/16/2022	6,045.76	0.00	6,045.76
			150862370	6/30/2022	861.77	0.00	861.77
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0000065571	7/27/2022	VEN070	VenTek International				Check Entry Number: 001
			133192	7/1/2022	103.65	0.00	103.65
0000065572	7/27/2022	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9911239072	7/15/2022	562.02	0.00	562.02
0000065573	7/27/2022	VIT075	Robert Vitale				Check Entry Number: 001
			REFUND 7/3/22	7/3/2022	165.00	0.00	165.00
0000065574	7/27/2022	WA0502	State of Washington				Check Entry Number: 001
			16100004421	7/13/2022	60.00	0.00	60.00
0000065575	7/27/2022	WA1803	State of Washington				Check Entry Number: 001
			2ND QTR 2022	7/27/2022	155,557.34	0.00	155,557.34
0000065576	7/27/2022	WAS003	Washington Public Ports Assn.				Check Entry Number: 001
			022-416	7/8/2022	445.00	0.00	445.00
0000065577	7/27/2022	WAT030	Waterline Boats				Check Entry Number: 001
			REFUND 7/1/2022	7/1/2022	339.61	0.00	339.61
0000065578	7/27/2022	WES060	West Marine Pro				Check Entry Number: 001
			005594	7/13/2022	71.61	0.00	71.61
			009893	7/18/2022	48.27	0.00	48.27
Check 0000065578 Total:					119.88	0.00	119.88
0000065579	7/27/2022	WIN003	Windridge Solutions				Check Entry Number: 001
			566	7/15/2022	408.10	0.00	408.10

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User Logon: DLF

Check Register
Journal Posting Date: 7/27/2022
Register Number: CD-000936

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
				Report Total:	387,249.81	0.00	387,249.81



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$16,888.38 is ratified.**

Signed and Authenticated on this **10th** day of **August**, 2022.

For: Washington State, Department of Revenue

Combined Excise Tax Return – for ***June, 2022*** in the amount of ***\$16,888.38.***

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-028-029-685**

Below is information from your Monthly Return for the period ending June 30, 2022

Filing Date	July 28, 2022
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	July 28, 2022
Total Tax	16,380.32
Total Credits	886.39
Subtotal	15,493.93
Estimated Penalty	1,394.45
Total Due	16,888.38



Combined Excise Tax Return

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

Filing Period: June 30, 2022

Due Date: July 25, 2022

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	127,926.25	0.00	127,926.25	0.004710	602.53
Service and Other Activities (\$1 million or greater in prior year)	151,432.67	0.00	151,432.67	0.017500	2,650.07
Total Business & Occupation					3,252.60

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	127,926.25	0.00	127,926.25	0.065000	8,315.21
Total State Sales and Use					8,315.21

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Water Distribution	899.32	0.00	899.32	0.050290	45.23
Other Public Service Business	9,342.60	0.00	9,342.60	0.019260	179.94
Total Public Utility Tax					225.17

Deductions

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

Credits

	Amount
Main Street Credit	886.39
Total Credits	886.39

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY	28.00	0.026000	0.73
1601 - PORT TOWNSEND	127,898.25	0.026000	3,325.35
Total Local City and/or County Sales Tax			3,326.08

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	63,063.15
Total Transient Rental Income	63,063.15

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	63,063.15	0.020000	1,261.26
Total Special Hotel/Motel			1,261.26

Total Tax	16,380.32
Total Credits	886.39
Subtotal	15,493.93
Estimated Penalty	1,394.45
Total Amount Owed	16,888.38

Penalty Waiver Requested: Hello, I know that this is the second month in a row that we are late in filing our Excise Return. We are still training the new person that compiles the numbers to report. We were late due to the effort to cross checking the numbers supplied for accuracy due to having a new employee. We got close this time. I would really appreciate a waiver for the penalty. Please see the last request for a waiver for further information.

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	7/28/2022
Confirmation #:	0-028-029-685
Payment Type:	ACH Debit/E-Check
Amount:	\$16,888.38
Effective Date:	7/28/2022



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 065580 generated on July 27th, 2022 in the amount of \$2,493.55 is ratified.

Signed and Authenticated on this 10th day of August, 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: 7/29/2022
Register Number: CD-000937

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
0000065580	7/29/2022	SCH060	Mark Schaefer				
		CLAIM		7/29/2022	2,493.55	0.00	2,493.55
				Report Total	2,493.55	0.00	2,493.55

Check Entry Number: 001



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 065581 through No. 065586 generated on August 1st, 2022 in the amount of \$25,874.93 and Electronic Payment in the amount of \$170,044.01, for a total amount of \$199,918.94 **is ratified.**

Signed and Authenticated on this 10th day of August, 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 065587 through No. 065632, are approved for payment in the amount of \$75,736.41 on this 10th day of August, 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: 8/10/2022
Register Number: CD-000939

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
0000065587	8/10/2022	ADL050	Adler Tank Rentals				Check Entry Number: 001
			4606149	7/31/2022	2,334.32	0.00	2,334.32
0000065588	8/10/2022	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			7/28/22 STATEMENT	7/28/2022	14,791.47	0.00	14,791.47
0000065589	8/10/2022	BER010	William Beminger				Check Entry Number: 001
			7/2022 EXPENSE	8/2/2022	6.19	0.00	6.19
0000065590	8/10/2022	BER045	Eron Berg				Check Entry Number: 001
			7/2022 EXPENSE	7/28/2022	793.16	0.00	793.16
0000065591	8/10/2022	BOM070	Stefan Bommeli				Check Entry Number: 001
			REFUND 8/1/22	8/1/2022	11.00	0.00	11.00
0000065592	8/10/2022	CAR001	Carl's Building Supply				Check Entry Number: 001
			7/31/22 STATEMENT	7/31/2022	3,598.09	0.00	3,598.09
0000065593	8/10/2022	CED005	CED				Check Entry Number: 001
			5948-1022725	7/27/2022	68.73	0.00	68.73
			5948-1022735	7/27/2022	392.84	0.00	392.84
			5948-1023065	7/27/2022	254.20	0.00	254.20
			5948-1023156	7/28/2022	388.75	0.00	388.75
			5948-1023470	8/3/2022	298.93	0.00	298.93
Check 0000065593 Total:					1,403.45	0.00	1,403.45
0000065594	8/10/2022	CHR070	Rodney Christensen				Check Entry Number: 001
			REFUND 7/26/22	7/26/2022	162.67	0.00	162.67
0000065595	8/10/2022	CIT001	City Of Port Townsend				Check Entry Number: 001
			7/2022 STATEMENTS	7/31/2022	15,251.74	0.00	15,251.74
0000065596	8/10/2022	COO050	Cooper Fuel				Check Entry Number: 001
			8/1/2022 STATEMENT	8/1/2022	3,437.87	0.00	3,437.87
0000065597	8/10/2022	DEP002	Department of Health				Check Entry Number: 001
			2022 OCS FEE	8/10/2022	248.90	0.00	248.90
0000065598	8/10/2022	DIL050	Larry Dill				Check Entry Number: 001
			REFUND 08012022	8/1/2022	89.00	0.00	89.00
0000065599	8/10/2022	DIR070	DirecTV				Check Entry Number: 001
			075436554X220728	7/28/2022	424.50	0.00	424.50
0000065600	8/10/2022	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1272434	8/1/2022	162.01	0.00	162.01
			1272435	8/1/2022	114.56	0.00	114.56
			1272436	8/1/2022	130.92	0.00	130.92
			1272437	8/1/2022	218.20	0.00	218.20
Check 0000065600 Total:					625.69	0.00	625.69
0000065601	8/10/2022	HAD001	Hadlock Building Supply				Check Entry Number: 001
			7/25/22 STATEMENT	7/25/2022	46.88	0.00	46.88
0000065602	8/10/2022	HEI020	Jim Heidell				Check Entry Number: 001
			REFUND 7/22/22	7/22/2022	11.00	0.00	11.00
0000065603	8/10/2022	HEI075	Richard Hein				Check Entry Number: 001
			REFUND 7/30/22	7/30/2022	11.00	0.00	11.00
0000065604	8/10/2022	HEN002	Henery Hardware				Check Entry Number: 001
			7347000	6/27/2022	83.96	0.00	83.96
			734739	6/27/2022	399.26	0.00	399.26
			734741	6/27/2022	27.91	0.00	27.91
			734855	6/29/2022	24.37	0.00	24.37
			734910	6/29/2022	8.72	0.00	8.72
			734939	6/30/2022	18.55	0.00	18.55

Run Date: 8/4/2022 1:32:57PM
A/P Date: 8/10/2022

Page: 1
User Logon: DLF

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied Payment Amount
			734941	6/30/2022	38.80	0.00 38.80
			734980	6/30/2022	46.21	0.00 46.21
			734996	6/30/2022	110.16	0.00 110.16
			735010	6/30/2022	6.19	0.00 6.19
			735295	7/6/2022	18.73	0.00 18.73
			735333	7/6/2022	45.12	0.00 45.12
			735389	7/7/2022	42.52	0.00 42.52
			735426	7/7/2022	163.07	0.00 163.07
			735428	7/7/2022	38.38	0.00 38.38
			735441	7/7/2022	5.44	0.00 5.44
			735450	7/7/2022	47.55	0.00 47.55
			735500	7/8/2022	10.90	0.00 10.90
			735510	7/8/2022	12.42	0.00 12.42
			735609	7/11/2022	55.59	0.00 55.59
			735614	7/11/2022	22.90	0.00 22.90
			735615	7/11/2022	28.36	0.00 28.36
			735698	7/12/2022	43.16	0.00 43.16
			735781	7/13/2022	20.47	0.00 20.47
			735787	7/13/2022	360.87	0.00 360.87
			735789	7/13/2022	39.27	0.00 39.27
			735824	7/14/2022	46.90	0.00 46.90
			736022	7/18/2022	18.09	0.00 18.09
			736031	7/18/2022	25.73	0.00 25.73
			736045	7/18/2022	52.98	0.00 52.98
			736066	7/18/2022	11.99	0.00 11.99
			736114	7/19/2022	23.99	0.00 23.99
			736132	7/19/2022	23.45	0.00 23.45
			736170	7/19/2022	7.62	0.00 7.62
			736202	7/20/2022	86.12	0.00 86.12
			736215	7/20/2022	34.88	0.00 34.88
			736242	7/20/2022	123.83	0.00 123.83
			736372	7/22/2022	90.47	0.00 90.47
			736546	7/25/2022	37.07	0.00 37.07
Check 0000065604 Total:					2,264.90	0.00 2,264.90
0000065605	8/10/2022	HIC020	David Hickman			Check Entry Number: 001
			REFUND 7/26/22	7/26/2022	11.00	0.00 11.00
0000065606	8/10/2022	HRA030	HRA VEBA Trust			Check Entry Number: 001
			YA20407 7/2022	8/10/2022	637.39	0.00 637.39
0000065607	8/10/2022	JAM040	Jamestown Networks			Check Entry Number: 001
			7146	8/1/2022	530.00	0.00 530.00
0000065608	8/10/2022	KIT001	Kitsap Tractor & Equipment			Check Entry Number: 001
			P0831201	8/2/2022	331.48	0.00 331.48
0000065609	8/10/2022	KUP050	Nancy & Andy Kupp			Check Entry Number: 001
			REFUND 8/1/2022	8/1/2022	157.86	0.00 157.86
0000065610	8/10/2022	LAN001	Landau Associates			Check Entry Number: 001
			0051498	7/19/2022	2,171.25	0.00 2,171.25
0000065611	8/10/2022	LAW050	Law Offices of Talmade/Fitzpatrick			Check Entry Number: 001
			15545	8/1/2022	4,736.25	0.00 4,736.25
0000065612	8/10/2022	LER040	Leroy Lewis			Check Entry Number: 001
			REFUND 7/19/2022	7/19/2022	190.91	0.00 190.91

Check Register
Journal Posting Date: 8/10/2022
Register Number: CD-000939

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
0000065613	8/10/2022	MAR031	Marine Vacuum Service, Inc.				Check Entry Number: 001
			77495	7/25/2022	2,358.96	0.00	2,358.96
0000065614	8/10/2022	MIL010	Anne Millman				Check Entry Number: 001
			REFUND 8/1/2022	8/1/2022	88.00	0.00	88.00
0000065615	8/10/2022	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			8/1/2022 STATEMENTS	8/1/2022	10,006.87	0.00	10,006.87
0000065616	8/10/2022	NOR096	Northwest Maritime Center				Check Entry Number: 001
			REFUND 7/29/22	7/29/2022	682.01	0.00	682.01
0000065617	8/10/2022	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			308270	7/26/2022	181.06	0.00	181.06
0000065618	8/10/2022	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			8/1/22 STATEMENT	8/1/2022	350.97	0.00	350.97
0000065619	8/10/2022	PEL030	David Pellerin				Check Entry Number: 001
			REFUND 07/29/22	7/29/2022	37.69	0.00	37.69
0000065620	8/10/2022	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			60349	7/29/2022	92.74	0.00	92.74
			61964	7/29/2022	545.50	0.00	545.50
Check 0000065620 Total:					638.24	0.00	638.24
0000065621	8/10/2022	PLA040	PLATT				Check Entry Number: 001
			3B97932	7/27/2022	929.56	0.00	929.56
0000065622	8/10/2022	POR065	Port of Port Townsend				Check Entry Number: 001
			LEWIS MOORAGE	8/10/2022	155.00	0.00	155.00
0000065623	8/10/2022	PUD001	Pud District #1				Check Entry Number: 001
			07/25/2022	7/25/2022	550.20	0.00	550.20
			7/25/22 STATEMENTS	7/25/2022	240.09	0.00	240.09
Check 0000065623 Total:					790.29	0.00	790.29
0000065624	8/10/2022	QUI001	Quill Corporation				Check Entry Number: 001
			26426741	7/18/2022	150.15	0.00	150.15
0000065625	8/10/2022	SNE020	S-Net Communications				Check Entry Number: 001
			141258	8/1/2022	643.00	0.00	643.00
0000065626	8/10/2022	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			22-04817	7/29/2022	87.00	0.00	87.00
0000065627	8/10/2022	VIR060	Virtower				Check Entry Number: 001
			1487	8/1/2022	500.00	0.00	500.00
0000065628	8/10/2022	WAS017	Marc Horton - Washington Project Consultants				Check Entry Number: 001
			073122-8	8/1/2022	950.00	0.00	950.00
0000065629	8/10/2022	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0009622	7/23/2022	154.72	0.00	154.72
0000065630	8/10/2022	WEE020	Cindy Weed				Check Entry Number: 001
			REFUND 7/19/2022	7/19/2022	22.00	0.00	22.00
0000065631	8/10/2022	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			7/25/22 STATEMENT	7/25/2022	1,634.25	0.00	1,634.25
0000065632	8/10/2022	ZIM050	Lonnie Zimmerman				Check Entry Number: 001
			REFUND 8/2/22	8/2/2022	1,098.67	0.00	1,098.67
Report Total:					75,736.41	0.00	75,736.41



PO Box 1180 • Port Townsend, WA 98368
Serving all of Jefferson County

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. 065354 in the amount of \$7,017.86 is declared void on this on this 10th day of August, 2022.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Manual Check and Payment Register
Journal Posting Date: 7/27/2022
Register Number: MC-000292

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE					
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount		Discount	Distribution Amount
0000065354	REV 6/8/2022	SNE070	Snell Crane Service, Inc.		7,017.86-
Check Comment: Lost Warrant					
CK000006535401					
	6/8/2022		7,017.86-	0.00	
G/L Account:	723-5330-05		REPAIR/MAINT: 300 TON HOIST		7,017.86-
	Bank W Total:		7,017.86-	0.00	7,017.86-
	Report Total:		7,017.86-	0.00	7,017.86-



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Administration: (360) 385-0656
3988

Operations: (360) 385-2355

Fax: (360) 385-

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, Electronic Payment in the amount of \$5,791.00, for a total amount of \$5,791.00 is ratified.

Signed and Authenticated on this 10th day of August, 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
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 065515 through No. 065517 generated on July 15th, 2022 in the amount of \$6,077.16 and Electronic Payment in the amount of \$105,316.26, for a total amount of \$111,393.42 is ratified.

Signed and Authenticated on this 10th day of August, 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

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$14,932.04 is ratified.**

Signed and Authenticated on this **10th** day of **August**, 2022.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***May, 2022*** in the amount of ***\$14,932.04.***

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-027-629-433**

Below is information from your Monthly Return for the period ending May 31, 2022

Filing Date	July 14, 2022
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	July 14, 2022
Total Tax	16,834.15
Total Credits	3,144.66
Subtotal	13,689.49
Estimated Penalty	1,232.05
Estimated Interest	10.50
Total Due	14,932.04



Combined Excise Tax Return

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

Filing Period: May 31, 2022

Due Date: June 27, 2022

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	130,324.34	0.00	130,324.34	0.004710	613.83
Service and Other Activities (\$1 million or greater in prior year)	131,651.02	0.00	131,651.02	0.017500	2,303.89
Total Business & Occupation					2,917.72

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	130,324.34	0.00	130,324.34	0.065000	8,471.08
Use Tax	9,833.00	0.00	9,833.00	0.065000	639.15
Total State Sales and Use					9,110.23

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	9,077.60	0.00	9,077.60	0.019260	174.83
Water Distribution	1,036.24	0.00	1,036.24	0.050290	52.11
Total Public Utility Tax					226.94

Deductions

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

Credits

	Amount
Main Street Credit	2,917.72
Main Street Credit	226.94
Total Credits	3,144.66

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY	1,000.00	0.026000	26.00
1601 - PORT TOWNSEND	129,324.34	0.026000	3,362.43
Total Local City and/or County Sales Tax			3,388.43

Local City and/or County Use Tax/Deferred Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	9,833.00	0.026000	255.66
Total Local City and/or County Use Tax/Deferred Sales Tax			255.66

Transient Rental Income

Location	Income	
1601 - PORT TOWNSEND	46,758.28	
Total Transient Rental Income		46,758.28

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	46,758.28	0.020000	935.17
Total Special Hotel/Motel			935.17

Total Tax	16,834.15
Total Credits	3,144.66
Subtotal	13,689.49
Estimated Penalty	1,232.05
Estimated Interest	10.50
Total Amount Owed	14,932.04

Penalty Waiver Requested: We recently had our AR Accountant retire at the beginning of June after 20 years of service. Her replacement is still learning how to reconcile the monthly reports so it took much longer than normal to get the information needed to report to DOR for Excise/Sales Tax. All of us in accounting are actively working with her to ensure this will not happen again. Please consider waiving the penalty. Thank you.

Prepared By: Donna Frary
E-Mail Address: donna@portofpt.com

Submitted Date:	7/14/2022
Confirmation #:	0-027-629-433
Payment Type:	ACH Debit/E-Check
Amount:	\$14,932.04
Effective Date:	7/14/2022



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$27,538.45 is ratified.**

Signed and Authenticated on this **10th** day of **August, 2022.**

For: Washington State Department of Labor & Industries
2nd Quarter Tax Return for April - June, 2022 in the amount of \$27,538.45

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration



Washington State Department of Labor & Industries

Quarterly Report
Submit Date: 7/13/2022
Confirmation Number: 8882154

Quarterly Report

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

Account Manager: KEITH CURTISS
2nd Quarter: 4/1/2022 - 6/30/2022

WA UBI: 161000044
L&I Account ID: 061,069-00
Phone Number: 3603852355 Ext: 0

Volunteer Reporting

Class Code	Nature of Work	Number of New Volunteers Reported
6901-00	Volunteers-Excl Law Enf Offrs	2

Class Code	Nature of Work	Gross Payroll	Worker Hours	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$447,125.00	13,024	2.0342	\$26,493.42
5306-07	Counties/Tax Dist Adm/CI Offc	\$238,490.00	4,065	0.2518	\$1,023.57
6901-00	Volunteers-Excl Law Enf Offrs	\$0.00	278	0.0772	\$21.46
Total of Premiums:					\$27,538.45
Grand Total:					\$27,538.45

Preparer's Information

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

Payment Information

Method of Payment: eCheck
Payment Amount: \$27,538.45
Bank Routing Information: 125102906
Bank Account Information: XXXXXXXXXXXX5811
Bank Account Type: BusinessChecking
Scheduled Payment Date: 7/13/2022



PO Box 1180 • Port Townsend, WA 98368

Administration: (360) 385-0656

Operations: (360) 385-2355

Fax: (360) 385-3988

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$3,202.94 is ratified.**

Signed and Authenticated on this 10th day of August, 2022.

For: Washington State, Employment Security Department for
WA State Paid Family Medical Leave – for ***Qtr 2, 2022*** in the amount of
\$3,202.94

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration



Paid Family & Medical Leave

Payment Review

Address

Billing Address:

Port of Port Townsend
2701 Jefferson St
PO Box 1180
Port Townsend, WA 98368
(360) 379-5217
donna@portoftpt.com

Payment Method

Business Check
Checking
x5811
125102906

Payment Amount

Amount: 3202.94 USD

Total: 3202.94 USD

Today, being 7/13/2022, by entering the Company's routing and account number above and clicking "Pay Now," as an authorized Company representative, I authorize the payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from the Company's checking or savings account as indicated above and, if necessary, electronic credits to the Company's account to correct erroneous debits. I understand that the processing of the payment will be completed within 1-3 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment and the state return item fee and, if applicable, costs, based on the Company's locale that I have provided above by EFT(s) or draft(s) drawn from the Company account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice.

I accept these terms, acknowledge these disclosures and authorize this payment on behalf of Company and further agree, on Company's behalf, that Company shall be bound by the NACHA Rules in effect, both now and as amended from time to time. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.

[Back](#) [Pay Now](#) [Exit](#)

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	August 10, 2022
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV.C. Resolution 771-22 Authorizing Warrant Cancellation
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Resolution 771-22 Authorizing Warrant Cancellation

RESOLUTION NO. 771-22

A Resolution of the Commission of the Port of Port Townsend
AUTHORIZING WARRANT CANCELLATION

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

Warrant #	Dated	Amount	Issued To:
065312	6/8/2022	\$ 424.50	DirecTV

WHEREAS: the aforementioned warrant has been lost or destroyed and has not been presented for payment;

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

ADOPTED this 10th day of August 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

Pam A. Petranek, President

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

MEETING DATE	August 10, 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. B. May 2022 Financial Report
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/22/2022
TO: Commission, Executive Staff
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: May 2022 Financial Report

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

<u>2022 YTD Project Expenses</u>	<u>Budget</u>	<u>Year-to-date</u>
PH Replacement of North & South Jetties	\$ 6,000,000	\$ 92,316
Dock Renovations & Piling Replacement	200,000	0
BH Main Breakwater Repairs	350,000	633
PH Pavilion Bldg. Remodel (a)	148,434	49,061
FEMA – Yard Stormwater Materials Replacement (b)	0	2,482
FEMA – City Dock (b)	0	0
FEMA – JCIA Hangar Repair	80,000	2,482
Reconstruct Old Coast Guard Building	191,250	143,338
AWOS – Replace Present Weather Sensor	30,000	26,884
FEMA - BH Marina Pavement Repair (b)	0	2,026
NORTH west Yard Expansion (25-feet)	450,000	376
BH Stormwater Treatment	2,650,000	559
Gardiner Boat Ramp Renovation	0	3,500
PH Offices – Heat Pump installation	0	16,500
Total Capital Expenses YTD	<u><u>\$ 10,099,684</u></u>	<u><u>\$ 340,157</u></u>

Non-Capital use of funds

DNR – Vessel Destruction	\$ 39,651
--------------------------	-----------

2022 Capital Purchases or Contracted Capital Services

<u>Equipment/Vehicle replacement (total \$818,000)</u>		
Kendrick Equipment, Inc. (final on 75-Ton lift)	\$ 398,000	\$ 403,337
Northsound Auto Group, LLC (3 RAM trucks)	90,000	86,704
Auxiliary Vehicles (2 Gators for the Yard)	30,000	26,573
Hydraulic Lift Trailer (transporter)	300,000	0
Boat Haven Environmental Center Fob system (b)	0	21,535
Point Hudson Environmental Center Fob system (b)	0	13,356
Point Hudson RV Park 3 Phase Power (b)	0	19,626
<u>Land Acquisition – for SouthWEST Yard Expansion (c)</u>	<u>0</u>	<u>145,649</u>
Total Capital Purchases or Contracted Capital Services YTD	<u><u>\$ 818,000</u></u>	<u><u>\$ 716,780</u></u>

Notes:

- (a) Project budgeted for 2021 and carried over into 2022 due to supply chain back logs.
- (b) Not in the 2022 budget since the event or idea either hadn't occurred, or the certainty of the grant hadn't been determined.
- (c) Not in the 2022 "capital" budget since it is not a capital project; Vessel Destruction is a non-operating project, and South **WEST** Yard Expansion Land Acquisition was expected to close by 12/31/21 but was delayed.

Ending Cash Balances as of May 31	2022	2021
Reserved Cash & Investments – Other*	\$ 2,798,570	\$ 1,847,699
Reserved Cash & Investments – IDD	3,491,725	\$ 1,541,675
Unreserved Cash & Investments	<u>1,949,553</u>	\$ 2,862,198
Total Cash & Investments	<u>\$ 8,239,848</u>	<u>\$ 6,251,572</u>

<u>*Other Reserves detail:</u>	<u>Current balance</u>	<u>Target balance</u>
Unemployment Reserve	\$ 10,000	na
Operating Reserve (a)	969,532	\$ 1,470,609
Boat Haven Renovation Reserve (b)	442,397	na
Emergency Reserve	500,000	\$500,000
Port-Wide Capital Reserve (c)	<u>876,641</u>	na
Total Other Reserves	\$ 2,798,570	

- (a) The target for the Operating Reserve is 25%, or three (3) months, of operating expenses, per current budget. See resolution 692-19 for more detail.
- (b) The plan for this reserve is to use it on Boat Haven Moorage projects until it is extinguished. It was replaced by the Port-Wide Capital Reserve in resolution 693-19.
- (c) Resolution 693-19 does not set a target for this reserve.

Debt Service for the Year

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

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

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

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

Remaining Debt for years 2023-2029

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

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

DISCUSSION

As requested by Commission.

FISCAL IMPACT

NA

RECOMMENDATIONS

For discussion only.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

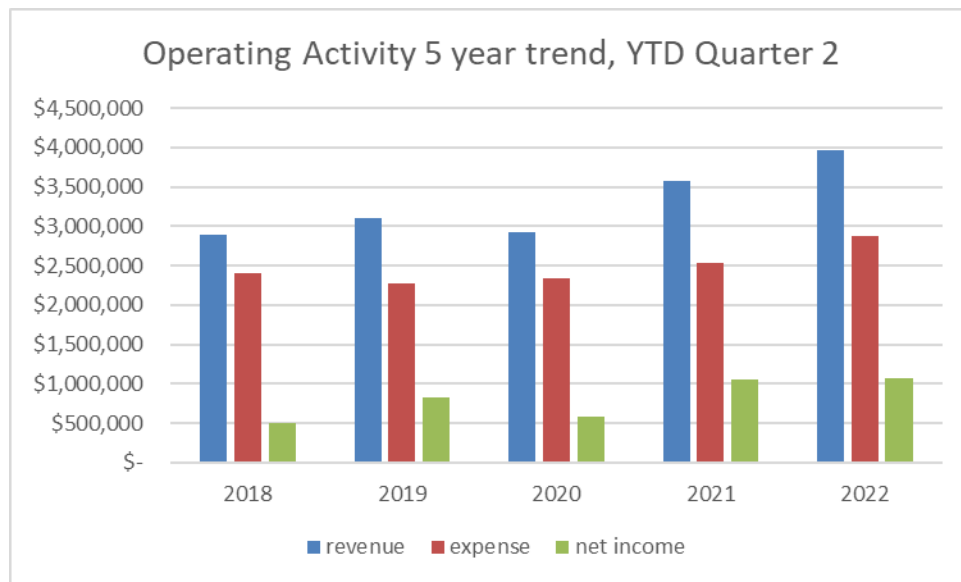
MEETING DATE	August 10, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VIII. C. June Year-to-Date (Quarter 2) Financial Report
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum June 2022 Year-to-Date Summary and Notes June 2022 Year-to-Date Detailed Financial Report

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 8/10/2022
TO: Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: June YTD (Qtr. 2) 2022 Financial Report

As requested by the Commission when reviewing the Quarter 1, 2022 operating results of Port activity, presented below is a graph summarizing the operating revenue and expense together with the net operating income/loss year by year in a five-year trend. This clearly depicts the year-to-year comparison of operating revenue and expense and the resulting net operating income/loss in the last five (5) years.



During the last five (5) years, the Port has been fairly steady with increasing operating revenue, expense, and net income. The operating revenue and expense amounts that increased year-to-year and those percentage changes are in the table below.

year	Operating Revenues	Incr./((Decr.) year to year	Percentage change	Operating Expenses	Incr./((Decr.) year to year	Percentage change
2018	\$ 2,892,732			\$ 2,398,936		
2019	\$ 3,109,493	\$ 216,761	7.49%	\$ 2,279,052	\$ (119,884)	-5.00%
2020	\$ 2,920,307	\$ (189,186)	-6.08%	\$ 2,339,942	\$ 60,890	2.67%
2021	\$ 3,580,071	\$ 659,764	22.59%	\$ 2,529,378	\$ 189,436	8.10%
2022	\$ 3,956,559	\$ 376,488	10.52%	\$ 2,879,866	\$ 350,488	13.86%

Average Change

8.63%

Average Change

4.91%

Whereas both operating revenue and expense have been increasing during this five-year period, the average rate of increase for revenue has been just under 50% than the average increase in expense. However, when looking at just this year, even though operating revenues appear strong when compared to 2021, a \$376,488 increase, the expenses appear to be almost keeping pace at an increase of \$350,488. Part of that expense increase is directly related to increased prices.

<u>2022 YTD Project Expenses</u>	<u>Budget</u>	<u>Year-to-date</u>
PH Replacement of North & South Jetties	\$ 6,000,000	\$ 128,233
Dock Renovations & Piling Replacement	200,000	0
BH Main Breakwater Repairs	350,000	633
PH Pavilion Bldg. Remodel (a)	148,434	56,315
FEMA – Yard Stormwater Materials Replacement (b)	0	2,482
FEMA – City Dock (b)	0	0
FEMA – JCIA Hangar Repair	80,000	2,482
Reconstruct Old Coast Guard Building	191,250	167,132
AWOS – Replace Present Weather Sensor	30,000	26,884
FEMA - BH Marina Pavement Repair (b)	0	3,696
NORTH west Yard Expansion (25-feet)	450,000	376
BH Stormwater Treatment	2,650,000	559
Gardiner Boat Ramp Renovation	0	3,500
PH Offices – Heat Pump installation	0	16,500
Total Capital Expenses YTD	<u>\$ 10,099,684</u>	<u>\$ 408,792</u>

Non-Capital use of funds

DNR – Vessel Destruction	\$ 40,672
--------------------------	-----------

2022 Capital Purchases or Contracted Capital Services

Equipment/Vehicle replacement (total \$818,000)		
Kendrick Equipment, Inc. (final on 75-Ton lift)	\$ 398,000	\$ 403,337
Northsound Auto Group, LLC (3 RAM trucks)	90,000	86,704
Auxiliary Vehicles (2 Gators for the Yard)	30,000	26,573
Hydraulic Lift Trailer (transporter)	300,000	0
Boat Haven Environmental Center Fob system (b)	0	21,535
Point Hudson Environmental Center Fob system (b)	0	13,356
Point Hudson RV Park 3 Phase Power (b)	0	19,626
Land Acquisition – for South WEST Yard Expansion (c)	0	147,914
Total Capital Purchases or Contracted Capital Services YTD	<u>\$ 818,000</u>	<u>\$ 719,045</u>

Notes:

- (a) *Project budgeted for 2021 and carried over into 2022 due to supply chain back logs.*
- (b) *Not in the 2022 budget since the event or idea either hadn't occurred, or the certainty of the grant hadn't been determined.*
- (c) *Not in the 2022 "capital" budget since it is not a capital project; Vessel Destruction is a non-operating project, and South**WEST** Yard Expansion Land Acquisition was expected to close by 12/31/21 but was delayed.*

Ending Cash Balances as of June 30	2022	2021
Reserved Cash & Investments – Other*	\$2,952,627	\$2,235,200
Reserved Cash & Investments – IDD	3,519,023	1,552,916
Unreserved Cash & Investments	<u>1,837,332</u>	<u>2,473,091</u>
Total Cash & Investments	<u>\$8,308,982</u>	<u>\$6,261,207</u>

*Other Reserves detail:	Current balance	Target balance
Operating Reserve (a)	\$ 1,040,260	\$ 1,470,609
Boat Haven Renovation Reserve (b)	442,397	na
Emergency Reserve	500,000	500,000
Port-Wide Capital Reserve (c)	959,970	na
Unemployment Reserve	<u>10,000</u>	<u>10,000</u>
Total Other Reserves	<u>\$ 2,952,627</u>	

- (a) The target for the Operating Reserve is 25%, or three (3) months, of operating expenses, per resolution 692-19. The target is expected to be reach by the end of this year.
- (b) The plan for this reserve is to use it on Boat Haven Moorage projects until is it extinguished. It was replaced by the Port-Wide Capital Reserve in resolution 693-19.
- (c) Resolution 693-19 does not set a target for this reserve.

Debt Service for the Year

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

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

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

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

Remaining Debt for years 2023-2029

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

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

DISCUSSION: As requested by Commission.

FISCAL IMPACT: NA

RECOMMENDATIONS: For discussion only.

Port of Port Townsend
2022 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD June 2021	YTD June 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
OPERATING REVENUES						
Boat Haven Moorage	940,774	951,450	10,676		986,783	(35,333)
Yard Operations	1,237,411	1,371,508	134,097		1,182,716	188,792
Boat Haven Properties	403,900	445,925	42,025		417,805	28,120
Pt. Hudson Marina, RV & Prop	761,710	807,322	45,612		695,657	111,665
Quilcene	86,121	84,723	(1,398)		80,872	3,851
Ramps	30,056	23,375	(6,680)		29,766	(6,391)
JCIA	82,282	88,541	6,259		81,756	6,785
(Incr.)/Decr. In Accounts Receivable	12,358	183,715	171,357		-	183,715
Total Operating Revenues	3,554,612	3,956,559	401,947	a	3,475,355	481,204
OPERATING EXPENDITURES						
Salaries & Wages	1,149,684	1,328,083	178,400		1,329,743	(1,660)
Payroll Taxes	117,419	139,593	22,174		142,266	(2,673)
Employee Benefits	416,227	409,215	(7,013)		443,359	(34,144)
Uniform Expense	3,118	11,450	8,332		4,832	6,618
Contract Services	134,280	116,638	(17,642)		142,946	(26,308)
Legal & Auditing	53,656	24,216	(29,440)		29,581	(5,365)
Insurance	99	1,458	1,359		-	1,458
Facilities & Operations	345,102	477,299	132,196		303,760	173,539
Utilities	278,877	308,437	29,560		299,598	8,839
Marketing	25,515	34,620	9,104		35,465	(845)
Economic Development	-	15,000	15,000		15,000	-
Travel & Training	1,553	13,321	11,768		8,757	4,564
Community Relations	3,847	537	(3,310)		1,000	(463)
Total Operating Expenditures	2,529,378	2,879,866	350,488	b	2,756,307	123,559
Net Operating Income (Expense)	1,025,234	1,076,693	51,459		719,048	357,645
Other Increases in Fund Resources						
Deposits & Retainage Collected	67,816	37,276	(30,541)		46,707	(9,431)
Taxes Collected	339,462	363,124	23,662		324,542	38,582
Capital Contributions/Grants	30,833	13,625	(17,208)		2,500	11,125
Interest	34,427	30,244	(4,183)		17,266	12,978
Property & other taxes	1,609,011	2,234,672	625,661		2,202,625	32,047
Misc Other Incr. in Fund Resources	12,252	35,411	23,159		9,723	25,688
Total Other Incr. in Fund Resources	2,093,802	2,714,351	620,550	c	2,603,363	110,988
Other Decr. In Fund Resources						
Deposits & Retainage Paid	20,818	86,143	65,325		21,061	65,082
Taxes Remitted	323,218	333,563	10,345		314,635	18,928
Debt Principal & Interest	339,284	80,744	(258,540)		80,744	-
Debt Mgmt, Issuance & Misc Exp	59,168	40,279	(18,890)		740	39,539
Election Expense	-	17,561	17,561		2,000	15,561
Total Other Decr. In Fund Resources	742,488	558,289	(184,199)	d	419,180	139,109
Net Incr./(Decr.) in Fund Resources	1,351,314	2,156,063	804,749		2,184,183	(28,120)
Net Income (Expense)	2,376,548	3,232,756	856,208	e	2,903,231	329,525

Port of Port Townsend
Notes to 2022 Summary of Fund Resources & Uses report
As of June 30, 2022

- (a) Overall, Operating Revenues increased by 11%, or \$401,947, when compared to 2021. When compared to budget, Operating Revenues are up by 14%, or \$481,204. In both instances, the bulk of this increase is related to the paydown of accounts receivable balances (43%, or \$171,357 of the 2021 variance, and 38%, or \$183,715 of the budget variance). The Yard continues to have the most significant increase in operating revenues, year over year as well as budget, with Point Hudson's operating revenues being the next highest.
- (b) Overall, Operating Expenses increased by 14%, or \$350,488, when compared to 2021. However, when measuring performance against budget, Operating Expenses YTD are more by only 4%, or \$123,559. Most line items are under budget, except for Facilities & Operations. In this area, the variance of expenses tracking higher than budget year to date include Repair & Maintenance (\$99,131), Operating Supplies (\$31,991), Bank Charges (\$19,994) and Equipment Rental (\$18,589).
- (c) Total Other Increases in Fund Resources increased by 30%, or \$620,550, when compared to 2021. This is largely due to IDD levy collections which are 98% of that increase. When comparing the current year to date to budget, we are below budget by 4%, or \$110,988.
- (d) Other Decreases in Fund Resources are less when compared to 2021 by 25%, or \$184,199. This is related to the final pay-off of the 2020 Line of Credit (LOC) in January 2021 in the amount of \$251,565. When compared to budget, this line item is 33%, or \$139,109, more than budget. The largest budget to actual increases were in Deposits Refunded (\$65,082), and in Miscellaneous Expense (\$39,651) which is related to the vessel destruction program with DNR, and Leasehold Excise Tax remitted (\$20,176). We can expect approximately \$86,000 from DNR for those expenses.
- (e) Overall, the difference in 2022 Net Income (Expense) when compared to 2021 is \$856,208, or 36%. This variance is primarily due to the pay-off of the 2020 Line of Credit in January 2021 for \$251,565, and the increase in other fund resources in 2022 of \$620,550, which is largely IDD. When comparing the Net Income (Expense) year to date to the budget, the variance is smaller at \$329,525, or 11%. Most of this increase over budget is represented by the strong Net Operating Income to-date.

Port of Port Townsend
2022 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD June 2021	YTD June 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
OPERATING REVENUES						
PTBH - Permanent Moorage	611,925	638,699	26,774		634,664	4,035
PTBH - Liveaboard Fee	11,252	9,119	(2,133)		11,034	(1,915)
PTBH - Liveaboard Background Check	60	240	180		-	240
PTBH - Work Float/Lift Pier Usage	11,105	4,195	(6,910)		2,592	1,603
PTBH - Monthly Guest	114,730	128,505	13,774		149,031	(20,526)
PTBH - Nightly Guest	115,201	108,468	(6,733)		109,169	(701)
PTBH - Electric	55,444	50,290	(5,154)		61,261	(10,971)
PTBH - Miscellaneous Revenue	11,736	3,843	(7,893)		8,900	(5,057)
PTBH - Showers	4,147	4,037	(110)		4,404	(367)
PTBH - Restroom Key Fobs	140	310	170		2,081	(1,771)
PTBH - Laundry	3,606	3,346	(260)		3,336	10
PTBH - Promotional Sales	91	140	49		189	(49)
PTBH - Kayak Racks	27	113	86		-	113
PTBH - Port Labor	1,310	145	(1,165)		122	23
Boat Haven Moorage	940,774	951,450	10,676		986,783	(35,333)
Yard - 70/75 Ton Hoist Revenue	175,737	182,919	7,183		165,704	17,215
Yard - 70/75 Ton Yard Revenue	483,510	545,830	62,320		431,439	114,391
Yard - 70/75 Ton Yard Enviro Fee	39,900	39,463	(437)		35,998	3,465
Yard - 70/75 Ton Yard Electric	22,463	23,915	1,452		22,746	1,169
Yard - 70/75 Ton Yard Port Labor	1,883	6,290	4,407		2,909	3,381
Yard - 300 Ton Hoist Revenue	121,907	129,041	7,133		124,279	4,762
Yard - 300 Ton Yard Revenue	244,729	271,673	26,944		243,982	27,691
Yard - 300 Ton Yard Enviro Fee	6,632	10,976	4,344		6,400	4,576
Yard - 300 Ton Yard Electric	27,922	30,127	2,206		30,283	(156)
Yard - 300 Ton Yard Port Labor	1,831	5,615	3,784		2,646	2,969
Yard - L/T Storage	39,367	41,775	2,408		40,500	1,275
Yard - Blocking Rent	23,747	28,808	5,061		26,561	2,247
Yard - Off Port Property Tarp Fee	861	-	(861)		700	(700)
Yard - Washdown Revenue	43,336	51,324	7,987		42,651	8,673
Yard - Bilge Water Revenue	645	3,099	2,454		2,734	365
Yard - Liveaboard Fee	1,840	600	(1,240)		1,804	(1,204)
Yard - Enviro Violations & Clean up	1,100	-	(1,100)		500	(500)
Yard - Miscellaneous Revenue	-	53	53		880	(827)
Yard Operations	1,237,411	1,371,508	134,097		1,182,716	188,792
PTBH Prop - Lease Revenue	370,821	410,777	39,955		383,137	27,640
PTBH Prop - Fuel Dock Lease	7,491	8,254	763		7,857	397
PTBH Prop - Garbage	12,513	1,891	(10,622)		12,805	(10,914)
PTBH Prop - Water	-	13,830	13,830		-	13,830
PTBH Prop - Stormwater	4,893	4,807	(86)		5,491	(684)
PTBH Prop - Electric	2,692	(50)	(2,743)		2,791	(2,841)
PTBH Prop - Storage Unit Revenue	5,390	6,042	652		5,724	318
PTBH Prop - Miscellaneous	100	375	275		-	375
Boat Haven Properties	403,900	445,925	42,025		417,805	28,120
Pt Hudson - Permanent Moorage	78,766	77,828	(938)		73,442	4,386
Pt Hudson - Monthly Guest	70,529	83,903	13,374		68,079	15,824

Port of Port Townsend
2022 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD June 2021	YTD June 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Pt Hudson - Nightly Guest	88,321	91,562	3,241		71,922	19,640
City Pier & Union Wharf Usage	3,899	616	(3,284)		2,350	(1,735)
Pt Hudson - Monthly R.V.	47,891	60,446	12,554		47,506	12,940
Pt Hudson - Nightly R.V.	178,995	185,281	6,286		127,383	57,898
Pt Hudson - Kayak Racks	8,456	10,955	2,499		8,579	2,376
Pt Hudson - Electric	17,177	14,750	(2,427)		16,567	(1,817)
Pt Hudson - Reservation Fee	18,412	19,253	841		23,545	(4,292)
Pt Hudson - Liveaboard Fee	5,424	5,381	(43)		5,343	38
Pt Hudson - Liveaboard Backgrnd Ck	120	840	720		120	720
Pt Hudson - Showers	2,773	2,503	(270)		2,202	301
Pt Hudson - Laundry	5,069	4,521	(548)		4,809	(289)
Pt Hudson - Passenger Fee	1,344	3,752	2,408		1,500	2,252
Pt Hudson - Miscellaneous	1,046	1,828	782		600	1,228
Pt Hudson - Promotional Sales	327	588	261		280	308
Pt Hudson - Building Leases	208,623	213,023	4,400		214,410	(1,387)
Pt Hudson - Property Utilities	15,320	22,464	7,144		18,170	4,294
Pt Hudson - Event Facility Rev	324	1,050	726		350	700
Pt Hudson - Parking	8,895	6,778	(2,116)		8,500	(1,722)
Pt. Hudson Marina, RV & Prop	761,710	807,322	45,612		695,657	111,665
Quilcene - Permanent Moorage	32,469	29,436	(3,033)		27,260	2,176
Quilcene - Liveaboard Fee	1,781	-	(1,781)		-	-
Quilcene - Nightly Moorage	958	687	(271)		1,343	(656)
Quilcene - Showers	1,191	1,040	(151)		1,354	(314)
Quilcene - Electric	2,646	1,596	(1,050)		1,848	(252)
Quilcene - Key Fobs	-	275	275		-	275
Quilcene - Kayak Rack Storage	-	169	169		-	169
Quilcene - Reservations	220	176	(44)		385	(209)
Quilcene - Recreational Ramp Fees	6,348	4,600	(1,748)		5,764	(1,164)
Quilcene - Commercial Use Fees	2,200	5,030	2,830		1,400	3,630
Quilcene - Miscellaneous Revenue	298	609	311		30	579
Quilcene - Lease Revenue	32,744	35,003	2,258		34,702	301
Quilcene - Water	5,154	5,953	799		6,414	(461)
Quilcene - Empty Trailer Parking	112	150	38		372	(222)
Quilcene	86,121	84,723	(1,398)		80,872	3,851
Ramp Fees	23,474	17,849	(5,625)		25,009	(7,160)
PTBH Ramp - Commercial Use Fees	6,082	4,515	(1,567)		4,100	415
PTBH Ramp - Dinghy Float Revenue	500	1,011	511		657	354
Ramps	30,056	23,375	(6,680)		29,766	(6,391)
JCIA - Lease Revenue	57,953	66,286	8,333		61,464	4,822
JCIA - Hangar Revenue	16,928	19,188	2,259		17,534	1,654
JCIA - Vehicle Parking Revenue	213	400	187		166	234
JCIA - Aircraft Parking	354	482	128		330	152
JCIA - Fuel Lease Revenue	841	752	(90)		929	(177)
JCIA - Electric	710	1,135	424		833	302
JCIA - Miscellaneous Revenue	5,283	300	(4,983)		500	(200)
JCIA	82,282	88,541	6,259		81,756	6,785

Port of Port Townsend
2022 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD June 2021	YTD June 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
(Incr.)/Decr. In Accounts Receivable	12,358	183,715	171,357		-	183,715
Total Operating Revenues	3,554,612	3,956,559	401,947	a	3,475,355	481,204
OPERATING EXPENDITURES						
Salaries & Wages	1,149,684	1,328,083	178,400		1,329,743	(1,660)
Payroll Taxes	117,419	139,593	22,174		142,266	(2,673)
Employee Benefits	416,227	409,215	(7,013)		443,359	(34,144)
Uniform Expense	3,118	11,450	8,332		4,832	6,618
Contract Services	134,280	116,638	(17,642)		142,946	(26,308)
Legal & Auditing	53,656	24,216	(29,440)		29,581	(5,365)
Insurance	99	1,458	1,359		-	1,458
Computer Supplies	11,503	15,944	4,442		7,264	8,680
Operating Supplies	42,452	70,521	28,069		38,530	31,991
Enviro Materials/Supplies	36,725	8,847	(27,878)		9,600	(753)
Tarp Pool Expense	16,297	14,742	(1,555)		17,000	(2,258)
Empl Recog/Relations	1,857	6,960	5,103		1,550	5,410
Postage	3,003	2,909	(95)		2,930	(21)
Janitorial Supplies	15,683	8,151	(7,533)		15,165	(7,014)
Fuel & Lubricants	15,837	27,513	11,676		16,505	11,008
Permits & Licenses	2,418	5,256	2,838		3,390	1,866
Equipment Rental	4,110	33,259	29,149		14,670	18,589
Claims & Damages	-	5,536	5,536		757	4,779
Membership & Dues	15,367	17,206	1,839		31,979	(14,773)
Bank Charges	46,021	86,340	40,319		66,346	19,994
Excise Tax	11,612	6,329	(5,284)		9,094	(2,765)
Miscellaneous Expense	2,034	884	(1,150)		1,208	(324)
Repair & Maintenance Supplies	120,182	166,903	46,721		67,772	99,131
Facilities & Operations	345,102	477,299	132,196		303,760	173,539
Utilities	278,877	308,437	29,560		299,598	8,839
Advertising (Legal 2018)	2,572	9,197	6,625		3,188	6,009
Marketing	20,306	20,788	482		26,277	(5,489)
Promotion	2,637	4,635	1,998		6,000	(1,365)
Marketing	25,515	34,620	9,104		35,465	(845)
Economic Development	-	15,000	15,000		15,000	-
Travel & Training	1,553	13,321	11,768		8,757	4,564
Community Relations	3,847	537	(3,310)		1,000	(463)
Total Operating Expenditures	2,529,378	2,879,866	350,488	b	2,756,307	123,559
Net Operating Income (Expense)	1,025,234	1,076,693	51,459		719,048	357,645
Other Increases in Fund Resources						
Yard Deposits Collected	22,781	1,000	(21,781)		18,110	(17,110)
PTBH Prop Lease Deposits Collected	13,353	14,047	694		7,995	6,052
PH Prop Lease Deposits Collected	8,175	8,463	288		4,002	4,461
JCIA Prop Lease Deposits Collected	3,345	4,086	742		-	4,086
PH Marina/RV Deposits Collected	20,163	9,680	(10,484)		16,600	(6,920)
Deposits & Retainage Collected	67,816	37,276	(30,541)		46,707	(9,431)

Port of Port Townsend
2022 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD June 2021	YTD June 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Sales Tax Collected	44,690	48,783	4,093		32,446	16,337
Leasehold Tax Collected	291,034	311,601	20,567		288,966	22,635
Hotel/Motel Tax Collected	3,738	2,739	(999)		3,130	(391)
Taxes Collected	339,462	363,124	23,662		324,542	38,582
Grants - FAA	12,147	-	(12,147)		-	-
Grants - Fed. Indirect - RCO	-	13,625	13,625		-	13,625
Grants - WSDOT - JCIA	105	-	(105)		2,500	(2,500)
Grants - WA State & Jeff Co	18,580	-	(18,580)		-	-
Capital Contributions/Grants	30,833	13,625	(17,208)		2,500	11,125
Debt Proceeds - Line of Credit	-	-	-		-	-
ARRA Bond Interest Subsidy	32,951	16,476	(16,476)		16,000	476
Investment Interest	1,476	13,769	12,293		1,266	12,503
Interest	34,427	30,244	(4,183)		17,266	12,978
Operating Tax Levy	609,625	622,028	12,402		621,472	556
IDD Tax Levy	973,457	1,580,846	607,389		1,560,826	20,020
State Forest Revenues	45	4,306	4,261		4,500	(194)
State Timber Excise Tax	20,592	21,622	1,030		11,000	10,622
Leasehold Excise Tax	5,292	5,870	578		4,827	1,043
Property & other taxes	1,609,011	2,234,672	625,661		2,202,625	32,047
Finance Charges	8,919	23,016	14,097		9,153	13,863
Other Non-Operating Revenues	3,333	12,395	9,062		570	11,825
Misc Other Incr. in Fund Resources	12,252	35,411	23,159		9,723	25,688
Total Other Incr. in Fund Resources	2,093,802	2,714,351	620,550	c	2,603,363	110,988
Other Decr. In Fund Resources						
Retainage Paid	3,906	1,970	(1,937)		1,000	970
Yard Deposits Refunded	3,080	61,922	58,842		16,000	45,922
PTBH Prop Lease Deposits Returned	10,945	21,025	10,079		3,500	17,525
PH Prop Lease Deposits Returned	2,886	1,226	(1,660)		561	665
Deposits & Retainage Paid	20,818	86,143	65,325		21,061	65,082
Sales Tax Remitted	36,097	25,348	(10,748)		25,510	(162)
Leasehold Tax Remitted	284,609	306,731	22,122		286,555	20,176
Hotel/Motel Tax Remitted	2,512	1,483	(1,029)		2,570	(1,087)
Taxes Remitted	323,218	333,563	10,345		314,635	18,928
Interest Pmt - 2010 LTGO Bond	87,719	80,744	(6,975)		80,744	-
Principal Pmt - 2020 Line of Credit	250,000	-	(250,000)		-	-
Interest Exp - 2020 Line of Credit	1,565	-	(1,565)		-	-
Debt Principal & Interest	339,284	80,744	(258,540)		80,744	-
Bond Management Fees	-	241	241		500	(259)
Bond Issue Costs	9,300	-	(9,300)		-	-
Investment Fees	73	386	313		240	146
Other Non-Oper Exp	49,795	39,651	(10,144)		-	39,651
Debt Mgmt, Issuance & Misc Exp	59,168	40,279	(18,890)		740	39,539
Election Expense	-	17,561	17,561		2,000	15,561
Total Other Decr. In Fund Resources	742,488	558,289	(184,199)	d	419,180	139,109
Net Incr./ (Decr.) in Fund Resources	1,351,314	2,156,063	804,749		2,184,183	(28,120)

Port of Port Townsend
2022 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD June 2021	YTD June 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Net Income (Expense)	2,376,548	3,232,756	856,208	e	2,903,231	329,525

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	August 10, 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. D. IDD Quarter 2 Report
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum

DATE: 8/10/2022
TO: Port Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: IDD Levy Financial Report, YTD Qtr. 2, 2022

ISSUE

NA

BACKGROUND/DISCUSSION

Per RCW 53.25, port districts are authorized to adopt an Industrial Development District (IDD) levy for the redevelopment of lands in an IDD designated area. The IDD Levy was adopted by the Commission via resolution 698-19 after a vote of the people approved it in the November 2019 election and includes all three districts of Jefferson County.

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

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

FISCAL IMPACT

The report shows the income, expenditures, and current balance of the IDD Reserve fund. The largest project planned for this year is Point Hudson Jetty replacement, a 2-year phased project, that is approximately 2/3 of the year's capital budget that is partially funded by the IDD. This project is moving forward to commence construction in September.

RECOMMENDATION

NA

MEETING DATE	August 10, 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 Lease Brief & Lease List • Port Contracts Update

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 8/4/2022
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: August 10, 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 **41** land leases, **39** building leases, **36** rentals.

Vacant properties include Point Hudson: Northern half of duplex; Main Building two water-view offices (*think I have rented both out*). Boat Haven: one north-facing office in the Nomura Building.

DISCUSSION

New Agreements:

- Whittiker, LLC, Rental Agreement, Office #1, Main Building, Point Hudson
- Fortune Teller Art, Rental Agreement, Office #2, Main Building, Point Hudson

Lease Amendments:

- Port Townsend Rigging (Amendment to “Use”, approved at July 13 meeting)

Exercising Options:

Assignments/Assumptions:

Terminated/Expired Agreements:

License & Use Agreement:

August Rent Increases:

- **CPI Increase (4.6%):** PT Shipwrights; Best Coast Canvas; Mark Kielty
- **Market Rate Increase:** EDC Team Jefferson; J. Dow; Pete’s Marine Metal
- **Step Increase:**

Miscellaneous:

- Met with Mike Biggs of LBG Development to discuss the formal termination of the 2007 Airport **Lease** for sites 1 and 3. We have since provided Mr. Biggs with a new draft lease for

the same pad sites 1 and 3, which he is reviewing. Tentatively, we plan on asking for Commission approval sometime in September.

- Have emailed a draft **lease** agreement to the Quilcene Yacht Club. They have been in holdover for several years, and feel we are very close to a new agreement. We tentatively plan to bring this to the commission at one of the September meetings.
- We have sent Dave Ward, of Northwest Custom Hangars, a draft JCIA **Land Option & Lease Agreement** for site #2 to review. In conjunction, we are also working to amend the NW Hangars Lease for sites #2, 7 & 8. This amendment will assign the lease to Northwest Custom Hangars and will remove site #2 from the lease.
- Quilcene Village Store's year-long lease for the kayak rack rental space expires 8/31/22. Awaiting Mr. Brotherton's signature on a new month-to-month **rental agreement**, effective 9/1/22.
- Johnson Fabrication's year-long lease expires 8/31/22. We have sent him a new month-to-month **rental agreement**, with strict requirements.
- Northwest Maritime Center-awaiting Jake Beattie's signature on a one-month **rental agreement** (September 2022) for a 4,400 sq ft area in the back 40, just north of the Commander's Beach House to be used for storage of boats on trailers, skiff racks, and misc. boat-related items, and for camping during the Wooden Boat Fest only.

ATTACHMENTS

1. 2022 Lease List

RECOMMENDATIONS

For information only.

PORT OF PORT TOWNSEND LEASE LISTING

Boat Haven - PROPERTY	AUGUST 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.
Church of BuVu	100.00	License		Sept 25 Fun run charity event. Collected \$100 one-time fee.
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.
Eagle Harbor Marine	274.59	Mo/Mo	9/1/2022	Land rental. 30-day notice for rent increases.
EDC Team Jefferson	836.03	Mo/Mo	7/1/2023	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 Agrmt--"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.
NW Maritime Center (Marine Thrift)	614.34	1/31/2023*	2/1/2023	*Two-1-yr options remain.
NW School of Wooden BoatBuilding	533.23	6/30/2026*	7/1/2023	*One 5-yr option available. 25% of prevailing rate. Lease supersedes rent agrmnt.
Octopus Gardens Diving	1,011.20	6/30/2026	1/1/2023	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 Metals	1,565.40	7/31/2023*	8/1/2023	*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.	6,307.54	7/31/2050	8/1/2023	Land lease. Market rate incr 8/1/30-every 10 yrs.
PT Rigging	511.33	3/31/2030	4/1/2023	Land lease. 4.6% CPI applied.
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)	576.00	12/31/2026	1/1/2023	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.
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		AUGUST 2022		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ STEP Incr.	REMARKS
Best Coast Canvas	1,976.94	7/31/2023*	8/1/2023	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
Fortune Teller Art	374.88	Mo/Mo	8/1/2023	Office #2, Main Bldg., Point Hudson. 30 day notice for increases
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	1,584.53	6/30/2025*	7/1/2023	Main Bldg. *One 5-yr option available.
Hudson Point Café Office #10, Main Bldg.	276.14	Mo/Mo	7/1/2023	Main Bldg. Restaurant view office.
Hudson Point Café Office #8	248.53	Mo/Mo	7/1/2023	Main Bldg. Retaurant storage, non-view office.
Hudson Point Café	117.73			Main Bldg - common area fee-restroom cleaning/stocking
Marine Resources Consultants Inc.	491.82	9/30/2024*	10/1/2022	Armory Bldg. *Used last option.
Marine Surveys & Assessments	1,548.94	3/31/2024	4/1/2023	Cupola House. Scheduled step increases.
Mark Kielty Design	276.14	Mo/Mo	8/1/2023	Main Bldg., small view office.
Mark Kielty Design	7.77			PH Main Bldg - common area fee-restroom cleaning/stocking
Northwest Maritime Center	1,399.03	6/30/2051	7/1/2023	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)	2,345.28	6/30/2027	7/1/2023	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.
Whittiker, LLC	\$ 275.88	Mo/Mo	8/1/2023	Office #1, Main Bldg., Point Hudson. 30 day notice for increases

PORT OF PORT TOWNSEND LEASE LISTING

JCIA - PROPERTY			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.
A Hangar Condo Association	1,108.08	11/20/2045	12/1/2022
Aurora Aircraft Maint & Restoration	523.49	10/31/2026*	11/1/2022
Aurora Aircraft Maint & Restoration		12/31/2023	N/A
Broderson, Dennis	58.28	2/28/2016	3/1/2023
Dow Jeffery & Jorja	362.16	12/31/2028	8/1/2023
Eber, Lorenz	60.00	Mo/Mo	12/1/2022
Erickson, Warren & Karen	173.65	7/26/2057	3/1/2023
G Hangar Condo Assoc.	560.44	6/9/2047	7/1/2023
Grandy, Richard	174.16	7/26/2057	3/1/2023
H-Hangar Corp., Inc.	520.95	6/22/2049	7/1/2023
Hangar C Group LLC	518.78	4/30/2053	12/1/2022
Hangar J Lease (Holt)	244.56	10/1/2050	10/1/2022
Hood Canal Aviation LLC/Jim Piper	173.65	7/26/2057	3/1/2023
JEFFCO Hangar Assoc., Inc.	682.14	11/30/2041	12/1/2022
K-Hangar Assoc. @ JCIA	530.59	4/25/2049	5/1/2023
L Hangar Condo Assoc @JCIA	585.34	10/31/2048	10/1/2022
Lemanski, Tom & Linda	70.00	Mo/Mo	3/1/2023
Marlow, William (December Annual)	150.00/yr	N/A	N/A
Morrison, Neil/Lark Leasing	174.17	4/30/2053	5/1/2023
Morrison, Neil	174.17	4/30/2053	5/1/2023
Northrup, Mildred/Hopkins	70.00	Mo/Mo	3/1/2023
NW Hangars LLC	1,778.99	7/26/2057	3/1/2023
Port Townsend Aero Museum	395.39	7/31/2052*	5/1/2023
Port Townsend Aero Museum	338.90	7/31/2052*	5/1/2023
Port Townsend Aero Museum	582.92	7/31/2052*	5/1/2023
Port Townsend Aero Museum	231.78	4/30/2053	5/1/2023
Port Townsend Aero Museum	70.00	Mo/Mo	5/1/2023
Port Townsend Aircraft Services	293.09	6/30/2035*	7/1/2023
Pratt Sr., David	70.00	Mo/Mo	3/1/2023
Scheall, Daniel	58.28	2/28/2026	3/1/2023
Spruce Goose	218.57	9/30/2029*	10/1/2022
Station Prairie	525.00	4/30/2072	5/1/2023
Wexman, Scott & Diana Levin	252.48	3/31/2053	4/1/2023

PORT OF PORT TOWNSEND LEASE LISTING

AUGUST 2022
REMARKS
Land lease. Hangars 'E' & 'F'.
*One 5-yr option remains.
Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease.
T-hangar pad LEASE T-403(Q) '22 adopted rate appld (7¢/sf)
Land lease. Hangar 'D'.
T-hangar pad, #T-404(P)
Land lease. Hangar '4-B'.
Land lease.
Land lease. Hangar '4-A'.
Land lease.
Settled 2/25/21: Amend #6: Ext. term.
Land lease.
Land lease. Hangar '4-C'.
11,369 sf, hangar site 'I'.
Land lease. CPI applied.
Land lease.
T-hangar pad, T-405. 2022 adopted rate applied (7¢/sf)
Easement effective until terminated
Land lease. Hangar 'N-North'. CPI applied.
Land lease. Hangar 'N-South'. CPI applied.
T-hangar pad, T-406(M). 2022 adopted rate applied (7¢/sf)
Land lease. Hangars '7' & '8'.
*One 25-yr option. Museum bldg- land lease .
*One 25-yr opt. Museum bldg- land lease (expan.). CPI appl.
*One-25 yr option. Maintenance bldg- land lease . CPI appl.
M' Hangar. Separate land lease. CPI applied.
T-hangar pad, T-400(S). MR applied.
*Two 10-yr options.
T-hangar pad, T-401(N). 2022 adopted rate applied (7¢/sf)
T-hangar pad LEASE T-402(O)'22 adopted rate appld (7¢/sf)
*Two 5-yr options. CPI/MR apply.
Hangar site pad #5.
Land lease. Hangar 'O'. 4.6% CPI applied.

PORT OF PORT TOWNSEND LEASE LISTING

QUILCENE - PROPERTY		AUGUST 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 <i>(will renew 1-yr lease)</i>	\$ 110.92	Mo/Mo	9/1/2022	1 yr lease - kayak rack & ground it sits on

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: August 4, 2022

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **August 10, 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:
Northwest Maritime Center, Amendment 1	7/28/2022-9/5/2022	Adds BH to dock attendant program	\$15/hour