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**Commission Meeting  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, October 26, 2022, 5:30 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 October 12, 2022 .....3-10
  - B. Approval & Ratification of Warrants .....11-21
  - C. Amendment to Multi-Party Agreement for Economic Development Services: EDC Team Jefferson .....22-29
- V. Public Hearing on Draft 2023 Operating & Capital Budget, rates, property tax levy and IDD tax levy .....30-79
  - A. 2023 Rates (rate cards).....80-90
  - B. Resolution 776-22 establishing the 2023 Operating and Capital Budgets .....91
  - C. Resolution 777-22 fixing the amount of general property tax to be levied for collection in the year 2023 .....92
  - D. Resolution 778-22 fixing the amount of IDD tax to be levied for collection in the year 2023 .....93
- VI. Second Reading ~ none
- VII. First Reading ~ none
- VIII. Regular Business
  - A. Point Hudson Jetty Update
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Meeting of the Commission:

Workshop: Wednesday, November 9, 2022 at 9:30 a.m. Regular Business Meeting:  
Wednesday, November 9, 2022 at 1 p.m., at the Pavilion Building & via Zoom

- XI. Executive Session ~ None
- XII. Adjournment

Informational Items

- Port Contracts Update.....94-95

## PORT COMMISSION PUBLIC WORKSHOP – October 12, 2022

The Port of Port Townsend Commission met for a Public Workshop  
Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend

Present: Commissioner Petranek  
Commissioner Hasse  
Commissioner Hanke  
Executive Director Berg  
Deputy Director Toews  
Director of Capital Projects & Port Engineer Klontz  
Recorder Sanders

### I. CALL TO ORDER: (Rec. 00:00:00)

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

### II. AGENDA: (Rec. 00:01:52)

#### **EDC Team Jefferson Report and Presentation**

Director Cindy Brooks gave a presentation on the scope of work of the EDC, its restructuring, and major projects past and future. She reviewed the different levels of programming that could be achieved at different funding levels. For their sustainability, the EDC requested \$10,000 to \$16,000 in funding from the four public entities through June 2023. A draft amendment to the multi-party agreement would be brought forward at the next Commission meeting. There was some discussion on whether there is room for workforce housing on the Short Farm.

#### **Quilcene Update**

Director of Capital Projects and Port Engineer Klontz gave a presentation on a condition assessment of the infrastructure and what a dredging project might address. He addressed Commission questions regarding dock replacement, rock wall condition and possible rebuilding of the structure, timing of the boat ramp installation in relation to the marina, tidal grid planning, how much the boat ramp is dependent on jetty replacement, material used for dock replacement, discussion of piles versus finger piers, and use of clean dredge spoils for beach nourishment.

Deputy Director Toews gave a presentation reviewing the previous work with the Quilcene Community on a multi-year capital facilities plan. The October 12 Commission Meeting would include a resolution to authorize application for grant funding from the Washington State Recreation and Conservation Office Boating Facilities Program. He reviewed the scope of the grant with construction expected in the summer of 2024 to winter 2025. It would be July 2023

before funding is available. A Quilcene Community Meeting would be held October 13 to confirm alignment before sending the application.

During discussion, there was a suggestion whether a sea bus station from Brinnon to Quilcene might be part of a future transportation scheme. There was also discussion about excavating and permitting and whether it would be helpful to consider educational signage about the native community and cultural significance.

III. ADJOURNMENT:

The Workshop adjourned at 11:43 a.m.

ATTEST:

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Pamela A. Petranek, President

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Peter W. Hanke, Secretary

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Carol Hasse, Vice President

## PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, October 12, 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, Hanke, and Petranek  
 Executive Director Berg  
 Deputy Director Toews  
 Director of Capital Projects & Port Engineer Klontz  
 Lease and Contracts Administrator Nelson  
 Attorney Seth Woolsen  
 Operations Manager Chris Sparks  
 Port Recorder Sanders

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)

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

II. APPROVAL OF AGENDA (Rec. 00:01:14)

Commissioner Petranek moved to discuss questions about Item C. (NW Hangars/Jefferson County Airport Condo) under approval of the Consent Agenda. **Agenda was approved as amended by unanimous consent.**

III. PUBLIC COMMENTS (Rec. 00:03:00)

Jeff Kelety spoke from the written comments provided in the packet in support of adhering to permanent moorage rates of 3% CPI increase.

Scott Walker spoke about his concerns with haulout charges for two one-way lifts to trailer. He and the Transportation Lab are happy to assist with the parking issues that have resulted from an increase in employees of local businesses at the marina.

Sarah Hanke of Puget Sound Express requested a parking plan review and spoke about the need for Back 40 parking.

Bertram Levy spoke about the permanent moorage rates and asked to codify a predictable 3% annual rate increase even if a surcharge is needed if the economy does not turn around.

IV. CONSENT AGENDA (Rec. 00:02:34)

- A. Approval of Regular Business Meeting Minutes from September 12 and 28, 2022
- B. Approval & Ratification of Warrants
- C. NW Hangars/Jefferson County Airport Condo Owners' Association Lease Amendment & Assignment
- D. JCIA Hangar Site #2, Land Lease Option & Lease Agreement – Northwest Custom Hangars, LLC
- E. JCIA Hangar Sites #1 & #3 Land Lease Options & Lease Agreements – LBG Development, LLC
- F. Resolution 776-22 Authorizing Warrant Cancellation

- G. Resolution 775-22 Authorizing the Port of Port Townsend to File Applications with the Washington State Recreation and Conservation Office, Seeking Boating Facilities Program (BFP) Grant Funding as Provided in Chapter 79A.25 RCW and Title 286 WAC to Support Replacement of the Herb Beck Marina Boat Launch Ramp

**Commissioner Hanke moved to approve the Consent Agenda as written.** During discussion of the motion, there were questions and explanation by Staff about long-term leases at the airport, which are associated with tenant improvements (related to Item C. NW Hangars/Jefferson County Airport Condo Owners' Association Lease Amendment & Assignment). **Motion was approved by unanimous consent.**

V. SECOND READING ~ none (Rec. 00:27:50)

VI. FIRST READING ~ none (Rec. 00:27:50)

VII. REGULAR BUSINESS (Rec. 00:28:00)

- A. 2<sup>nd</sup> Draft of 2023 Budget, Capital Improvement Program (CIP) and Proposed Rates (Rec.

Executive Director Berg referred to the budget memorandum noting the minor changes made since the last meeting that are highlighted in green. Under Port rates, the nightly moorage rate was increased, a new Yard rate added under "Other Fees" for emergency hoists), and the overnight tie down rate is now \$10. Staff requested additional input.

Commissioners: Discussion ensued about insurance coverage on derelict vessels and emergency haulout of salvaged vessels. There were concerns about Port assumption of the risk and liability versus the vessel owner's responsibility and options for requiring the posting of a bond, to reduce derelict vessels from being stored in the boatyard. Salvage and after-hours haulout might be two different cost categories. A future discussion with the Department of Natural Resources may be warranted regarding derelict and abandoned vessels.

Referring to the proposed port-wide rate increase of 5%, Executive Director Berg indicated that because the rates have not been a steady 3% for the last ten years, it would be difficult to raise permanent moorage rates by only 3% given the current rate of inflation. Noteworthy was the 20% increase in revenues since 2020 that correlate to salary and wage increases to accomplish the volume of work. Staff also addressed questions about per hour rate for equipment to hoist boats to trailers versus to blocks.

Commissioners spoke about the pros and cons of rate increases. There was some support for holding the permanent moorage rate at 3% and honoring the Port's word to the moorage tenant community. With expenses increasing, there was concern that the Port would be deferring a larger rate increase to future years. Suggestions were to increase RV rates (although they may currently be at market rate) and consider instituting a program for low-income discount for permanent moorage rates. There was a request for staff to follow up with commercial crabbers about concerns on the cost of ramp fees and box truck parking fee. Staff had concerns about the administration of a low application program for the poor and infirmed for moorage similar to what cities do with

utilities. Other suggested changes were to add to rates emergency versus salvage rates and increase the font size for wash down rates and to add a convenience fee for credit card use. Adding more storage areas for wherries and boats on trailers. The public hearing on the 2023 budget is scheduled for October 26.

Regarding the five-year capital improvement program (CIP), there was a request and brief discussion for removing the \$3 million cantilevered esplanade in the interior of Point Hudson on Jackson Street and instead using the funding as a placeholder for other foot traffic access for the public. The concern about the project was the cost and ongoing maintenance expense.

B. Point Hudson Planning (Rec. 01:21:52)

Executive Director Berg led a discussion of issues and possible resolutions from his memorandum regarding developing a plan for Point Hudson related to a pay-to-use parking plan, uses for the duplex, and possible expanded or new leases with Sea Marine, and Washington State Department of Fish and Wildlife (WDFW). Although a full redevelopment plan is not being proposed, policy-related decisions are needed to keep and maintain uses as well as existing tenants and customers.

Deputy Director Toews noted that changes to transient accommodation and workforce housing in the duplex building would require City plan and code amendments.

Commissioner Hanke disclosed that he is interested in leasing space in the Back 40 for Puget Sound Express and would recuse himself from any decisions on that matter.

Commissioners Hasse and Petranek recognized the need for Puget Sound Express (PSE) parking and questioned whether PSE might incentivize customers to use the Park and Ride in exchange for a reduced fare. In support of marine trades, there was some agreement for leasing space to PSE as well as concern about tying us to a lease for exclusive parking. There was a desire for more flexibility in use, more water-dependent uses, and looking at broader solutions for the community. Discussion ensued regarding differences in charging for parking at Point Hudson and Boat Haven and whether a comprehensive parking strategy and policies are needed for charging tenants for parking. There was also interest in working with other jurisdictions, namely the City, on their parking plans because of the close proximity and keeping options open.

Referring to the categories of parking that might be part of developing a comprehensive parking management plan, Staff noted there is likely room for the lease tenants wanting space and these spaces need to be coordinated and planned to avoid conflict. Currently only the event parking is generating revenue. A SEA Marine expansion is dependent on expanding the WDFW Lease. In the City Comprehensive Planning, developed in the late 1990s, the City chose to exempt all areas within the national landmark district from off-street parking and loading requirements.

There was further discussion and interest in being able to move forward with lease obligations while also developing a parking plan for Point Hudson knowing that some of those principles might apply to circumstances at the Boat Haven.

**Commissioner Hanke moved to authorize staff to prepare a comprehensive Parking Management Plan for Point Hudson that seeks to balance the needs of businesses and visitors.** During discussion of the motion, staff noted they would plan to present a rough parking layout for further discussion and refinement. **Motion carried with Commissioner Petranek abstaining. (Rec 02:07:20)**

Discussion shifted to the Duplex Building Future Uses for transient accommodations and/or workforce housing. There was support for moving forward and creating revenue opportunities. (02:15:20)

**Commissioner Petranek moved that the Commission desires that the Duplex Building be used for transient accommodation and/or marine trades workforce housing. Motion was approved by unanimous consent.**

The Commission next considered the WDFW lease. Staff plans to return to the Commission a draft agreement expanding their leased space as well as a scope of work for improvements. Parking would also be part of that lease amendment. Staff responded to questions about space improvements and limitations on the amount of space a tenant could occupy only applies to square footage for restroom use. There was interest in the lease obligations as well as pre-covid building use for the marina room. (02:18:00)

**Commissioner Hanke moved to proceed with item #4 (directing staff to work with WDFW to potentially expand their leased premises to include all or a portion of the north wing of the Main Building, including the Marina Room). Motion was approved by unanimous consent.**

Staff gave a briefing to the Commission on its work with SEA Marine on a new long-term lease with expanded boat yard premises. There was discussion of the conceptual layout of the Back 40 and a draft letter of intent on page 241-243 of the packet. The size of the area referenced in the lease is still subject to flexibility as the 20 feet in question is dependent on work with WDFW. (02:33:05)

Commission discussion included an expressed concern by Commissioner Hanke about agreements in process with SEA Marine and WDFW for parking of boats and cars while Puget Sound Express has a long-standing request to enter into a lease for parking in the Back 40. It was recognized that a comprehensive plan for parking at Point Hudson is forthcoming and there has been some priority for the boatyard space over cars. Staff reiterated that the Port would continue to work on adjustments to the final lease. Two thirds of the back forty plan is what is being authorized with these actions.

Public Comment (02:41:07):

Pat Shannon of SEA Marine spoke about their space needs for boat storage.

Sarah Hanke of Puget Sound Express spoke about their desire to work together in discussions of lease space in the Back 40.



Staff noted that the Port is looking to utilize parking that is currently in existence as parking. The desire was to achieve a common understanding and consensus from the Commission on how best to move forward with the leases.

**Commissioner Petranek moved to authorize staff to finalize a Letter of Intent (LOI) with SEA Marine that would guide negotiations for a new long-term lease and expanded boat yard premises.** During discussion, it was noted that this action would allow other negotiations to follow, including working toward leasing space for Puget Sound Express. There was a desire for recognition that expanding the boat yard would have ecologic impacts in the Back 40 due to the changes required by SEA Marine. **Motion was approved by unanimous consent.**

C. Point Hudson Jetty Project Update (02:59:25)

Director of Capital Projects & Port Engineer Klontz reported that the steel pile will be delivered this Sunday to Puyallup ahead of schedule. Work continues on rock removal for the foundation to be followed by the template for installing the piling. U.S. Senator Maria Cantwell toured the project last week and participated in a roundtable discussion.

VIII. STAFF COMMENTS (Rec. 03:03:46)

Executive Director Berg reported on his spatial lesson at Blue Heron Middle School with a build-your-own-boatyard model.

Port Recorder Sanders reported continued work on rolling out the new Port logo.

Deputy Director Toews reported on his work on the Quilcene grant application.

Director of Capital Projects & Port Engineer Klontz reported that the Port Townsend School District would be recognizing the Port and other Boat Haven businesses on October 20 for their participation in the tour of the Port Townsend Senior Class on possible career opportunities in the marine trades.

IX. COMMISSIONER COMMENTS (Rec. 00:36:53)

Commissioner Hasse spoke about the honor having participated in the roundtable with Senator Maria Cantwell.

Commissioner Hanke commended staff member Eric Toews for the work being done at the Quilcene marina to improve that important asset.

Commissioner Petranek announced she was a guest on the Working Waterfront program on Friday with Chris Bricker. She has attended meetings on strategic planning for the EDC and feels good about Cindy Brook's leadership.

X. Next Public Workshop & Regular Business Meeting (Rec. 00:40:03):

Regular Business Meeting: Wednesday, October 26, 2022; 5:30 p.m., at the Pavilion Building & via Zoom

XI. EXECUTIVE SESSION ~ none

XII. ADJOURNMENT (Rec. 03:18:00): meeting adjourned at 4:17 p.m., there being no further business before the Commission.

ATTEST:

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Pamela A. Petranek, President

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Peter W. Hanke, Secretary

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Carol L. Hasse, Vice President



## **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. **065821** in the amount of **\$1460.65** and Warrant No. **065814** in the amount of **214.50** are declared **void** on this on this **26th** day of **October, 2022**.

For: **Accounts Payable**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

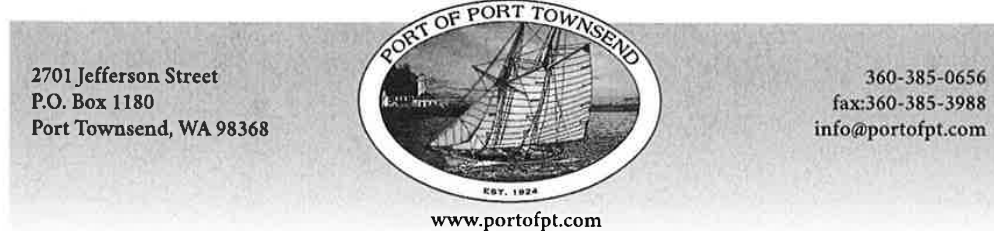
\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

**Manual Check and Payment Register**  
**Journal Posting Date: 10/17/2022**  
**Register Number: MC-000301**

**Port of Port Townsend (PTA)****Bank:** W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number	Invoice Amount	Discount	Distribution Amount	Check Amount
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CK000006581401						
	10/12/2022		214.50-	0.00		
<b>G/L Account:</b>		621-1325-19	PT HUDSON - NIGHTLY MOORAGE		214.50-	
0000065821	REV 10/12/2022	DIR070	DirecTV			1,460.65-
<b>Check Comment:</b> Processed 2 vendors on one warrant						
CK000006582101						
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<b>G/L Account:</b>		763-6300-19	REPAIR/MAINT: P. H. MARINA & RV		1,029.90-	
<b>G/L Account:</b>		761-8900-19	UTILITIES - CABLE/IT SVCE:P. H. MARINA & RV		430.75-	
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<b>Report Total:</b>			1,675.15-	0.00	1,675.15-	1,675.15-



## **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 065866 through No. 065869 generated on October 14th, 2022 in the amount of \$6,029.95 and Electronic Payment in the amount of \$95,445.17, for a total amount of \$101,475.12 is ratified.

**Signed and Authenticated** on this 26th day of October, 2022.

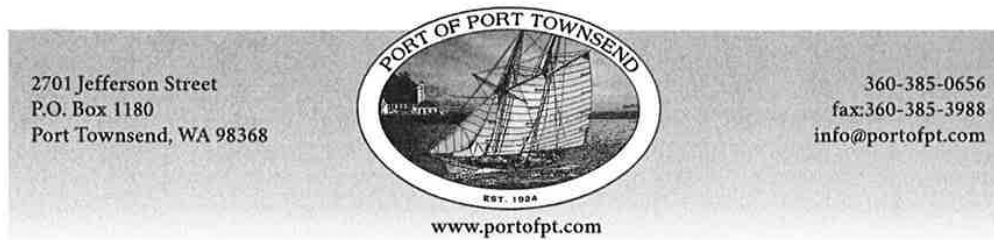
**For: Payroll and Benefits**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

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S. Abigail Berg, Director of Finance  
And Administration



## **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 065870 through No. 065927, are approved for payment in the amount of \$247,470.22 on this 26th day of October, 2022.

**For: Accounts Payable**

\_\_\_\_\_  
Commissioner Pam Petranek

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Commissioner Carol Hasse

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Commissioner Pete W. Hanke

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S. Abigail Berg, Director of Finance  
And Administration

## Check Register

Journal Posting Date: 10/26/2022

Register Number: CD-000951

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
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			J96395-001	10/7/2022	207.82	207.82
			J96699-001	10/7/2022	2,247.51	2,247.51
			J96699-002	10/7/2022	207.82	207.82
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0000065871	10/26/2022	ADM002	Admiral Ship Supply Inc.			Check Entry Number: 001
			9/30/22 STATEMENT	9/30/2022	127.52	127.52
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			T331351	9/19/2022	237.09	237.09
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			10/5/22 STATEMENT	10/5/2022	7,862.76	7,862.76
0000065875	10/26/2022	BER045	Eron Berg			Check Entry Number: 001
			9/2022 EXPENSE	9/30/2022	305.75	305.75
0000065876	10/26/2022	BLU040	Blue Moose Cafe			Check Entry Number: 001
			REFUND 10/6/22	10/6/2022	132.07	132.07
0000065877	10/26/2022	CED005	CED			Check Entry Number: 001
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			5948-1026372	10/5/2022	187.89	187.89
			5948-1026784	10/12/2022	1.03	1.03
			5948-1026796	10/17/2022	452.77	452.77
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			PT145495	10/13/2022	35.31	35.31
0000065879	10/26/2022	CEN030	CenturyLink			Check Entry Number: 001
			10/1/22 STATEMENT	10/1/2022	200.00	200.00
0000065880	10/26/2022	CEN035	CenturyLink			Check Entry Number: 001
			10/5/22 STATEMENTS	10/5/2022	390.09	390.09
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			10/17/22 STATEMENT	10/17/2022	292.62	292.62
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0000065884	10/26/2022	ECO002	EDC Team Jefferson			Check Entry Number: 001
			2210SHARED	10/6/2022	7,500.00	7,500.00
0000065885	10/26/2022	EDE005	Edensaw Woods, LTD			Check Entry Number: 001
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			5607452	10/5/2022	36.85	36.85
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			126752	10/19/2022	1,751.71	1,751.71
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			10/10/22 STATEMENT	10/10/2022	2,665.13	2,665.13
0000065889	10/26/2022	INS070	Insight Strategic Partners, LLC			Check Entry Number: 001
			4244	9/30/2022	6,250.00	6,250.00
0000065890	10/26/2022	JC0003	Jefferson County - Public Work			Check Entry Number: 001

Run Date: 10/20/2022 2:44:27PM

A/P Date: 10/26/2022

Page: 1

User Logon: DLF

## Check Register

Journal Posting Date: 10/26/2022

Register Number: CD-000951

## Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
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			221001	10/26/2022	112.50	0.00 112.50
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			7/22-9/22 EXPENSE	10/13/2022	21.25	0.00 21.25
0000065896	10/26/2022	NOR014	North Hood Canal Chamber			Check Entry Number: 001
			INV-730	10/2/2022	50.00	0.00 50.00
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			3939-141158	10/19/2022	436.39	0.00 436.39
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			2223000213	10/14/2022	4,311.20	0.00 4,311.20
0000065899	10/26/2022	OLY003	Olympic Springs, Inc.			Check Entry Number: 001
			9/30/22 STATEMENT	9/30/2022	49.92	0.00 49.92
			9/30/22 STMT	10/9/2022	30.17	0.00 30.17
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0000065900	10/26/2022	OLY060	Olympic Region Municipal			Check Entry Number: 001
			DUES	10/26/2022	50.00	0.00 50.00
0000065901	10/26/2022	PAP020	Pape Machinery			Check Entry Number: 001
			300386 S	10/13/2022	15,395.56	0.00 15,395.56
0000065902	10/26/2022	PIN010	Pinnacle Investigations Corp			Check Entry Number: 001
			81734	10/16/2022	179.00	0.00 179.00
0000065903	10/26/2022	POR005	Port Townsend Leader			Check Entry Number: 001
			110850	10/1/2022	515.50	0.00 515.50
0000065904	10/26/2022	POR023	Port Townsend Main Street Program			Check Entry Number: 001
			2023	4/5/2022	15,000.00	0.00 15,000.00
0000065905	10/26/2022	POR085	Port Townsend Foundry LLC			Check Entry Number: 001
			6110	10/12/2022	1,472.85	0.00 1,472.85
0000065906	10/26/2022	POW070	Powerplan - OIB			Check Entry Number: 001
			2216801	9/7/2022	2,358.06	0.00 2,358.06
0000065907	10/26/2022	PRE010	Precision Approach Engineering			Check Entry Number: 001
			5771	8/31/2022	1,237.80	0.00 1,237.80
0000065908	10/26/2022	PUD005	PUD #1 of Jefferson County			Check Entry Number: 001
			10/11/22 STATEMENT	10/11/2022	39.80	0.00 39.80
			10/11/22 STMTS	10/11/2022	12,224.13	0.00 12,224.13
			Check 0000065908 Total:		12,263.93	0.00 12,263.93
0000065909	10/26/2022	REI002	Reid Middleton Co			Check Entry Number: 001
			2210105	10/20/2022	1,529.69	0.00 1,529.69
0000065910	10/26/2022	RSI050	RSINet			Check Entry Number: 001
			6854	10/10/2022	180.00	0.00 180.00

Run Date: 10/20/2022 2:44:27PM

A/P Date: 10/26/2022

Page: 2

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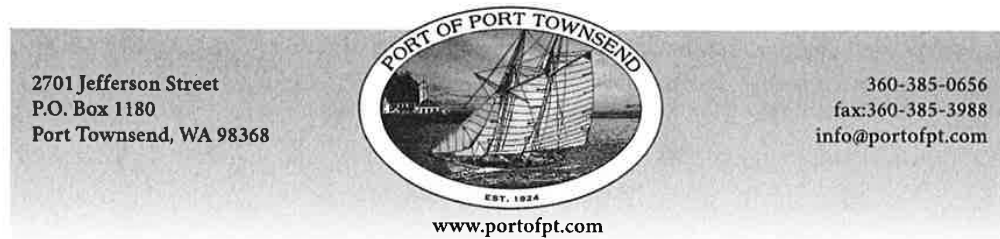
## Check Register

Journal Posting Date: 10/26/2022

Register Number: CD-000951

## 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
0000065911	10/26/2022	SEC010	Security Services			Check Entry Number: 001
			124768	10/1/2022	202.30	202.30
0000065912	10/26/2022	SHO010	Shold Excavating Inc			Check Entry Number: 001
			70704	10/10/2022	54.44	54.44
0000065913	10/26/2022	SUN020	Sunrise Coffee			Check Entry Number: 001
			20221227	10/14/2022	19.70	19.70
0000065914	10/26/2022	SVH040	SV Hikari LLC			Check Entry Number: 001
			REFUND 10/11/22	10/11/2022	716.09	716.09
0000065915	10/26/2022	SVO070	Paul Svomich			Check Entry Number: 001
			REFUND10/5/22	10/5/2022	655.50	655.50
0000065916	10/26/2022	TAY080	Terry Taylor			Check Entry Number: 001
			10/22 EXPENSE	10/10/2022	22.70	22.70
0000065917	10/26/2022	TIN070	Paul Tinsley			Check Entry Number: 001
			REFUND 9/2/22	9/2/2022	144.43	144.43
0000065918	10/26/2022	TOE020	Eric Toews			Check Entry Number: 001
			REISSUE OF 063415	10/26/2022	520.70	520.70
0000065919	10/26/2022	TRA070	Torn & Margaret Tramontina			Check Entry Number: 001
			REFUND 9/3/22	9/3/2022	155.43	155.43
0000065920	10/26/2022	TWI001	Spectra Laboratories - Kitsap			Check Entry Number: 001
			22-06664	10/17/2022	87.00	87.00
0000065921	10/26/2022	ULI040	ULINE			Check Entry Number: 001
			154561316	9/29/2022	785.21	785.21
0000065922	10/26/2022	VEN070	VenTek International			Check Entry Number: 001
			134732	10/1/2022	103.65	103.65
0000065923	10/26/2022	WA0125	State of Washington			Check Entry Number: 001
			2022	10/26/2022	175.88	175.88
0000065924	10/26/2022	WA1803	State of Washington			Check Entry Number: 001
			3RD QTR 2022	10/26/2022	147,741.78	147,741.78
0000065925	10/26/2022	WAR070	Daniel Ward			Check Entry Number: 001
			REFUND 10/3/22	10/3/2022	114.96	114.96
0000065926	10/26/2022	WAS017	Marc Horton - Washington Project Consultants			Check Entry Number: 001
			093022-8	10/1/2022	237.50	237.50
0000065927	10/26/2022	WES060	West Marine Pro			Check Entry Number: 001
			0125582	8/29/2022	278.18	278.18
			1484	10/13/2022	178.92	178.92
Check 0000065927 Total:					457.10	457.10
Report Total:					247,470.22	247,470.22



### **ELECTRONIC DEBIT – Kitsap Bank**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$11,339.82 is ratified.**

**Signed and Authenticated** on this **26th** day of **October**, **2022.**

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for **September, 2022** in the amount of **\$11,339.82.**

\_\_\_\_\_  
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 **0-029-411-467**

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

<b>Filing Date</b>	October 20, 2022
<b>Account ID</b>	161-000-044
<b>Primary Name</b>	BOAT HAVEN FUEL DOCK
<b>Payment Method</b>	ACH Debit/E-Check
<b>Payment Effective</b>	October 21, 2022
<b>Total Tax</b>	11,339.82
<b>Total Due</b>	11,339.82



## Combined Excise Tax Return

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

**Filing Period:** September 30, 2022      **Due Date:** October 25, 2022

**Filing Frequency:** Monthly

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	86,697.39	0.00	86,697.39	0.004710	408.34
Service and Other Activities (\$1 million or greater in prior year)	133,611.35	0.00	133,611.35	0.017500	2,338.20
<b>Total Business &amp; Occupation</b>					<b>2,746.54</b>

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	86,697.39	0.00	86,697.39	0.065000	5,635.33
<b>Total State Sales and Use</b>					<b>5,635.33</b>

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Water Distribution	1,392.14	0.00	1,392.14	0.050290	70.01
Other Public Service Business	8,085.20	0.00	8,085.20	0.019260	155.72
<b>Total Public Utility Tax</b>					<b>225.73</b>

### Deductions

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Motor Vehicle Fuel Tax	0.00
<b>State Sales and Use</b>		
Retail Sales	Motor Vehicle Fuel Sales	0.00

### Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	86,697.39	0.026000	2,254.13
<b>Total Local City and/or County Sales Tax</b>			<b>2,254.13</b>

### Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	23,904.51
<b>Total Transient Rental Income</b>	<b>23,904.51</b>

**Special Hotel/Motel**

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	23,904.51	0.020000	478.09
	<b>Total Special Hotel/Motel</b>		<b>478.09</b>

<b>Total Tax</b>	<b>11,339.82</b>
<b>Subtotal</b>	<b>11,339.82</b>
<b>Total Amount Owed</b>	<b>11,339.82</b>

**Prepared By:** Donna Frary  
**E-Mail Address:** donna@portofpt.com  
**Submitted Date:** 10/20/2022  
**Confirmation #:** 0-029-411-467

**Payment Type:** ACH Debit/E-Check  
**Amount:** \$11,339.82  
**Effective Date:** 10/21/2022

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 26, 2022
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Amendment to Multi-Party Agreement for Economic Development Services: EDC Team Jefferson
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Agreement Amendment</li> </ul>

**AMENDMENT NO. 1 TO THE AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES: EDC TEAM JEFFERSON, JEFFERSON COUNTY, PORT OF PORT TOWNSEND, AND JEFFERSON COUNTY PUBLIC UTILITY DISTRICT #1**

This Amendment No. 1 to the Agreement for Economic Development Services (“this Agreement”) is entered into between Jefferson County, having its principal offices at P.O. Box 1220, Port Townsend, WA 98368 (“County”), the Port of Port Townsend, having its principal offices at 2701 Jefferson Street, Port Townsend, WA 98368 (“Port”), the City of Port Townsend, having its principal offices at 250 Madison Street, Port Townsend, WA 98368 (“City”), Jefferson County Public Utility District No. 1, having its principal offices at 210 4 Corners Rd, Port Townsend, WA 98368 (“PUD”), and Economic Development Council of Jefferson County (UBI Number: 603 095 546), a 501(c)(6) tax exempt organization registered with Washington State as a non-profit corporation, having its principal offices at 2409 Jefferson Street, Suite A, Port Townsend, WA 98368 (“EDC Team Jefferson”), collectively “the Parties.” The County, Port, City and PUD shall collectively be called “the government parties.”

WHEREAS, in June 2021, the Parties entered into the Agreement for Economic Development Services with EDC Team Jefferson; and

WHEREAS, the amounts contributed by the government parties have proven inadequate to sustain EDC Team Jefferson’s current staffing levels; and

WHEREAS, the June 30, 2023 Agreement end date causes EDC Team Jefferson difficulties in obtaining grant funding; and

WHEREAS, EDC Team Jefferson has been making progress in turning the organization around and into an effective economic development driver; and

WHEREAS, the government parties wish to see this progress continue; and

WHEREAS, the Parties want to amend the Agreement for Economic Development Services entered into between them;

NOW, THEREFORE, the Parties agree to amend the Agreement, as follows:

Section 1., which currently reads:

- 1. TERM.** This Agreement shall commence upon execution by all parties (the “effective date”), covering the term of July 1, 2021 through June 30, 2023, unless amended and extended for a longer term pursuant to Section 8 or terminated earlier pursuant to Section 12.

Is amended to read:

- 1. TERM.** This Agreement shall commence upon execution by all parties (the “effective date”), beginning July 1, 2021 and shall continue indefinitely, unless amended to end on a date certain pursuant to Section 8 or terminated pursuant to Section 12.

That portion of Section 5.B., which currently reads:

For the 6-month period of January 1, 2023 through June 30, 2023 the parties agree the government parties shall provide funding to EDC Team Jefferson for economic development services under this Agreement as follows:

- County: \$25,750
- Port: \$15,450
- City: \$15,450
- PUD: \$15,450

Is amended to read:

For the 12-month period of January 1, 2023 through December, 2023 the parties agree the government parties shall provide funding to EDC Team Jefferson for economic development services under this Agreement as follows:

- County: \$61,500
- Port: \$40,900
- City: \$40,900
- PUD: \$40,900

Funding by each of the government parties shall increase by 3% in each subsequent year unless changed by written amendment pursuant to Section 8 or termination pursuant to Section 12.

SIGNATURES APPEAR ON SUBSEQUENT PAGES



Executed as duly authorized by the governing body of each party, dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**ECONOMIC DEVELOPMENT COUNCIL OF JEFFERSON COUNTY (“EDC TEAM JEFFERSON”)**

\_\_\_\_\_  
Ben Bauermeister, Board President

\_\_\_\_\_  
Date

**PORT OF PORT TOWNSEND**

\_\_\_\_\_  
Eron Berg, Executive Director

\_\_\_\_\_  
Date

Approved as to form only:

\_\_\_\_\_  
Port Attorney

\_\_\_\_\_  
Date

**CITY OF PORT TOWNSEND**

\_\_\_\_\_  
David Faber, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Alyssa Rodriques  
City Clerk

\_\_\_\_\_  
Date

Approved as to form only:

\_\_\_\_\_  
Heidi Greenwood  
City Attorney

\_\_\_\_\_  
Date

**JEFFERSON COUNTY PUBLIC UTILITY  
DISTRICT NO. 1**

\_\_\_\_\_  
Kenneth Collins, Chair

\_\_\_\_\_  
Date

Approved as to form only:

\_\_\_\_\_  
Joel Paisner  
Ascent Law Partners

\_\_\_\_\_  
Date

**JEFFERSON COUNTY  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Heidi Eisenhour, Chair

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Carolyn Gallaway  
Clerk of the Board

\_\_\_\_\_  
Date

Approved as to form only:

\_\_\_\_\_  
Philip Hunsucker  
Chief Civil Deputy Prosecuting Attorney

\_\_\_\_\_  
Date

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 26, 2022		
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Public Hearing		
<b>AGENDA TITLE</b>	V. Draft 2023 Operating & Capital Budget, rates, property tax levy & IDD tax levy		
<b>STAFF LEAD</b>	Finance Director Abigail Berg		
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Motion/Action	<input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Draft 2023 Operating &amp; Capital Budget</li> <li>2. 2023 Rates (rate cards)</li> <li>3. Resolution 776-22 establishing the 2023 Operating and Capital Budgets</li> <li>4. Resolution 777-22 fixing the amount of general property tax to be levied for collection in the year 2023</li> <li>5. Resolution 778-22 fixing the amount of IDD tax to be levied for collection in the year 2023</li> </ol>		

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 10/26/2022

**TO:** Port Commission

**FROM:** Abigail Berg, Director of Finance & Administration & Eron Berg, Executive Director

**SUBJECT:** 3rd Draft of 2023 Operating & Capital Budget, and Proposed Rates

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*Note: Changes to the 1<sup>st</sup> Draft Informational Memo are noted in **green bold lettering**.*

*Note: Changes to the 2<sup>nd</sup> Draft Informational Memo are noted in **orange bold lettering**.*

### ISSUE

What direction does the Commission have following its third review of the **2023 Operating & Capital Budget document, and the proposed 2023 Rate Cards**.

### BACKGROUND

The Commission adopted the 2023 Budget schedule on June 22, 2022, which included a subsequent workshop to discuss potential issues, goals, and assumptions to consider when developing the budget. The approved schedule included the 3<sup>rd</sup> Draft of the 2023 Budget to be presented at this meeting. Underlying assumptions and key objectives were discussed at the last two Commission meetings.

### DISCUSSION

#### **2023 Budget Assumptions – 2<sup>ND</sup> DRAFT, 3<sup>rd</sup> DRAFT**

This coming year's budget is being developed following the COVID-19 pandemic and related governmental interventions with the backdrop of global uncertainty and a rapidly changing energy, climate, and economic environment. The pandemic resulted in an immediate drop in port revenue followed by a surprisingly strong boomerang of increased business and demand for port services. As we look to 2023, we begin with the longest moorage waitlists in port history, two years of unprecedented yard activity, at times so full as to limit lift access and the need to turn customers away, as well as continued 100% occupancy of leased properties. Our recommendation to the Commission for the 2023 budget is to continue to maintain a conservative approach, assume no significant changes in course but be alert for mid-year course adjustments and be prepared to move with alacrity, if needed.

Staff's primary focus for 2023 is to continue to build the projects that are in the queue for construction phase work while simultaneously planning, designing, permitting, and funding projects for 2024, 2025 and 2026. Your port staff team is known for saying, "That's a great idea, let's do it!" While we will undoubtedly continue with that motto, we do need to temper our appetite with the reality of managing an increased volume of projects, increased complexity in planning and permitting those projects and limited staff time. Our primary objectives for operations in the coming year are to continue to improve customer service, improve processes that better serve our tenants and customers all while maintaining our steady path to a higher level of service across the board. In both cases, it is our clear intent to spend more money, investing in capital projects to

carry port facilities to future generations and in operations to improve the port's level of service. We remain laser focused on generational viability of these remarkable and unique port facilities that are essential to the culture of this place.

### OPERATING BUDGET

The attached is a newly formatted budget which was built to easily allow escalators (percentage increases) for projection purposes. The revenues are similar to prior budgeted formats, though the expenditures are presented based on their account codes in the accounting system. Also new is a two (2) year projection (2023 and 2024) and doesn't include any variance columns; these can be added if the Commission would like. The revenue and expenditure escalators used for 2023 are 5%, but for 2024 they are 5.4%, and 6.3%, respectively for revenues and expenditures. These are the updated 10-year averages of the Port.

**The 2nd Draft 2023 budget was prepared in the previously used format, projecting out for only one year, and having a variance column for comparative purposes. Also included in this draft are the 2023 budgets by location.**

**The 3<sup>rd</sup> Draft 2023 budget is in full document form including narratives, pictures, pies, debt service, taxes detail, as well as the financial statements, capital improvement program projects, funding, and cashflow.**

### OPERATING REVENUES:

1. As discussed at the last Commission meeting, we've implemented a 5% increase on most revenues port wide despite a CPI of 10.1%. More detailed discussion is included with the Rate Cards later in this memo. **In the 3<sup>rd</sup> Draft, Permanent Moorage revenues were adjusted down to 3% CPI, instead of a 5% CPI increase. This caused the Boat Haven Moorage revenues to decrease by \$26,461.**
2. The good news is we're moving forward on the Point Hudson Jetty replacement; however, this will impact operating revenues for Point Hudson. These revenues will be impacted not just as we roll into the fall and winter of 2022, but in early 2023 as the 1<sup>st</sup> phase is completed and in mid-September 2023 as the 2<sup>nd</sup> phase commences.
3. The Point Hudson revenues most impacted will be Moorage, however, the RV revenues will also be affected. These Point Hudson revenues could be offset by Back 40 parking, if a plan is approved to lease some parts of that area and/or implementing parking fees that aren't just for special events.
4. Recently the commission decided to cease the small boat yard discount as of March 31, 2022. As we move into the coming season for boat repairs, we can anticipate an increase in revenues for vessels stored while being worked on. Initially, we thought this may result in not having a full yard, however, the current projections are that both yards will be full



within the next few weeks (300T yard projected at capacity on 9/30 and the 75T yard following in mid-October).

5. At this juncture, there are no other significant operating revenues initiatives or changes we foresee.
6. **There were a few minor Operating Revenues adjustments which increased the total by \$12,453 overall.**

#### OPERATING EXPENSES:

1. A 5% increase has been built into the operating expenditure budget port wide (note that the 10-year average annual increase in operating expenses is 6.3%).
2. In accordance with the 2022 budget, the Port has staffed up for the various initiatives important to our Commission, the community, and our customers. These include an added CSR position, an additional Custodial position, and part-time Accounting position. For 2023, we'd like to continue this by hiring two (2) additional FTEs for primarily capital work in the Maintenance department, making the part-time Accounting position full time and creating a new position of Assistant Harbormaster within our current moorage/yard FTE count.
3. **There were some minor adjustments to compensation, overall reducing it once we reviewed the detail on YTD capital work, and projected capital work performed by port staff; this amounted to an overall reduction of \$7,383. This reduction also impacted taxes and benefits.**
4. As mentioned above, we can anticipate increased costs across the board for regular, and recurring operating costs, as well as capital costs. Much of this can be expected due to the increased cost of energy, construction materials, operating supplies, shipping materials, and travel costs for contractors. The port is also experiencing larger than typical increases in costs for insurance and other services.
5. **Preparing the individual department budgets, presents the opportunity to do more in-depth review of projected costs. Overall, expenses were reduced from the 1<sup>st</sup> Draft by approximately \$67,000.**
6. **In the 3<sup>rd</sup> Draft, Operating Expenses increased by \$40,000, which is for \$25,000 slated to help fund the PTMTA's update of the 2018 economic survey prepared by Martin & Associates, and \$15,000 for the NWMC High School summer program that assists at the Point Hudson and Boat Haven marinas.**

#### CAPITAL PROJECTS:

The draft updated capital program is attached and includes the estimated projects and costs for 2023 to 2027 as well as the anticipated funding of those projects. There's a small variance of between \$5,000 and \$25,000 in years 2023-2025 for costs compared to funding which will be reconciled in the next draft presented October 12<sup>th</sup>.

**It should be noted that this ambitious, 5-year CIP presents almost \$50 million dollars' worth of capital expenditures. Of this amount, we estimate that 69%, or more than two thirds, of those projects are funded by grants, the IDD, and net operating income. In addition, 93% of the yet**

unfunded portion of those projects, \$13,750,000, is several years out, and we're actively pursuing grants.

Minor adjustments were made in the CIP to reconcile the total project costs to the supporting funding.

### **EQUIPMENT/VEHICLES:**

These are part of the CIP and include two (2) more ½ ton pick-up trucks, a 1-ton pick-up truck, a dump trailer, and another gator with an enclosed cab for Point Hudson Moorage staff. In addition, we are researching the possibility of moving to card-based access system for showers, and laundry thereby eliminating the use of quarters which is time consuming to manage (and uses antiquated equipment that is increasingly a challenge to maintain).

### **5-YEAR CASHFLOW**

The cashflow for 2023 and beyond is based on the following:

1. Projected ending cash for 2022 as of YTD July activity and the remaining budget for the year. Ending cash includes both reserved and unreserved cash and investments.
2. Projected ending cash for 2023 is based on the estimated beginning cash mentioned in item 1, and the budgeted activity (inflows and outflows) for the year overall.
3. Ending reserve balances are calculated based on the budgeted activity for each year, which may include reserve funding and draws, where applicable. Funding includes IDD receipts, and the internal funding of the Por-wide Capital reserve and Operating Reserve. Draws are only identified in the capital related reserves.
4. Additional details on the assumptions made in the cashflow are included in the notes following the cashflow.

### **PORT RATES**

In the packet are the comparative rate cards for all Port locations that show the current rates alongside the proposed 2023 rates. Even with the record CPI increases over the last year, the Commissions' first choice was to go with a lower CPI rate increase of 5%, rather than 7.5% or 10.1%. Most rates were increased by that amount, though there are some exceptions due to the use of cash drops for parking, for instance, or marina temporary tie up fees. On the rate cards we've highlighted new rates in blue and rates that were removed in red. The following are the changes by location:

#### **BOAT HAVEN**

1. During the 2022 budget development, the Port planned a consistent 3% annual increase for permanent moorage tenants for three (3) years, instead of the 5% CPI increase applied to most other revenues. Due to the significant increase in the CPI in the last year (10.1%), the

recommendation is that permanent moorage tenants also pay the 5% CPI increase as proposed with most other Port rates for 2023. The attached rate card reflects this increase.

2. **The 3<sup>rd</sup> Draft lowered the CPI increase for permanent moorage tenants to 3%, instead of 5%. This is reflected in the updated rate cards as well as the budget.**
3. Temporary Tie Ups were kept at the same rate as the prior year.
4. The “annual” has been removed from the Background Check Fee.
5. Added to this card is a “Storage Only” section, similar to Point Hudson, for kayaks, dory on docks, and the recently added wherry parking, which is only at Boat Haven.
6. **In accordance with Commission recommendation at the September 28<sup>th</sup> meeting, the year-round nightly moorage rate was increased by 10%, instead of 5%.**

#### YARD:

1. We’re proposing an additional \$150.00 charge to the Roundtrip Rate for Hang Overnight. This is to account for the additional sling time beyond normal inspection and is an approximate 1-hour delay in lift charges. This is for both yards.
2. We’d like to suggest a discussion regarding the “Owner Wash Down” option in the 75 Ton yard, specifically eliminating the do-it-yourself washdown. This change would allow staff to move vessels more quickly and efficiently since they’re accustomed to this process and complete the job more quickly. In turn, this allows vessels to be hauled out, and splashed more efficiently, thereby increasing customer satisfaction. This is not suggested for the 300 Ton yard because those larger vessels take longer to wash down, and they can only haul about 2-3 per day, whereas in the smaller yard with 3 Travelifts, we have the ability to haul a larger volume. **In the 2<sup>nd</sup> Draft, we removed this proposal.**
3. **In the 3<sup>rd</sup> Draft a clearly distinct line was added on the rate card for the “Port Wash-Down” and includes the additional cost in sales tax for this option, as well as the cost of labor.**
4. As per Commission decision for the 75 Ton yard, the seasonal discount rate has been removed as of March 31, 2022, and the rate is the same as the current monthly rates.
5. Maintaining the same fee for Covered Storage because the usage doesn’t appear to be as frequent as initially contemplated. A second year at the same rate provides the opportunity to market the option.
6. We’ve removed the “Non-Working Long-term” storage rates. Due to the shortage of vessel repair options in the Puget Sound, our yards are busier than ever, and we’ve plans to start using this area for working repair.
7. Under “Other Fees”, the Storage Boxes were removed since there hasn’t been time for these to be built.
8. Bilge Water fees were moved from the Miscellaneous Rates & Fees card to the Yard and increased to reflect the cost more accurately.
9. **Also, under “Other Fees”, we added a new rate, for Emergency Hoist in the amount of \$500.00 per foot. The amount of the charge was determined by calculating the potential disposal cost of the vessel based on labor hours, equipment hours, tipping cost per ton, and hazardous waste removal. When applied, it would cover the hoist, environmental fees, labor hours to haul and up to a “to be determined” amount of storage (what is residual). This is instead of requiring a “deposit” from a vessel in distress that is likely to**

become derelict and more apt to be paid by an insurance company, whereas deposits are not.

10. Continued discussion on a “Salvaged Vessel Emergency Hoist”, and an “After Hours Hoist” rates for the Yard.
11. Off Port Property Tarp fees were adjusted to be in alignment with the size availability and the cost.

#### POINT HUDSON

1. Temporary Tie Up charges were maintained at the same rate, as previously noted.
2. The “annual” was removed from Live-aboard Background Check Fees.
3. Under “RV Park – Winter Guest Monthly”, the timeframe for the winter was adjusted from Oct. 1 to April 30 (not June 1), and states “back row loop”, not back row only.
4. Similar to item 3 for Point Hudson, the timeframe was changed from Nov. 1 to March 31 (not April 1), and to “front row loop”, not front row.
5. “Event Parking – Back 40 Lot” was changed to “Parking – Back 40”.
6. Flagged for discussion is for whether we add a “Boat on Trailer” option in the Back 40, and what that monthly cost might be.
7. The “Landfall Site” Parking was changed from a timeframe of April 1 – September 30, to year-round. Parking usage in general at Point Hudson will be on your agenda for discussion on October 12th.

#### HERB BECK MARINA

1. In the top portion of this rate card, under the Commission approval date, is language that was changed to align with Point Hudson and Boat Haven Marinas. Currently the charge for moorage in Quilcene is only based on the overall length of the vessel. The change would be to “Moorage Rate is based on overall length, or slip length, whichever is greater.”
2. Temporary Tie Up was increased, but not at the other marinas’ rates since Quilcene is already 50% less than the others.
3. In another effort to be in alignment with the other marinas, we’ve flagged for discussion adding “Guest Monthly” moorage at Quilcene. This would allow us to rent out permanent moorage tenant slips and let them be part of a credit system. This will only work if we have the language change sited in item 1, and include a rate based on the CURRENT permanent rate at Quilcene with a 30% mark-up as listed in the attached rate card.

#### JCIA

1. There were no significant, new, or removed charges from this rate card. Tie downs were maintained for overnight, and other rates were increased 5% and, in some cases, rounded.
2. **Per the Commission recommendation, we increased the Overnight Tie Down rate to \$10.00.**

#### UNION WHARF, CITY DOCK & EVENT FACILITIES

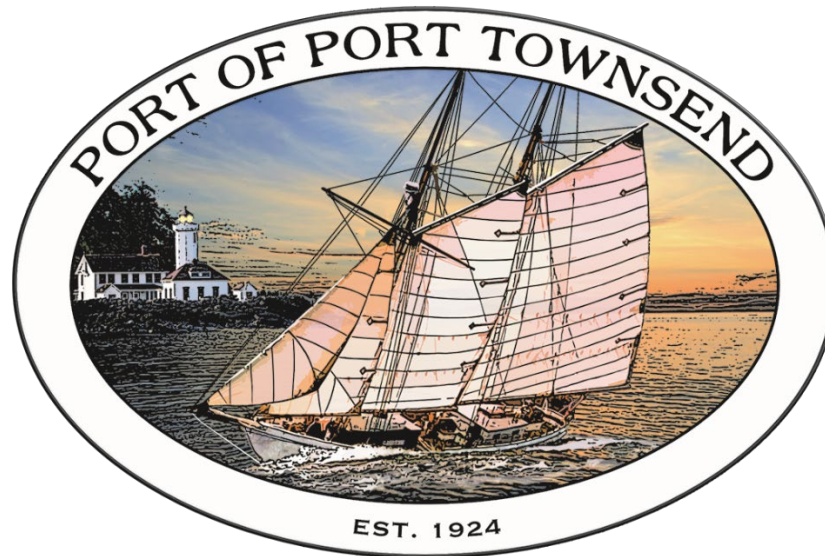
1. For rental of the Marina Room, we removed the hourly fee and Damage & Cleaning Deposit fees, and the daily rate is maintained. Even though Damage & Cleaning is standard practice for facility rentals, there's been little need to use these fees at this location, and the room may transition to exclusively leased space in 2023.
2. The Pavilion rental fees were maintained since the facility is just now nearing readiness for such use. Added to these is the option for RV and Yacht Club user groups renting more than half of the marina or RV park, they can rent the Pavilion at 50% of the regular rental rates.
3. Staff propose to continue to allow intergovernmental use of the Pavilion at no charge, as approved by the Executive Director.

#### *MISCELLANEOUS RATES & FEES*

1. Bilge Water charges were removed and properly included on the Yard Rate Card.
2. There's some discussion of increasing the Miscellaneous Storage (with agreement) fees, as \$0.27/sq. foot is very low.
3. Wherry Parking – Boat Haven was added to this rate card.

#### **RECOMMENDATION**

Please provide any feedback on the 3<sup>rd</sup> draft Operating & Capital Budget document, and Rate Cards for inclusion in the final draft which will be presented for your consideration on November 9<sup>th</sup>.



## 2023 OPERATING & CAPITAL BUDGET



Approved by Port Commission on (not yet adopted)

Resolution 776-22 Exhibit A



## Port of Port Townsend 2023 Operating &amp; Capital Budget

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# MESSAGE FROM THE EXECUTIVE DIRECTOR

## Introduction

Budget Message Placeholder

Eron Berg  
Executive Director







# INTRODUCTION

## About Us

The Port of Port Townsend is a municipal corporation authorized by Washington State statute (Revised Code of Washington [RCW] Title 53) to provide for the development and maintenance of harbors and terminals and to promote tourism and foster economic activity. Created in 1924, the Port is a special purpose district independent from other local or state governments. The Port's geographical boundaries consist of all of Jefferson County, Washington.

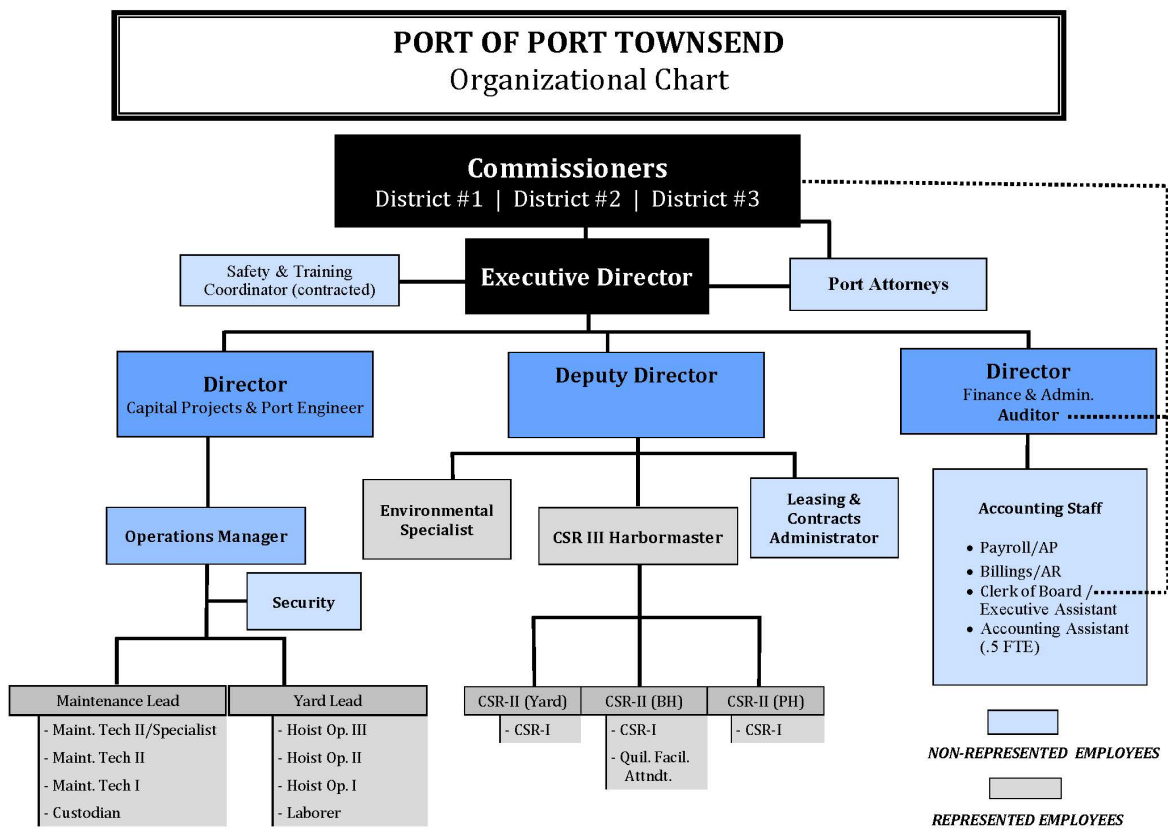
The Port is governed by a 3-member Board of Commissioners; each elected to a 4-year term. The Commission delegates administrative authority to an Executive Director who manages staff to conduct operations of the Port. The County levies and collects taxes on the Port District's behalf, as determined by the Board of Commissioners, and acts as treasurer for the Port as defined under RCW 53.36.010.

## Mission

The Mission of the Port of Port Townsend is to serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, to provide community access to Port facilities and services, and to protect and maintain our community resources and maritime heritage.

## Port of Port Townsend 2023 Operating &amp; Capital Budget

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Adopted: 11/10/2021

## Port of Port Townsend 2023 Operating & Capital Budget

### Port Commissioners

**District 1 Commissioner:** *Pamela Petranek, President*

**Term of Office:** *January 1, 2020 – December 31, 2023*

A lifelong resident of Washington State, Commissioner Petranek settled in Port Townsend in 2006. Pam earned a BA in Education at Western Washington University and taught for 30 years, most recently as a music teacher for the Port Townsend School District. Pam earned her U.S. Coast Guard Captain's License in 2010 and teaches sailing lessons. Pam currently is a commercial fisherman with Cape Clear Fishery; she delivers the fish by bicycle year-round to our community. In 2018, Pam was nominated for Citizen of the Year for co-leading the Jefferson County Maritime Trades Economic Study. Pam served four years on the board of the Port Townsend Marine Trades Association & has led several citizen advisory groups. She currently serves on the boards of the JC Marine Resource Committee and the JC Economic Development Council. Pam co-hosts a monthly KPTZ radio show called "Our Working Waterfront."



**District 2 Commissioner:** *Carol Hasse, Vice President*

**Term of Office:** *January 1, 2022 – December 31, 2025*

Carol Hasse sailed into Port Townsend in 1975, helped launch the Wooden Boat Festival and opened her business, Port Townsend Sails. In the ensuing four decades, she has become a well-known educator, teaching on vessels across the Puget Sound and Pacific Ocean, while serving on multiple nonprofit boards and turning her sail loft into an internationally renowned company.

She decided to become a Port of Port Townsend Port Commissioner because she is a passionate advocate for Jefferson County. She wants to promote our unique community of small businesses and marine trades, preserve the health of our environment, and protect our maritime heritage and world-class working waterfront.

**District 3 Commissioner:** *Peter W. Hanke, Secretary*

**Term of Office:** *January 1, 2022 – December 31, 2025*

Commissioner Hanke was elected Port Commissioner in 2013 and re-elected in 2017 and again in 2021. Mr. Hanke owns and operates Puget Sound Express, a family-owned passenger ferry and whale watch operation located at the Point Hudson marina. Besides being a boat captain and a business owner, Pete is also a pilot who has enjoyed flying out of Jefferson County International Airport since 1998.



# OPERATING BUDGET 2023

## Overview –

The goal of the 2023 Operating Budget and 5-year Capital Improvement Program is to continue to align our business practices and objectives to support both our organizational capital needs and our short and long-term financial sustainability. The Port Commission has instructed staff to prepare a budget that supports economic vitality while increasing our net cash position.

## Organizational Initiatives

As part of our efforts to improve the Port's financial position over the coming year, we intend to:

(Updated in Next Draft)

## Revenue from Operations

The 2023 budget reflects total revenue from operations of \$7,457,982, a 9% increase over the 2022 Budget. Most port rates will be increased by 5% for 2023, except for the permanent moorage tenants at Boat Haven who will receive a 3% increase with the understanding that they will receive a 3% increase each year through 2024. The long-awaited Point Hudson Jetty replacement project commenced September 2022 and required us to close this marina. Accordingly, Point Hudson operating revenues were reduced during Phase I and Phase II of the project, although we're hoping to still capture some RV customers with reduced rates during construction. Even with this significant project impacting operating revenue, the goal is to continue to grow revenue from operations while controlling expenses to contribute to our Capital Improvement Program. Overall, the Port's revenues are generated throughout the operating units with the Yard providing 34.6%, Boat Haven Moorage 27.5%, Point Hudson 20%, PTBH properties 12.4%, Quilcene 2.4%, Airport 2.4%, and Ramps 0.7% of total operating revenue.

## Expenses from Operations

Port-wide expenses from operations are budgeted to be \$6,497,993 in 2023, a 10% increase from the 2022 Budget; however, when compared to the 2022 YTD actuals plus remaining budget that number reduces to 7%. Much of this increase is due to gaining capacity for planning and executing capital projects with an increase in FTE by two (2) for maintenance staff, increasing hours for the part-time accounting assistant, and the 5% COLA for port staff effective January 1, 2023. These compensation changes drive an increase to payroll taxes, and benefits were reduced slightly due to more accurate projections. There's a \$50,000 increase

## Port of Port Townsend 2023 Operating & Capital Budget

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in community relations, \$41,206 anticipated increase in utilities, \$35,000 increase in economic development, a \$33,365 increase in contract services, with some more moderate increases in other expenses such as repair & maintenance, bank charges, audit costs, and insurance. General & Administrative (G&A) expenses total \$1,850,004 or 28% of total operating expenses. This is an increase of 1% over the 2022 Budget. G&A costs are allocated quarterly to each operating unit based on their weighted percentage of total actual YTD operating revenues.

### Net Operating Income

The 2023 budget reflects a net operating income of \$959,989, this is an increase of 2.8% when compared to the 2022 budget, though when compared to the 2022 YTD actual plus remaining budget, this is a 9.2% decrease. As previously mentioned, we are projecting conservatively due to the uncertainty of the economy, as well as having significant capital projects that started in 2022.

### Other Increases & Decreases in Fund Resources

The 2023 budget includes \$1,100,000 in the general property tax levy, an increase of 2.6% from 2022. This is a 1% increase on the prior year plus increases due to new construction, as calculated, and recommended by the County Assessor. The IDD tax levy will be \$2,634,289 for 2023, for the second consecutive year, both to maintain the IDD reserve for capital projects and pay for current projects while minimizing additional long-term debt. Due to the current economy, interest income is budgeted at almost twice the 2022 budget at \$61,161, which includes the American Recovery & Reinvestment Act (ARRA) Bond Interest Subsidy received semi-annually on the 2010 Limited Tax General Obligation (LTGO) bond (approximately \$32,000). Grant revenue is budgeted at \$4,464,322 to include funding for the Point Hudson Jetty project (\$2,925,000), the Yard Stormwater Treatment Compliance Upgrade (\$338,045), FAA funds (\$671,000) for the airport Connector Taxiway A2 and JCIA Fuel System Improvement projects, in addition to a few other smaller grants.

Other Increases in Fund Resources include Deposits & Retainage Collected (\$80,254) and Taxes Collected (\$691,008 - these are collections of Leasehold, Sales and Hotel/Motel Taxes).

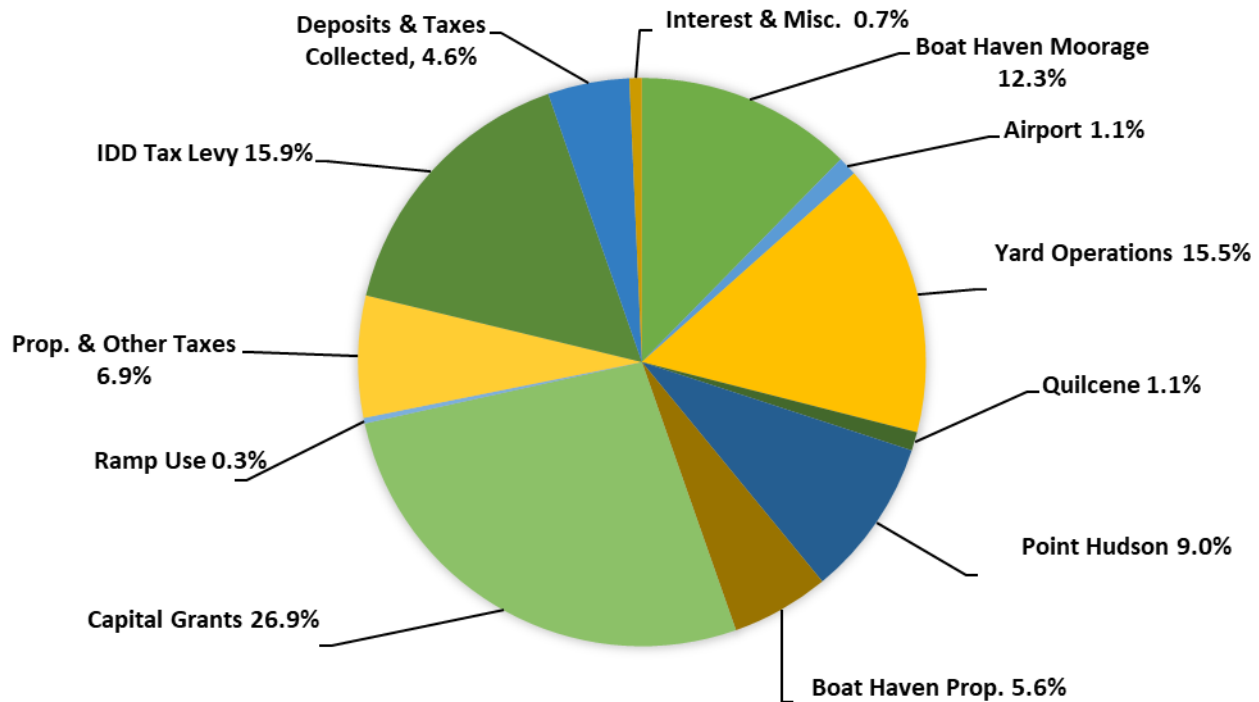
Other Decreases in Fund Resources include Deposits & Retainage Paid (\$55,164), Taxes Remitted (\$682,698 - these are remittances of Leasehold, Sales and Hotel/Motel taxes collected), Bond Principal and Interest (\$1,021,088), Capital Expenses (\$10,094,000), Bond Management, Issuance & Investment (\$14,750), and Election costs (\$15,500).

### Estimated Ending Cash

The ending cash balances are estimated to total \$7,826,499 that include \$6,576,921 in Reserves and \$1,249,577 in Unreserved Cash. The estimated composition of ending reserves is as follows:

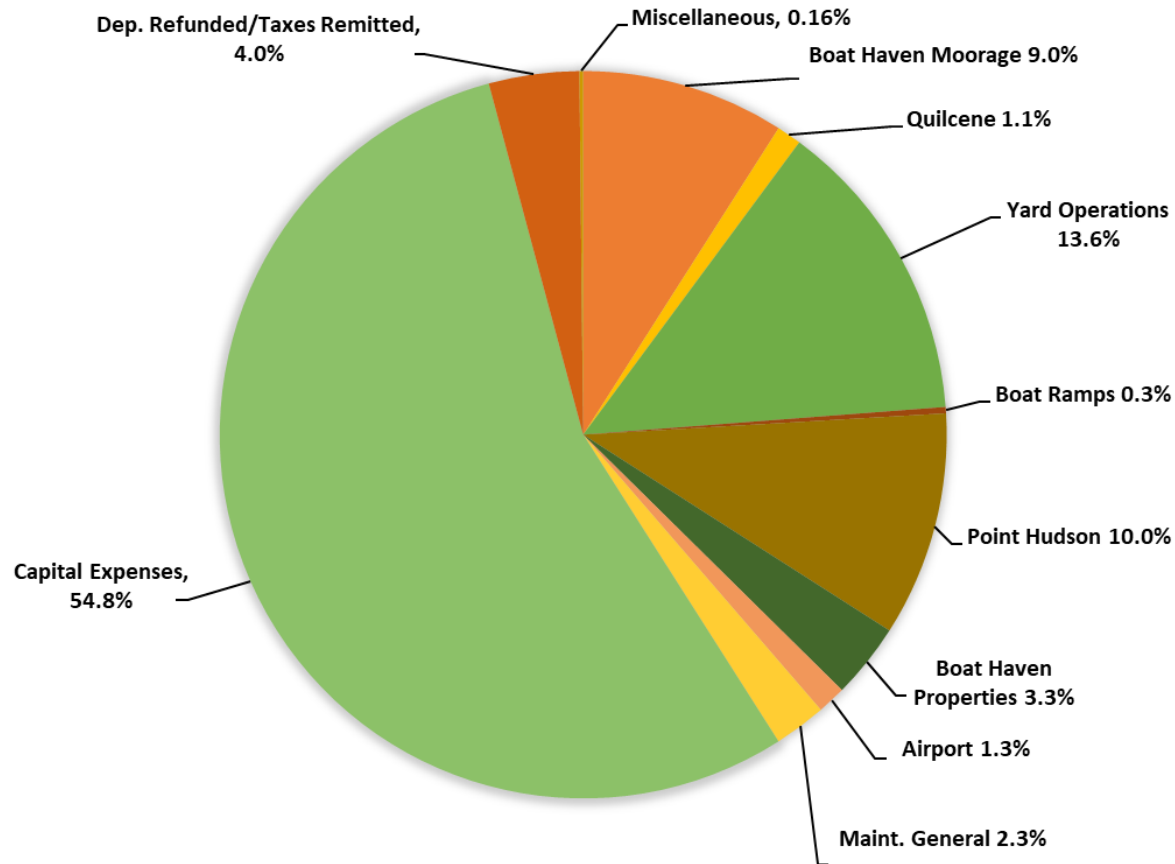
<u>Estimated Ending Cash Reserves for 2023</u>	
IDD Levy Capital Reserve	\$2,904,651
Port-Wide Capital Reserve	1,501,626
Boat Haven Renovation Reserve	42,396
Operations Reserve	1,618,248
Emergency Reserve	500,000
Unemployment Reserve	10,000
	<u>\$6,576,921</u>

## Graphic Summary of Budget

**2023 "WHERE THE MONEY COMES FROM?"****2023 Budget - Revenue**

Boat Haven Moorage	\$	2,048,710	12.3%
Yard Operations		2,578,591	15.5%
Point Hudson		1,494,485	9.0%
Boat Haven Prop.		927,016	5.6%
Quilcene	▼	175,567	1.1%
Ramp Use		52,367	0.3%
Airport		181,246	1.1%
Capital Grants		4,464,322	26.9%
Prop. & Other Taxes		1,150,772	6.9%
IDD Tax Levy		2,634,289	15.9%
Deposits & Taxes Collected		771,262	4.6%
Interest & Misc.		116,714	0.7%
	\$	<u>16,595,341</u>	

## 2023 "WHERE THE MONEY GOES"



### 2023 Budget - Expenses

Boat Haven Moorage *	\$ 1,659,014	9.0%
Yard Operations *	2,505,464	13.6%
Point Hudson *	1,833,810	10.0%
Boat Haven Properties	613,200	3.3%
Quilcene	202,022	1.1%
Boat Ramps	51,164	0.3%
Airport	231,732	1.3%
Maint. General	425,171	2.3%
Capital Expenses	10,069,000	54.8%
Dep. Refunded/Taxes Remitted	737,862	4.0%
Miscellaneous	30,250	0.16%
	<u>\$ 18,358,689</u>	

\* These include the debt services costs related to their departments which total \$1,021,088.



## Port of Port Townsend 2023 Operating &amp; Capital Budget

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# Consolidated Sources & Uses of Cash 2023 Budget

with comparison to Prior Years

**3rd DRAFT - 10/26/22**

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD July	2023 Budget	2022 YTD-2023 Bdgt Variance
<b>OPERATING REVENUES</b>						
Boat Haven Moorage	1,879,943	1,867,627	2,023,336	1,976,355	2,048,710	72,355
Yard Operations	1,944,593	2,305,796	2,237,271	2,455,799	2,578,591	122,792
Point Hudson Marina/RV/Prop.	1,397,859	1,534,636	1,315,730	1,427,218	1,494,485	67,267
Boat Haven Properties	718,251	819,708	853,258	895,029	927,016	31,987
Quilcene Herb Beck Marina	167,103	172,256	163,935	168,204	175,567	7,363
Jefferson County Intl Airport	148,526	166,996	164,133	172,615	181,246	8,631
Ramp Use	52,668	52,437	58,271	49,873	52,367	2,494
<b>Total Operating Revenues</b>	<b>\$ 6,308,943</b>	<b>\$ 6,919,456</b>	<b>\$ 6,815,934</b>	<b>\$ 7,145,093</b>	<b>\$ 7,457,982</b>	<b>\$ 312,889</b>
<b>OPERATING EXPENDITURES</b>						
Salaries & Wages	2,233,287	2,339,530	2,647,856	2,630,930	2,897,790	266,860
Payroll Taxes	234,500	234,924	285,968	281,298	306,334	25,036
Employee Benefits	821,474	811,661	907,613	870,040	832,286	(37,754)
Uniform Expense	8,868	9,283	10,715	17,280	14,100	(3,180)
Contract Services	270,900	278,143	303,906	277,911	326,276	48,365
Consulting Services	23,500	-	-	-	-	-
Legal fees	47,475	51,480	40,000	46,044	42,786	(3,258)
Audit	5,598	32,403	9,580	6,798	17,838	11,040
Insurance	313,259	365,552	410,000	411,458	429,974	18,516
Facilities & Operations	530,260	671,215	554,782	803,755	768,382	(35,373)
Utilities	543,402	605,456	575,389	610,038	651,244	41,206
Marketing & Advertising	46,640	52,608	67,893	62,609	69,465	6,856
Economic Development	-	15,000	30,000	30,000	65,000	35,000
Travel & Training	12,174	15,387	31,771	33,660	35,214	1,554
Cost of Goods - Fuel	2,035	-	-	-	-	-
Community Relations	6,896	3,997	6,965	6,002	56,304	50,302
<b>Total Operating Expenditures</b>	<b>\$ 5,100,268</b>	<b>\$ 5,486,640</b>	<b>\$ 5,882,438</b>	<b>\$ 6,087,823</b>	<b>\$ 6,512,993</b>	<b>\$ 425,170</b>
<b>NET OPERATING INCOME</b>	<b>\$ 1,208,675</b>	<b>\$ 1,432,816</b>	<b>\$ 933,496</b>	<b>\$ 1,057,270</b>	<b>\$ 944,989</b>	<b>(263,686)</b>
<b>OTHER INCREASES IN FUND RESOURCES</b>						
Deposits & Retainage Collected	92,930	112,997	80,640	63,768	80,254	16,486
Taxes Collected	595,331	673,826	661,623	702,233	691,008	(11,225)
Capital Contributions/Grants	3,490,128	413,082	6,104,000	3,061,372	4,464,322	1,402,950
Interest	25,983	52,859	34,530	57,059	61,161	4,102
Debt Proceeds-20/21 LOC	1,650,000	-	-	-	-	(1,650,000)
Property & other taxes	1,992,409	2,764,518	3,748,861	3,784,346	3,785,061	715
Misc. Incr. in Fund Resources	130,152	57,215	20,053	67,084	55,553	(74,599)
<b>Total Incr. in Other Fund Resources</b>	<b>\$ 7,976,933</b>	<b>\$ 4,074,496</b>	<b>\$ 10,649,707</b>	<b>\$ 7,735,862</b>	<b>\$ 9,137,359</b>	<b>\$ 1,160,426</b>
<b>OTHER DECREASES IN FUND RESOURCES</b>						
Deposits & Retainage Paid	65,706	26,221	33,061	96,645	55,164	(41,481)
Taxes Remitted	571,092	675,339	652,734	698,074	682,698	(15,376)
Bond Principal & Interest	2,433,680	1,280,328	1,025,338	1,025,338	1,021,088	(4,250)
Bond Mgmt, Issuance, Investment	10,938	60,302	1,475	43,710	14,750	(28,960)
Capital Project Expenses	4,491,246	1,847,887	11,771,985	5,984,936	10,069,000	4,084,064
Election Expense	15,674	14,698	2,000	17,561	15,500	(2,061)
<b>Total Other Decr. in Fund Resources</b>	<b>\$ 7,588,336</b>	<b>\$ 3,904,774</b>	<b>\$ 13,486,593</b>	<b>\$ 7,866,264</b>	<b>\$ 11,858,200</b>	<b>\$ 4,269,864</b>
<b>Net Other Incr./Decr. in Fund Resources</b>	<b>\$ 388,597</b>	<b>\$ 169,722</b>	<b>\$ (2,836,886)</b>	<b>\$ (130,402)</b>	<b>\$ (2,720,841)</b>	<b>\$ (3,109,438)</b>
<b>Net Income/(Loss)</b>	<b>\$ 1,597,271</b>	<b>\$ 1,602,538</b>	<b>\$ (1,903,390)</b>	<b>\$ 926,868</b>	<b>\$ (1,775,852)</b>	<b>\$ (3,373,123)</b>

## 2023 DEPARTMENTAL OPERATING BUDGETS

### Boat Haven Moorage

Boat Haven Moorage revenues are estimated to increase \$72,355 which is a 3.7% increase when compared to 2022 YTD August plus remaining budget. This estimate is expected as the result of increased permanent moorage due to moving Point Hudson customers during the jetty project to Boat Haven, while only increasing permanent moorage rates 3%.

As with last year, the current debt service cost, both principal and interest, is included. For Boat Haven Moorage, this is 83% of the 2010 Limited Tax General Obligation (LTGO) Bond used for reconstruction of the A/B docks. Including this in the departmental budget allows management to see the true picture of the department's gain/loss in operations year over year. The total increase in estimated moorage expenses is \$87,125. Most of this is related to general & administrative costs, maintenance costs, utilities, and insurance.

3rd DRAFT - 10/26/22	2022 Budget to					2022 YTD-2023 Bdgt Variance
	2020 Actual	2021 Actual	2022 Budget	Actual YTD July	2023 Budget	
OPERATING REVENUES						
PTBH - Permanent Moorage	1,225,793	1,215,832	1,254,909	1,256,207	1,292,556	36,349
PTBH - Monthly Guest	271,741	228,447	302,807	282,810	296,951	14,141
PTBH - Nightly Guest	218,016	290,585	283,925	276,407	290,227	13,820
PTBH - Electric	101,228	51,772	112,075	100,192	105,202	5,010
PTBH - Liveaboard Fee	27,091	21,209	23,605	21,336	22,403	1,067
PTBH - Work Float/Lift Pier Usage	60	60	-	240	252	12
PTBH - Miscellaneous Revenue	1,996	15,698	5,189	7,164	7,522	358
PTBH - Showers	17,761	25,140	17,700	12,218	12,829	611
PTBH - Laundry	8,617	9,228	10,102	9,308	9,773	465
PTBH - Key Fobs	6,137	7,511	7,423	7,246	7,608	362
PTBH - Promotional Sales	-	54	-	227	238	11
PTBH - Port Labor	370	195	5,000	2,629	2,760	131
PTBH - Ship Moorage	155	257	329	284	298	14
PTBH - Parking	980	1,639	272	87	91	4
Total Operating Revenues	\$ 1,879,943	\$ 1,867,627	\$ 2,023,336	\$ 1,976,355	\$ 2,048,710	\$ 168,767
OPERATING EXPENSES						
Moorage Salaries & Wages	140,162	166,054	233,254	217,435	194,494	(22,941)
Moorage Payroll Taxes	17,043	18,247	25,245	25,764	20,422	(5,342)
Moorage Employee Benefits	51,450	57,888	82,231	73,481	55,861	(17,620)
Uniform Expense	801	668	1,200	1,096	1,200	104
Maint Salaries & Wages	48,729	28,808	32,998	29,863	34,412	4,549
Maint Payroll Taxes	5,974	3,295	3,564	3,446	3,716	270
Maint Employee Benefits	16,879	10,093	11,608	9,784	9,884	100
Enviro Salaries & Wages	776	1,939	1,000	1,244	1,000	(244)
Enviro Payroll Taxes	98	230	108	146	105	(41)
Enviro Employee Benefits	716	663	381	410	284	(126)
Contract Services	14,743	8,951	21,004	17,472	18,346	874
Insurance	80,436	93,338	102,672	102,806	107,946	5,140
Facilities & Operations	94,667	98,011	81,730	98,350	102,388	4,038
Utilities	155,265	178,494	175,326	171,369	184,726	13,357
Marketing & Advertising	9,478	12,784	17,051	13,636	16,084	2,448
Travel & Training	675	4,137	800	1,133	1,190	57
2010 LTGO Bond Princ & Int pmts (8	400,258	402,914	399,635	399,635	400,133	498
General & Administrative	395,451	403,904	475,272	406,193	506,823	100,630
Total Operating Expenses	\$ 1,433,600	\$ 1,490,415	\$ 1,665,079	\$ 1,573,263	\$ 1,659,014	\$ 85,751
NET OPERATING INCOME	\$ 446,343	\$ 377,211	\$ 358,257	\$ 403,092	\$ 389,696	\$ 83,016



## Boat Haven Yard

Overall, Yard revenue is expected to increase by \$122,792 over 2022 YTD August plus remaining budget. During the 2021-2022 working yard season (October – April), the 75 Ton yard was too full, and customers had to be turned away due having so many spaces filled with customers on the low seasonal discount. It was clear the demand was high for these spaces, so the Port Commission eliminated the seasonal discount March 31, 2022. We anticipate a robust season ahead for 2022-2023 without the discount.

As with last year, the current debt service cost, both principal and interest, is included. For the Yard, this is 17% of the 2010 Limited Tax General Obligation (LTGO) Bond used for the 80-ton Lift Pier. Including this in the departmental budget allows management to see the true picture of the department's gain/loss in operations year over year. An increase in operating expenses of \$148,155 is projected in the 2023 budget, and with the estimated increase in operating revenue, the net effect is a small profit in operations of \$71,398.



## Port of Port Townsend 2023 Operating &amp; Capital Budget

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## Boat Haven Yard

3rd DRAFT - 10/26/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD July	2023 Budget	2022 YTD-2023 Bdgt Variance
<b>OPERATING REVENUES</b>						
Yard - 70/75 Ton Yard Revenue	663,833	934,644	813,676	968,776	1,017,215	48,439
Yard - 70/75 Ton Hoist Revenue	296,273	337,016	325,772	344,811	362,052	17,241
Yard - 300 Ton Yard Revenue	408,561	455,530	463,719	482,573	506,702	24,129
Yard - 300 Ton Hoist Revenue	189,524	204,905	216,555	214,252	224,965	10,713
Yard - Washdown Revenue	76,018	78,798	85,707	95,305	100,070	4,765
Yard - Bilge Water Revenue	3,469	3,750	5,374	5,714	6,000	286
Yard - L/T Storage	80,219	75,812	81,005	80,572	84,601	4,029
Yard - Blocking Rent	39,163	46,197	49,507	53,974	56,673	2,699
Yard - 70/75 Ton Electric	36,263	36,990	43,694	45,295	47,560	2,265
Yard - 300 Ton Electric	45,237	26,589	51,984	51,276	53,840	2,564
Yard - Off Port Property Tarp Fee	4,160	1,009	1,476	776	815	39
Yard - Liveaboard Fee	2,486	2,811	3,604	2,100	2,205	105
Yard - Miscellaneous Revenue	5,873	1,200	1,629	668	701	33
Yard - 70/75 Ton Port Labor	9,323	6,769	4,606	9,121	9,577	456
Yard - 300 Ton Port Labor	4,665	2,486	3,668	6,601	6,931	330
Yard - Enviro Fee 70/75 Ton Yard	57,478	74,481	70,279	75,048	78,800	3,752
Yard - Enviro Fee 300 Ton Yard	18,071	15,909	14,016	18,545	19,472	927
Yard - Enviro Clean-Up Fee	3,977	900	1,000	392	412	20
<b>Total Operating Revenues</b>	<b>\$ 1,944,593</b>	<b>\$ 2,305,796</b>	<b>\$ 2,237,271</b>	<b>\$ 2,455,799</b>	<b>\$ 2,578,591</b>	<b>\$ 122,792</b>
<b>OPERATING EXPENSES</b>						
Yard Salaries & Wages	526,706	554,648	618,696	622,717	648,893	26,176
Yard Payroll Taxes	65,254	62,789	65,418	72,014	68,134	(3,880)
Yard Employee Benefits	202,859	197,397	203,479	204,500	186,371	(18,129)
Uniform Expense	4,145	4,281	4,065	6,333	6,650	317
Maint Salaries & Wages	75,167	60,119	72,266	86,341	103,235	16,894
Maint Payroll Taxes	9,467	6,847	7,805	10,111	11,149	1,038
Maint Employee Benefits	27,629	21,038	25,422	27,822	29,651	1,829
Enviro Salaries & Wages	21,747	23,444	27,066	28,370	26,188	(2,182)
Enviro Payroll Taxes	2,756	2,804	2,923	3,500	2,750	(750)
Enviro Employee Benefits	7,865	8,197	9,492	9,214	7,522	(1,692)
Contract Services	24,125	26,597	43,307	37,581	43,373	5,792
Insurance	74,684	86,891	95,579	96,743	101,580	4,837
Facilities & Operations	170,743	242,832	237,632	362,761	390,847	28,086
Utilities	121,533	130,829	121,862	133,914	142,377	8,463
Marketing & Advertising	8,690	12,048		16,943	14,979	(1,964)
Travel & Training	2,947	483	2,000	1,811	1,902	91
2010 LTGO Bond Princ & Int pmts (17%)	81,980	82,524	81,853	81,853	81,955	102
General & Administrative	410,659	493,391	525,524	556,510	637,908	81,398
<b>Total Operating Expenses</b>	<b>\$ 1,838,956</b>	<b>\$ 2,017,157</b>	<b>\$ 2,144,389</b>	<b>\$ 2,359,038</b>	<b>\$ 2,505,464</b>	<b>\$ 146,426</b>
<b>NET OPERATING INCOME</b>	<b>\$ 105,636</b>	<b>\$ 288,639</b>	<b>\$ 92,882</b>	<b>\$ 96,761</b>	<b>\$ 73,127</b>	<b>\$ 183,003</b>



## Point Hudson

Overall, Point Hudson revenue is expected to only slightly by \$67,267 over the 2022 YTD August plus remaining budget. It is anticipated that Point Hudson Nightly RV Park revenue and Marina Permanent, Monthly and Nightly Guest revenues will all be directly impacted due to the jetty project's Phase I (north jetty) wrapping up in early 2023, and the Phase II (south jetty) commencing September of 2023.

Total estimated increases in operating expenses, when compared to 2022 YTD August plus remaining budget, is estimated at \$97,371, most of which is due to increased general & administrative costs, staff costs, and repair & maintenance costs.



## Port of Port Townsend 2023 Operating &amp; Capital Budget

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## Point Hudson

<b>3rd DRAFT - 10/26/22</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Budget to Actual YTD July</b>	<b>2023 Budget</b>	<b>2022 YTD-2023 Bdgt Variance</b>
<b>OPERATING REVENUES</b>						
Pt Hudson - Building Lease Revenue	398,703	422,218	428,819	428,595	443,596	15,001
Pt Hudson - Parking	3,143	19,267	17,700	17,189	18,048	859
Pt Hudson - Event Facility Rev	(260)	949	3,000	3,500	3,675	175
Pt Hudson - Janitorial	35,030	35,643	35,938	41,950	15,781	(26,169)
Pt Hudson - Water, Sewer, Storm	-	-	-	-	30,602	30,602
Pt Hudson - Permanent Moorage	146,202	157,330	124,142	126,997	133,347	6,350
Pt Hudson - Liveaboard Fee	7,494	8,743	8,656	8,694	9,129	435
Pt Hudson - Liveaboard Backgrnd Ck Fe	2,700	2,700	180	900	945	45
Pt Hudson - Monthly Guest	131,248	126,449	72,954	92,788	97,427	4,639
Pt Hudson - Nightly Guest	200,031	247,981	172,727	189,130	198,587	9,457
City Pier & Union Wharf Usage	3,111	16,920	7,006	4,948	5,195	247
Pt Hudson - Monthly R.V.	83,365	72,824	49,041	64,249	67,461	3,212
Pt Hudson - Nightly R.V.	271,691	280,920	295,418	347,219	364,580	17,361
Pt Hudson - Kayak Racks	15,463	19,571	12,401	15,300	16,065	765
Pt Hudson - Reservation Fee	35,802	49,058	36,365	33,597	35,277	1,680
Pt Hudson - Showers	6,302	6,677	5,504	5,729	6,015	286
Pt Hudson - Laundry	9,948	10,626	7,727	7,253	7,616	363
Pt Hudson - Passenger Fee	2,538	19,544	13,334	13,874	14,568	694
Union Wharf - Cruise Ship Garbage	-	2,085	700	1,209	1,269	60
Pt Hudson - Promotional Sales	562	538	660	1,154	1,212	58
Pt Hudson - Miscellaneous Rev	5,616	2,923	950	2,822	3,188	366
Pt Hudson - Enviro Clean-up	212	-	214	214	-	(214)
Pt Hudson - Electric	38,958	31,673	22,294	19,907	20,902	995
<b>Total Operating Revenues</b>	<b>\$ 1,397,859</b>	<b>\$ 1,534,636</b>	<b>\$ 1,315,730</b>	<b>\$ 1,427,218</b>	<b>\$ 1,494,485</b>	<b>\$ 67,267</b>
<b>OPERATING EXPENSES</b>						
Point Hudson Salaries & Wages	171,514	156,701	191,455	198,745	221,585	22,840
Point Hudson Payroll Taxes	19,944	18,921	20,677	22,712	23,267	555
Point Hudson Employee Benefits	60,459	54,690	67,351	60,196	63,642	3,446
Uniform Expense	421	300	800	1,112	800	(312)
Maint Salaries & Wages	117,553	110,051	125,661	111,683	137,647	25,964
Maint Payroll Taxes	15,535	13,444	13,571	13,828	14,866	1,038
Maint Employee Benefits	44,305	38,533	44,206	37,449	39,534	2,085
Enviro Salaries & Wages	2,785	1,070	5,222	4,070	4,872	802
Enviro Payroll Taxes	332	127	564	496	512	16
Enviro Employee Benefits	1,023	364	1,837	1,385	1,399	14
Contract Services	14,177	31,038	14,578	14,765	15,503	738
Insurance	63,761	56,117	75,672	75,672	79,456	3,784
Facilities & Operations	78,609	104,324	81,506	98,896	85,436	(13,460)
Utilities	181,382	200,350	181,545	202,210	212,714	10,504
Marketing & Advertising	17,796	12,537	17,120	15,083	15,837	754
Travel & Training	160	389	600	500	525	25
2015 LTGO Principal & Int pmts	542,350	543,325	551,200	551,200	546,500	(4,700)
General & Administrative	298,461	355,950	309,058	327,439	369,715	42,276
<b>Total Operating Expenses</b>	<b>\$ 1,630,567</b>	<b>\$ 1,698,230</b>	<b>\$ 1,702,623</b>	<b>\$ 1,737,441</b>	<b>\$ 1,833,810</b>	<b>\$ 96,369</b>
<b>NET OPERATING INCOME</b>	<b>\$ (232,708)</b>	<b>\$ (163,594)</b>	<b>\$ (386,893)</b>	<b>\$ (310,223)</b>	<b>\$ (339,325)</b>	<b>\$ (29,102)</b>

## Port of Port Townsend 2023 Operating &amp; Capital Budget

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## Boat Haven Properties

Properties at Boat Haven are expected to have an increase in revenues by approximately \$31,987 primarily due to the occasional leasehold step increase, market rate adjustments, and CPI increases. Most assets are marine dependent or related uses for manufacturing, warehousing, and office requirements.

Overall, operating expenses are expected to increase by \$56,910 when compared to the 2022 YTD August plus remaining budget. Most of this increase is in staffing costs, both departmental and maintenance, the latter of which regularly works to maintain the condition of these properties.

## Boat Haven Properties

3rd DRAFT - 10/26/22	2022 Budget to					2022 YTD-2023 Bdgt Variance
	2020 Actual	2021 Actual	2022 Budget	Actual YTD July	2023 Budget	
OPERATING REVENUES						
PTBH Prop - Lease Revenue	647,462	746,964	778,733	810,876	839,257	28,381
PTBH Prop - Fuel Dock Lease	21,037	20,239	20,514	19,553	20,531	978
PTBH Prop - Electric	2,897	2,819	4,833	1,546	1,623	77
PTBH Prop - Garbage	25,545	28,141	26,340	13,442	14,114	672
PTBH Prop - Water	-	-	-	26,837	28,179	672
PTBH Prop - Stormwater	11,593	9,727	10,984	10,169	10,667	498
PTBH Prop - Storage Unit Revenue	9,020	11,196	11,443	11,820	11,820	-
PTBH Prop - Miscellaneous	696	623	411	786	825	39
Total Operating Revenues	\$ 718,251	\$ 819,708	\$ 853,258	\$ 895,029	\$ 927,016	\$ 107,308
OPERATING EXPENSES						
PTBH Property Salaries & Wages	57,623	60,929	63,836	63,540	72,085	8,545
PTBH Property Payroll Taxes	5,230	5,399	6,894	6,104	7,569	1,465
PTBH Property Employee Benefits	21,052	21,300	22,457	20,702	20,704	2
Maint Salaries & Wages	45,437	72,403	83,239	77,731	96,353	18,622
Maint Payroll Taxes	5,653	10,574	8,990	9,899	10,406	507
Maint Employee Benefits	16,225	25,632	29,282	26,173	27,674	1,501
Enviro Salaries & Wages	19,111	22,714	24,150	23,538	22,534	(1,004)
Enviro Payroll Taxes	2,426	2,716	2,608	2,839	2,366	(473)
Enviro Employee Benefits	7,156	7,977	8,496	7,369	6,472	(897)
Contract Services	3,107	1,167	10,236	5,500	5,775	275
Insurance	14,814	26,061	28,667	28,667	30,100	1,433
Facilities & Operations	17,296	23,273	17,560	42,808	32,848	(9,960)
Utilities	33,137	43,136	38,948	46,052	48,708	2,656
Marketing & Advertising	-	43	200	148	155	7
Travel/Training	-	80	150	114	120	6
General & Administrative	159,266	172,622	200,426	195,722	229,331	33,609
Total Operating Expenses	\$ 407,532	\$ 495,946	\$ 545,989	\$ 556,792	\$ 613,200	\$ 56,288
NET OPERATING INCOME	\$ 310,718	\$ 323,762	\$ 307,269	\$ 338,237	\$ 313,816	\$ 51,020



**Port of Port Townsend 2023 Operating & Capital Budget**

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## Quilcene

Quilcene revenues are projected to increase by \$7,363 in 2023 when compared to the YTD August plus remaining budget estimates.

Overall, operating expenses are budgeted to increase by \$32,361. Most of this increase is in staffing costs, both departmental and maintenance, and general & administrative costs. There are no other significant increases in costs estimated for the facility, though there are several capital projects on the docket.



## Port of Port Townsend 2023 Operating &amp; Capital Budget

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3rd DRAFT - 10/26/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD July	2023 Budget	2022 YTD-2023 Bdgt Variance
<b>OPERATING REVENUES</b>						
Quilcene - Lease Revenue	63,896	65,936	69,400	69,751	72,192	2,441
Quilcene - Permanent Moorage	59,882	67,051	56,684	60,422	63,443	3,021
Quilcene - Liveaboard Fee	3,667	2,590	-	-	-	-
Quilcene - Liveaboard Background Check	120	-	-	-	-	-
Quilcene - Nightly Moorage	2,473	1,876	2,678	1,607	1,687	80
Quilcene - Showers	3,125	2,521	3,126	2,678	2,812	134
Quilcene - Reservations	182	352	-	264	277	13
Quilcene - Miscellaneous Revenue	32	240	495	641	673	32
Quilcene - Water	13,378	12,835	77	12,307	12,922	615
Quilcene - Electric	4,061	3,971	12,830	3,505	3,680	175
Quilcene - Recreational Ramp Fees	10,379	11,300	3,955	10,393	10,913	520
Quilcene - Commercial Use Fees	1,616	2,200	11,518	5,430	5,702	272
Quilcene - Empty Trailer Parking	-	1,196	2,200	709	744	35
Quilcene - Fuel Sales	4,291	-	972	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 167,103</b>	<b>\$ 172,067</b>	<b>\$ 163,935</b>	<b>\$ 167,707</b>	<b>\$ 175,045</b>	<b>\$ 7,338</b>
<b>OPERATING EXPENSES</b>						
Quilcene Salaries & Wages	33,991	29,327	43,136	38,844	56,742	17,898
Quilcene Payroll Taxes	4,029	3,267	4,659	4,287	5,958	1,671
Quilcene Employee Benefits	13,143	10,284	15,175	12,803	16,297	3,494
Quilcene Uniforms	-	66	300	150	300	150
Maint Salaries & Wages	20,309	16,743	21,220	15,538	20,647	5,109
Maint Payroll Taxes	2,427	1,961	2,292	1,956	2,230	274
Maint Employee Benefits	7,322	5,819	7,465	5,070	5,930	860
Enviro Salaries & Wages	283	743	-	560	-	(560)
Enviro Payroll Taxes	36	89	-	75	-	(75)
Enviro Employee Benefits	96	263	-	171	-	(171)
Contract Services	6,657	8,843	10,300	8,492	8,917	425
Insurance	6,980	8,309	9,141	8,852	9,295	443
Facilities & Operations	26,617	30,304	12,961	20,632	16,808	(3,824)
Utilities	11,291	14,512	13,189	12,900	13,741	645
Marketing & Advertising	-	1,425	1,200	3,574	1,400	(2,174)
Travel & Training	481	400	150	136	325	189
Cost of Fuel Sold	2,035	-	-	-	-	-
General & Administrative	38,104	36,275	39,024	35,544	43,432	7,888
<b>Total Operating Expenses</b>	<b>\$ 173,800</b>	<b>\$ 168,630</b>	<b>\$ 180,212</b>	<b>\$ 169,584</b>	<b>\$ 202,022</b>	<b>\$ 32,242</b>
<b>NET OPERATING INCOME</b>	<b>\$ (6,697)</b>	<b>\$ 3,437</b>	<b>\$ (16,277)</b>	<b>\$ (1,877)</b>	<b>\$ (26,977)</b>	<b>\$ (24,904)</b>

## Port of Port Townsend 2023 Operating &amp; Capital Budget

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## Ramps

The Port has boat launch ramps located in Port Townsend, Port Hadlock, Gardiner, Quilcene\* and Mats Mats in Port Ludlow. (\*The Quilcene ramp is listed under the Quilcene facility.) All these boat ramps are single ramps, except for the one in Port Townsend which is a double. Ramp revenues are expected to increase by \$2,494 when compared to 2022 YTD August plus remaining budget.

Increased operating expenses are expected for Ramps in the amount of \$1,824. Most of that increase is in departmental staff costs.



## 3rd DRAFT - 10/26/22

	2020 Actual	2021 Actual	2022 budget	2022 Budget to Actual YTD July	2023 Budget	2022 YTD-2023 Bdgt Variance
<b>OPERATING REVENUES</b>						
Ramp Fees	47,069	42,901	51,594	43,075	45,229	2,154
PTBH - Commercial Use Fees	4,383	8,682	5,500	5,315	5,581	266
Dinghy Float Revenue	1,216	854	1,177	1,483	1,557	74
<b>Total Operating Revenues</b>	<b>\$ 52,668</b>	<b>\$ 52,437</b>	<b>\$ 58,271</b>	<b>\$ 49,873</b>	<b>\$ 52,367</b>	<b>\$ 2,494</b>
<b>OPERATING EXPENSES</b>						
Ramps Salaries & Wages	3,560	2,767	4,500	2,310	4,500	2,190
Ramps Payroll Taxes	497	363	486	266	473	207
Ramps Employee Benefits	1,416	984	1,583	796	1,292	496
Maint Salaries & Wages	7,648	9,545	12,403	8,240	6,882	(1,358)
Maint Payroll Taxes	958	1,107	1,339	954	743	(211)
Maint Employee Benefits	2,704	3,341	4,363	2,764	1,977	(787)
Enviro Salaries & Wages	3,058	610	3,916	2,728	2,654	(74)
Enviro Payroll Taxes	388	73	423	326	279	(47)
Enviro Employee Benefits	1,185	210	1,378	899	766	(133)
Contract Services	1,534	3,241	1,545	2,390	2,510	120
Insurance	3,082	5,705	6,276	6,276	6,590	314
Facilities & Operations	4,077	10,456	5,249	3,687	4,071	384
Utilities	3,146	2,448	4,017	5,057	5,261	204
Marketing & Advertising	1,960	1,700	-	200	210	10
General & Administrative	11,071	11,043	13,688	12,481	12,956	475
<b>Total Operating Expenses</b>	<b>\$ 46,283</b>	<b>\$ 53,592</b>	<b>\$ 61,166</b>	<b>\$ 49,374</b>	<b>\$ 51,164</b>	<b>\$ 1,790</b>
<b>NET OPERATING INCOME</b>	<b>\$ 6,385</b>	<b>\$ (1,155)</b>	<b>\$ (2,895)</b>	<b>\$ 499</b>	<b>\$ 1,203</b>	<b>\$ 704</b>

## Port of Port Townsend 2023 Operating &amp; Capital Budget

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## Jefferson County International Airport (JCIA)

JCIA revenues are estimated to increase nominally by approximately \$8,631 when compared to 2022 YTD August plus remaining budget. The largest increase is with Lease revenue due to CPI adjustments.

Expenses are estimated to be more by \$19,760, when compared to the 2022 YTD August plus remaining budget. There continues to be an anticipated increase in maintenance staff work at the airport related to a more consistent mowing schedule and other maintenance related tasks.



## 3rd DRAFT - 10/26/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD July	2023 Budget	2022 YTD-2023 Bdgt Variance
<b>OPERATING REVENUES</b>						
JCIA - Lease Revenue	110,365	120,582	122,934	129,105	135,560	6,455
JCIA - Hangar Revenue	32,176	34,414	35,780	37,570	39,449	1,879
JCIA - Fuel Lease Revenue	1,622	2,159	1,725	1,618	1,699	81
JCIA - Electric	1,587	1,570	1,378	1,663	1,746	83
JCIA - Vehicle Parking Revenue	856	736	434	1,011	1,062	51
JCIA - Aircraft Parking	1,919	1,402	882	1,048	1,100	52
JCIA - Miscellaneous Revenue	-	6,133	1,000	600	630	30
<b>Total Operating Revenues</b>	<b>\$ 148,526</b>	<b>\$ 166,996</b>	<b>\$ 164,133</b>	<b>\$ 172,615</b>	<b>\$ 181,246</b>	<b>\$ 8,631</b>
<b>OPERATING EXPENSES</b>						
JCIA Salaries & Wages	9,843	9,603	6,993	10,487	8,565	(1,922)
JCIA Payroll Taxes	1,169	1,228	755	1,207	899	(308)
JCIA Employee Benefits	3,512	3,356	2,460	3,351	2,460	(891)
Maint Salaries & Wages	71,629	47,294	66,422	47,548	55,059	7,511
Maint Payroll Taxes	8,748	5,381	7,174	4,782	5,946	1,164
Maint Employee Benefits	27,439	16,517	23,366	15,414	15,815	401
Enviro Salaries & Wages	3,176	1,538	3,916	3,444	3,654	210
Enviro Payroll Taxes	403	183	423	421	384	(37)
Enviro Employee Benefits	1,227	529	1,378	1,131	1,050	(81)
Contract Services	11,926	19,084	21,368	19,698	20,683	985
Insurance	41,993	34,164	37,580	37,580	39,459	1,879
Facilities & Operations	21,208	18,743	15,245	12,139	11,875	(264)
Utilities	18,829	16,414	19,600	17,593	18,472	879
Marketing & Advertising	64	-	2,888	2,450	2,573	98
General & Administrative	33,156	35,168	38,554	34,823	44,838	10,015
<b>Total Operating Expenses</b>	<b>\$ 254,321</b>	<b>\$ 209,201</b>	<b>\$ 248,122</b>	<b>\$ 212,068</b>	<b>\$ 231,732</b>	<b>\$ 19,639</b>
<b>NET OPERATING INCOME</b>	<b>\$ (105,795)</b>	<b>\$ (42,206)</b>	<b>\$ (83,989)</b>	<b>\$ (39,453)</b>	<b>\$ (50,486)</b>	<b>\$ (11,008)</b>



## Port of Port Townsend 2023 Operating &amp; Capital Budget

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## Maintenance - General

The Port's Maintenance department activity is typically recorded to the Port department in which it occurs. Maintenance costs not tied to a specific department are included here under Maintenance - General. Variances between 2023 budget and 2022 YTD August plus remaining budget show year-to-year activity variances for non-specific departmental maintenance activity, however the most significant increase is in staffing as we anticipate adding 2 FTE to this department; the expectation is that they will work a large portion of the time on capital work.



3rd DRAFT - 10/26/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD July	2023 Budget	2022 YTD-2023 Bdgt Variance
<b>OPERATING EXPENSES</b>						
Salaries & Wages	165,523	187,865	178,943	190,341	234,000	43,659
Payroll Taxes	15,309	17,370	19,326	19,740	25,272	5,532
Employee Benefits	59,201	57,706	62,949	64,087	67,208	3,121
Uniform Expense	3,365	3,968	4,350	8,589	5,150	(3,439)
Contract Services	448	909	859	1,690	859	(831)
Insurance	11,598	26,565	29,876	30,412	29,876	(536)
Facilities & Operations	44,654	75,729	43,630	89,500	52,572	(36,928)
Utilities	6,553	6,661	7,050	7,381	9,534	2,357
Advertising (legal)	-	544	300	300	300	-
Travel & Training	-	162	400	815	400	(415)
<b>Total Operating Expenses</b>	<b>306,651</b>	<b>377,478</b>	<b>347,683</b>	<b>412,855</b>	<b>425,171</b>	<b>12,520</b>

# CAPITAL BUDGET 2023

## Overview

Capital projects maintain, improve, and create new infrastructure within the Port. In 2021, the Port was successful in obtaining grant funding for several projects and we will continue to look for funding assistance whenever feasible. We have 24 planned projects in various stages of development, and \$100,000 available for ad hoc repair and maintenance projects as they are identified. The budget for 2023 Capital projects is approximately \$10,000,000 with \$5,604,678 in local funding used to leverage \$4,464,322 in funding from Federal, State, and Local grants. If a project can be funded through rents or on a reimbursement basis and will break even or better with the current fiscal year, it may be considered. Below is a summary of the 2023 budgeted projects.

## Jefferson County International Airport

### Airport Terminal

The airport is a precious, under-utilized asset of the Port. Although there are many private pilots who utilize this facility, those more transient pilots are unable to do more than a simple, one-day fly-in because there are no facilities where they can rest, make flight plans, use the bathroom and or wait for transportation to take them to local restaurants, hotels, or shops. The Port is planning to relocate the moorage office currently in use at Boat Haven Yard/Marina to the Airport for use as a terminal building. The cost estimate is \$133,000 with most of the work to be performed by Port staff.

### Fuel System Improvement

The underground fuel tank is approaching the end of its useful life and becoming more difficult to meet current insurance standards. The Port plans to use Federal Aviation Administration (FAA) Bipartisan Infrastructure Law (BIL) funding to design the replacement fueling system, and construct in 2024. The design cost estimate is \$100,000 and replacement work is estimated to cost \$561,000.

### Connector Taxiway A2

Available funding from the FAA and WA State Department of Transportation (WSDOT) will be applied toward the addition of a taxiway connector made necessary by the FAA mandated removal of the center taxiway connector done in 2020. Both design and construction are scheduled for 2023 at a cost estimate of \$646,000.

### Stormwater Management

The Stormwater system at JCIA requires regular maintenance. This program budgets funding to repair damaged facilities, replace existing failed infrastructure, or install new facilities necessary to maintain proper airfield drainage. The cost over the next 5 years is estimated as \$25,000 annually.

## Boat Haven Marina

### Boat Haven Main Breakwater Repairs

The eastern 600 feet of the main breakwater at Boat Haven was originally constructed in 1935. This portion of the breakwater suffered considerable damage during a storm on December 20, 2018. The damage is similar in nature to storm damage that occurred in 2016. The permitting process took much longer to complete than anticipated but was finally issued in 2022. Repair construction is planned for 2023 and estimated to be \$400,000, funded by the Boat Haven Renovation Reserve.

### Boat Haven Stormwater Treatment Compliance Upgrade

Boat Haven Yard stormwater is regulated by the Department of Ecology (DOE) under a Boatyard General Permit. The existing permit under which we operate was issued July 6, 2016, and expired July 31, 2021. We are operating under a temporary permit extension and a new permit is under consideration by DOE. The

## Port of Port Townsend 2023 Operating & Capital Budget

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proposed permit reduces the allowable discharge limits for copper and adds new testing and reporting requirements for pH, turbidity, and oil. The proposed copper maximum benchmark is 15 ppb reduced from a seasonal benchmark of 50 ppb. Project design is planned in 2023 for \$450,000 with construction in 2024, estimated at \$2.2m. Funding was obtained in the amount of \$1,988,500 in federal grant funds appropriated through the Washington State Capital Budget.

### Moorage/Yard Office

In December 2018, Port Moorage staff were moved into the Yard office to increase efficiencies and customer service to Port tenants and customers. While this has increased customer satisfaction, it has proven to be too small of a space for staff which was amplified by the onset of the pandemic in early 2020. The Port has almost completed the remodel of the Old Coast Guard building to be used as the moorage office which will increase the moorage/yard office space. Once permitting is obtained, a foundation will be laid, and the Old Coast Guard building will be moved to the yard side of the Boat Haven restrooms. The existing Moorage/Yard office will later be relocated to the Airport for a terminal building in 2024. The cost to complete this project in 2023 is estimated at \$150,000; most of the work will be performed by Port staff.



### Northwest Boat Yard Expansion (along Sims Way)

The Yard expansion to the northwest adjacent to Sims Way (SR 20) is a partnership project with the PUD and City to remove the hazardous trees, underground the power and expand the Yard to fully utilize Port property. The Port's portion of the project is estimated at \$1m over the next two (2) years. The Port, PUD, and City obtained a grant through the County Public Infrastructure Fund (PIF) to assist in funding this project; the Port's portion of the \$1m grant is \$450,000.

### Southwest Boat Yard Expansion and Structures

The boat yard would fill the low land area north of the maintenance yard access road to allow for an additional 4.16 acres of usable Yard area. With the help of a Community Economic Revitalization Board (CERB) grant, the preliminary design/planning can be completed in 2023 estimated at \$80,000. Subsequently, we'll work towards permitting wetland impact, and possible mitigation, through the federal government which is time consuming. During that time, we'll seek funding for construction.

### Sperry Buildings Capital Maintenance

The Sperry buildings are the original Port Townsend Industrial Park buildings constructed in the early 1970's. Many have moderate to substantial condition issues and require repair. This is an annual repair program scheduled over several years. We plan to repair two (2) buildings per year. In 2023, the planned work is estimated to cost \$50,000 with most of the work to be performed by Port staff.

## Port of Port Townsend 2023 Operating & Capital Budget

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### Boat Haven Building/Facility Preservation

The buildings and facilities at Boat Haven require regular upkeep to ensure they are safe and suitable for continued use, and viable assets for the Port's operation. This program budgets funding to renovate and refresh facilities periodically (once every ten years). The cost for 2023 – 2025 is estimated at \$25,000 per year to be funded through Net Operating Income (NOI).

### Boat Haven Linear Dock Replacement

The Linear Dock was constructed in the 1970's and is in need of replacement. The floats are at the end of their useful life. Project design is planned for 2023 in the amount of \$125,000. The Port has been awarded a federal Boating Infrastructure Grant (BIG) Tier II grant, administered by the Washington State Recreation & Conservation Office (RCO) to help fund replacement of this dock in the amount of \$872,487.

### Boat Haven Navigational Channel Marina Dredging

The marina channel requires periodic dredging to ensure vessel access during the full range of tide cycles. This project plans for a future dredge at the Boat Haven. The cost for 2023 – 2025 is estimated at \$25,000 per year to be funded through the IDD Levy Reserve.

## Point Hudson

### Building/Facility Preservation (incl. roof replacements)

The historic buildings that occupy Point Hudson were built in the 1930's. Repair work is needed to extend their useful life and protect this historic property. This is an annual repair program scheduled over several years to address building repair. This program will be funded by the IDD reserve. Replacement of the original roofing, which was made with asbestos-laden materials, is a high priority for preservation of these buildings. In 2023, this project is estimated to cost \$450,000.

### North & South Jetties Replacement

The replacement of the Point Hudson Jetty is among the Port's highest capital priorities due to the importance of Point Hudson to the community's economic vitality and maritime character. The jetty was originally built in the 1930s with subsequent repairs in the 1960s and 1990s. Permits were obtained in 2022 and construction commenced September 2022. Funding in 2023 and 2024 includes grants from the Economic Development Administration (EDA), and Recreational Conservation Office (RCO). The 2023 budget for the project construction is \$6,000,000 with an overall project construction cost estimated at of \$14,100,000.

### RV Park Restoration

The RV Park Restoration project aims to upsize the campsite electrical to 50-amp services. The project would also replace water and sewer services as regular asset maintenance and management. Also under consideration is reorienting sites along the "point" to improve the accommodation of today's larger RVs. Costs are estimated in 2023 for \$200,000, and for \$250,000 in 2024. Funding is planned from NOI.



## Port of Port Townsend 2023 Operating & Capital Budget

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### Quilcene

#### Marina Dredging

The marina channel requires periodic dredging to ensure vessel access during the full range of tide cycles. This project plans for a future dredge at the Herb Beck Marina. In 2023, we plan to spend \$20,000 for this project, and will fund it through the IDD Levy Reserve.

#### Ramp Upgrade

The boat launch replacement project at Herb-Beck marina aims to construct a wider and slightly less steep boat launch that includes a handling float. The improved facility will provide ADA access and improve the ease of launching a boat at that facility. The goal is to secure an RCO boating facility grant; at this point, this project is not funded. In 2023, we plan to spend \$20,000 for this project.

### Other Capital

#### San Juan Property(s) Clean-up Assessment

As part of a feasibility study and due diligence before a property acquisition, the Port, in partnership with WA State Department of Ecology, is performing a site assessment to discover and characterize contamination at that site and determine the cost of remediation. We anticipate this project will cost \$100,000 in 2023 and will largely be funded by a grant from the Department of Ecology (DOE).

#### Gardiner Launch Ramp with Seasonal Float

The boat launch replacement project in Gardiner aims to replace the deteriorated boat launch with a new launch that includes a handling float. The new facility will provide ADA access and improve the ease of launching a boat at that location. The cost estimated for 2023 is \$110,000, and the total RCO grant award is for \$539,877.

#### Mats Mats Bay Facilities & Boat Ramp Rehab

This project aims to repurpose an existing outbuilding for kayak storage. The building is currently in need of refreshing and renovation. Estimated cost in 2023 is \$30,000, with funding from the IDD Levy

Reserve. In later years, the plan is to rehabilitate the existing boat ramp and to secure an RCO grant as funding.

#### Port-wide Piling Program

This program aims to replace piles at Port-owned marina properties nearing the end of their service life as part of ongoing asset management. The estimated cost starting in 2023 is \$150,000 per year for next 5 years; funding is planned from the IDD Levy Reserve.

#### Port-wide Dock Renovations

This is an ongoing capital program that aims to replace marina piles at Port-owned properties nearing the end of their service life as part of ongoing asset management. The estimated cost starting in 2025 is \$250,000 per year for next 5 years with funding from NOI.

#### Port-wide – Yard/Parking/RV Resurfacing

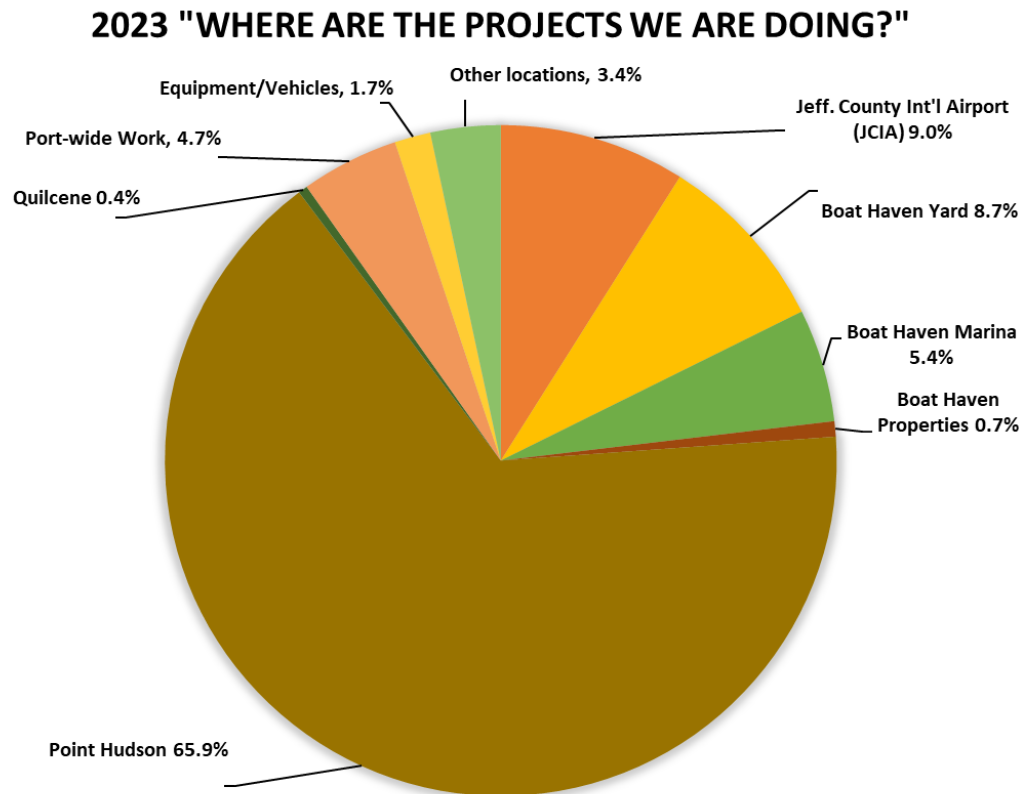
Another ongoing capital program that aims to grade, resurface with gravel, or repave with asphalt various Port-owned properties as part of continued asset management. The estimated cost starting in 2023 is \$75,000 per year for next 5 years with funding from NOI.

### Equipment & Vehicles

In 2023, we plan to continue to update the Port fleet with two (2) more ½ ton pick-up trucks, a 1-ton pick-up truck, a dump trailer, and another gator with an enclosed cab for Point Hudson Moorage staff. In addition, we are researching the possibility of moving to card-based access system for showers, and laundry thereby eliminating the use of quarters which is time consuming to manage (and uses antiquated equipment that is increasingly a challenge to maintain). Estimates for 2023 total \$175,000.

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## CAPITAL PROJECTS FOR 2023



### **2022 Capital Projects funded**

Jeff. County Int'l Airport (JCIA)	\$	904,000	9.0%
Boat Haven Yard		880,000	8.7%
Boat Haven Marina		550,000	5.4%
Boat Haven Properties		75,000	0.7%
Point Hudson		6,650,000	
Quilcene		45,000	0.4%
Port-wide Work <sup>1</sup>		475,000	4.7%
Equipment/Vehicles <sup>2</sup>		175,000	1.7%
Other locations <sup>3</sup>		340,000	3.4%
		<u>\$ 10,094,000</u>	

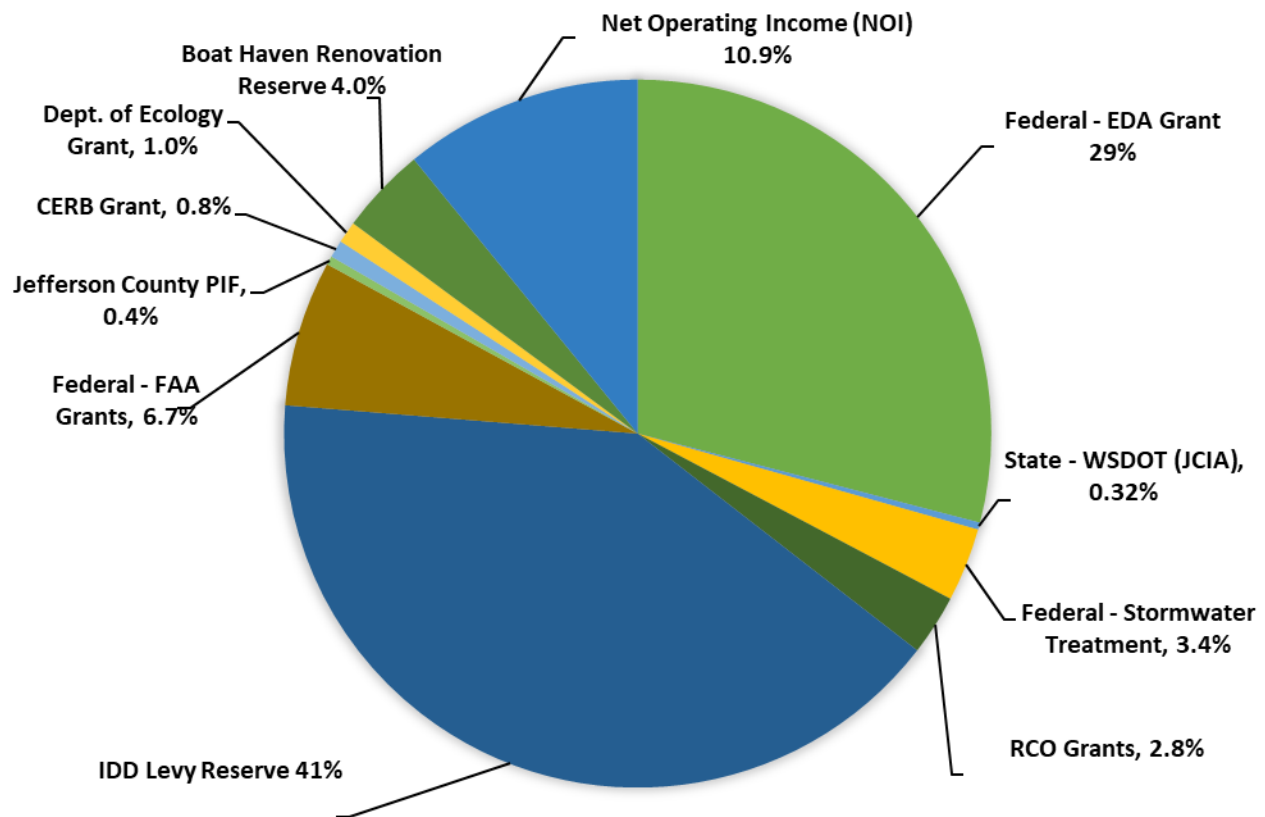
<sup>1</sup> Includes piling replacement, dock renovations, and yard, parking and RV resurfacing.

<sup>2</sup> Includes 2 pick-up trucks, a 1 ton truck, dump trailer, and auxiliary vehicle.

<sup>3</sup> Includes Gardiner, Mats Mats, small capital projects not yet identified, and the San Juan property (see narrative).

## CAPITAL PROJECT FUNDING FOR 2023

### 2023 "HOW ARE PROJECTS FUNDED?"



#### 2023 Budget - Capital Project Funding

Federal - EDA Grant	\$ 2,925,000	29.0%
State - WSDOT (JCIA)	32,277	0.32%
Federal - Stormwater Treatment	338,045	3.4%
RCO Grants	278,000	2.8%
IDD Levy Reserve	4,106,955	40.8%
Federal - FAA Grants	671,000	6.7%
Jefferson County PIF	40,000	0.4%
CERB Grant	80,000	0.8%
Dept. of Ecology Grant	100,000	1.0%
Boat Haven Renovation Reserve	400,000	4.0%
Net Operating Income (NOI)	1,097,723	10.9%
	<u>\$ 10,069,000</u>	

# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

## 5 Year Capital Improvement Program years 2023-2027 as of October 26, 2022

10/26/2022 - 3rd Draft

	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
<b>JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)</b>							
Airport Terminal	a	133,000	-	-	-	-	133,000
Fuel System Improvement							
<i>Phase 1 Design</i>		100,000	-	-	-	-	100,000
<i>Phase 2 Construction</i>		-	561,000	-	-	-	561,000
Renovate Port Owned Hangars	a	-	-	-	-	222,000	222,000
Connector Taxiway A2 and Sign Improvements							
<i>Phase 1 Design</i>		90,000	-	-	-	-	90,000
<i>Phase 2 Construction</i>		556,000	-	-	-	-	556,000
Airport Master Plan Update		-	333,000	-	-	-	333,000
Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)		-	-	556,000	-	-	556,000
Shift/Widen Parallel Taxiway							
<i>Phase 1 Enviromental Assessment</i>		-	-	-	333,000	-	333,000
<i>Phase 2 Design</i>		-	-	-	-	167,000	167,000
<i>Phase 3 Construction (2028 - \$6.1M)</i>		-	-	-	-	-	-
Maintenance Storage Building/County Building relocate	a	-	200,000	-	-	-	200,000
JCIA Stormwater Management	a	25,000	25,000	25,000	25,000	25,000	125,000
<b>BOAT HAVEN</b>							
BH Main Breakwater Repairs - Construction		400,000	-	-	-	-	400,000
BH Stormwater Treatment Compliance Upgrade		450,000	2,200,000	-	-	-	2,650,000
Moorage/Yard Office	a	150,000	-	-	-	-	150,000
70/75 Ton & 300 Ton Yard Electrical Upgrades		-	-	100,000	100,000	100,000	300,000
Northwest Boat Yard Expansion (along Sims Way)		200,000	800,000	-	-	-	1,000,000
Southwest Boat Yard Expansion and Structures (near shipyard)		80,000	50,000	50,000	400,000	10,000,000	10,580,000
Sperry Buildings Capital Maintenance (estimated 2 buildings/year)	a	50,000	50,000	75,000	-	-	175,000
BH Building/Facility Preservation	a	25,000	25,000	25,000	100,000	100,000	275,000
BH Linear Dock Replacement							
<i>Design</i>		125,000	275,000	125,000	-	-	525,000
<i>Construction</i>		-	-	1,000,000	1,200,000	-	2,200,000
BH Navigation Channel Marina Dredging		25,000	25,000	25,000	550,000	-	625,000

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## 5 Year Capital Improvement Program, years 2023-2027 as of October 26, 2023

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10/26/2022 - 3rd Draft							
	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
<b>POINT HUDSON</b>							
PH Building/Facility Preservation (incl. roof replacements)		450,000	450,000	450,000	450,000	450,000	2,250,000
Replacement of North & South Jetties							
<i>Construction</i>		6,000,000	3,000,000	-	-	-	9,000,000
PH-RV Park Restoration	a	200,000	250,000	-	-	-	450,000
PH Cantilevered Esplanade		-	-	-	350,000	3,000,000	3,350,000
PH Pavement Preservation (Grind & Overlay)		-	-	-	500,000	-	500,000
<b>QUILCENE</b>							
Quilcene Marina Dredging		20,000	80,000	650,000	-	-	750,000
Quilcene Ramp Upgrade		25,000	275,000	950,000	-	-	1,250,000
Quilcene Bathroom Remodel	a	-	20,000	180,000	-	-	200,000
<b>OTHER CAPITAL</b>							
San Juan Property(s) Clean-up Assessment		100,000	-	-	-	-	100,000
Gardiner Launch Ramp w/Seasonal Float		110,000	800,000	-	-	-	910,000
Mats Mats Bay Facilities & Boat Ramp Rehab		30,000	-	-	-	300,000	330,000
Port Wide - Piling Replacement		150,000	150,000	150,000	150,000	150,000	750,000
Port Wide - Dock Renovations	a	250,000	250,000	250,000	250,000	250,000	1,250,000
Port Wide - Yard/Parking/RV Resurfacing	a	75,000	75,000	75,000	75,000	75,000	375,000
Port Wide - Small Capital Projects	a	100,000	100,000	100,000	100,000	100,000	500,000
Port Equipment/Vehicle Replacement		175,000	200,000	170,000	175,000	2,680,000	3,400,000
<b>Total Estimated Project Expenses</b>		<b>10,094,000</b>	<b>10,194,000</b>	<b>4,956,000</b>	<b>4,758,000</b>	<b>17,619,000</b>	<b>47,621,000</b>

## Port of Port Townsend 2022 Operating &amp; Capital Budget

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## Capital Funding Sources

10/26/2022 - 3rd Draft							
FUNDING SOURCES	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
<b>GRANTS -- Secured</b>							
US Fish/RCO - PH North & South Jetties Replacement - Construction		(150,000)	(100,000)	-	-	-	(250,000)
Fed EDA - PH North & South Jetties Replacement - Construction		(2,925,000)	(1,450,000)	-	-	-	(4,375,000)
State Commerce - PH North & South Jetties Replcmt - Construction - <b>ALL 2022</b>		-	-	-	-	-	-
Fed/State - Stormwater Treatment Compliance Upgrade		(338,045)	(1,650,455)	-	-	-	(1,988,500)
FAA NPE - Connector Taxiway A2 and Sign Improvement							
<i>Phase 1 Design (FAA NPE fund)</i>		(81,000)	-	-	-	-	(81,000)
<i>Phase 1 Design (WSDOT funds)</i>		(4,500)	-	-	-	-	(4,500)
<i>Phase 2 Construction (FAA NPE fund)</i>		(150,000)	-	-	-	-	(150,000)
<i>Phase 2 Construction (FAA ST/DI fund)</i>		(350,000)	-	-	-	-	(350,000)
<i>Phase 2 Construction (WSDOT fund)</i>		(27,777)	-	-	-	-	(27,777)
Fuel System Improvement							
<i>Phase 1 Design (FAA BIL Funds)</i>		(90,000)	-	-	-	-	(90,000)
<i>Phase 2 Construction (FAA BIL Funds)</i>		-	(505,000)	-	-	-	(505,000)
FAA NPE - Airport Master Plan Update		-	(300,000)	-	-	-	(300,000)
FAA NPE - Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)		-	-	(528,200)	-	-	(528,200)
Shift/Widen Parallel Taxiway							
<i>Phase 1 Enviromental Assessment (FAA NPE funds)</i>		-	-	-	(300,000)	-	(300,000)
<i>Phase 2 Design (FAA NPE funds)</i>		-	-	-	-	(150,000)	(150,000)
<i>Phase 3 Construction (2028 - \$5.5M)</i>		-	-	-	-	-	-
Jefferson County PIF Grant - Northwest Boat Yard Expansion (along Sims Way)		(40,000)	(350,000)				(390,000)
CERB grant - Southwest Boat Yard Expansion and Structures		(80,000)	-	-	-	-	(80,000)
Ecology - San Juan Property(s) Clean-up Assessment		(100,000)					(100,000)
RCO -Gardiner Launch Ramp		(88,000)	(451,877)	-	-	-	(539,877)
RCO - BH Linear Dock Replacement		(40,000)	(88,000)	(360,000)	(384,487)		(872,487)
Renovate Port Owned Hangars (FAA BIL Funds)		-	-	-	-	(200,000)	(200,000)
<b>TOTAL PROJECTED GRANT FUNDS USE</b>		<b>(4,464,322)</b>	<b>(4,895,332)</b>	<b>(888,200)</b>	<b>(684,487)</b>	<b>(350,000)</b>	<b>(11,282,341)</b>
<b>PORT WIDE CAPITAL RESERVE</b>							
PH Building Preservation (including roofs)		-	-	-	-		-
<b>BOAT HAVEN RESERVE</b>							
BH Main Breakwater Repairs - Construction		(400,000)	-	-	-		(400,000)
BH Linear Dock Replacement		-	(42,396)	-	-	-	(42,396)

## Port of Port Townsend 2022 Operating &amp; Capital Budget

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## Capital Funding Sources, page 2

<b>10/26/2022 - 3rd Draft</b>							
<b>FUNDING SOURCES</b>	<b>note</b>	<b>2023 estimate</b>	<b>2024 estimate</b>	<b>2025 estimate</b>	<b>2026 estimate</b>	<b>2027 estimate</b>	<b>Total 5 year estimate</b>
<b>IDD LEVY RESERVE</b>							
PH North & South Jetties Replacement							-
<i>Construction</i>		(2,925,000)	(1,450,000)	-	-		<b>(4,375,000)</b>
Fuel System Improvement							
<i>Phase 1 Design (match to FAA BIL funds)</i>		(10,000)	-	-	-	-	<b>(10,000)</b>
<i>Phase 2 Construction (Match to FAA BIL funds)</i>		-	(56,000)		-	-	<b>(56,000)</b>
Port Wide - Piling Replacement		(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	<b>(750,000)</b>
Sperry Buildings Capital Maintenance (estimated 2 buildings/year)		(50,000)	(50,000)	(75,000)	-	-	<b>(175,000)</b>
70/75 Ton & 300 Ton Yard Electrical Upgrades		-	-	(100,000)	(100,000)	(100,000)	<b>(300,000)</b>
Northwest Boat Yard Expansion (along Sims Way)		(100,000)	(450,000)	-	-	-	<b>(550,000)</b>
BH Stormwater Treatment Compliance Upgrade		(111,955)	(549,545)	-	-	-	<b>(661,500)</b>
BH Linear Dock Replacement		(85,000)	(144,604)	(765,000)	(815,513)	-	<b>(1,810,117)</b>
BH Navigation Channel Marina Dredging		(25,000)	(25,000)	(25,000)	(550,000)	-	<b>(625,000)</b>
Moorage/Yard Office		(150,000)	-	-	-	-	<b>(150,000)</b>
Maintenance Storage Building/County Building relocate		-	(200,000)	-	-	-	<b>(200,000)</b>
Mats Mats Bay Facilities & Boat Ramp Rehab		(30,000)	-	-	-	(300,000)	<b>(330,000)</b>
Quilcene Ramp Upgrade ( <i>match to unsecured RCO funds</i> )		-	-	(250,000)	-	-	<b>(250,000)</b>
Quilcene Bathroom Remodel ( <i>match to unsecured RCO funds</i> )		-	(20,000)	(180,000)	-	-	<b>(200,000)</b>
Quilcene Marina Dredging ( <i>match to unsecured RCO funds</i> )		(20,000)	(80,000)	(650,000)	-	-	<b>(750,000)</b>
PH Building Preservation (including roofs)		(450,000)	(450,000)	(450,000)	(450,000)	(450,000)	<b>(2,250,000)</b>
PH Pavement Preservation (Grind & Overlay)		-	-	-	(500,000)	-	<b>(500,000)</b>
Renovate Port Owned Hangars ( <i>match to FAA BIL Funds</i> )		-	-	-	-	(22,000)	<b>(22,000)</b>
<b>TOTAL PROJECTED IDD LEVY FUNDS USE</b>		<b>(4,106,955)</b>	<b>(3,625,149)</b>	<b>(2,645,000)</b>	<b>(2,565,513)</b>	<b>(1,022,000)</b>	<b>(13,964,617)</b>



## Port of Port Townsend 2022 Operating &amp; Capital Budget

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## Capital Funding Sources, page 3

10/26/2022 - 3rd Draft

FUNDING SOURCES	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
<b>NET OPERATING INCOME (NOI)</b>							
FAA NPE - Connector Taxiway A2 and Sign Improvement							-
<i>Phase 1 Design (match to FAA NPE fund)</i>		(4,500)	-	-	-	-	(4,500)
<i>Phase 2 Construction (match to FAA NPE fund)</i>		(28,223)	-	-	-	-	(28,223)
Airport Master Plan Update (match to FAA NPE funds)		-	(33,000)	-	-	-	(33,000)
Airport Wide Rehabilitate Apron, Taxiways, and Taxiways (match to FAA NPE funds)		-	-	(27,800)	-	-	(27,800)
JCIA Airport Terminal		(133,000)	-	-	-	-	(133,000)
Shift/Widen Parallel Taxiway							-
<i>Phase 1 Environmental Assessment (match to FAA NPE funds)</i>		-	-	-	(33,000)	-	(33,000)
<i>Phase 2 Design (match to FAA NPE funds)</i>		-	-	-	-	(17,000)	(17,000)
<i>Phase 3 Construction (2028 - \$610K)</i>		-	-	-	-	-	-
Port Wide - Dock Renovations		(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(1,250,000)
Port Wide - Yard/Parking/RV Resurfacing		(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(375,000)
70/75 Ton & 300 Ton Yard Expansion Southwest		-	-	-	-	-	-
PH-RV Park Restoration		(200,000)	(250,000)	-	-	-	(450,000)
BH Building/Facility Preservation		(25,000)	(25,000)	(25,000)	(100,000)	(100,000)	(275,000)
Northwest Boat Yard Expansion (along Sims Way)		(60,000)	-	-	-	-	(60,000)
Gardiner Launch Ramp w/Seasonal Float		(22,000)	(348,123)	-	-	-	(370,123)
Southwest Boat Yard Expansion and Structures (near shipyard)		-	(50,000)	(50,000)	-	-	(100,000)
JCIA Stormwater Management		(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(125,000)
Port Wide Small Capital Projects		(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(500,000)
Port Equipment/Vehicle Replacement		(175,000)	(200,000)	(170,000)	(175,000)	(2,680,000)	(3,400,000)
<b>TOTAL PROJECTED NOI FUNDS USE</b>		<b>(1,097,723)</b>	<b>(1,356,123)</b>	<b>(722,800)</b>	<b>(758,000)</b>	<b>(3,247,000)</b>	<b>(7,181,646)</b>
<b>Total Funding Sources Secured</b>		<b>(10,069,000)</b>	<b>(9,919,000)</b>	<b>(4,256,000)</b>	<b>(4,008,000)</b>	<b>(4,619,000)</b>	<b>(32,871,000)</b>
<b>Unsecured Anticipated Grants and other funding</b>							
Quilcene Ramp Upgrade (pursuing BFP RCO funds)		(25,000)	(275,000)	(700,000)	-	-	(1,000,000)
PH Cantilevered Esplanade		-	-	-	(350,000)	(3,000,000)	(3,350,000)
Southwest Boat Yard Expansion and Structures (near shipyard)		-	-	-	(400,000)	(10,000,000)	(10,400,000)
<b>Total Unsecured Anticipated Grants</b>		<b>(25,000)</b>	<b>(275,000)</b>	<b>(700,000)</b>	<b>(750,000)</b>	<b>(13,000,000)</b>	<b>(14,750,000)</b>
<b>Total Funding Sources Secured &amp; Unsecured</b>		<b>(10,094,000)</b>	<b>(10,194,000)</b>	<b>(4,956,000)</b>	<b>(4,758,000)</b>	<b>(17,619,000)</b>	<b>(47,621,000)</b>

## 5 Year Capital Improvement Plan Notes:

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

## Port of Port Townsend 2022 Operating &amp; Capital Budget

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## 5-Year Projected Cash Flow

## 5 YEAR PROJECTED CASHFLOW

10/26/2022 - 3rd Draft

		2023	2024	2025	2026	2027
	note	Projection	Projection	Projection	Projection	Projection
Revenues - Operations	a	7,457,982	7,860,713	8,285,192	8,732,592	9,204,152
Revenues - General Property Tax Levy	b	1,100,000	1,111,000	1,122,110	1,133,331	1,144,664
Revenues - IDD Tax Levy	b	2,634,289	2,634,289	2,634,289	2,634,289	1,263,879
Revenues - Other Increases in Fund Resources	c	5,402,594	8,490,346	1,754,186	1,550,473	1,215,986
<b>Total INFLOW</b>		<b>16,594,865</b>	<b>20,096,348</b>	<b>13,795,777</b>	<b>14,050,685</b>	<b>12,828,681</b>
Expenses - Operations	d	6,497,993	6,907,367	7,342,531	7,805,110	8,296,832
Expenses - Bond Principal & Interest	e	1,021,088	1,020,788	1,024,288	484,838	476,256
Expenses - Capital Projects (secured funding)	f	10,069,000	9,919,000	4,256,000	4,008,000	4,619,000
Expenses - Other Decreases in Fund Resources	g	703,055	717,117	731,459	746,088	761,010
<b>Total OUTFLOW</b>		<b>18,291,136</b>	<b>18,564,271</b>	<b>13,354,277</b>	<b>13,044,036</b>	<b>14,153,098</b>
<b>Net INFLOW / OUTFLOW -- Change in Cash Balance</b>		<b>(1,696,271)</b>	<b>1,532,077</b>	<b>441,499</b>	<b>1,006,649</b>	<b>(1,324,417)</b>
<b>Projected Beginning Year Cash</b>		<b>9,522,770</b>	<b>7,826,499</b>	<b>9,358,576</b>	<b>9,800,075</b>	<b>10,806,723</b>
<b>Total Ending Year Cash &amp; Investments</b>		<b>7,826,499</b>	<b>9,358,576</b>	<b>9,800,075</b>	<b>10,806,723</b>	<b>9,482,307</b>
<b>Total Ending Cash Reserves</b>		<b>6,576,921</b>	<b>5,895,615</b>	<b>6,243,276</b>	<b>6,677,252</b>	<b>7,291,589</b>
<b>Total Unreserved Cash</b>		<b>1,249,577</b>	<b>3,462,961</b>	<b>3,556,798</b>	<b>4,129,471</b>	<b>2,190,718</b>
<b>RESERVE BALANCES</b>						
<b>IDD Levy Reserve</b>	h	2,904,651	1,913,791	1,903,080	1,971,856	2,213,735
<b>Port Wide Capital Reserve</b>	i	1,501,626	1,751,626	2,001,626	2,251,626	2,501,626
<b>Boat Haven Renovation</b>	j	42,396	-	-	-	-
<b>Operating Reserve</b>	k	1,618,248	1,720,198	1,828,570	1,943,770	2,066,228
<b>Emergency Reserve</b>	l	500,000	500,000	500,000	500,000	500,000
<b>Unemployment Reserve</b>		10,000	10,000	10,000	10,000	10,000

## Port of Port Townsend 2022 Operating &amp; Capital Budget

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5 Year Projected Cashflow Notes:

- a.) Revenues - Operating were increased each year by 5.4% after 2023, based on averaging the Port's 10 year historical activity.
- b.) Revenues - General Property Tax Levy was increased annually by 1.0% as allowed by statute (actual may vary due to changes in the AV and new construction estimates calculated annually by County Assessor). The IDD levy is held at the proposed 2022 level to support significant capital projects over the next several years.
- c.) Revenues - Other Increases in Fund Resources in all periods, are based on the previous years similar regular recurring revenues less prior year projected grants and adding the current year's projected grants, per the 5 Year Capital Improvement Program.
- d.) Expenses - Operating is increased annually at 6.3% after 2023, based on averaging the Port's 10 year historical activity. Given the current economic uncertainty, these numbers may increase.
- e.) Expenses - Bond Principal & Interest is based on bond amortization schedules of current debt. Due to the uncertainty of grant reimbursement timing, the Port obtained a \$7 million Line of Credit in 2021 as a bridge.
- f.) Expenses - Capital Projects is shown separately from the "Other" category so it can be easily identified to match the 5 Year Capital Improvement Plan as projected.
- g.) Expenses - Other Decreases in Fund Resources start with 2023 budget. Subsequent years are based on non-capital costs that are known, regular and recurring increased annually by 2%, based on the Port's 10 year historical average, in addition to projected capital costs for that year.
- h.) In November 2019, Jefferson County voters approved the Industrial Development District Levy for the Port's use in county wide Port projects. This reserve is a restricted reserve.
- i.) In January 2019, the Commission passed Res. 693-19, establishing the Port-Wide Capital Reserve. It currently extends only through 2023 to be funded \$250,000 per year. Here we have extended that through 2027, however, an update or revision to the resolution would be required.
- j.) With the Boat Haven centric projects planned for 2023, this reserve will be close to being exhausted.
- k.) In January 2019, the Port commission approved a minimum cash reserve for operations to ensure the long term sustainability of the Port. The target is 25% of annual operating expenses. With progressive savings, we anticipate that this reserve will be fully funded by 2022, instead of 2024, with small annual increases to keep up with the target as operations expenses increase.
- l.) In November 2020, the Port commission passed resolution 730-20 to fund an Emergency Fund for \$500,000.

## PROPERTY TAX LEVY

### Regular Tax Levy

The preliminary total assessed value (AV) for the Port District for 2023, as of this budget version, is \$8,614,420,337. Per the County Assessor, the total recommended general tax levy to budget for 2023 is projected to be approximately \$0.13 per \$1,000 of AV, which calculates to \$1,100,000, including estimations for new construction, utilities, and refunds.

The Jefferson County Treasurer acts as an agent to collect property taxes levied in the County for all taxing authorities. Taxes are levied annually on January 1 on the property value listed as of the prior year. Assessed values are established by the County Assessor at 100% of fair market value. A revaluation of all property is required annually, which includes physical inspections every six years while the remainder is performed with a combination of statistics, sales studies, and inspections.

The Port is permitted by law to levy up to 45 cents per \$1,000 of assessed valuation for general port purposes. The rate may be reduced for either of the following reasons:

1. Washington State Law in Revised Code (RCW) 84.55.010 limits tax growth to 1% per year, plus adjustments for new construction.
2. If the assessed valuation increases by more than the tax limitations due to revaluation, the levy rate is decreased accordingly so that no more than the tax limit is collected.

### Special Tax Levies

Special levies approved by the voters are not subject to the above limitation. The Port can levy property taxes for dredging, canal construction, leveling or filling upon majority voter approval within the Port District, not to exceed \$0.45 per \$1,000 of AV of taxable property. The Port currently has no such levies.

### Industrial Development District (IDD) Tax Levy

The Port may also levy property taxes for Industrial Development Districts (under a comprehensive scheme of harbor improvements), for 2 multiyear levy periods only. (A third multiyear levy is allowed for counties bordering the Pacific Ocean, such as Jefferson County, but first must be brought to the voters for approval.) The IDD levy may not exceed the sum of \$2.70 per \$1,000 of AV for taxable property in the Port District for taxes collected in the base year and the maximum allowable amount that could have been collected under RCW 84.55.010 for the first six (6) collection years of the levy period. The levy period may not exceed 20 years from the date of the initial levy, and the levy rate in any year may not exceed \$0.45 per \$1,000 of AV.

Jefferson County voters authorized the Port's 2<sup>nd</sup> IDD levy by a 53% to 47% margin in November of 2019. In consequence, 2019 is the base year from which the total permissible levy amount is calculated and is anticipated to generate up to \$16,167,993 in revenue during the allowable levy period (i.e., up to 20 years). Each year during the budget process, the Commission determines the amount to be levied (if any) during the following year. The total IDD levies to date are:

Year 1 (2020)	\$809,054
Year 2 (2021)	\$1,634,289
Year 3 (2022)	\$2,634,289

The Port Commission has decided to levy the same amount in 2023 as in 2022 - \$2,634,289. The same AV is used for purposes of calculating the IDD levy; the levy rate is estimated to be \$0.31 per \$1,000 of AV.

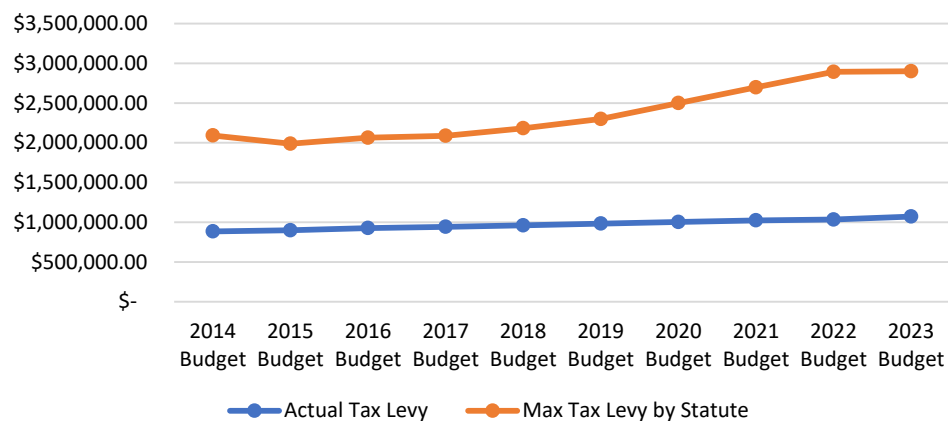
### Tax Levy Uses

The Port Commission has directed that the funds collected by the regular tax levy will be used for debt service for general obligation bonds. It is anticipated that this use will result in zero long-term debt by the end of 2027, freeing these dollars for reinvestment in capital improvements, economic development, or other commission-approved Port purposes.

### Tax Levy Graph

The following graph depicts the actual regular property tax levy for the last 10 years (blue line) as compared to the statutory maximum rate for the same period. This maximum by statute depicted by the graph's orange line, would require approval of the Port District's voters, as discussed above. Annually, the Port is restricted to increases in the levy by 1% (RCW 84.55.010) or more if there is banked capacity. A banked capacity can only occur when a taxing district opts not to take an increase in any given tax year. The Port does not have any banked capacity.

General Property Tax Levy - 10 year trend



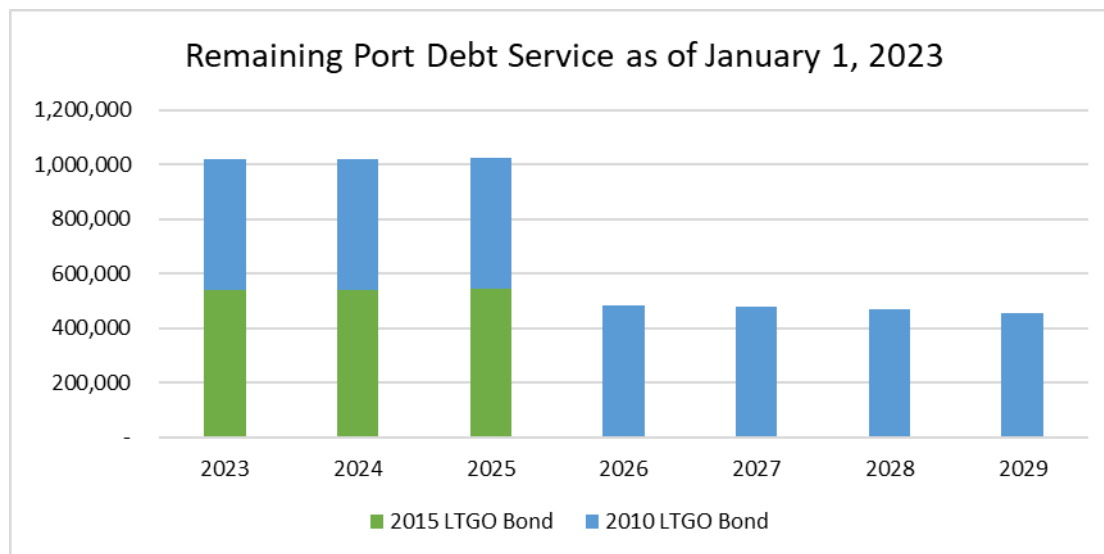
## Port of Port Townsend 2022 Operating &amp; Capital Budget

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**DEBT SERVICE** (*legal obligation*)

Balances remaining as of January 1, 2023

<b>Name of Debt</b>	<b>Principal balance</b>	<b>Interest balance</b>	<b>Retirement</b>
2015 LTGO Refunding Bond	\$ 1,550,000	\$ 70,800	December 2025
2010 LTGO Bond	2,680,000	649,550	December 2029
<b>totals</b>	<b>\$ 4,230,000</b>	<b>\$ 720,350</b>	
<b>collective total</b>		<b>\$ 4,950,350</b>	

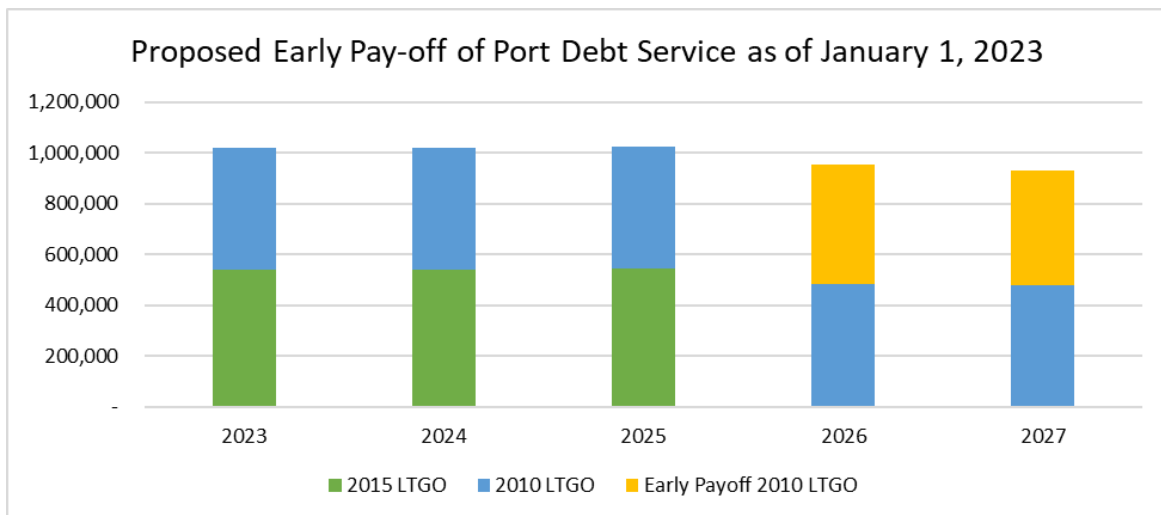
**Schedule and Purpose of Debt:**

2015 LTGO Bond – Refunding of 2005 LTGO Bond used for Point Hudson Marina Reconstruction

2010 LTGO Bond – Reconstruction of Boat Haven A/B Dock (83%) and 80-Ton Lift Pier (17%)

## DEBT SERVICE RETIREMENT TARGET

As an alternative to paying off currently obligated debt in accordance with the amortization schedules, staff recommends the Port move more quickly to extinguish that debt. Starting in 2026, if the Port were to continue to use the general property tax levy receipts received annually (which will be just over \$1 million) to pay down current debt, it could be paid off by the end of 2027. Starting in 2028, this would free up those tax dollars to use on capital projects, community economic development, etc. to better serve the community and maintain or increase the Port's infrastructure.



Port of Port Townsend			Port of Port Townsend		
2022 Rate Schedule - FINAL			2023 Rate Schedule - 2nd DRAFT		
BOAT HAVEN			BOAT HAVEN		
360.385.6211			360.385.6211		
Service Rates – Effective January 1, 2022			Service Rates – Effective January 1, 2023		
Approved by Port Commission on 11/10/2021			Approved by Port Commission on xx/xx/2022		
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.			MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.		
			new or additions to current removed or proposed removal		
2022 Rates			2023 Rates		
YEAR-ROUND NIGHTLY MOORAGE			YEAR-ROUND NIGHTLY MOORAGE		
Vessels Under 18' Wide	\$ 1.43 /ft/nt		\$ 1.57 /ft/nt	\$ 0.14	
Over Wide Vessels (18' +)	\$ 1.96 /ft/nt		\$ 2.16 /ft/nt	\$ 0.20	
TEMPORARY TIE-UP			TEMPORARY TIE-UP		
up to 4 hours	\$ 15.00	over 35' \$25.00	up to 4 hours	\$ 15.00 \$ 25.00	\$ - \$ -
PERMANENT MOORAGE			PERMANENT MOORAGE - 3% CPI ONLY		
(Assumes annual increases of 3% for 2023 and 2024)					
25' slip	\$ 234.66 /mo*		25' slip	\$ 241.70 /mo*	\$ 7.04
27' slip	\$ 260.00 /mo*		27' slip	\$ 267.80 /mo*	\$ 7.80
30' slip	\$ 293.87 /mo*		30' slip	\$ 302.69 /mo*	\$ 8.82
34' slip	\$ 333.04 /mo*		34' slip	\$ 343.03 /mo*	\$ 9.99
35' slip	\$ 359.12 /mo*		35' slip	\$ 369.90 /mo*	\$ 10.77
40' slip	\$ 411.31 /mo*		40' slip	\$ 423.65 /mo*	\$ 12.34
42' slip	\$ 432.17 /mo*		42' slip	\$ 445.13 /mo*	\$ 12.97
45' slip	\$ 489.63 /mo*		45' slip	\$ 504.32 /mo*	\$ 14.69
50' slip	\$ 544.59 /mo*		50' slip	\$ 560.92 /mo*	\$ 16.34
Linear Rate Under 25'	\$ 9.38 /ft/mo*		Linear Rate Under 25'	\$ 9.67 /ft/mo*	\$ 0.28
Linear rate 51'+	\$ 11.73 /ft/mo*		Linear rate 51'+	\$ 12.09 /ft/mo*	\$ 0.35
Note: Receive 5% discount on annual permanent tenancy if total year is prepaid in cash or check before Jan. 15, 2022.			Note: Receive 5% discount on annual permanent tenancy if total year is prepaid in cash or check on or before Jan. 16, 2023. Must be received by then.		
ACTIVE COMMERCIAL FISHING			ACTIVE COMMERCIAL FISHING		
Up to 70'	\$ 7.89 /ft/mo*		Up to 70'	\$ 8.28 /ft/mo*	\$ 0.39
71'+	\$ 8.98 /ft/mo*		71'+	\$ 9.43 /ft/mo*	\$ 0.45
OTHER MOORAGE			OTHER MOORAGE		
Limited Access	\$ 7.81 /ft/mo*		Limited Access	\$ 8.20 /ft/mo*	\$ 0.39
Undesirable	\$ 6.77 /ft/mo*		Undesirable	\$ 7.11 /ft/mo*	\$ 0.34
Business	same as perm. rate /ft/mo*		Business	same as perm. rate /ft/mo*	
Overwide Vessels (18'+ wide)	length + 1/2 beam x estab. rate*		Overwide Vessels (18'+ wide)	length + 1/2 beam x estab. rate*	
FEES			FEES		
Liveaboard Fee	\$ 100.00 /month*		Live-aboard Fee	\$ 105.00 /month*	\$ 5.00
Annual Background Check Fee	\$ 60.00		Live-aboard Background Check Fee	\$ 63.00	\$ 3.00

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

\*\*Subject to 9% WA State Sales Tax



Port of Port Townsend		Port of Port Townsend	
2022 Rate Schedule - FINAL		2023 Rate Schedule - 2nd DRAFT	
<b>BOAT HAVEN</b> 360.385.6211 Service Rates – Effective January 1, 2022 Approved by Port Commission on 11/10/2021  MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.		<b>BOAT HAVEN</b> 360.385.6211 Service Rates – Effective January 1, 2023 Approved by Port Commission on xx/xx/2022  MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
		5.0%	
		new or additions to current removed or proposed removal	
		2023 Rates	
		increase	
<b>ELECTRICAL FEES</b>		<b>ELECTRICAL FEES</b>	
Nightly Electric - under 55'	\$ 6.00	Nightly Electric - under 55'	\$ 6.00
Nightly Electric - over 55'	\$ 12.00	Nightly Electric - over 55'	\$ 12.00
Electric Connect Fee	\$ 30.00	Electric Connect Fee	\$ 31.50
Metered Electric/Base Fee	\$ 11.00 /mo + KWHs used	Metered Electric/Base Fee	\$ 11.00 /mo + KWHs used
Electric Charges @	\$ 0.1029 per KWH	Electric Charges @	\$ 0.1029 per KWH
(subject to change with utility increases)		(subject to change with utility increases) - INCR. EFF. 7/5/2023 TO \$0.1082	
Non-metered Electrical	\$ 1.64 ft/mo	Non-metered Electrical	\$ 1.72 ft/mo
<b>WINTER GUEST MONTHLY, based on availability</b> (Oct. 1 – Apr. 30:)		<b>WINTER GUEST MONTHLY, based on availability</b> (Oct. 1 – Apr. 30:)	
25' slip	\$ 276.73 /month*	25' slip	\$ 290.56 /month*
27' slip	\$ 305.88 /month*	27' slip	\$ 321.17 /month*
30' slip	\$ 345.88 /month*	30' slip	\$ 363.18 /month*
34' slip	\$ 391.99 /month*	34' slip	\$ 411.59 /month*
35' slip	\$ 420.20 /month*	35' slip	\$ 441.21 /month*
40' slip	\$ 483.40 /month*	40' slip	\$ 507.57 /month*
42' slip	\$ 507.59 /month*	42' slip	\$ 532.97 /month*
45' slip	\$ 572.75 /month*	45' slip	\$ 601.39 /month*
50' slip	\$ 664.60 /month*	50' slip	\$ 697.83 /month*
Linear Rate Under 25'	\$ 11.06 /ft/mo*	Linear Rate Under 25'	\$ 11.61 /ft/mo*
Linear Rate 51'+	\$ 14.35 /ft/mo*	Linear Rate 51'+	\$ 15.07 /ft/mo*
<b>SUMMER GUEST MONTHLY, based on availability</b> (May 1 – Sept. 30:)		<b>SUMMER GUEST MONTHLY, based on availability</b> (May 1 – Sept. 30:)	
25' slip	\$ 337.10 /month*	25' slip	\$ 353.96 /month*
27' slip	\$ 371.38 /month*	27' slip	\$ 389.95 /month*
30' slip	\$ 420.09 /month*	30' slip	\$ 441.09 /month*
34' slip	\$ 476.21 /month*	34' slip	\$ 500.02 /month*
35' slip	\$ 512.61 /month*	35' slip	\$ 538.24 /month*
40' slip	\$ 585.98 /month*	40' slip	\$ 615.28 /month*
42' slip	\$ 615.64 /month*	42' slip	\$ 646.42 /month*
45' slip	\$ 698.69 /month*	45' slip	\$ 733.62 /month*
50' slip	\$ 776.88 /month*	50' slip	\$ 815.72 /month*
Linear Rate Under 25'	\$ 13.48 /ft/mo*	Linear Rate Under 25'	\$ 14.15 /ft/mo*
Linear Rate 51'+	\$ 17.35 /ft/mo*	Linear Rate 51'+	\$ 18.22 /ft/mo*
		<b>STORAGE ONLY</b>	
		Kayak or rowing shell storage \$ 29.77 /mo*	
		Top rack kayak storage \$ 22.05 /mo*	
		Dory on dock \$ 71.66 /mo*	
		Wherry parking \$ 45.00 /mo*	
Also see Miscellaneous Rates and Fees for other fees that apply.		Also see Miscellaneous Rates and Fees for other fees that apply.	
*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.		*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.	

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

**\*\*Subject to 9% WA State Sales Tax**

## Port of Port Townsend

## 2022 Rate Schedule - FINAL

## YARD RATES

360.385.6211

Service Rates – Effective January 1, 2022

Approved by Port Commission on 11/10/2021

	2022 Rates
<b>70/75 TON LIFTS</b>	
31' or less	\$ 9.83 /ft**
32'-41'	\$ 10.92 /ft**
42'-51'	\$ 12.02 /ft**
52'-61'	\$ 13.11 /ft**
62'+	\$ 15.29 /ft**
Minimum Hoist	\$ 231.00 **
Off-Port Blocking (subject to Tarp Fee)	\$ 2.42 /ft/mo*, **
One-way Haul Out	75% RT or Min. Hoist**
One-way Launch	50% RT or Min. Hoist**
Re-block Fee	75% RT or Min. Hoist**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate
Owner Wash Down	\$ 2.42 /ft/30 minutes**
If Port staff does the washdown, above rate is taxed** and hourly labor rate added. (See Port Labor rate**)	
Environmental Fee	\$ 0.79 /ft/haul/mo or min. \$21
Delay of Lift	\$ 71.40 /half hour
Labor Rate	\$ 72.45 /person/hour **
Overtime Rate & Call-in Labor Rate	\$ 109.20 /person/hour **

**70/75 TON REPAIR STORAGE**

Daily	\$ 0.82 /ft/day
Monthly	\$ 0.66 /ft/day*

**Covered Storage**

70' Covered Shed	\$ 75.00 /day*
Electrical Rate:	\$ 5.00 /day

**Non-working Long-term**

3-month minimum, no power	\$ 8.74 /ft/mo*
6-month minimum, no power	\$ 7.11 /ft/mo*
Trailer Vessel (storage only)	\$ 7.11 /ft/mo*

<b>Electrical Rate:</b>	\$ 1.60 /day
(applicable year-round)	\$ 31.82 /mo*

**300 TON TRAVEL LIFT**

70' or less	\$ 19.51 /ft**
71'-89'	\$ 21.00 /ft**
90' or over	\$ 25.95 /ft**
Minimum Hoist	\$ 873.85 *
Off-Port Blocking (subject to Tarp Fee)	\$ 3.15 /ft/mo*, **
Trimaran hulls	150% RT or minimum**
One-way Haul Out/Reblock	75% RT or minimum**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate
Owner Wash Down	\$ 3.47 /ft/hr

If Port staff do the washdown, above rate is taxed\*\* and hourly labor rate added. (See Port Labor rate\*\*)

Delay of Lift	\$ 71.40 /half hour
Labor Rate	\$ 72.45 /person/hour**
Overtime & Call-in Labor Rate	\$ 109.20 /person/hour**

**300 TON REPAIR YARD**

Daily	\$ 1.25 /ft/day
Monthly	\$ 1.01 /ft/day*

**300 TON ELECTRIC**

## Port of Port Townsend

## 2023 Rate Schedule - 1st DRAFT

## YARD RATES

5.0%

360.385.6211

Service Rates – Effective January 1, 2023

Approved by Port Commission on xx/xx/2022

new or additions to current

removed or proposed removal

	2023 Rates	increase
<b>70/75 TON LIFTS</b>		
31' or less	\$ 10.32 /ft**	\$ 0.49
32'-41'	\$ 11.47 /ft**	\$ 0.55
42'-51'	\$ 12.62 /ft**	\$ 0.60
52'-61'	\$ 13.76 /ft**	\$ 0.66
62'+	\$ 16.06 /ft**	\$ 0.76
Minimum Hoist	\$ 242.55 **	\$ 11.55
Off-Port Blocking (subject to Tarp Fee)	\$ 2.54 /ft/mo*, **	\$ 0.12
One-way Haul Out	75% RT or Min. Hoist**	
One-way Launch	50% RT or Min. Hoist**	
Re-block Fee	75% RT or Min. Hoist**	
Inspections	Roundtrip Rate**	
Hang Overnight	Roundtrip Rate + \$150.00	\$ 150.00
Owner Wash Down	\$ 2.54 /ft/30 minutes**	\$ 0.12
Port Wash Down	\$ 2.54 /ft/hr* + Labor	\$ 0.12
Environmental Fee	\$ 0.83 /ft/haul/mo or min. \$21	\$ 0.04
Delay of Lift	\$ 74.97 /half hour	\$ 3.57
Labor Rate	\$ 76.07 /person/hour **	\$ 3.62
Overtime Rate & Call-in Labor Rate	\$ 114.66 /person/hour **	\$ 5.46
<b>70/75 TON REPAIR STORAGE</b>		
Daily	\$ 0.82 /ft/day	NO CHANGE
Monthly	\$ 0.66 /ft/day*	NO CHANGE
<b>Covered Storage</b>		
70' Covered Shed	\$ 75.00 /day*	\$ -
Electrical Rate:	\$ 5.25 /day	\$ 0.25
<b>Removed Non-working Long-term</b>		
<b>Electrical Rate:</b>		
(applicable year-round)	\$ 1.68 /day	\$ 0.08
	\$ 33.41 /mo*	\$ 1.59
<b>300 TON TRAVEL LIFT</b>		
70' or less	\$ 20.49 /ft**	\$ 0.98
71'-89'	\$ 22.05 /ft**	\$ 1.05
90' or over	\$ 27.25 /ft**	\$ 1.30
Minimum Hoist	\$ 917.54 *	\$ 43.69
Off-Port Blocking (subject to Tarp Fee)	\$ 3.31 /ft/mo*, **	\$ 0.16
Trimaran hulls	150% RT or minimum**	
One-way Haul Out/Reblock	75% RT or minimum**	
Inspections	Roundtrip Rate**	
Hang Overnight	Roundtrip Rate + \$150.00	\$ 150.00
Owner Wash Down	\$ 3.64 /ft/hr	\$ 0.17
Port Wash Down	\$ 3.64 /ft/hr* + Labor	\$ 0.17
<b>Delay of Lift</b>		
	\$ 74.97 /half hour	\$ 3.57
<b>Labor Rate</b>		
	\$ 76.07 /person/hour**	\$ 3.62
<b>Overtime &amp; Call-in Labor Rate</b>		
	\$ 114.66 /person/hour**	\$ 5.46
<b>300 TON REPAIR YARD</b>		
Daily	\$ 1.31 /ft/day	\$ 0.06
Monthly	\$ 1.06 /ft/day*	\$ 0.05
<b>300 TON ELECTRIC</b>		

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

\*\*Subject to 9.1% WA State Sales Tax

Port of Port Townsend	
2022 Rate Schedule - FINAL	
YARD RATES	
360.385.6211	
Service Rates – Effective January 1, 2022	
Approved by Port Commission on 11/10/2021	
Metered Electric	\$ 5.00 /day + KWH
KWH (subject to utility increases)	\$ 0.1029
INCR. EFF. 7/5/2023 TO \$0.1082	
<b>OTHER STORAGE</b>	
Misc. Storage	\$ 0.93 /sq ft/mo*
Mast Storage	\$ 0.82 /sq ft/mo*
Storage Box Rental	\$ 26.25 /week*, **
(flat fee plus tax, no prorations) Subject to LHT if rented for 30 days or more.	
<b>TARP FEES (Off Port Property)</b>	
20 x 20	\$ 28.35
20 x 30	\$ 38.85
20 x 40	\$ 49.35
26 x 40	\$ 66.15
30 x 40	\$ 76.65
30 x 60	\$ 110.25
40 x 60	\$ 149.10
* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.	
** Subject to WA State Sales Tax of 9.1%	

Port of Port Townsend		5.0%	
2023 Rate Schedule - 1st DRAFT			
YARD RATES			
360.385.6211			
Service Rates – Effective January 1, 2023		new or additions to current	
Approved by Port Commission on xx/xx/2022		removed or proposed removal	
Metered Electric	\$ 5.00 /day + KWH		\$ -
KWH (subject to utility increases)	\$ 0.1029		
INCR. EFF. 7/5/2023 TO \$0.1082			
<b>OTHER FEES</b>			
Misc. Storage	\$ 0.98 /sq ft/mo*		\$ 0.05
Mast Storage	\$ 0.86 /sq ft/mo*		\$ 0.04
removed "Storage Boxes"			
Bilge Water	\$ 1.25 /gallon		
Emergency Hoist Rate	\$ 500.00 /foot		
<b>TARP FEES (Off Port Property)</b>			
16 x 20	\$ 26.40		\$ (1.95)
20 x 30	\$ 40.79		\$ 1.94
20 x 40	\$ 51.82		\$ 2.47
30 x 40	\$ 80.48		
30 x 50	\$ 115.76		\$ 3.83
40 x 60	\$ 156.56		\$ 5.51
			\$ 7.46
* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.			
** Subject to WA State Sales Tax of 9.1%			

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

\*\*Subject to 9.1% WA State Sales Tax

## Port of Port Townsend

## 2022 Rate Schedule - FINAL

## POINT HUDSON

360.385.2828

Service Rates – Effective January 1, 2022

Approved by Port Commission on 11/10/2021

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

## 2022 Rates

## YEAR-ROUND NIGHTLY MOORAGE

Vessels under 18' in width	\$ 1.43 /ft/nt
Overwide Vessels (18'+)	\$ 1.96 /ft/nt

## TEMPORARY TIE-UP (up to 4 hours)

Boats under 35'	\$ 15.00
Boats over 35'	\$ 25.00

## WINTER MONTHLY MOORAGE (October 1 – April 30)

25' slip	\$ 276.73 /mo*
27' slip	\$ 305.88 /mo*
30' slip	\$ 345.88 /mo*
35' slip	\$ 420.20 /mo*
40' slip	\$ 483.40 /mo*
45' slip	\$ 572.75 /mo*
50' slip	\$ 664.60 /mo*
Linear Rate Under 25'	\$ 11.06 /ft/mo*
Linear Rate 51'+	\$ 14.35 /ft/mo*

LIMITED ACCESS MOORAGE \$ 8.31 /ft/mo\*

UNDESIRABLE MOORAGE \$ 6.77 /ft/mo\*

BUSINESS MOORAGE same as Boat Haven permanent rate /ft/mo\*

## STORAGE ONLY

Kayak or rowing shell storage	\$ 28.35 /mo*
Top rack kayak storage	\$ 21.00 /mo*
Dory on dock	\$ 68.25 /mo*

## FEES

Reservation Fee	\$ 11.00 /reservation
Live-aboard Fee	\$ 100.00 /mo*
Annual Live-aboard Background Check Fee	\$ 60.00
Commercial Vessel Passenger Fee - See Miscellaneous Rates	

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

1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%

## Port of Port Townsend

## 2023 Rate Schedule - 1st DRAFT

## POINT HUDSON

5.0%

360.385.2828

Service Rates – Effective January 1, 2023

Approved by Port Commission on xx/xx/2022

MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.new or additions to current  
removed or proposed removal

## 2023 Rates

## increase

## YEAR-ROUND NIGHTLY MOORAGE

Vessels under 18' in width	\$ 1.57 /ft/nt	\$ 0.14
Overwide Vessels (18'+)	\$ 2.16 /ft/nt	\$ 0.20

## TEMPORARY TIE-UP (up to 4 hours)

Boats under 35'	\$ 15.00	\$ -
Boats over 35'	\$ 25.00	\$ -

## WINTER MONTHLY MOORAGE (October 1 – April 30)

25' slip	\$ 290.56 /mo*	\$ 13.84
27' slip	\$ 321.17 /mo*	\$ 15.29
30' slip	\$ 363.18 /mo*	\$ 17.29
35' slip	\$ 441.21 /mo*	\$ 21.01
40' slip	\$ 507.57 /mo*	\$ 24.17
45' slip	\$ 601.39 /mo*	\$ 28.64
50' slip	\$ 697.83 /mo*	\$ 33.23
Linear Rate Under 25'	\$ 11.61 /ft/mo*	\$ 0.55
Linear Rate 51'+	\$ 15.07 /ft/mo*	\$ 0.72

LIMITED ACCESS MOORAGE \$ 8.73 /ft/mo\*

UNDESIRABLE MOORAGE \$ 7.10 /ft/mo\*

BUSINESS MOORAGE same as Boat Haven permanent rate /ft/mo\*

## STORAGE ONLY

Kayak or rowing shell storage	\$ 29.77 /mo*	\$ 1.42
Top rack kayak storage	\$ 22.05 /mo*	\$ 1.05
Dory on dock	\$ 71.66 /mo*	\$ 3.41

## FEES

Reservation Fee	\$ 11.55 /reservation	\$ 0.55
Live-aboard Fee	\$ 105.00 /mo*	\$ 5.00
Live-aboard Background Check Fee	\$ 63.00	\$ 3.00
Commercial Vessel Passenger Fee - See Miscellaneous Rates		

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1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%

## Port of Port Townsend

## 2022 Rate Schedule - FINAL

## POINT HUDSON

360.385.2828

Service Rates – Effective January 1, 2022

Approved by Port Commission on 11/10/2021

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

## 2022 Rates

## ELECTRICAL FEES

Nightly Electric	\$ 6.00
Nightly Electric over 55'	\$ 12.00
Electric Connect Fee	\$ 30.00
Electric Base Fee + KWHs Used	\$ 11.00 /mo
Electric Charges @	\$ 0.1029 /KWH
<i>(subject to change w/utility rate increases)</i>	
Non-metered Electrical	\$ 1.64 /ft/mo

## RV PARK – SUMMER (May 1 – September 30)

Nightly – Premium Waterfront	\$67.00 - \$77.00 /night <sup>1</sup>
Nightly - Hookup	\$56.00 - \$66.00 /night <sup>1</sup>

## RV PARK – WINTER (October 1 – April 30)

Nightly – Premium Waterfront	\$45.65 - \$55.65 /night <sup>1</sup>
Nightly - Hookup	\$40.30 - \$48.30 /night <sup>1</sup>

## RV PARK – WINTER GUEST MONTHLY

Oct. 1 to June 1, back row only	\$ 666.00 /month*
Nov. 1 to Apr. 1, front row	\$ 756.00 /month*

## RV PARK – YEAR ROUND

Back Row	\$ 48.30 /night <sup>1</sup>
Dry Camp	\$ 34.65 /night <sup>1</sup>
Extra Vehicle in RV Space	\$ 6.50 /night
RV Holding Tank Dump Fee	\$ 13.00

## EVENT PARKING - "Back 40 Lot"

Daily:	\$ 7.00 /day
Weekly:	\$ 33.00 /week
Monthly:	\$ 75.00 /month*

## "Landfall Site" Parking (next to Puget Sound Express):

Daily (April 1–September 30):	\$ 10.00 /day
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\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%

## Port of Port Townsend

## 2023 Rate Schedule - 1st DRAFT

## POINT HUDSON

5.0%

360.385.2828

Service Rates – Effective January 1, 2023

Approved by Port Commission on xx/xx/2022

MOORAGE RATE IS BASED ON OVERALL LENGTH  
OR SLIP LENGTH, WHICHEVER IS GREATER.new or additions to current  
removed or proposed removal

## 2023 Rates

## increase

## ELECTRICAL FEES

Nightly Electric	\$ 6.00	\$ -
Nightly Electric over 55'	\$ 12.00	\$ -
Electric Connect Fee	\$ 31.50	\$ 1.50
Electric Base Fee + KWHs Used	\$ 11.00 /mo	\$ -
Electric Charges @	\$ 0.1029 /KWH	
<i>(subject to change w/utility rate increases) INCR. EFF. 7/5/2023 TO \$0.1082</i>		
Non-metered Electrical	\$ 1.72 /ft/mo	\$ 0.08

## RV PARK – SUMMER (May 1 – September 30)

Nightly – Premium Waterfront (range) <sup>1</sup>	\$70.35	\$80.85	\$3.35	\$3.85
Nightly - Hookup (range) <sup>1</sup>	\$58.80	\$69.30	\$2.80	\$3.30

## RV PARK – WINTER (October 1 – April 30)

Nightly – Premium Waterfront (range) <sup>1</sup>	\$47.93	\$58.43	\$2.28	\$2.78
Nightly - Hookup (range) <sup>1</sup>	\$42.32	\$50.71	\$2.02	\$2.41

## RV PARK – WINTER GUEST MONTHLY

Oct. 1 to April 30, back row loop	\$ 699.30 /month*	\$ 33.30
Nov. 1 to March 31, front row loop	\$ 793.80 /month*	\$ 37.80

## RV PARK – YEAR ROUND

Back Row	\$ 50.72 /night <sup>1</sup>	\$ 2.42
Dry Camp	\$ 36.38 /night <sup>1</sup>	\$ 1.73
Extra Vehicle in RV Space	\$ 6.83 /night	\$ 0.33
RV Holding Tank Dump Fee	\$ 13.00	\$ -

## PARKING - BACK 40

Daily	\$ 7.35 /day	\$ 0.35
Weekly	\$ 34.65 /week	\$ 1.65
Monthly	\$ 78.75 /month*	\$ 3.75

## Boat on Trailer - flag for discussion

## "Landfall Site" Parking (next to Puget Sound Express):

Daily year-round	\$ 11.00 /day	\$ 1.00
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\*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%

Port of Port Townsend	
2022 Rate Schedule - FINAL	
<b>HERB BECK MARINA - QUILCENE</b>	
360.765.3131 or 360.385.6211	
Service Rates – Effective January 1, 2022	
Approved by Port Commission on 11/10/2021	
	2022 Rates
NIGHTLY MOORAGE	\$ 0.90 ft/nt
TEMPORARY TIE-UP	\$ 6.00
	\$ 12.00 over 35'
<b>PERMANENT MOORAGE</b>	6 month Minimum
Up to 26 ft.	\$ 7.19 ft/mo*
27-29 ft.	\$ 7.75 ft/mo*
30-34 ft.	\$ 8.29 ft/mo*
35-39 ft.	\$ 8.87 ft/mo*
40-50 ft.	\$ 9.97 ft/mo*
Limited Access – Up to 18'	\$ 4.99 ft/mo*
<del>GUEST MONTHLY – NOT IMPLEMENTED IN 2022</del>	<del>1 month minimum – 6 month max</del>
<del>Up to 26 ft.</del>	<del>\$ 11.06 ft/mo*</del>
<del>27-29 ft.</del>	<del>\$ 11.33 ft/mo*</del>
<del>30-34 ft.</del>	<del>\$ 11.53 ft/mo*</del>
<del>35-39 ft.</del>	<del>\$ 12.00 ft/mo*</del>
<del>40-50 ft.</del>	<del>\$ 12.73 ft/mo*</del>
<b>ELECTRICAL FEES</b>	
Nightly Electric	\$ 6.00
over 55'	\$ 12.00
Connect Fee	\$ 30.00
Base Electric Fee	\$ 11.00 /mo
Metered Electric @	\$ 0.1029 per KWH
(subject to change with utility rate increase)	
<b>WATER FEES</b>	
Residential	
Base	\$ 34.80
Usage - Tier I (0-5,000 gal.) per 100 gallons	\$ 0.29 per gallon
Usage - Tier II (5,001-10,000 gal.), per 100 gal.	\$ 0.40 per gallon
Commercial	
Base	\$ 34.80
Usage - per 100 gallons	\$ 0.40 per gallon
(subject to change with utility rate increase)	
<b>LAUNCH RAMP</b>	
Launch ramp fee	\$ 15.00 per day**
(Daily <b>Launch</b> pass includes 1 day of boat trailer parking)	
Annual Ramp Pass (Rolling Calendar)	\$ 100.00 per year**
**Free with verified DVA determination	
<b>STORAGE</b>	
Empty Boat Trailer	
Daily	\$ 7.00
Weekly	\$ 33.00
Monthly	\$ 75.00
Kayak/ Rowing Shell*	\$ 28.35
Top Rack Kayak/ Rowing Shell*	\$ 21.00
* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.	
** Subject to WA State Sales Tax of 9.1%	

Port of Port Townsend			
2022 Rate Schedule - 1st DRAFT			
HERB BECK MARINA - QUILCENE			5.0%
360.765.3131 or 360.385.6211			new or additions to current removed or proposed removal
Service Rates – Effective January 1, 2023			
Approved by Port Commission on xx/xx/2022			
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.			Change, to align w/BH & PH
	2023 Rates		increase
NIGHTLY MOORAGE	\$ 1.00	ft/nt	\$ 0.10
TEMPORARY TIE-UP	\$ 7.00		\$ 1.00
	\$ 13.00	over 35'	\$ 1.00
PERMANENT MOORAGE	6 month Minimum		
Up to 26 ft.	\$ 7.55	ft/mo*	\$ 0.36
27-29 ft.	\$ 8.14	ft/mo*	\$ 0.39
30-34 ft.	\$ 8.70	ft/mo*	\$ 0.41
35-39 ft.	\$ 9.31	ft/mo*	\$ 0.44
40-50 ft.	\$ 10.47	ft/mo*	\$ 0.50
Limited Access – Up to 18'	\$ 5.24	ft/mo*	\$ 0.25
GUEST MONTHLY - for discussion		1 mo. min. - 6 month max	
Up to 26 ft.	\$ 9.35	ft/mo*	
27-29 ft.	\$ 10.08	ft/mo*	
30-34 ft.	\$ 10.78	ft/mo*	
35-39 ft.	\$ 11.53	ft/mo*	
40-50 ft.	\$ 12.96	ft/mo*	
ELECTRICAL FEES			
Nightly Electric	\$ 6.00		\$ -
over 55'	\$ 12.00		\$ -
Connect Fee	\$ 31.50		\$ 1.50
Base Electric Fee	\$ 11.00	/mo	\$ -
Metered Electric @	\$ 0.1029	per KWH	
(subject to change with utility rate increase) INCR. EFF. 7/5/2023 TO \$0.1082			
WATER FEES			
Residential			
Base	\$ 40.83		\$ 6.03
Useage - Tier I (0-5,000 gal.)	\$ 0.36	/100 gallons	\$ 0.07
Useage - Tier II (5,001-10,000 gal.)	\$ 0.50	/100 gallons	\$ 0.10
Commercial			
Base	\$ 40.83		\$ 6.03
Useage	\$ 0.50	/100 gallons	\$ 0.10
(subject to change with utility rate increase)			
LAUNCH RAMP			
Launch ramp fee	\$ 15.00	per day**	\$ -
(Daily Launch pass includes 1 day of boat trailer parking)			
Annual Ramp Pass (Rolling Calendar)	\$ 105.00	per year**	\$ 5.00
**Free with verified DVA determination			
STORAGE			
Empty Boat Trailer			
Daily	\$ 7.35		\$ 0.35
Weekly	\$ 34.65		\$ 1.65
Monthly	\$ 78.75		\$ 3.75
Kayak/ Rowing Shell*	\$ 29.77		\$ 1.42
Top Rack Kayak/ Rowing Shell*	\$ 22.05		\$ 1.05
* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.			
** Subject to WA State Sales Tax of 9.1%			

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

\*\*Subject to 9.1% WA State Sales Tax

Port of Port Townsend  
2022 Rate Schedule - **FINAL**

**JEFFERSON COUNTY  
INTERNATIONAL AIRPORT**

360.385.6211

Service Rates – Effective January 1, 2022  
Approved by Port Commission on 11/10/2021

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

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

1. Subject to WA State Sales Tax of 9.1%

Port of Port Townsend  
2023 Rate Schedule - 1st DRAFT

**JEFFERSON COUNTY  
INTERNATIONAL AIRPORT**

**5.0%**

360.385.6211

Service Rates – Effective January 1, 2023  
Approved by Port Commission on xx/xx/2022

	2023 Rates	increase
Prevailing Ground Lease Rate	\$ 0.08 /sq ft/mo*	\$ 0.01
<b><u>TIE-DOWNS</u></b>		
Overnight	\$ 10.00	\$ 4.00
Monthly Grass	\$ 47.00 *	\$ 1.85
Annual Grass ( <i>must pay in advance</i> )	\$ 485.00 *	\$ 23.00
Monthly Paved	\$ 65.00 *	\$ 3.05
Monthly Hangar	\$ 263.00 *	\$ 13.00
Commercial Landing Fee	\$ 0.34	\$ 0.02
/1000 # of max loaded gross weight		
<b><u>VEHICLE PARKING</u></b>		
Weekly (7 or more days)	\$ 35.00 1.	\$ 2.00
(rate includes WA State Sales Tax)		
Monthly	\$ 80.00 *	\$ 5.00
(rate includes Leasehold Tax)		
Annual	\$ 420.00 *	\$ 20.00

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

1. Subject to WA State Sales Tax of 9.1%

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

\*\*Subject to 9% WA State Sales Tax.

**Port of Port Townsend**  
**2022 Rate Schedule - FINAL**

**UNION WHARF,  
CITY DOCK &  
EVENT FACILITIES,**

360-385-2828 or 360-385-6211

Service Rates – Effective January 1, 2022  
Approved by Port Commission on 11/10/2021

**2022 Rates**

**NIGHTLY MOORAGE (3 night maximum stay)**

Vessels up to 35'	\$	30.00	/night
Vessels 35'-79'	\$	45.00	/night
Vessels over 80' (Union Wharf only, advanced notice required)	\$	1.96	/ft/nt

**TEMPORARY TIE-UP (up to 4 hours)**

Under 35' length	\$	10.00
Over 35' length	\$	20.00

**COMMERCIAL VESSEL PASSENGER FEES** - See Miscellaneous Rates

**EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK**

Daily Rental Fee <sup>1</sup>	\$	328.65	/day
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**EVENT FACILITIES -POINT HUDSON MARINA ROOM**

Daily <sup>1</sup> Rental Fee	\$	150.00	/day
Hourly Rental Fee (2-hour min.)	\$	26.50	/hour
Damage & Cleaning Deposit (refundable)	\$	50.00	

**EVENT FACILITIES - Point Hudson Pavillion**

5 Hour Rental	\$	500.00
Full Day 8am-11pm	\$	1,000.00
Damage & Cleaning Deposit (refundable)	\$	500.00

<sup>1</sup> 8:00 a.m. to 11:00 p.m.

**Port of Port Townsend**  
**2023 Rate Schedule - 1st DRAFT**

**UNION WHARF,  
CITY DOCK &  
EVENT FACILITIES,**

360-385-2828 or 360-385-6211

Service Rates – Effective January 1, 2023  
Approved by Port Commission on xx/xx/2022

**5.0%**

new or additions to current

removed or proposed removal

**2023 Rates**

**increase**

**NIGHTLY MOORAGE (3 night maximum stay)**

Vessels up to 35'	\$	31.00	/night	\$	1.00
Vessels 35'-79'	\$	47.00	/night	\$	2.00
Vessels over 80' (Union Wharf only, advanced notice required)	\$	2.10	/ft/nt	\$	0.14

**TEMPORARY TIE-UP (up to 4 hours)**

Under 35' length	\$	10.00	\$	-
Over 35' length	\$	20.00	\$	-

**COMMERCIAL VESSEL PASSENGER FEES** - See Miscellaneous Rates

**EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK**

Daily Rental Fee <sup>1</sup>	\$	345.00	/day	\$	16.35
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**EVENT FACILITIES -POINT HUDSON MARINA ROOM**

Daily <sup>1</sup> Rental Fee	\$	150.00	/day	\$	-
<del>Hourly Rental Fee (2-hour min.)</del>					
<del>Damage &amp; Cleaning Deposit (refundable)</del>					

**EVENT FACILITIES - Point Hudson Pavillion**

5 Hour Rental	\$	500.00	\$	-
Full Day 8am-11pm	\$	1,000.00	\$	-
Damage & Cleaning Deposit (refundable)	\$	500.00	\$	-

**(All Pavilion rental rates for RV & Yacht groups 50%)**

<sup>1</sup> 8:00 a.m. to 11:00 p.m.

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

\*\*Subject to 9% WA State Sales Tax.



Port of Port Townsend			Port of Port Townsend		
2022 Rate Schedule - FINAL			2023 Rate Schedule - 1st DRAFT		
MISCELLANEOUS RATES & FEES			MISCELLANEOUS RATES & FEES		
Service Rates – Effective January 1, 2022			Service Rates – Effective January 1, 2023		
Approved by Port Commission on 11/10/2021			Approved by Port Commission on xx/xx/2022		
PORT LABOR RATES & FEES			PORT LABOR RATES & FEES		
Port Labor Rate	\$ 72.45	/hr/person	Port Labor Rate	\$ 76.07	/hr/person
Overtime Labor Rate	\$ 109.20	/hr/person	Overtime Labor Rate	\$ 114.66	/hr/person
Docking Fee	\$ 1.96	/ft/day	Docking Fee	\$ 2.06	/ft/day
Relocate Vessel by Hand	\$ 81.90		Relocate Vessel by Hand	\$ 86.00	
Relocate Vessel w/ Port Skiff	\$ 164.85		Relocate Vessel w/ Port Skiff	\$ 173.09	
Emergency Pumps	\$ 137.55		Emergency Pumps	\$ 144.43	
Bail Skiff Fee	\$ 55.65		Bail Skiff Fee	\$ 58.43	
Bilge Water	\$ 0.82	/gallon	Bilge Water - MOVED TO YARD CARD		
MISCELLANEOUS RATES & FEES			MISCELLANEOUS RATES & FEES		
Miscellaneous Storage (with agreement)	\$ 0.26	/sq ft*	Miscellaneous Storage (with agreement)	\$ 0.27	/sq ft*
Mini Storage Units	\$ 1.11	/sq ft/mo*	Mini Storage Units	\$ 1.17	/sq ft/mo*
Food Truck Rate (may be subject to tax)	\$ 37.80	/day	Food Truck Rate (may be subject to tax)	\$ 39.69	/day
Commercial Vessel Pass. Fee	\$ 1.16	/person	Commercial Vessel Pass. Fee	\$ 1.21	/person
(payable monthly in season)			(payable monthly in season)		
Kayak or Rowing Shell	\$ 28.35	/mo*	Kayak or Rowing Shell	\$ 29.77	/mo*
Top rack kayak or rowing shell	\$ 21.00	/mo*	Top rack kayak or rowing shell	\$ 22.05	/mo*
			Wherry Parking - Boat Haven	\$ 45.00	/mo*
WORK FLOAT MOORAGE/LIFT PIER ACCESS (Reserve with Yard Office)			WORK FLOAT MOORAGE/LIFT PIER ACCESS (Reserve with Yard Office)		
Daily Rate, includes Top Side Access	\$ 2.26	/ft/day, \$50 min	Daily Rate, includes Top Side Access	\$ 2.37	/ft/day, \$50 min
Lift Pier Access/Top Side Usage	\$ 52.50	2 hours	Lift Pier Access/Top Side Usage	\$ 55.13	2 hours
LAUNCH RAMP			LAUNCH RAMP		
Daily Pass	\$ 15.00		Daily Pass	\$ 15.00	
(includes 1 day of boat trailer parking)			(includes 1 day of boat trailer parking)		
Annual Pass (Rolling Calendar)	\$ 100.00	/year	Annual Pass (Rolling Calendar)	\$ 105.00	/year
(free with DAV determination)			(free with DAV determination)		
COMMERCIAL TRUCK FEE			COMMERCIAL TRUCK FEE		
Daily	\$ 200.00	**	Daily	\$ 210.00	**
Monthly	\$ 600.00	**	Monthly	\$ 630.00	**
Annual (Rolling Calendar)	\$ 1,515.00	**	Annual (Rolling Calendar)	\$ 1,590.00	**
PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP			PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP		
	Monthly	Annual		Monthly	Annual
Dock	\$ 27.30	\$ 158.55	Dock	\$ 28.67	\$ 166.48
Beach	\$ 22.05	\$ 98.70	Beach	\$ 23.15	\$ 103.64

new or additions to current  
removed or proposed removal

increase		
\$ 3.62		
\$ 5.46		
\$ 0.10		
\$ 4.10		
\$ 8.24		
\$ 6.88		
\$ 2.78		
\$ 0.01		
\$ 0.06		
\$ 1.89		
\$ 0.06		
\$ 1.42		
\$ 1.05		
\$ 0.11		
\$ 2.63		
\$ -		
\$ 5.00		
\$ 10.00		
\$ 30.00		
\$ 75.00		
\$ 1.37	\$ 7.93	
\$ 1.10	\$ 4.94	

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

\*\*Subject to 9.1% WA State Sales Tax.

Port of Port Townsend				Port of Port Townsend						
2022 Rate Schedule - FINAL				2023 Rate Schedule - 1st DRAFT						
MISCELLANEOUS RATES & FEES				MISCELLANEOUS RATES & FEES				5.0%		
Service Rates – Effective January 1, 2022				Service Rates – Effective January 1, 2023				new or additions to current		
Approved by Port Commission on 11/10/2021				Approved by Port Commission on xx/xx/2022				removed or proposed removal		
<u>VIOLATION FEES</u>	1st Offense	2nd Offense	3rd Offense	<u>VIOLATION FEES</u>	1st Offense	2nd Offense	3rd Offense			
Best Management Practices	\$ 200.00	\$ 500.00	\$1,000.00	Best Management Practices	\$ 210.00	\$ 525.00	\$ 1,050.00	\$ 10.00	\$ 25.00	\$ 50.00
Chain-up Fee	\$ 150.00	\$ 250.00	\$ 400.00	Chain-up Fee	\$ 157.50	\$ 262.50	\$ 420.00	\$ 7.50	\$ 12.50	\$ 20.00
Impound Fee	\$ 200.00	\$ 300.00	\$ 500.00	Impound Fee	\$ 210.00	\$ 315.00	\$ 525.00	\$ 10.00	\$ 15.00	\$ 25.00
Non-payment of Parking	\$ 30.00	\$ 100.00		Non-payment of Parking	\$ 31.50	\$ 105.00				
Illegal Garbage Dump	\$ 355.00	/occurrence		Illegal Garbage Dump	\$ 375.00	/occurrence		\$ 20.00		
Late Payment	\$ 25.00	min. or 5%		Late Payment	\$ 25.00	min. or 5%		\$ -		
NSF Check	\$ 50.00	/occurrence		NSF Check	\$ 50.00	/occurrence		\$ -		
<u>WAIT LIST FEES</u>				<u>WAIT LIST FEES</u>						
Sign-up Fee	\$ 100.00			Sign-up Fee	\$ 100.00			\$ -		
Renewal Fee or Pass Fee	\$ 50.00			Renewal Fee or Pass Fee	\$ 50.00			\$ -		
Leave of Absence	\$ 100.00			Removed "Leave of Absence"						
<u>GOODS &amp; AMENITIES</u>				<u>GOODS &amp; AMENITIES</u>						
Fax – first page	\$ 3.00									
Fax-Each additional page	\$ 1.50									
Notary Service	\$ 12.00			Notary Service	\$ 13.00			\$ 1.00		
Laundry Soap	\$ 1.00	/ea**		Laundry Soap	\$ 1.00	/ea**		\$ -		
Dryer Sheets	\$ 1.00	/ea**		Dryer Sheets	\$ 1.00	/ea**		\$ -		
	<u>Wash</u>	<u>Dry</u>			<u>Wash</u>	<u>Dry</u>				
Laundry	\$ 2.75	\$ 2.00		Laundry	\$ 2.75	\$ 2.00		\$ -		
	<u>90 sec.</u>	<u>3 mins.</u>			<u>90 sec.</u>	<u>3 mins.</u>				
Showers	25¢	50¢		Showers	25¢	50¢				
<u>RESTROOM/LAUNDRY KEY FOBS (tenants only)</u>				<u>RESTROOM/LAUNDRY KEYS &amp; FOBS (tenants only)</u>						
1st Fob issued	\$ 10.00			1st Fob issued	\$ 10.50			\$ 0.50		
2nd Fob issued (max. of 2)	\$ 25.00	each		2nd Fob issued (max. of 2)	\$ 26.25	each		\$ 1.25		
Replacement Fob	\$ 25.00	each		Replacement Fob	\$ 26.25	each		\$ 1.25		
				Replacement, Additional bldg. keys	\$ 26.25	each		\$ 26.25		
<u>LEASE &amp; LICENSE FEES</u>				<u>LEASE &amp; LICENSE FEES</u>						
Lease Assignment Review & Approval	\$ 275.00			Lease Assignment Review & Approval	\$ 288.75					
Use License preparation fee	\$ 100.00			Use License preparation fee	\$ 105.00					
Use License	varies by location, space & duration			Use License (varies by location, space, & time)						
				Pay or Vacate Legal Notices	\$ 250.00					
* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for				* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for						
** Subject to WA State Sales Tax of 9.1%				** Subject to WA State Sales Tax of 9.1%						

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

\*\*Subject to 9.1% WA State Sales Tax.

**RESOLUTION NO. 776-22**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND  
ESTABLISHING THE YEAR 2023 OPERATING AND CAPITAL BUDGETS AND  
AUTHORIZING CERTAIN DISBURSEMENTS TO MEET EXPENSES OF THE  
PORT OF PORT TOWNSEND  
FOR THE YEAR 2023.**

**WHEREAS**, under the provisions of RCW 53.35.030 the Port Commission of the Port of Port Townsend is authorized to adopt final operating and capital budgets for the year 2023; and

**WHEREAS**, notice of a public hearing for this action was published on October 12, 2022, and again on October 19, 2022, and a public hearing was held on October 26, 2022 and November 9, 2022; and

**WHEREAS**, following the public hearing conducted on November 9, 2022, the Port Commission voted unanimously to approve the 2023 Operating and Capital Budgets by way of a motion and vote, and now wishes to formalize and affirm that decision by way of this Resolution; and

**WHEREAS**, the required filing, notice and public hearing on the preliminary operating budget, as provided in RCW 53.35.020 and RCW 53.35.045 have been met; and

**WHEREAS**, the 2023 Operating and Capital Budgets describe and provide budget authorization for day-to-day operations and specific capital projects throughout the Port;

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend, that estimated receipts and disbursements for the Port of Port Townsend operations and capital activities, for the year 2023 shall be as per the attached marked "Exhibit A", Port of Port Townsend 2023 Operating and Capital Budgets.

**ADOPTED this 9<sup>th</sup> day of November 2022, by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

\_\_\_\_\_  
Peter W. Hanke, Secretary

\_\_\_\_\_  
Pamela A. Petranek, President

\_\_\_\_\_  
Carol L. Hasse, Vice President

APPROVED AS TO FORM:

\_\_\_\_\_  
Port Attorney

**RESOLUTION NO. 777-22**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND  
FIXING THE AMOUNT OF TAX TO BE LEVIED AND LEVYING THE TAX UPON  
TAXABLE PROPERTY IN THE PORT OF PORT TOWNSEND DISTRICT, BOTH  
REAL, PERSONAL AND UTILITIES TO MEET EXPENSES OF SAID PORT OF  
PORT TOWNSEND FOR COLLECTION IN THE YEAR 2023.**

**WHEREAS**, the Port Commission properly gave notice of the public hearing held October 26, 2022, and November 9, 2022, to consider the Port of Port Townsend's current expense budget for the calendar year 2023, pursuant to RCW 53.35.020; and

**WHEREAS**, the Port Commission, after hearing and duly considering all relevant evidence and testimony presented, has determined that the Port of Port Townsend requires an increase in property tax revenue from the previous year, other than the increase resulting from the addition of new construction and improvements to property, and any increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere under Chapter 84.55 RCW for purposes of providing an additional dollar amount, whether classified as real or personal property, and refunds from the previous year, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations for the Port of Port Townsend and in its best interest;

**NOW, THEREFORE BE IT HEREBY RESOLVED** by the Port Commission of the Port of Port Townsend that a tax levy in the amount of \$1,078,461.88 is authorized for collection in the year 2023, which is an increase of one (1.0) percent (\$10,677.84) from the previous year's levy.

**ADOPTED** this 9<sup>th</sup> day of November 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:**

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney

**RESOLUTION NO. 778-22**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND  
AUTHORIZING AN INDUSTRIAL DEVELOPMENT DISTRICT (IDD) TAX LEVY  
FOR COLLECTION IN THE YEAR 2023**

**WHEREAS**, on September 13, 1966, the Commission of the Port of Port Townsend established an industrial development district (IDD) by way of Resolution No. 194, the boundaries of which were amended on December 13, 1966, by way of Resolution No. 196; and

**WHEREAS**, following the adoption of Resolutions No. 194 and 196, the Port levied an initial multi-year IDD tax levy pursuant to RCW 53.36.100; and

**WHEREAS**, on March 27, 2019, the Commission of the Port of Port Townsend adopted Resolution No. 698-19 approving the use of a second multi-year IDD levy period of up to twenty years under the authority of RCW 53.36.160; and

**WHEREAS**, on November 5, 2019, a special election was held in which the voters of Jefferson County ratified Commission Resolution No. 698-19, consistent with the procedures set forth in RCW 53.36.160(2); and

**WHEREAS**, having complied with all the requirements of the law relating to the adoption of a second multiyear IDD levy period the Commission of the Port of Port Townsend adopted Resolution No. 711-19 which resulted in the commencement of the collection of the IDD tax levy in the year 2020; and

**WHEREAS**, the Port Commission has met and considered the Port's preliminary budget for the 2023 calendar year; and

**WHEREAS**, the Port Commission wishes to authorize an IDD tax levy in the amount of \$2,634,289 for collection in 2023, which the same amount authorized for the 2022 IDD levy rate;

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to RCW 53.36.100, the Port Commission hereby authorizes an industrial development district levy in the amount of \$2,634,289 (with a current estimated levy rate of \$0.31 per \$1,000 dollars of assessed value on all taxable property within the Port district) for collection in the year 2023.

**ADOPTED this 9<sup>th</sup> day of November 2022, by the Commission of the Port of Port Townsend** and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

**ATTEST:**

\_\_\_\_\_  
Peter W. Hanke, Secretary

\_\_\_\_\_  
Pamela A. Petranek, President

\_\_\_\_\_  
Carol L. Hasse, Vice President

APPROVED AS TO FORM:

\_\_\_\_\_  
Port Attorney

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	October 21, 2022
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• Port Contracts Update</li> </ul>

## PORT OF PORT TOWNSEND INFORMATIONAL MEMO

**DATE:** October 21, 2022

**TO:** Commissioners

**FROM:** Sue Nelson, Lease & Contracts Administrator

**CC:** Eron Berg, Executive Director

**SUBJECT:** **October 26, 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

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Name	Dates	Description	Amount Not to Exceed:
Olympic Peninsula Communications	10/1/2022-12/31/2023	Communications incl. newsletter, press releases, community outreach	\$50,000.00
SKRIVA, LLC	10/1/2022-9/30/2023	Collaboration to prepare Boating Facilities grant application	\$20,000.00