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**Commission Meeting
1st Monthly Meeting Agenda
Wednesday, November 9, 2022, 1:00 p.m.**

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

- I. Call to Order & Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
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 - B. Approval & Ratification of Warrants3-10
 - C. Authorize Amendment No. 1 for Gardiner Boat Ramp Reid Middleton Contract ..11-21
 - D. Pay Estimate #2 Wire to Orion Marine Construction for Point Hudson North Jetty Construction Work.....22-23
- V. Second Reading - Continued Public Hearing on Draft 2023 Operating & Capital Budget, rates, property tax levy and IDD tax levy.....24-81
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 - A. August 2022 YTD Financial Report.....84-88
 - B. Point Hudson Jetty Update89
- VIII. Staff Comments

IX. Commissioner Comments

X. Next Meeting of the Commission:

Tuesday, November 22, 2022 at 1:00 p.m. Regular Business Meeting at the Pavilion Building & via Zoom

XI. Executive Session ~ None

XII. Adjournment

Informational Items

- Port Contracts Update91
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- August Year-to-Date Financial Detail 98-12

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, October 26, 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
Director of Finance and Administration Berg
Director of Capital Projects & Port Engineer Klontz
Attorney Seth Woollen
Port Recorder Sanders

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)
Commissioner Petranek called the meeting to order at 5:30 p.m.
- II. APPROVAL OF AGENDA (Rec. 00:01:07)
Agenda was approved as amended by unanimous consent.
- III. PUBLIC COMMENTS (Rec. 00:01:23)
Joni Blanchard provided written comment regarding an art exhibit entitled “Working Class Heros” at Point Hudson Café.
- IV. CONSENT AGENDA (Rec. 00:03:00)
 - A. Approval of Regular Business Meeting Minutes from October 12, 2022
 - B. Approval & Ratification of Warrants
Electronic payment in the amount of \$11,339.82
Warrant #065870 through #065927 in the amount of \$247,470.22
Warrant #063415 in the amount of \$520.70
Warrant #065821 in the amount of \$1,460.65 and Warrant #065814 in the amount of \$214.50
Warrant #065866 through #065869 and Electronic Payment totaling \$101,475.12
 - C. Amendment to Multi-Party Agreement for Economic Development Services: EDC Team Jefferson

Commissioner Hanke moved to approve the Consent Agenda as written with a correction to the Minutes of October 12, 2022 to change presiding officer to Commissioner Petranek and include the listing of warrants approved. Motion was approved by unanimous consent.
- V. PUBLIC HEARING (Rec. 00:04:17)
Commissioner Petranek opened and reviewed the procedures for the public hearing.
 - A. 2023 Rates (rate cards)
 - B. Resolution 776-22 establishing the 2023 Operating and Capital Budgets
 - C. Resolution 777-22 fixing the amount of general property tax to be levied for collection in the year 2023
 - D. Resolution 778-22 fixing the amount of IDD tax to be levied for collection in the year 2023

Finance Director Berg presented an overview of third draft of the 2023 budget noting only minor changes were made since Draft 2 was presented, although this is the first time the whole budget document is presented. There would be additional updates and minor adjustments to the budget narrative when the 4th draft is presented for November. Some discussion ensued about one change at the bottom of page 49 to replace the term “Net Income/Loss” to “Changes in Cash.” It was noted that it is not truly a loss. The negative balance (\$1,775,852) reflects the estimated changes in cash due to activity in 2023 (namely reflecting the jetty). Although there was interest in keeping existing language, there was instead support for added notation. Changes to the rate cards reflected that permanent moorage was lowered from 5% to 3% and includes regular, active commercial fishing, and other permanent moorage tenants. Yard rates reflect clarification of Port wash and owner wash even though presented at same rate, although Port wash has an added labor charge. A correction page was distributed reflecting the wash down rate is per 30 minutes not per hour.

There were no public comments. (Rec. 00:26:43)
Public testimony was closed.

Commissioners (Rec: 00:28:00): The following was discussed. There was a suggestion to investigate implementing a surcharge for vessels moored at Union Wharf, especially during strong southerly winds which could damage the structure. Lowering RV rates during the jetty project was considered unwarranted. Staff reported charges are in the lower range allowed by the Commission and recognize the fluctuations of noise and interruptions related to construction activity. An upward rate adjustment would be appropriate when electrical upgrade to 50 amps is complete. There was a request to allow liveboards to sublet and/or extend up to Port capacity considering boat school students as part of the marine trades. Staff noted that subletting is not allowed, and the Port is capped by DNR rules with the current priority for marine trades under temporary conditions. A future and separate Commission discussion is needed to consider offering to wooden boat students the guest monthly rate with as a liveboard.

When discussing net operating income discrepancies (pages 46, 49, and 59 versus page 68), Ms. Berg noted these would be reconciled in the next draft. It was noted that debt is listed but it is not operating income which accounts for the difference. Also, the 2015 LTGO 2023 Budget amount of \$546,500 listed on the Point Hudson page should be \$539,000.

Additional Commission questions related to Quilcene Operating Expenses reflecting the customer service representative position and number of employees across departments. It was noted that moorage and leases are doing well. Questions arose about marketing expenses for the current year and whether such expense is anticipated in the future. Executive Director Berg recognized costs for community relations in preparation for the 100th year celebration in 2024, a Boat Yard BBQ event, and an Airport Day, continued quarterly Port Reports, advertising in cruising magazines, and RV guides. Responding to questions about ending the seasonal discounted yard rates and maximizing yard capacity, Executive Director Berg reported 90% occupancy and careful monitoring of yard space. Long-term storage is decreasing in order to focus on boats under repair. With uncertainty about how to modify rates for salvaging vessels and emergency hoists, additional discussion is needed possibly including DNR. The Port is cognizant in quickly responding to minimize environmental impacts and carefully employs Port equipment in emergency response, while insurance companies bear responsibility of their insured.

Staff reported that General & Administrative overhead/support, COLA increase, and recruitment costs are up and the budget reflects the full organizational chart. Three of the positions remain unfilled. The Commission approves changes to the organizational structure and staffing additions such as an on-the-water team to lead dock reconstruction.

Regarding the \$450,000 cost of preserving Point Hudson buildings, there was Commissioner concern about the return on investment and how revenues would cover the cost of building renovations.

Commissioner Hanke moved to continue public hearing to November 9. Approved by unanimous consent.

VI. SECOND READING ~ none (Rec. 01:43:55)

VII. FIRST READING ~ none (Rec. 01:43:55)

VIII. REGULAR BUSINESS (Rec. 01:43:58)

A. Point Hudson Jetty Project Update (01:44:02)

Director of Capital Projects & Port Engineer Klontz showed photographs of sample basalt rocks from the Washington rock quarry to be placed in the structure. Speaking about the photo of the excavation below the existing structure, he reported that near shore excavation would be done this week in the evening. Evening work was necessary to prepare the area during low tide. Next week, the contractor would begin building the template for installing the piling. During rail shipment, the steel pile shifted and needed to be reloaded causing some delay.

IX. STAFF COMMENTS (Rec. 01:54:00)

Executive Director Berg led the Commission in a brief discussion about recognizing Juneteenth as a Port holiday (along with other Federal, State and local jurisdictions) under his authority and subsequently executing a memorandum of understanding for the bargaining agreement the contract for which would come back to the Commission. There was some Commission discussion with concern about this addition due to the work disruption. It was noted that moorage offices would remain open. A suggestion was to consider recognizing holidays alongside other special Port events. It was noted that Staff and Commissioners attended the WPPA Small Ports seminar in Leavenworth.

Director of Finance and Administration Berg reported a focus of work on the budget and interviewing Customer Service Representative candidates.

X. COMMISSIONER COMMENTS (Rec. 02:00:40)

Commissioner Hasse reported the Jefferson County Department of Community Development is doing a study on sea level rise and is collecting input. As part of the Marine Resources Committee, she solicited input on the sea-level rise report. Information would go to Staff asked to be in contact with the MRC. When asked where we are with the strategic plan, it was mentioned Eric Toews agreed to provide an update in the coming year. If we are reprinting business cards, it is a perfect time to revisit mission statement language to include the Port's environmental stewardship.

Commissioner Petranek announced she is doing planning work with the EDC. She noted that in listening to Strong Towns, they focus on accounting, and she would be looking at ways to make it easier. KPTZ did a working waterfront interview which will be Part II on Commercial Fishing in Alaska. Professional BoatBuilder for October/November had a feature article on the Clean Bay Project as well as an article about boatyards.

XI. Next Public Workshop & Regular Business Meeting (Rec. 02:08:00):

Workshop: Wednesday, November 9, 2022 at 9:30 a.m. Regular Business Meeting: Wednesday, November 9, 2022 at 1:00 p.m. at the Pavilion Building & via Zoom.

XII. EXECUTIVE SESSION (Rec. 02:10:40)

At 7:40 p.m., the Commission went into Executive Session pursuant to RCW42.30.110(b) for ten minutes to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price for ten (10) minutes with no action to follow.

At 7:52 p.m., the Commission returned to open session.

XIII. ADJOURNMENT (Rec. 02:10:33): meeting adjourned at 7:53 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Secretary

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. 065870 in the amount of \$2,663.15 is declared **void** on this on this 9th day of **November, 2022**.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

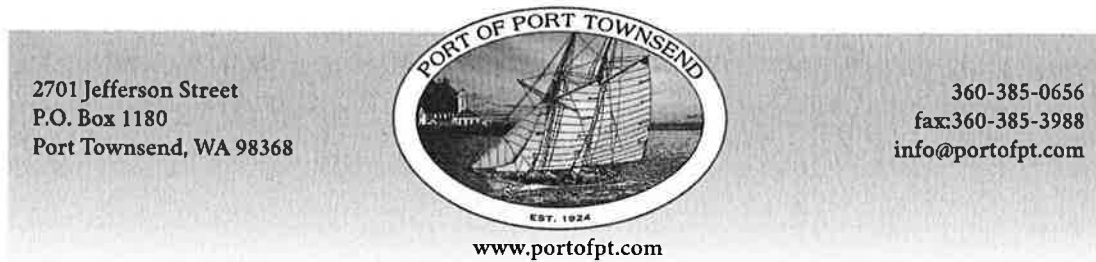
Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

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
0000065870	REV 10/26/2022	A1C050 A-1 Coupling			2,663.15-
Check Comment: 10/27/22 rcvd credit on acct will offset CK000006587001					
	10/26/2022	2,663.15-	0.00		
G/L Account:	783-5100-25	EQUIPMENT RENTAL OR PURCH: MAINT		207.82-	
G/L Account:	783-5100-25	EQUIPMENT RENTAL OR PURCH: MAINT		207.82-	
G/L Account:	723-5330-05	REPAIR/MAINT: 300 TON HOIST		2,247.51-	
Check 0000065870 Total:		2,663.15-	0.00	2,663.15-	2,663.15-
Bank W Total:		2,663.15-	0.00	2,663.15-	2,663.15-
Report Total:		2,663.15-	0.00	2,663.15-	2,663.15-



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 065928 through No. 065934 generated on October 14th, 2022 in the amount of \$30,010.29 and Electronic Payment in the amount of \$185,778.01, for a total amount of \$215,788.30 is ratified.

Signed and Authenticated on this 9th day of November, 2022.

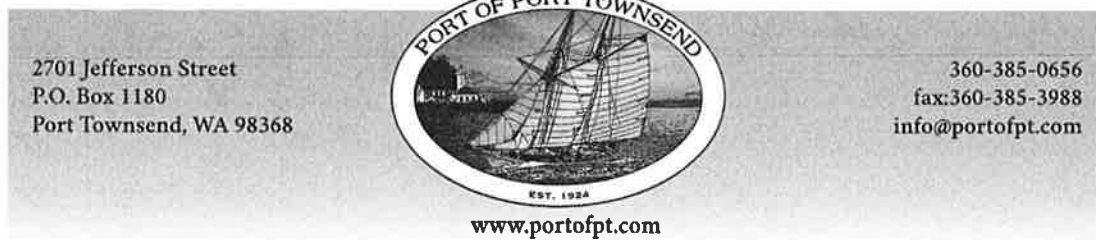
For: **Payroll and Benefits**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

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 065935 through No. 065986, are approved for payment in the amount of \$96,079.47 on this 9th day of November, 2022.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

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
0000065935	11/9/2022	A1C050	A-1 Coupling				Check Entry Number: 001
			J93707-001.2	10/11/2022	1,474.98-	0.00	1,474.98-
			J96395-001.2	10/7/2022	207.82	0.00	207.82
			J96699-001.2	10/7/2022	2,247.51	0.00	2,247.51
			J96699-002.2	10/7/2022	207.82	0.00	207.82
			Check 0000065935 Total:		1,188.17	0.00	1,188.17
0000065936	11/9/2022	ADL050	Adler Tank Rentals				Check Entry Number: 001
			4623347	10/31/2022	2,334.32	0.00	2,334.32
0000065937	11/9/2022	AME007	American Logowear				Check Entry Number: 001
			647800	10/25/2022	239.00	0.00	239.00
			647801	10/25/2022	463.20	0.00	463.20
			647803	10/26/2022	383.75	0.00	383.75
			Check 0000065937 Total:		1,085.95	0.00	1,085.95
0000065938	11/9/2022	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			10/28/22 STATEMENT	10/28/2022	2,724.81	0.00	2,724.81
0000065939	11/9/2022	BER045	Eron Berg				Check Entry Number: 001
			10/2022 EXPENSE	10/31/2022	853.07	0.00	853.07
0000065940	11/9/2022	BRU010	David Bruce				Check Entry Number: 001
			REFUND 1021/22	10/21/2022	129.48	0.00	129.48
0000065941	11/9/2022	CAR001	Carl's Building Supply				Check Entry Number: 001
			10/31/22 STATEMENT	10/31/2022	403.97	0.00	403.97
0000065942	11/9/2022	CED005	CED				Check Entry Number: 001
			5948-1026909	10/26/2022	306.57	0.00	306.57
			5948-1027067	10/26/2022	7,357.70	0.00	7,357.70
			Check 0000065942 Total:		7,664.27	0.00	7,664.27
0000065943	11/9/2022	CHM030	Chmelik Sitkin & Davis P.S.				Check Entry Number: 001
			9/2022	10/20/2022	3,804.90	0.00	3,804.90
0000065944	11/9/2022	COA050	Mott MacDonald				Check Entry Number: 001
			102683-4	10/10/2022	5,431.00	0.00	5,431.00
0000065945	11/9/2022	COO050	Cooper Fuel				Check Entry Number: 001
			11/1/22 STATEMENT	11/1/2022	6,827.92	0.00	6,827.92
0000065946	11/9/2022	FER030	Kristian Ferrero				Check Entry Number: 001
			10/2022 EXPENSE	10/31/2022	669.53	0.00	669.53
0000065947	11/9/2022	FIN030	Fine Edge Nautical & Recreational Publishing				Check Entry Number: 001
			108117	6/15/2022	2,160.00	0.00	2,160.00
0000065948	11/9/2022	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1295819	10/26/2022	5,519.23	0.00	5,519.23
			1300447	11/1/2022	162.01	0.00	162.01
			1300448	11/1/2022	114.56	0.00	114.56
			1300450	11/1/2022	218.20	0.00	218.20
			1300451	11/1/2022	196.38	0.00	196.38
			130449	11/1/2022	130.92	0.00	130.92
			Check 0000065948 Total:		6,341.30	0.00	6,341.30
0000065949	11/9/2022	HAN040	Pete Hanke				Check Entry Number: 001
			10/2022 EXPENSE	10/31/2022	497.20	0.00	497.20
0000065950	11/9/2022	HAS020	Carol Hasse				Check Entry Number: 001
			10/2022 EXPENSE	10/31/2022	885.60	0.00	885.60
0000065951	11/9/2022	HEA010	Amber Heasley				Check Entry Number: 001
			REFUND 10/11/22	10/11/2022	215.71	0.00	215.71

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
0000065952	11/9/2022	HEN002	Henery Hardware				Check Entry Number: 001
			740209	9/26/2022	10.91	0.00	10.91
			740340	9/28/2022	9.98	0.00	9.98
			740363	9/28/2022	33.98	0.00	33.98
			740368	9/28/2022	22.86	0.00	22.86
			740374	9/28/2022	13.08	0.00	13.08
			740383	9/28/2022	29.45	0.00	29.45
			740404	9/29/2022	13.70	0.00	13.70
			740618	10/3/2022	30.53	0.00	30.53
			740623	10/3/2022	117.81	0.00	117.81
			740714	10/4/2022	150.53	0.00	150.53
			740727	10/4/2022	82.89	0.00	82.89
			740739	10/4/2022	22.85	0.00	22.85
			740777	10/5/2022	146.18	0.00	146.18
			740797	10/5/2022	43.29	0.00	43.29
			740806	10/5/2022	84.00	0.00	84.00
			740947	10/7/2022	35.97	0.00	35.97
			741067	10/10/2022	52.35	0.00	52.35
			741115	10/11/2022	21.12	0.00	21.12
			741134	10/11/2022	30.54	0.00	30.54
			741143	10/11/2022	198.49	0.00	198.49
			741190	10/12/2022	74.65	0.00	74.65
			741275	10/13/2022	65.45	0.00	65.45
			741290	10/13/2022	42.23	0.00	42.23
			741355	10/14/2022	44.76	0.00	44.76
			741359	10/14/2022	21.80	0.00	21.80
			741373	10/14/2022	14.43	0.00	14.43
			741484	10/17/2022	28.36	0.00	28.36
			741492	10/17/2022	61.14	0.00	61.14
			741493	10/17/2022	43.60	0.00	43.60
			741692	10/20/2022	77.20	0.00	77.20
			741703	10/20/2022	19.62	0.00	19.62
			741744	10/21/2022	13.08	0.00	13.08
			741862	10/24/2022	46.39	0.00	46.39
			741885	10/25/2022	28.76	0.00	28.76
Check 0000065952 Total:					1,731.98	0.00	1,731.98
0000065953	11/9/2022	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			10/25/22 STATEMENT	10/25/2022	53.12	0.00	53.12
0000065954	11/9/2022	HRA030	HRA VEBA Trust				Check Entry Number: 001
			10/2022	11/9/2022	725.68	0.00	725.68
0000065955	11/9/2022	JAM040	Jamestown Networks				Check Entry Number: 001
			7295	11/1/2022	530.00	0.00	530.00
0000065956	11/9/2022	KLO050	Matthew Klontz				Check Entry Number: 001
			10/2022 EXPENSE	10/31/2022	759.57	0.00	759.57
0000065957	11/9/2022	MAR096	Marian Roh				Check Entry Number: 001
			221029	11/9/2022	522.50	0.00	522.50
0000065958	11/9/2022	MON075	Greg Monaco				Check Entry Number: 001
			REFUND 10/21/22	10/21/2022	285.57	0.00	285.57
0000065959	11/9/2022	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			11/1/22 STATEMENTS	11/1/2022	14,104.58	0.00	14,104.58

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
0000065960	11/9/2022	NOR099	Northwest Towing & Recovery LLC			Check Entry Number: 001
			14422	10/25/2022	276.86	276.86
0000065961	11/9/2022	O'RE030	O'Reilly Auto Parts			Check Entry Number: 001
			3939-142131	10/28/2022	25.08	25.08
0000065962	11/9/2022	OLY006	Olympic Crane LLC			Check Entry Number: 001
			2215	10/21/2022	225.00	225.00
0000065963	11/9/2022	PAP020	Pape Machinery			Check Entry Number: 001
			8802101	10/17/2022	183.50	183.50
0000065964	11/9/2022	PIN010	Pinnacle Investigations Corp			Check Entry Number: 001
			81939	11/1/2022	52.00	52.00
			81942	11/1/2022	128.50	128.50
Check 0000065964 Total:					180.50	180.50
0000065965	11/9/2022	PUD001	Pud District #1			Check Entry Number: 001
			10/25/2022 STMTS	10/25/2022	305.66	305.66
			10/25/22 STATEMENTS	10/25/2022	589.80	589.80
Check 0000065965 Total:					895.46	895.46
0000065966	11/9/2022	ROD030	Rodda Paint			Check Entry Number: 001
			44173448	10/13/2022	305.81	305.81
0000065967	11/9/2022	ROL010	Aubri Rollins			Check Entry Number: 001
			10/2022 EXPENSE	10/31/2022	84.38	84.38
0000065968	11/9/2022	SAF001	Safeway, Inc.			Check Entry Number: 001
			10/21/22 STATEMENT	10/21/2022	2,716.75	2,716.75
0000065969	11/9/2022	SCH020	Schaeffer Mfg. Co			Check Entry Number: 001
			AFG6111-INV1	10/12/2022	223.50	223.50
0000065970	11/9/2022	SCJ010	SCJ Alliance			Check Entry Number: 001
			69618	10/13/2022	9,531.16	9,531.16
0000065971	11/9/2022	SHO010	Shold Excavating Inc			Check Entry Number: 001
			71147	10/27/2022	152.74	152.74
			71206	10/28/2022	408.46	408.46
Check 0000065971 Total:					561.20	561.20
0000065972	11/9/2022	SNE020	S-Net Communications			Check Entry Number: 001
			150273	11/1/2022	604.74	604.74
0000065973	11/9/2022	SUN020	Sunrise Coffee			Check Entry Number: 001
			20221306	10/28/2022	19.70	19.70
0000065974	11/9/2022	TER030	Terrapin Architecture PC			Check Entry Number: 001
			22-349	10/20/2022	194.24	194.24
0000065975	11/9/2022	UPT040	Uptown Dental Clinic			Check Entry Number: 001
			REFUND 10/29/22	10/29/2022	293.38	293.38
0000065976	11/9/2022	US0000	United States Postmaster			Check Entry Number: 001
			2023 ANNUAL	11/9/2022	398.00	398.00
0000065977	11/9/2022	US0001	United States Postal Service			Check Entry Number: 001
			4QTR 2022	11/9/2022	1,500.00	1,500.00
0000065978	11/9/2022	VER001	Verizon Wireless, Bellevue			Check Entry Number: 001
			9918285793	10/15/2022	560.04	560.04
0000065979	11/9/2022	VIR060	Virtower			Check Entry Number: 001
			1644	11/1/2022	500.00	500.00
0000065980	11/9/2022	VOD040	John & Terri Vodry			Check Entry Number: 001
			REFUND 10/20/22	10/20/2022	2,967.69	2,967.69
0000065981	11/9/2022	WA0300	Dept. of Labor & Industries			Check Entry Number: 001
			355102	10/19/2022	269.10	269.10

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
0000065982	11/9/2022	WA0501	Employment Security Department				Check Entry Number: 001
			Q3/2022	11/9/2022	1,470.00	0.00	1,470.00
0000065983	11/9/2022	WAL080	Walker Specialty Construction Inc.				Check Entry Number: 001
			CO #1	10/24/2022	8,175.44	0.00	8,175.44
0000065984	11/9/2022	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0009791	10/24/2022	157.52	0.00	157.52
0000065985	11/9/2022	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			10/25/22	10/25/2022	1,719.59	0.00	1,719.59
0000065986	11/9/2022	WES060	West Marine Pro				Check Entry Number: 001
			146	10/25/2022	110.63	0.00	110.63
Report Total:					96,079.47	0.00	96,079.47

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 9, 2022
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. C. Amendment No. 1 for Gardiner Boat Ramp Reid Middleton Contract
STAFF LEAD	Matt Klontz, Director of Capital Projects and Port Engineer
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Informational Memorandum • Professional Services Agreement

RECOMMENDATION

Motion to authorize the Port Director to execute Amendment No. 1 with Reid Middleton for \$9,740.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 11/3/2022
TO: Commissioners
FROM: Matt Klontz
CC: Eron Berg, Eric Toews, Abigail Berg
SUBJECT: Amendment No. 1 for Gardiner Boat Ramp Reid Middleton Contract

ISSUE

Should the Port Commission authorize the Port Director to execute Amendment No. 1 with Reid Middleton for design engineering services related to the Gardiner Boat Ramp replacement project?

BACKGROUND

On March 23, 2022, the Port Commission authorized the Port Director to execute a professional services agreement with Reid Middleton to assist the Port in delivering a new boat launch at Gardiner. Reid Middleton is providing engineering design services and will prepare contract documents for bidding and construction purposes.

DISCUSSION

During a public meeting with the Gardiner Beach community, the Port learned of flooding over the roadway during king-tide events. The flooding occurs at the boat launch, located at a low point in Gardiner Beach Road. Through inter-agency coordination with Jefferson County, the design team determined that raising the road about 18-inches at the boat launch would help reduce the frequency of flooding in the near term.

FISCAL IMPACT

The Port will use project funding to pay for the added design cost amounting to \$9,740. Jefferson County has agreed to the construction costs of raising the roadway, estimated to be about \$65,000.

In June 2021, the Port secured grant funding through the Washington State Recreation and Conservation Office (RCO). The RCO grant provides \$539,877 of funding for a participation rate of 80%. The Port's match contribution is \$134,970, or 20% of the project costs.

ATTACHMENTS

Attachment 1_ Amendment No. 1_ Gardiner Beach Boat Launch

RECOMMENDATION

Motion to authorize the Port Director to execute Amendment No. 1 with Reid Middleton for \$9,740.

PERSONAL SERVICES AGREEMENT AMENDMENT #1

THIS PERSONAL SERVICES AGREEMENT AMENDMENT #1 is entered into between the PORT OF PORT TOWNSEND, hereinafter referred to as the "PORT," and Reid Middleton, Inc., hereinafter referred to as "CONSULTANT," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

WITNESSETH:

1. On the 30th day of March 2022, the parties entered into a Personal Services Agreement (the "Original Agreement") whereby the PORT retained CONSULTANT to provide professional engineering in connection with the design of the Gardiner Boat Launch replacement project.
2. On March 23, 2022, the Commission approved the Original Agreement.
3. The Original Agreement established a "not to exceed" compensation limit of \$116,000, consistent with the authority delegated to the Executive Director by the Port Commission.
4. In response to the Gardiner community expressing concern about flooding on Gardiner Beach Road during king-tide events it has been determined that Gardiner Beach Road needs to be raised about 18-inches at the top of boat launch which now the current low spot where tidal waters enter the roadway.
5. The parties are further agreed that the scope of work should again be amended to establish supplemental scope (see attached) related to designing a raised Gardiner Beach Road profile associated details for Gardiner Beach Road.
6. The parties are agreed that the compensation of the Original Agreement, should be increased from \$116,000 to \$125,740. Consistent with the supplemental scopes of work, the \$9,740 in additional budget (see attached) is allocated to the roadway design services.

NOW, THEREFORE:

This Amendment #1 to the Personal Services Agreement dated March 30, 2022, is effective immediately and approved this ____ day of _____ 2022, and shall read as follows:

2. Compensation. The Consultant shall be compensated for services provided and for expenses on the basis of the attached "Fee Schedule" attached hereto as **Exhibit "B"**. The total expenditure by the Port for this Agreement shall not exceed ~~\$116,000~~ \$125,740.

All other terms and conditions of the Original Agreement, as amended, shall remain in effect.

Consistent with Paragraph #24 of the Original Agreement, this Amendment #1 may be signed in counterparts. Electronic transmission of any signed original document, and retransmission of any signed electronic transmission shall be the same as delivery of an original document.

DATED this ____ day of _____ 2022.

CONSULTANT – REID MIDDLETON, INC.

PORT OF PORT TOWNSEND

Willy Ahn, Ph.D. P.E.

Eron Berg, Executive Director

Approved as to Form:

Port Attorney



October 15, 2022
File No. 242022.004

Mr. Matt Klontz
Port of Port Townsend
2701 Jefferson Street
Port Townsend, WA 98368

Subject: Scope of Services
Port of Port Townsend – Gardiner Roadway Design

Dear Mr. Klontz,

Thank you for considering Reid Middleton to provide professional engineering services for roadway design development for Gardiner Beach Road. We look forward to working with you on this project.

A. PROJECT UNDERSTANDING

The Port of Port Townsend (Port) owns and operates a variety of facilities throughout Jefferson County in Washington, including numerous boat ramps for trailerable boats. As part of the overall comprehensive planning for Port facilities, the Port determined that renovations are needed at the Gardiner Boat Ramp on Discovery Bay near Sequim, WA. The existing Gardiner Bay boat ramp facility consists of a single-lane concrete boat ramp with no boarding floats. The existing boat ramp ties directly into Gardiner Beach Road with a transition that does not meet current boat launch guidelines

Currently Reid Middleton is developing design and construction documents to renovate the Gardiner Boat Ramp. To provide a safe boat launching and retrieval ramp, the proposed boat ramp design would require Gardiner Beach Road to be redesigned. The redesign would include raising the roadway elevation in the vicinity of the ramp so there is a smooth transition between the Gardiner Beach Road and the new boat ramp. The new transition will meet any current ADA standards and launch ramp guidelines.

B. SCOPE OF SERVICES

Reid Middleton will perform the following scope of services:

1. Kickoff meeting (teleconference call) for the scope of work, task breakdown, and estimated schedule

Mr. Matt Klontz
Port of Port Townsend
October 15, 2022
File No. 242022.004
Page 2

2. Site visit and background information review of the existing roadway, preliminary design data and drawings for the roadway design, etc.
3. Design Development – 60%, 90%, and Final (100%)
 - a. Deliverables – Roadway Plan, Roadway Profile, and Roadway Detail drawings, specifications (technical sections only), and opinion of probable construction cost estimate will be included at each submittal in pdf file format.
4. QA/QC and design review meetings: Reid Middleton will respond to the client's review comments at each submittal. Key personnel of Reid Middleton will attend the design review meeting (teleconference call) after each submittal review.
5. Bid Phase support: Reid Middleton will answer contractor's questions, prepare addendum, and support bid evaluation and recommendation.
6. Exclusions:
 - a. Coordination with the Jefferson County and tracking for building permit
 - b. Construction phase engineering support services. These can be provided as additional services.
 - c. Site topographical survey
 - d. Pre-bid meeting on-site

C. PERIOD OF PERFORMANCE

Reid Middleton will begin services upon receipt of a signed agreement and will make every reasonable effort to complete the services in a timely manner considering the needs of the project.

D. CLIENT'S RESPONSIBILITIES

The Port shall provide available pertinent data, documents, and other information to Reid Middleton as necessary to complete the services outlined in Section B above.

E. COMPENSATION

1. For services described in Section B, Items 1 – 5, Reid Middleton shall be paid on a "time-plus-expenses" basis using the rates indicated in the attached

Mr. Matt Klontz
Port of Port Townsend
October 15, 2022
File No. 242022.004
Page 3

Exhibit "A," Schedule of Charges Effective July 1, 2022. We estimate the fee for this portion of the services to be \$9,740.

2. For services described in Section B, Item 6, Reid Middleton shall be paid on a "time-plus-expense" basis in accordance with provisions of the attached Exhibit "A," Schedule of Charges Effective July 1, 2022, or on the basis of such other mutually satisfactory arrangements as may be negotiated.

F. REID MIDDLETON STAFF

Blaine McRae will continue to be the project manager primarily responsible for this job. However, other individuals at Reid Middleton will work on aspects of your project as required.

We appreciate the opportunity to submit this proposed scope of services. If you have any questions or comments, please call Blaine McRae or me.

Sincerely,
Reid Middleton, Inc.



Willy Ahn, Ph.D., P.E.
Director, Waterfront Group
Attachments

kel\H:\24Wf\2022\913\010 Gardiner Boat Ramp Renovation\Contract\Base Contract\RM Fee Est & Scope\20220323 PPT Boat Ramp Design LOA Letterhead.docx/wwa

Reid Middleton**Estimate of Professional Services**

728 134th Street SW, Suite 200
 Everett, WA 98204
 (425) 741-3800
 (425) 741-3900 FAX

PROJECT:
CLIENT:
PROJ. NO:
FILE:

**PPT Gardiner Boat
 Ramp Road
 Port of Port Townsend
 24-22-913-010
 H:\24W\2022\004 Gardiner Boat Ramp Renovation\Contract\Roadway Design\20221014 PPT Gardiner Roadway Design Fee Est.xlsx\J**

BY: TWN
DATE: 10/14/2022

CHKD BY:

Task No.	Description	Associate Principal	Associate	Designer II	Designer I	Technical Writer II	Project Administrator	Total Labor hours	Total Labor Earnings	Computer		Mileage	Travel & Misc	Subs	Total Reimb	Labor & Reimb
		Hourly Rate: \$210	\$200	\$143	\$127	\$138	\$122			hrs	\$12	\$	cost	cost	15%	
		CS	TWN	BM	ID	EW	KL					\$	\$			
001	Site Visit, Kickoff & Team Meetings, Info. Review															
	Site visit & site meeting		7					7	1,400		0	65	27		96	1,496
	Background information review		1					1	200		0				0	200
	Subtotal Task 001	0	8	0	0	0	0	8	1,600	0	0	65	27	0	96	1,696
003	Design Development - 60%															
	Design - Roadway Plan and Profile		2		3			5	781	6	72				72	853
	Design - Roadway Details				3			3	381	6	72				72	453
	Specifications		2					2	400	8	96				96	496
	Opinion of probable construction cost		2		3			5	781	6	72				72	853
	PM/PC & QA/QC	1					2	3	454	2	24				24	478
	Subtotal Task 003	1	6	0	9	0	2	18	2,797	28	336	0	0	0	336	3,133
006	Design Development - 90%															
	Design - Roadway Plan and Profile		1		2			3	454	6	72				72	526
	Design - Roadway Details				2			2	254	3	36				36	290
	Specifications		1					1	200	4	48				48	248
	Opinion of probable construction cost		1		2			3	454	6	72				72	526
	PM/PC & QA/QC	1					1	2	332	2	24				24	356
	Subtotal Task 006	1	3	0	6	0	1	11	1,694	21	252	0	0	0	252	1,946
007	Final Design															
	Design - Roadway Plan and Profile		1		1			2	327	3	36				36	363
	Design - Roadway Details				1			1	127	2	24				24	151
	Specifications		1					1	200	2	24				24	224
	Opinion of probable construction cost		1		1			2	537	3	36				36	573
	PM/PC & QA/QC	1					1	2	332	1	12				12	344
	Subtotal Task 007	1	3	0	3	0	1	8	1,313	11	132	0	0	0	132	1,445
008	Bid Phase Services															
00801	Pre-bid meeting on-site (excluded)							0	0		0				0	0
00802	Answering contractor's questions		2					2	400	2	24				24	424
00803	Preparation - addendum		1					1	200	4	48				48	248
00804	Support bid evaluation and recommendation		1					1	200	1	12				12	212
00805	PM/PC	1					1	2	332	1	12				12	344
	Subtotal Task 008	1	4	0	0	0	1	6	1,132	8	96	0	0	0	96	1,228
	TOTAL HOURS	4	24	0	18	0	5	51	8,536	68	816	65	27	0	912	9,448
	SubTotal Cost	840	4,800	0	2,286	0	610		8,536							

Percent of Total Hours 8% 47% 0% 35% 0% 10%

Assumptions

Project Duration 20 Wks

Hours and rates shown are for estimating purposes only. The actual number of hours charged to the project and personnel used may vary. Hours worked will be billed using the rates, personnel categories, and terms identified in Exhibit A.

Inflation Factor 4%
 % of Work after July 1 100%
 Inflation Adj. on Labor and Exp. 378
 Contingency/Rounding -86

Reid Middleton**Estimate of Professional Services**

728 134th Street SW, Suite 200
 Everett, WA 98204
 (425) 741-3800
 (425) 741-3900 FAX

PROJECT: PPT Gardiner Boat
CLIENT: Ramp Road
PROJ. NO: Port of Port Townsend
 24-22-913-010
FILE: H:\24W\2022\004 Gardiner Boat Ramp Renovation\Contract\Roadway Design\20221014 PPT Gardiner Roadway Design Fee Est.xlsx

BY: TWN
DATE: 10/14/2022

CHKD BY:

Task No.	Description	Associate Principal	Associate	Designer II	Designer I	Technical Writer II	Project Administra tor	Total Labor hours	Total Labor Earnings	Computer	Mileage	Travel & Misc	Subs	Total Reimb	Labor & Reimb
		Hourly Rate:	\$210	\$200	\$143	\$127	\$138	\$122		hrs \$12	\$	cost	cost	15%	
		CS	TWN	BM	ID	EW	KL				\$	\$			
										TOTAL					
										9,740					

Reid Middleton, Inc.
Exhibit "A" Schedule of Charges
Effective July 1, 2022 through June 30, 2023

I. Personnel	Hourly Rate
Principal	\$ 240.00 - \$ 275.00
Associate Principal/Principal Engineer/Principal Planner/Principal Surveyor	\$ 215.00 - \$ 255.00
Associate	\$ 200.00 - \$ 215.00
Senior Engineer/Senior Planner/Senior Surveyor	\$ 185.00 - \$ 200.00
Project Engineer/Project Designer/Project Surveyor/Project Planner	\$ 165.00 - \$ 185.00
Design Engineer/Designer II/Design Technician/Survey Crew Chief/ Technical Writer II/ Graphic Designer II	\$ 145.00 - \$ 165.00
Designer I/Planner/CAD Technician II	\$ 130.00 - \$ 145.00
Project Administrator	\$ 125.00 - \$ 130.00
CAD Technician I/Survey Technician/Technician/Technical Writer I	\$ 100.00 - \$ 125.00
 Survey Crew (1 Person/RTK/Robotic/Scanning)	 \$ 150.00
Survey Crew (2 Person/RTK/Robotic/Scanning)	\$ 205.00
Survey Crew (3 Person/ RTK/Robotic/Scanning)	\$ 257.00

Expert Witness/Forensic Engineering 1.5 times usual hourly rate (4 hour minimum)

Individuals not in the regular employ of Reid Middleton may occasionally be engaged to meet specific project requirements. Charges for such personnel will be comparable to charges for regular Reid Middleton personnel.

A premium may be charged if project requirements make overtime work necessary.

II. Equipment	Rate
Design Software/Computer Aided Drafting	\$ 12.00/hour

III. Reimbursable Expenses	
Local Mileage - Automobile	\$ 0.625/mile
Local Mileage - Survey Truck	\$ 0.625/mile

Expenses that are directly attributable to the project are invoiced at cost plus 15%. These expenses include, but are not limited to, subconsultant or subcontractor services, travel and subsistence, communications, couriers, postage, fees and permits, document reproduction, special instrumentation and field equipment rental, premiums for additional insurance where required, special supplies, and other costs directly applicable to the project.

A new schedule of charges is issued and becomes effective July 1 each year. Charges for all work, including continuing projects initiated in prior years, will be based on the latest schedule of charges.

IV. Client Advances

Unless the parties agree otherwise in writing, charges for the following items shall be paid by the client directly, shall not be the responsibility of Reid Middleton, and shall be in addition to any fee stipulated in the agreement: government fees, including permit and review fees; soils testing fees and costs; charges for aerial photography; and charges for monuments. If Reid Middleton determines, in its discretion, to advance any of these costs in the interest of the project, the amount of the advance, plus a fifteen percent administrative fee, shall be paid by the client upon presentation of an invoice therefore.

Reid Middleton, Inc.
Exhibit "B" Conditions of Agreement

I. Payments

- A. Due Date: Fees and all other charges are billed monthly as services progress. The full amount of each invoice is due and payable thirty (30) days after the date of such invoice.
- B. Default: Any amount not paid within thirty (30) days of the billing date shall be considered delinquent and shall bear a delinquency charge of one percent (1%) per month (or, if lower, the maximum rate allowed by law) from the date of the invoice. Failure to make a payment by the due date is a substantial breach of a material term of the parties' agreement, and Reid Middleton may, at its option, suspend services or terminate this agreement in that event. The delinquency charge or payment thereof shall not extend the due date or affect the right to suspend services or terminate. Payments received on delinquent accounts will be applied first to accrued delinquency charges and then to the unpaid principal amount.

II. Additional Services

- A. Authorization: Reid Middleton shall notify the client if it believes that any direction given by the client or any circumstance presented by the project requires the performance of services beyond the scope of the agreement. If the client disagrees that the services are beyond the scope of the agreement, or if the client prefers that the identified services not be performed, it shall notify Reid Middleton within one week of its receipt of Reid Middleton's original notice. If no such notice is received, Reid Middleton shall be authorized to perform the identified services as Additional Services.
- B. Definition: Additional Services shall include, without limitation, the following:
 - 1. Replacing stakes unless destroyed by Reid Middleton;
 - 2. Making revisions to drawings, specifications, or other documents which are inconsistent with approvals or instructions previously given by the client, required due to changes in the law, or required due to changes in the overall project;
 - 3. Providing services due to default or defective performance on the part of the construction contractor;
 - 4. Providing services to address unanticipated site conditions; or
 - 5. Providing other services beyond the scope of services described in the agreement.

III. Construction Phase

- A. Submittal Review: If Reid Middleton's services include review of construction contractor's submittals, review is conducted only for the limited purpose of checking for conformance of information given with the design concept expressed in Reid Middleton's drawings and specifications. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities. When professional certification of a submittal by others is required by the drawings or specifications, Reid Middleton is entitled to rely upon such certification.
- B. Means and Methods: Reid Middleton shall not have control over, or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction. Reid Middleton shall not be responsible for the construction contractor's acts, errors, or omissions or for its failure to perform the construction in accordance with the drawings and specifications.

IV. Ownership of Documents

All drawings, specifications, electronic media, and other documents prepared by Reid Middleton for this project are instruments of Reid Middleton's service for use solely with respect to this project. Unless otherwise provided in writing, Reid Middleton shall be deemed to be the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The client shall be entitled to retain copies of the instruments of service for reference in connection with its use and occupancy of the project. Reid Middleton's drawings, specifications, electronic media, or other documents shall not be used by the client or by others on other projects or for additions to this project except by agreement in writing signed by Reid Middleton and with protection from liability for Reid Middleton. In addition, Reid Middleton's drawings, specifications, electronic media, or other documents shall not be used for completion of this project by others unless Reid Middleton is adjudged to be in default under the agreement. Submission or distribution of documents to meet regulatory requirements or for similar purposes in connection with this project is not to be construed as publication in derogation of Reid Middleton's reserved rights.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 9, 2022		
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational		
AGENDA TITLE	IV. D. Pay Estimate #2 Wire to Orion Marine Construction for Point Hudson North Jetty Construction Work		
STAFF LEAD	Abigail Berg, Director of Finance and Administrative Services		
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	<ul style="list-style-type: none"> • Informational Memorandum 		

RECOMMENDATION

Motion to approve via the Consent Agenda to pay Orion Marine Construction pay estimate #2 via wire in the amount of \$2,633,967.33.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 11/3/2022
TO: Commissioners
FROM: Abigail Berg
CC: Eron Berg, Eric Toews, Matt Klontz
SUBJECT: Pay Estimate #2 Wire to Orion Marine Construction for Point Hudson North Jetty Construction Work

ISSUE / BACKGROUND

In accordance with previous Commission resolutions, and approved motions, the Point Hudson Jetty project commenced on September 15 2022. Pay estimate #1 to Orion Marine Construction was made via wire on October 7, 2022 in the amount of \$135,284.00. Pay estimate #2 is now due and we seek Commission approval due to the significant dollar amount involved, which is \$2,633,967.33.

FISCAL IMPACT

The Port will make its first draw on the 2021 LTGO Line of Credit to fund the wire paying Orion Marine Construction for pay estimate #2. Subsequently, the Director of Finance will invoice the Department of Commerce, and the EDA for these funds. Once paid by granting agencies, the 2021 LTGO Line of Credit will be paid with those grant receipts.

ATTACHMENTS

Attachment 1_Wire.Approval-PH Jetty Replacement Pay Estimate #2-Orion Marine Construction

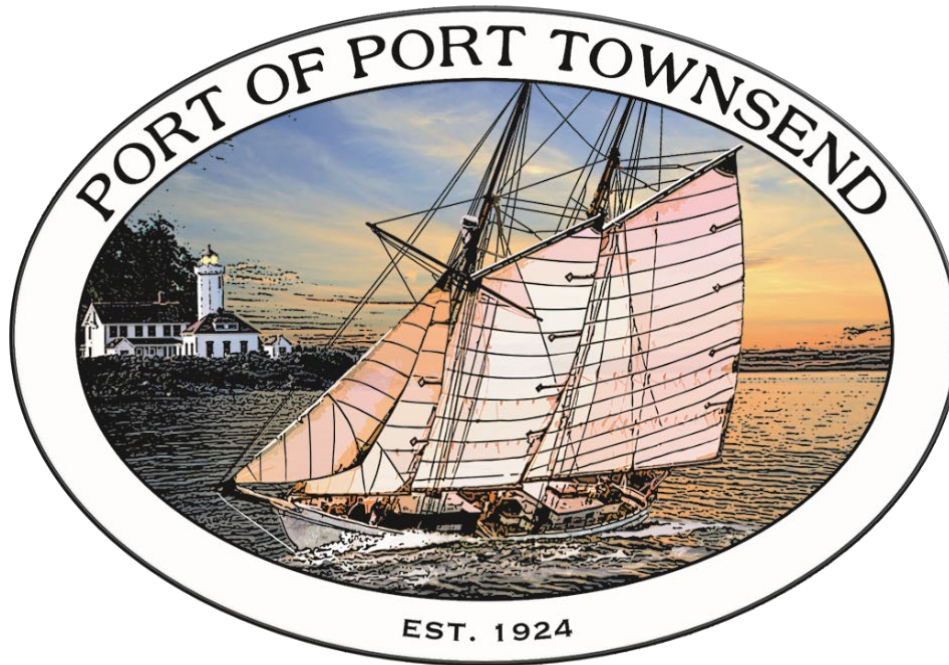
RECOMMENDATION

Approve via the Consent Agenda to pay Orion Marine Construction pay estimate #2 via wire in the amount of \$2,633,967.33.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 9, 2022		
AGENDA ITEM	<input checked="" type="checkbox"/> Public Hearing		
AGENDA TITLE	V. Draft 2023 Operating & Capital Budget, rates, property tax levy & IDD tax levy		
STAFF LEAD	Finance Director Abigail Berg		
REQUESTED	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Motion/Action	<input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Draft 2023 Operating & Capital Budget 2. 2023 Rates (rate cards) 3. Resolution 777-22 fixing the amount of general property tax to be levied for collection in the year 2023 4. Resolution 778-22 fixing the amount of IDD tax to be levied for collection in the year 2023 5. Resolution 779-22 establishing the 2023 Operating and Capital Budgets 		



2023 OPERATING & CAPITAL BUDGET

Approved by Port Commission on (not yet adopted)

Resolution 779-22 Exhibit A

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MESSAGE FROM THE EXECUTIVE DIRECTOR

Introduction

2023 is the 99th year for the Port of Port Townsend which was created by the people of Jefferson County on November 4, 1924, by a vote of 690 in favor and 414 opposed. Ports were created following the passage of the Port District Act by the legislature in 1911 as a way to stave off privatization of maritime thoroughfares and marine terminal infrastructure that were so vitally important to this region's economic success. The Port's first comprehensive scheme of harbor improvements was approved by the voters in 1926 and included five priorities: (1) an Overseas Dock, (2) the Whidbey Ferry, (3) the Quilcene Dock, (4) Farmers' Cold Storage, and (5) Fisherman's Haven. Some of these priorities have been realized while others remain unfulfilled or have been replaced by other priorities. One of the projects I am excited about in 2023 is preparing for the Port's 100th year and the development of a comprehensive history of the Port to be published and available in 2024.

In 1911, the threat was privatization of waterways, today the threats may be a changing climate, rising seas, and privatization of other critical resources like drinking water and productive farmland. The Port plays a vital role in maintaining the fabric of this place, particularly as it relates to the working waterfront and maritime culture, and the Port will seek to serve the community in other areas where the Port's participation could make the difference for future generations. One such area is in supporting Jefferson County's agricultural sector both for the purpose of job creation and retention and resiliency through maintaining local capability to produce and process food. In 2023, the Commission will adopt an updated Strategic Plan which was last fully developed in 2010. This will be an important step in charting the course for the Port in coming years.

The Port welcomes and encourages your participation in the development of our priorities and I encourage your engagement.

Economic & Financial Outlook

The shape of the future remains fuzzy at best. At the time that I am writing this message, interest rates are climbing, global uncertainty is increasing, housing appears to be slowing, but remains out of reach for people participating in Jefferson County's economy (e.g., working here), inflation is rampant, and the climate is changing. Lacking any special crystal ball, my strategy is to focus on maintaining what people love about the Port's remarkable properties and how they work in the community with an emphasis on resiliency.

Planned 2023 Capital Investments

The Port continues with its aggressive capital improvement program. The updated five-year plan is on page 33 and the projects in descending order of estimated 2023 cost, are as follows:

- Construction of the North Point Hudson jetty: \$6,000,000
- Jefferson County International Airport (JCIA) Connector Taxiway A2 (*design/construction*): \$646,000
- Yard Stormwater Treatment Compliance Upgrade: \$450,000
- Point Hudson Building Restoration (including roofs): \$450,000
- Boat Haven Breakwater Repair: \$400,000
- Port Wide - Dock Renovations: \$250,000

• Northwest Boat Yard Expansion (Sims Way):	\$200,000
• Point Hudson RV Park Restoration:	\$200,000
• Port Wide - Piling Replacement:	\$150,000
• Moorage/Yard Office:	\$150,000
• Jefferson County International Airport (JCIA) terminal:	\$133,000
• Boat Haven Linear Dock Replacement (<i>design</i>):	\$125,000
• Gardiner Launch Ramp w/Seasonal Float:	\$110,000
• Jefferson County International Airport (JCIA) Fuel System Improvement:.....	\$100,000
• San Juan Property(s) Clean-up Assessment:	\$100,000
• Small capital projects (<i>not yet identified, >\$10,000</i>):	\$100,000
• Southwest Boat Yard Expansion (near shipyard):.....	\$80,000
• Port Wide – Yard/Parking/RV Resurfacing:	\$75,000
• Equipment/vehicle purchases:	\$175,000
• Sperry Buildings Capital Maintenance:.....	\$50,000
• Mats Mats Bay Facilities & Boat Ramp Rehabilitation	\$30,000
• Jefferson County International Airport (JCIA) Stormwater Management	\$25,000
• Boat Haven Buildings/Facilities Preservation	\$25,000
• Boat Haven Marina Dredging	\$25,000
• Quilcene Ramp Upgrade.....	\$25,000
• Quilcene Marina Dredging:.....	<u>\$20,000</u>

Total: \$10,094,000

Capital projects generally take years between the identification of need, project development, community engagement, permitting, funding, designing, bidding and construction. This year's budget adds two new employees to support capital projects in the maintenance department and in the near future, I anticipate a need to better support the Port Engineer's position with more help.

2023 Budget Priorities

Our key priorities are becoming thematic and include:

1. Maintaining core lines of revenue for the Port by focusing on the basics (i.e., increasing business and holding the line on costs).
2. Faithfully executing IDD Levy funded projects.
3. Continuing and expanding the trend of enhanced maintenance at all Port properties to both keep our infrastructure working and sustainable, and to improve their appearance.
4. Improving customer service throughout the Port.

This 2023 budget is again ambitious and on behalf of the staff team, we appreciate the help and support of our tenants and the community. It is truly felt as a tailwind on our mission.



INTRODUCTION

About Us

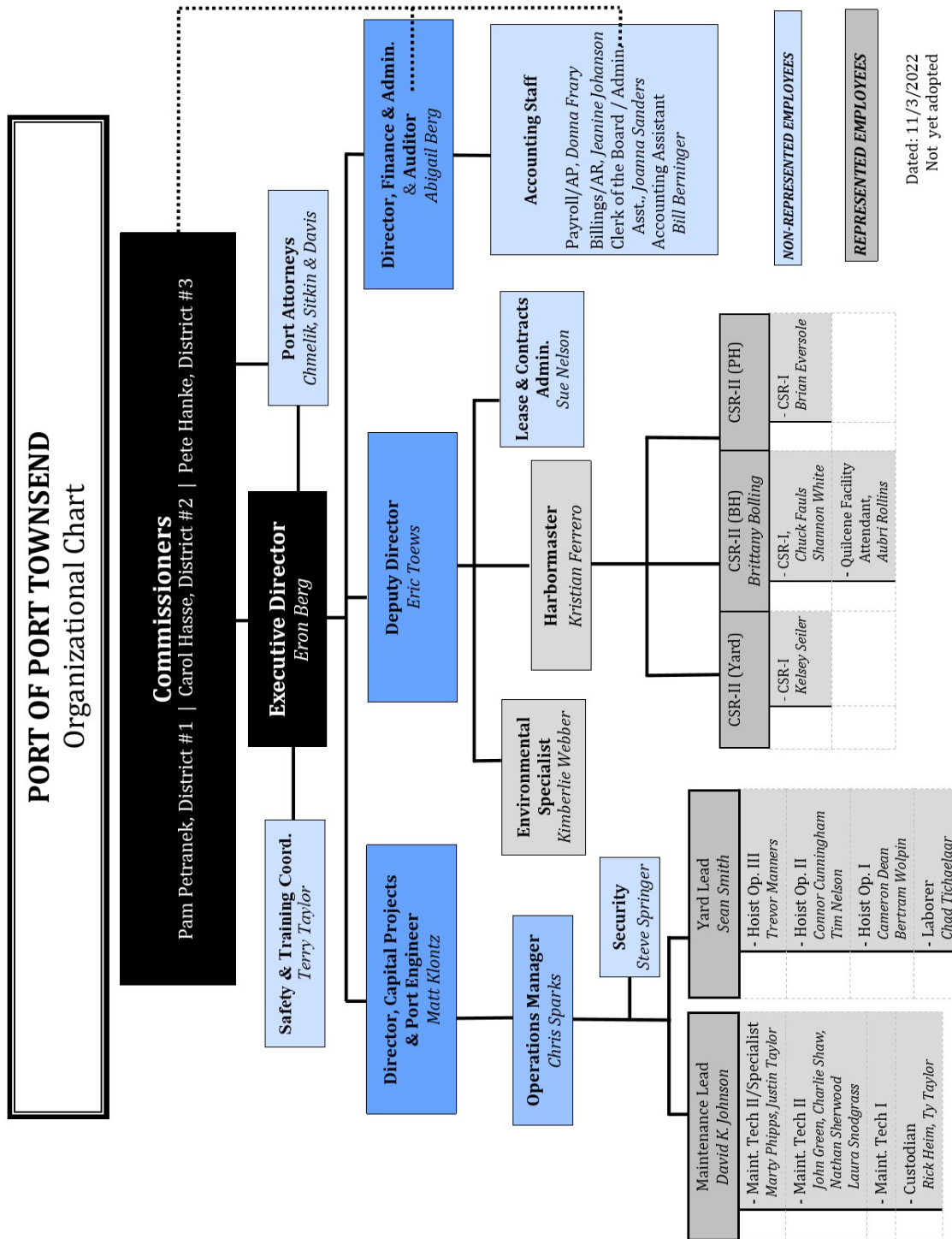
The Port of Port Townsend is a municipal corporation authorized by Washington State statute (Revised Code of Washington [RCW] Title 53) to provide for the development and maintenance of harbors and terminals and to promote tourism and foster economic activity. Created in 1924, the Port is a special purpose 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.

Organizational Chart (Draft -- Not Yet Adopted)



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 or at least maintaining 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:

- Update the Strategic Plan.
- Modernize business and administrative procedures across our operations to both improve customer service and effectively utilize staff time.
- Implement our robust Capital Improvement Plan while planning for successive projects in the future.
- Directly pursue and develop business to increase the Port's revenues by utilizing capacity in the boatyard, marinas, RV park, airport, and properties in Boat Haven and Point Hudson.
- Create and maintain a communications plan regarding upcoming major capital projects and their potential timing and impact to tenants, customers, and the community.
- Develop marketing and brand strategies to better position the Port in successfully attracting businesses and customers.
- Continue to fine-tune the Port's existing pricing structures across all business operations.

Revenue from Operations

The 2023 budget reflects total revenue from operations of \$7,480,101, a 9.7% 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 another 3% increase in 2024. The long-awaited Point Hudson Jetty replacement project commenced September 2022 and required us to close this marina during construction. 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 Point Hudson operating revenue, the goal is to continue to grow all Port 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 34.5%, Boat Haven Moorage 27.4%, Point Hudson 20.3%, PTBH properties 12.3%, Quilcene 2.3%, Airport 2.4%, and Ramps 0.7% of total operating revenue.

Expenses from Operations

Port-wide expenses from operations are budgeted to be \$6,492,378 in 2023, a 10.4% increase from the 2022 Budget; however, when compared to the 2022 YTD actuals plus remaining budget that number is reduced to 6.8%. 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.

Port of Port Townsend 2023 Operating & Capital Budget

These personnel and compensation changes drive an increase to payroll taxes, and benefits and were reduced slightly due to more accurate projections. There's approximately \$52,000 increase in community relations, \$28,504 anticipated increase in utilities, \$35,000 increase in economic development, a \$36,964 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 \$1,842,395 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 each department's weighted average percentage of total actual YTD operating revenues.

Net Operating Income

The 2023 budget reflects a net operating income of \$987,723, this is an increase of 5.8% when compared to the 2022 budget, though when compared to the 2022 YTD actual plus remaining budget, this is a 13.4% 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 and will continue into 2023.

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 \$65,161, 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 several other smaller grant amounts. Other Increases in Fund Resources include Deposits & Retainage Collected (\$80,254) and Taxes Collected (\$691,008). Taxes Collected include leasehold, sales, and hotel/motel taxes.

Other Decreases in Fund Resources include Deposits & Retainage Paid (\$55,164), Taxes Remitted (\$682,698) which are the remittances of leasehold, sales, and hotel/motel taxes collected, Bond Principal and Interest (\$1,021,088), Capital Expenses (\$10,069,000), Bond Management, Issuance & Investment (\$14,750), and Election costs (\$15,500).

Net Income/(Loss)

The budgeted numbers as presented on page 11 do not include beginning and ending cash numbers, and as such, the "Net Income/(Loss)" in the amount of (\$1,729,118) is a reflection of the change in cash due to 2023 budgeted activity for the year. This number is listed and ties to the Cashflow on page 37, Net Inflow/Outflow – Change in Cash Balance.

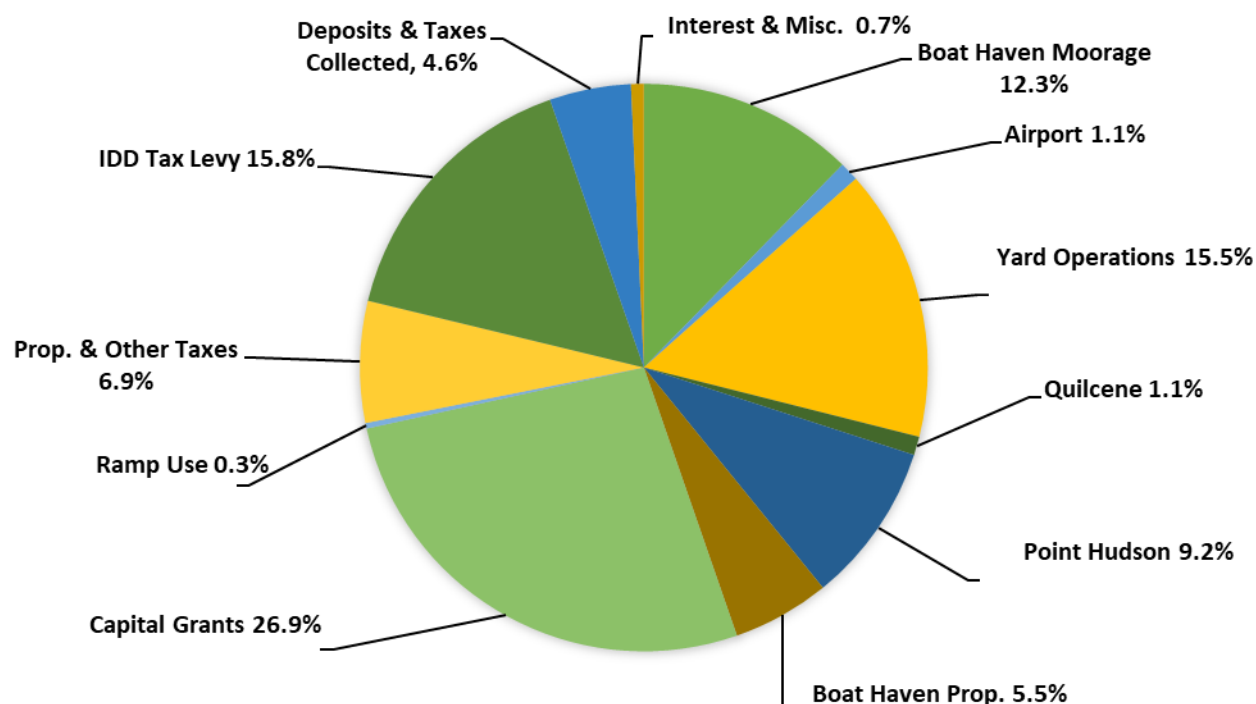
Estimated Ending Cash

The ending cash balances are estimated to total \$7,414,932 that include \$5,779,636 in Reserves and \$1,635,296 in Unreserved Cash. The estimated composition of ending reserves is as follows:

Estimated Ending Cash Reserves for 2023

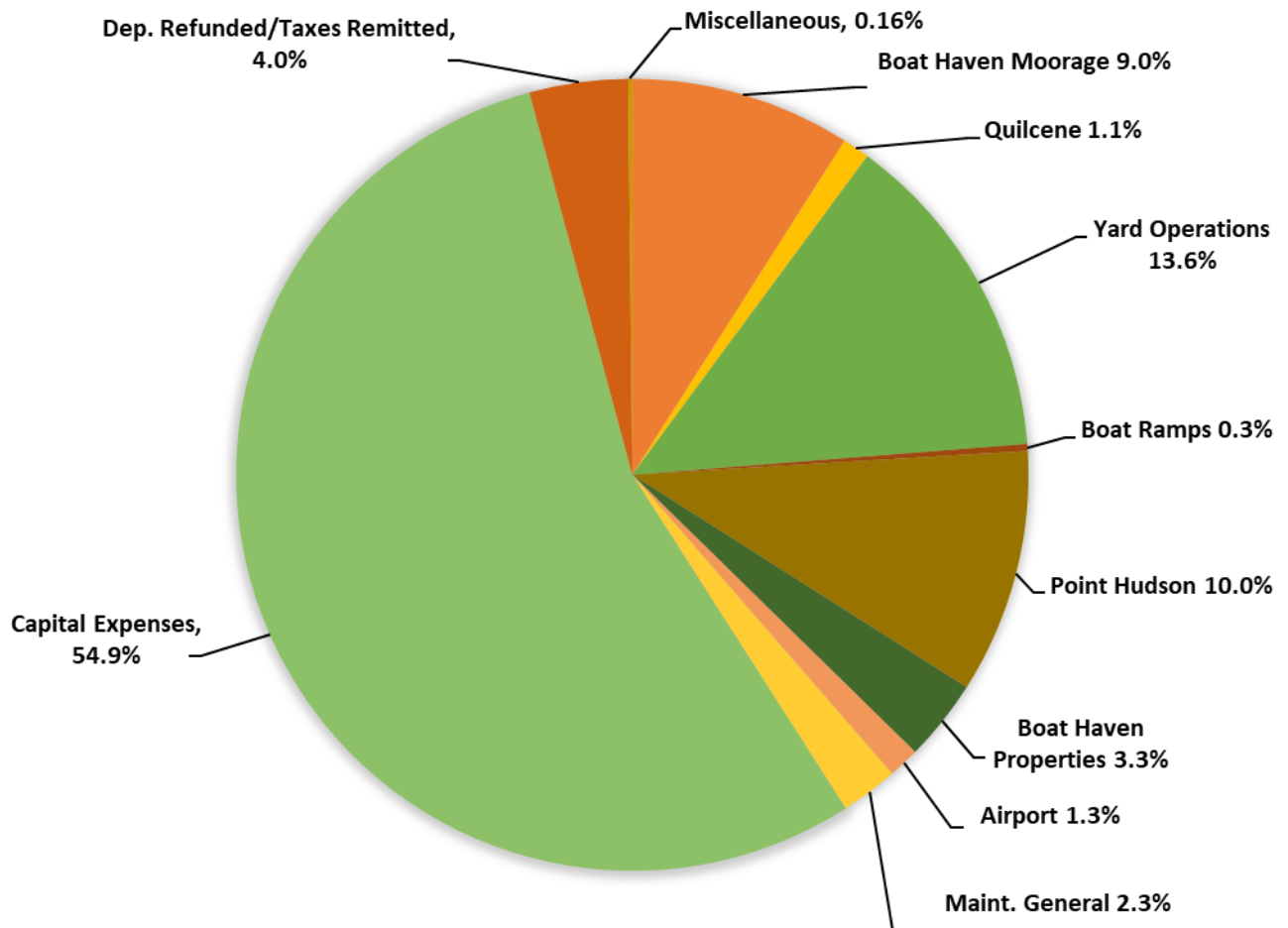
IDD Levy Capital Reserve	\$2,240,366
Port-Wide Capital Reserve	1,368,626
Boat Haven Renovation Reserve	42,396
Operations Reserve	1,618,248
Emergency Reserve	500,000
Unemployment Reserve	10,000
	<u>\$5,779,636</u>

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		1,521,485	9.2%
Boat Haven Prop.		922,134	5.5%
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	15.8%
Deposits & Taxes Collected		771,262	4.6%
Interest & Misc.		120,714	0.7%
	\$	<u>16,621,459</u>	

2023 "WHERE THE MONEY GOES"

**2023 Budget - Expenses**

Boat Haven Moorage *	\$ 1,652,770	9.0%
Yard Operations *	2,503,816	13.6%
Point Hudson *	1,829,729	10.0%
Boat Haven Properties	612,261	3.3%
Quilcene	202,743	1.1%
Boat Ramps	51,778	0.3%
Airport	233,342	1.3%
Maint. General	427,028	2.3%
Capital Expenses	10,069,000	54.9%
Dep. Refunded/Taxes Remitted	737,862	4.0%
Miscellaneous	30,250	0.16%
	<u>\$ 18,350,579</u>	

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

Consolidated Sources & Uses of Cash 2023 Budget
with comparison to Prior Years

4th DRAFT - 11/09/22

	2020 Actual	2021 Actual	2022 Budget	Actual YTD Aug.	2023 Budget	2022 YTD-2023 Bdgt Variance
OPERATING REVENUES						
Boat Haven Moorage	1,879,943	1,867,627	2,023,336	1,967,768	2,048,710	80,942
Yard Operations	1,944,593	2,305,796	2,237,271	2,508,494	2,578,591	70,097
Point Hudson Marina/RV/Prop.	1,397,859	1,534,636	1,315,730	1,460,689	1,521,485	60,796
Boat Haven Properties	718,251	819,708	853,258	894,316	922,134	27,818
Quilcene Herb Beck Marina	167,103	172,256	163,935	167,895	175,567	7,672
Jefferson County Intl Airport	148,526	166,996	164,133	174,236	181,246	7,010
Ramp Use	52,668	52,437	58,271	47,002	52,367	5,365
Total Operating Revenues	\$ 6,308,943	\$ 6,919,456	\$ 6,815,934	\$ 7,220,400	\$ 7,480,101	\$ 259,701
OPERATING EXPENDITURES						
Salaries & Wages	2,233,287	2,339,530	2,647,856	2,620,161	2,897,790	277,629
Payroll Taxes	234,500	234,924	285,968	280,121	304,268	24,147
Employee Benefits	821,474	811,661	907,613	856,992	832,286	(24,706)
Uniform Expense	8,868	9,283	10,715	16,558	14,100	(2,458)
Contract Services	270,900	278,143	303,906	269,312	306,276	36,964
Consulting Services	23,500	-	-	-	-	-
Legal fees	47,475	51,480	40,000	50,008	42,786	(7,222)
Audit	5,598	32,403	9,580	6,798	17,838	11,040
Insurance	313,259	365,552	410,000	436,442	451,442	15,000
Facilities & Operations	530,260	671,215	554,782	815,905	768,382	(47,523)
Utilities	543,402	605,456	575,389	602,723	631,227	28,504
Marketing & Advertising	46,640	52,608	67,893	58,863	69,465	10,602
Economic Development	-	15,000	30,000	30,000	65,000	35,000
Travel & Training	12,174	15,387	31,771	31,500	35,214	3,714
Cost of Goods - Fuel	2,035	-	-	-	-	-
Community Relations	6,896	3,997	6,965	4,433	56,304	51,871
Total Operating Expenditures	\$ 5,100,268	\$ 5,486,640	\$ 5,882,438	\$ 6,079,816	\$ 6,492,378	\$ 412,562
NET OPERATING INCOME	\$ 1,208,675	\$ 1,432,816	\$ 933,496	\$ 1,140,584	\$ 987,723	(152,861)
OTHER INCREASES IN FUND RESOURCES						
Deposits & Retainage Collected	92,930	112,997	80,640	52,557	80,254	27,697
Taxes Collected	595,331	673,826	661,623	705,552	691,008	(14,544)
Capital Contributions/Grants	3,490,128	413,082	14,641,173	3,399,372	4,464,322	1,064,950
Interest	25,983	52,859	34,530	70,450	65,161	(5,289)
Debt Proceeds-20/21 LOC	1,650,000	-	-	-	-	-
Property & other taxes	1,992,409	2,764,518	3,748,861	3,825,021	3,785,061	(39,960)
Misc. Incr. in Fund Resources	130,152	57,215	20,053	81,490	55,553	(74,599)
Total Incr. in Other Fund Resources	\$ 7,976,933	\$ 4,074,496	\$ 19,186,880	\$ 8,134,442	\$ 9,141,359	\$ 958,255
OTHER DECREASES IN FUND RESOURCES						
Deposits & Retainage Paid	65,706	26,221	33,061	96,452	55,164	(41,288)
Taxes Remitted	571,092	675,339	652,734	699,470	682,698	(16,772)
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	43,770	14,750	(29,020)
Capital Project Expenses	4,491,246	1,847,887	11,771,985	5,374,498	10,069,000	4,694,502
Election Expense	15,674	14,698	2,000	17,561	15,500	(2,061)
Total Other Decr. in Fund Resources	\$ 7,588,336	\$ 3,904,774	\$ 13,486,593	\$ 7,257,089	\$ 11,858,200	\$ 4,269,864
Net Other Incr./Decr. in Fund Resources	\$ 388,597	\$ 169,722	\$ 5,700,287	\$ 877,353	\$ (2,716,841)	\$ (3,311,608)
Net Income/(Loss)	\$ 1,597,271	\$ 1,602,538	\$ 6,633,783	\$ 2,017,937	\$ (1,729,118)	\$ (3,464,469)

See comment on page 9 regarding the "Net Income/(Loss)" presented here.

2023 DEPARTMENTAL OPERATING BUDGETS

Boat Haven Moorage

Boat Haven Moorage revenues are estimated to increase \$80,942 which is a 4.1% 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 \$79,507 when compared to the YTD August plus remaining budget figures. Most of this is related to general & administrative, maintenance costs, utilities, and insurance.



4th DRAFT - 11/09/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD Aug.	2023 Budget	2022 YTD-2023 Bdgt Variance
OPERATING REVENUES						
PTBH - Permanent Moorage	1,225,793	1,215,832	1,254,909	1,252,393	1,292,556	40,163
PTBH - Monthly Guest	271,741	228,447	302,807	286,998	296,951	9,953
PTBH - Nightly Guest	218,016	290,585	283,925	268,477	290,227	21,750
PTBH - Electric	101,228	51,772	112,075	101,077	105,202	4,125
PTBH - Liveaboard Fee	27,091	21,209	23,605	21,172	22,403	1,231
PTBH - Work Float/Lift Pier Usage	60	60	-	240	252	12
PTBH - Miscellaneous Revenue	1,996	15,698	5,189	7,242	7,522	280
PTBH - Showers	17,761	25,140	17,700	10,593	12,829	2,236
PTBH - Laundry	8,617	9,228	10,102	9,418	9,773	355
PTBH - Key Fobs	6,137	7,511	7,423	7,462	7,608	146
PTBH - Promotional Sales	-	54	-	369	238	(131)
PTBH - Port Labor	370	195	5,000	2,039	2,760	721
PTBH - Ship Moorage	155	257	329	276	298	22
PTBH - Parking	980	1,639	272	12	91	79
Total Operating Revenues	\$1,879,943	\$1,867,627	\$2,023,336	\$ 1,967,768	\$2,048,710	\$ 80,942
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	3,613	167
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	109,846	7,040
Facilities & Operations	94,667	98,011	81,730	98,350	102,389	4,039
Utilities	155,265	178,494	175,326	171,369	179,226	7,857
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	504,281	98,088
Total Operating Expenses	\$1,433,600	\$1,490,415	\$1,665,079	\$ 1,573,263	\$1,652,770	\$ 79,507
NET OPERATING INCOME	\$ 446,343	\$ 377,211	\$ 358,257	\$ 394,505	\$ 395,940	\$ 1,435

Boat Haven Yard

Overall, Yard revenue is expected to increase by \$70,097 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 because too many spaces filled with customers on the low seasonal discount, some without active repair work being performed. It was clear the demand was high for these spaces, so the Port Commission eliminated the seasonal discount effective 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 \$144,778 is projected in the 2023 budget, and with the estimated increase in operating revenue, the net effect is a profit of \$74,775.



Port of Port Townsend 2023 Operating & Capital Budget

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Boat Haven Yard

4th DRAFT - 11/09/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD Aug.	2023 Budget	2022 YTD-2023 Bdgt Variance
OPERATING REVENUES						
Yard - 70/75 Ton Yard Revenue	663,833	934,644	813,676	1,010,017	1,017,215	7,198
Yard - 70/75 Ton Hoist Revenue	296,273	337,016	325,772	353,735	362,052	8,317
Yard - 300 Ton Yard Revenue	408,561	455,530	463,719	471,957	506,702	34,745
Yard - 300 Ton Hoist Revenue	189,524	204,905	216,555	219,551	224,965	5,414
Yard - Washdown Revenue	76,018	78,798	85,707	99,880	100,070	190
Yard - Bilge Water Revenue	3,469	3,750	5,374	5,557	6,000	443
Yard - L/T Storage	80,219	75,812	81,005	78,082	84,601	6,519
Yard - Blocking Rent	39,163	46,197	49,507	56,737	56,673	(64)
Yard - 70/75 Ton Electric	36,263	36,990	43,694	45,882	47,560	1,678
Yard - 300 Ton Electric	45,237	26,589	51,984	50,615	53,840	3,225
Yard - Off Port Property Tarp Fee	4,160	1,009	1,476	576	815	239
Yard - Liveaboard Fee	2,486	2,811	3,604	1,800	2,205	405
Yard - Miscellaneous Revenue	5,873	1,200	1,629	684	701	17
Yard - 70/75 Ton Port Labor	9,323	6,769	4,606	10,280	9,577	(703)
Yard - 300 Ton Port Labor	4,665	2,486	3,668	7,180	6,931	(249)
Yard - Enviro Fee 70/75 Ton Yard	57,478	74,481	70,279	76,773	78,800	2,027
Yard - Enviro Fee 300 Ton Yard	18,071	15,909	14,016	18,880	19,472	592
Yard - Enviro Clean-Up Fee	3,977	900	1,000	308	412	104
Total Operating Revenues	\$1,944,593	\$2,305,796	\$2,237,271	\$ 2,508,494	\$2,578,591	\$ 70,097
OPERATING EXPENSES						
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	10,840	729
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	107,480	10,737
Facilities & Operations	170,743	242,832	237,632	362,761	390,847	28,086
Utilities	121,533	130,829	121,862	133,914	138,337	4,423
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	634,709	78,199
Total Operating Expenses	\$1,838,956	\$2,017,157	\$2,144,389	\$ 2,359,038	\$2,503,816	\$ 144,778
NET OPERATING INCOME	\$ 105,636	\$ 288,639	\$ 92,882	\$ 149,456	\$ 74,775	\$ (74,681)

Point Hudson

Overall, Point Hudson revenue is expected to increase by \$60,796 over the 2022 YTD August plus remaining budget. Nominal increases are anticipated for the Point Hudson moorage nightly, and monthly guests, and monthly RV Park revenue as the result of the impact of 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 \$92,288, most of which is due to increased general & administrative costs, staff costs, and repair & maintenance costs.



Point Hudson

4th DRAFT - 11/09/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD Aug.	2023 Budget	2022 YTD-2023 Bdgt Variance
OPERATING REVENUES						
Pt Hudson - Building Lease Revenue	398,703	422,218	428,819	432,154	443,596	11,442
Pt Hudson - Parking	3,143	19,267	17,700	17,426	18,048	622
Pt Hudson - Event Facility Rev	(260)	949	3,000	26,500	30,675	4,175
Pt Hudson - Janitorial	35,030	35,643	35,938	15,118	15,781	663
Pt Hudson - Water, Sewer, Storm	-	-	-	29,876	30,602	726
Pt Hudson - Permanent Moorage	146,202	157,330	124,142	126,842	133,347	6,505
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	1,080	945	(135)
Pt Hudson - Monthly Guest	131,248	126,449	72,954	96,173	97,427	1,254
Pt Hudson - Nightly Guest	200,031	247,981	172,727	192,143	198,587	6,444
City Pier & Union Wharf Usage	3,111	16,920	7,006	4,299	5,195	896
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	339,394	364,580	25,186
Pt Hudson - Kayak Racks	15,463	19,571	12,401	16,111	16,065	(46)
Pt Hudson - Reservation Fee	35,802	49,058	36,365	38,367	35,277	(3,090)
Pt Hudson - Showers	6,302	6,677	5,504	5,551	6,015	464
Pt Hudson - Laundry	9,948	10,626	7,727	7,366	7,616	250
Pt Hudson - Passenger Fee	2,538	19,544	13,334	13,168	14,568	1,400
Union Wharf - Cruise Ship Garbage	-	2,085	700	1,045	1,269	224
Pt Hudson - Promotional Sales	562	538	660	1,392	1,212	(180)
Pt Hudson - Miscellaneous Rev	5,616	2,923	950	4,128	3,188	(940)
Pt Hudson - Enviro Clean-up	212	-	214	214	-	(214)
Pt Hudson - Electric	38,958	31,673	22,294	19,399	20,902	1,503
Total Operating Revenues	\$1,397,859	\$1,534,636	\$1,315,730	\$ 1,460,689	\$1,521,485	\$ 60,796
OPERATING EXPENSES						
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	14,453	625
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	82,456	6,784
Facilities & Operations	78,609	104,324	81,506	98,896	85,436	(13,460)
Utilities	181,382	200,350	181,545	202,210	208,754	6,544
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	539,000	(12,200)
General & Administrative	298,461	355,950	309,058	327,439	374,507	47,068
Total Operating Expenses	\$1,630,567	\$1,698,230	\$1,702,623	\$ 1,737,441	\$1,829,729	\$ 92,288
NET OPERATING INCOME	\$ (232,708)	\$ (163,594)	\$ (386,893)	\$ (276,752)	\$ (308,244)	\$ (31,492)

Boat Haven Properties

Properties at Boat Haven are expected to have an increase in revenues by \$27,818 when compared to the 2022 YTD August plus remaining budget, primarily due to the occasional leasehold step increases, market rate adjustments, and CPI increases. Most tenants are marine dependent or related maritime uses for manufacturing, warehousing, and office requirements.

Overall, operating expenses are expected to increase by \$55,349 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

4th DRAFT - 11/09/22	2022 Budget to					2022 YTD-2023
	2020 Actual	2021 Actual	2022 Budget	Actual YTD Aug.	2023 Budget	Bdgt Variance
OPERATING REVENUES						
PTBH Prop - Lease Revenue	647,462	746,964	778,733	816,251	839,257	23,006
PTBH Prop - Fuel Dock Lease	21,037	20,239	20,514	20,452	20,531	79
PTBH Prop - Electric	2,897	2,819	4,833	927	1,623	696
PTBH Prop - Garbage	25,545	28,141	26,340	11,700	14,114	2,414
PTBH Prop - Water	-	-	-	22,188	23,297	1,109
PTBH Prop - Stormwater	11,593	9,727	10,984	10,056	10,667	611
PTBH Prop - Storage Unit Revenue	9,020	11,196	11,443	11,881	11,820	(61)
PTBH Prop - Miscellaneous	696	623	411	861	825	(36)
Total Operating Revenues	\$ 718,251	\$ 819,708	\$ 853,258	\$ 894,316	\$ 922,134	\$ 27,818
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	10,117	218
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	33,600	4,933
Facilities & Operations	17,296	23,273	17,560	42,808	32,848	(9,960)
Utilities	33,137	43,136	38,948	46,052	45,708	(344)
Marketing & Advertising	-	43	200	148	155	7
Travel/Training	-	80	150	114	120	6
General & Administrative	159,266	172,622	200,426	195,722	228,181	32,459
Total Operating Expenses	\$ 407,532	\$ 495,946	\$ 545,989	\$ 556,792	\$ 612,261	\$ 55,349
NET OPERATING INCOME	\$ 310,718	\$ 323,762	\$ 307,269	\$ 337,524	\$ 309,873	\$ (27,531)

Quilcene

Quilcene revenues are projected to increase by \$7,672 in 2023 when compared to the 2022 YTD August plus remaining budget estimates.

Overall, operating expenses are budgeted to increase by \$33,159. 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.



4th DRAFT - 11/09/22

	2022 Budget to					2022 YTD-2023
	2020 Actual	2021 Actual	2022 Budget	Actual YTD Aug.	2023 Budget	Bdgt Variance
OPERATING REVENUES						
Quilcene - Lease Revenue	63,896	65,936	69,400	69,802	72,192	2,390
Quilcene - Permanent Moorage	59,882	67,051	56,684	61,357	63,443	2,086
Quilcene - Liveaboard Fee	3,667	2,590	-	-	-	-
Quilcene - Liveaboard Background Ck f	120	-	-	-	-	-
Quilcene - Nightly Moorage	2,473	1,876	2,678	1,575	1,687	112
Quilcene - Showers	3,125	2,521	3,126	2,482	2,812	330
Quilcene - Fobs	-	-	-	300	315	15
Quilcene - Reservations	182	352	495	242	277	35
Quilcene - Miscellaneous Revenue	32	240	77	625	673	48
Quilcene - Water	13,378	12,835	12,830	11,601	12,922	1,321
Quilcene - Electric	4,061	3,971	3,955	3,098	3,680	582
Quilcene - Recreational Ramp Fees	10,379	11,300	11,518	10,858	10,913	55
Quilcene - Commercial Use Fees	1,616	2,200	2,200	5,430	5,702	272
Quilcene - Empty Trailer Parking	-	1,196	972	300	744	444
Quilcene - Kayak Racks	-	189	-	225	207	(18)
Quilcene - Fuel Sales	4,291	-	-	-	-	-
Total Operating Revenues	\$ 167,103	\$ 172,256	\$ 163,935	\$ 167,895	\$ 175,567	\$ 7,672
OPERATING EXPENSES						
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	2,168	212
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	10,295	1,443
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	841
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	43,215	7,671
Total Operating Expenses	\$ 173,800	\$ 168,630	\$ 180,212	\$ 169,584	\$ 202,743	\$ 33,159
NET OPERATING INCOME	\$ (6,697)	\$ 3,626	\$ (16,277)	\$ (1,689)	\$ (27,176)	\$ (25,487)

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 included in the Quilcene facility.) All these boat ramps are single-lane ramps, except for the one in Port Townsend at the Boat Haven, which is a double. Ramp revenues are expected to increase by \$5,365 when compared to 2022 YTD August plus remaining budget.

Increased operating expenses are expected for Ramps in the amount of \$2,404. Most of that increase is in departmental staff costs.



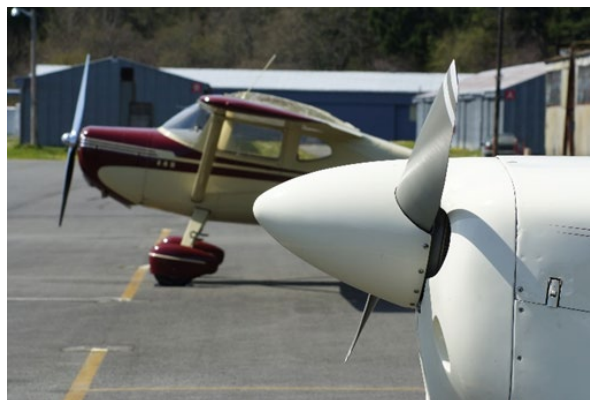
4th DRAFT - 11/09/22

	2020 Actual	2021 Actual	2022 budget	Actual YTD Aug.	2023 Budget	2022 YTD-2023 Bdgt Variance
OPERATING REVENUES						
Ramp Fees	47,069	42,901	51,594	40,134	45,229	5,095
PTBH - Commercial Use Fees	4,383	8,682	5,500	5,515	5,581	66
Dinghy Float Revenue	1,216	854	1,177	1,353	1,557	204
Total Operating Revenues	\$ 52,668	\$ 52,437	\$ 58,271	\$ 47,002	\$ 52,367	\$ 5,365
OPERATING EXPENSES						
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	723	(231)
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	7,290	1,014
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	12,890	409
Total Operating Expenses	\$ 46,283	\$ 53,592	\$ 61,166	\$ 49,374	\$ 51,778	\$ 2,404
NET OPERATING INCOME	\$ 6,385	\$ (1,155)	\$ (2,895)	\$ (2,372)	\$ 589	\$ 2,961

Jefferson County International Airport (JCIA)

JCIA revenues are estimated to increase by \$7,010 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 \$21,249, 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.



4th DRAFT - 11/09/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD Aug.	2023 Budget	2022 YTD-2023 Bdgt Variance
OPERATING REVENUES						
JCIA - Lease Revenue	110,365	120,582	122,934	130,471	135,560	5,089
JCIA - Hangar Revenue	32,176	34,414	35,780	37,831	39,449	1,618
JCIA - Fuel Lease Revenue	1,622	2,159	1,725	1,745	1,699	(46)
JCIA - Electric	1,587	1,570	1,378	1,557	1,746	189
JCIA - Vehicle Parking Revenue	856	736	434	953	1,062	109
JCIA - Aircraft Parking	1,919	1,402	882	1,079	1,100	21
JCIA - Miscellaneous Revenue	-	6,133	1,000	600	630	30
Total Operating Revenues	\$ 148,526	\$ 166,996	\$ 164,133	\$ 174,236	\$ 181,246	\$ 7,010
OPERATING EXPENSES						
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	5,781	999
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	41,459	3,879
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	123
General & Administrative	33,156	35,168	38,554	34,823	44,613	9,790
Total Operating Expenses	\$ 254,321	\$ 209,201	\$ 248,122	\$ 212,068	\$ 233,342	\$ 21,274
NET OPERATING INCOME	\$ (105,795)	\$ (42,206)	\$ (83,989)	\$ (37,832)	\$ (52,096)	\$ (14,264)

Maintenance - General

The Port's Maintenance department activity is typically recorded to the Port department in which the maintenance work is performed. 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 two (2) FTE to this department; the expectation is that they will work a large portion of the time on capital work.



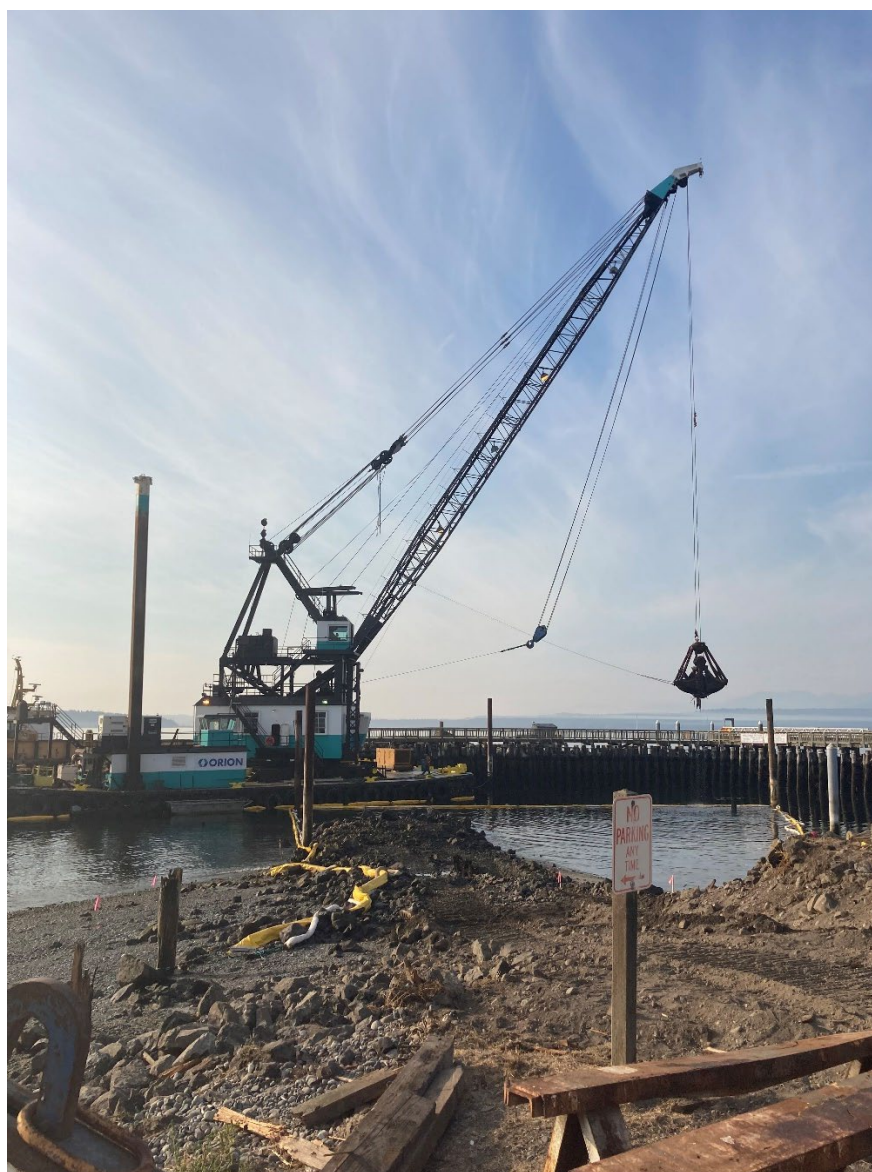
4th DRAFT - 11/09/22

	2020 Actual	2021 Actual	2022 Budget	2022 Budget to Actual YTD Aug.	2023 Budget	2022 YTD-2023 Bdgt Variance
OPERATING EXPENSES						
Salaries & Wages	165,523	187,865	178,943	190,341	234,000	43,659
Payroll Taxes	15,309	17,370	19,326	19,740	24,070	4,330
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	33,435	3,023
Facilities & Operations	44,654	75,729	43,630	89,500	52,572	(36,928)
Utilities	6,553	6,661	7,050	7,381	9,034	1,857
Advertising (legal)	-	544	300	300	300	-
Travel & Training	-	162	400	815	400	(415)
Total Operating Expenses	306,651	377,478	347,683	412,855	427,028	14,377

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 \$5,071,678 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. Here is a narrative 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 yard/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 mid-year 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 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 yard/moorage office which will increase the 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.

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 was awarded a federal Boating Infrastructure Grant (BIG) Tier II, administered by the Washington State Recreation & Conservation Office (RCO), to help fund replacement of this dock in the amount of \$872,487.

Boat Haven Marina Dredging

The marina's water areas require periodic dredging to ensure vessel access and movement 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.

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 2023 is \$250,000 per year for next 5 years with funding from NOI.

Port-wide – Yard/Parking/RV Resurfacing

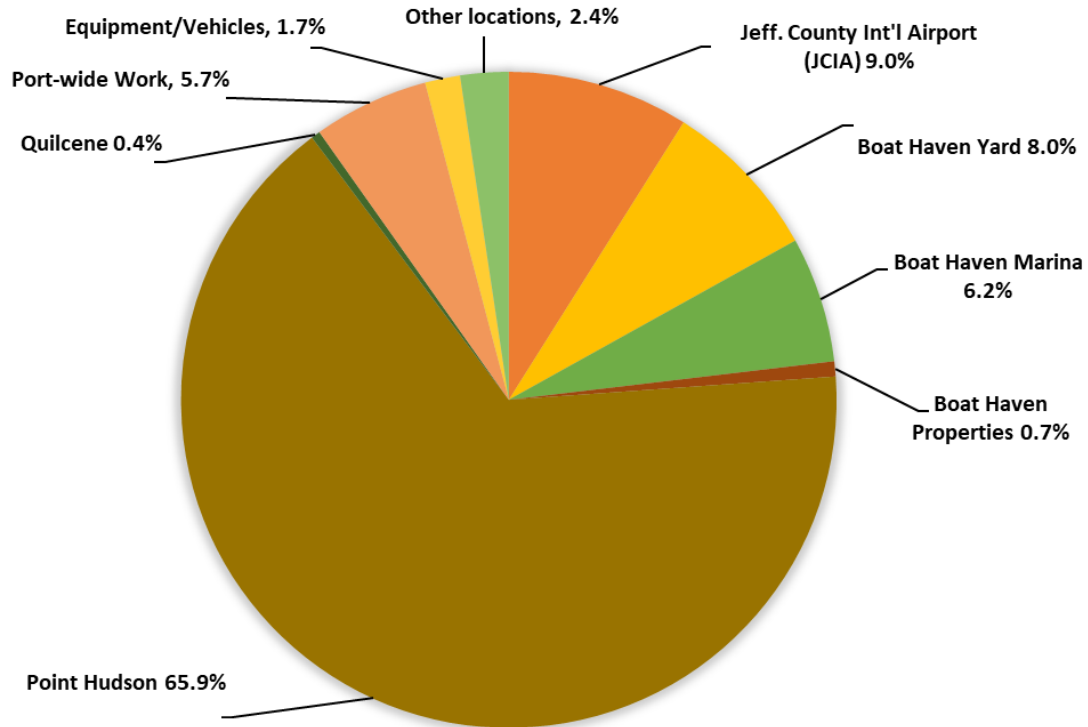
Another ongoing capital program that aims to grade, resurface with gravel, or repave with asphalt various Port-owned properties as part of continued asset management. The estimated cost starting in 2023 is \$75,000 per year for next 5 years with funding from NOI.

Equipment & Vehicles

In 2023, we plan to continue updating 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.

CAPITAL PROJECTS FOR 2023

2023 "WHERE ARE THE PROJECTS WE ARE DOING?"



2023 Capital Project estimates

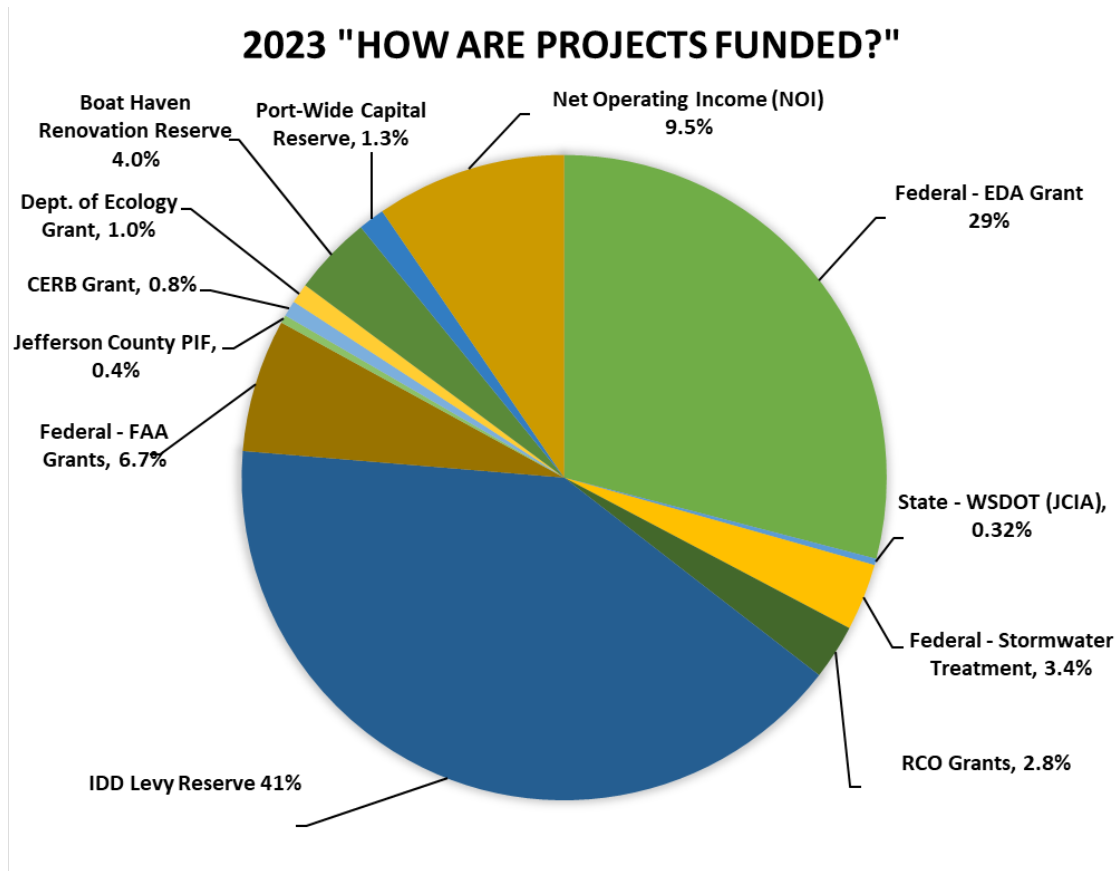
Jeff. County Int'l Airport (JCIA)	\$	904,000	9.0%
Boat Haven Yard		805,000	8.0%
Boat Haven Marina		625,000	6.2%
Boat Haven Properties		75,000	0.7%
Point Hudson		6,650,000	65.9%
Quilcene		45,000	0.4%
Port-wide Work ¹		575,000	5.7%
Equipment/Vehicles ²		175,000	1.7%
Other locations ³		240,000	2.4%
		<u>\$ 10,094,000</u>	

¹ Includes piling replacement, dock renovations, and yard, parking and RV resurfacing.

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

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

CAPITAL PROJECT FUNDING FOR 2023

**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	4,110,955	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%
Port-Wide Capital Reserve	133,000	1.3%
Net Operating Income (NOI)	960,723	9.5%
	<u>\$ 10,069,000</u>	

* Not in this list is \$25,000 in an unsecured grant (pursuing BFP RCO grant).

5-YEAR CAPITAL IMPROVEMENT PROGRAM

11/9/2022 - 4th Draft

	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)							
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 Environmental 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
BOAT HAVEN							
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 Marina Dredging		25,000	25,000	25,000	550,000	-	625,000

5 Year Capital Improvement Program, years 2023-2027 as of November 9, 2023

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	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
POINT HUDSON							
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
QUILCENE							
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
OTHER CAPITAL							
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 Rennovations	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
Total Estimated Project Expenses		10,094,000	10,194,000	4,956,000	4,758,000	17,619,000	47,621,000

Capital Funding Sources

11/9/2022 - 4th Draft

FUNDING SOURCES	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
GRANTS -- Secured							
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 - ALL 2022		-	-	-	-	-	-
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)
TOTAL PROJECTED GRANT FUNDS USE		(4,464,322)	(4,895,332)	(888,200)	(684,487)	(350,000)	(11,282,341)
PORT WIDE CAPITAL RESERVE							
Airport Terminal		(133,000)	-	-	-		(133,000)
BOAT HAVEN RESERVE							
BH Main Breakwater Repairs - Construction		(400,000)	-	-	-		(400,000)
BH Linear Dock Replacement		-	(42,396)	-	-	-	(42,396)

Capital Funding Sources, page 2

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FUNDING SOURCES

IDD LEVY RESERVE

	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
PH North & South Jetties Replacement							-
Construction		(2,925,000)	(1,450,000)	-	-		(4,375,000)
Fuel System Improvement							
Phase 1 Design (match to FAA BIL funds)		(10,000)	-	-	-	-	(10,000)
Phase 2 Construction (Match to FAA BIL funds)		-	(56,000)	-	-	-	(56,000)
Port Wide - Piling Replacement		(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Sperry Buildings Capital Maintenance (estimated 2 buildings/year)		(50,000)	(50,000)	(75,000)	-	-	(175,000)
70/75 Ton & 300 Ton Yard Electrical Upgrades		-	-	(100,000)	(100,000)	(100,000)	(300,000)
Northwest Boat Yard Expansion (along Sims Way)		(104,000)	(450,000)	-	-	-	(554,000)
BH Stormwater Treatment Compliance Upgrade		(111,955)	(549,545)	-	-	-	(661,500)
BH Linear Dock Replacement		(85,000)	(144,604)	(765,000)	(815,513)	-	(1,810,117)
BH Marina Dredging		(25,000)	(25,000)	(25,000)	(550,000)	-	(625,000)
Moorage/Yard Office		(150,000)	-	-	-	-	(150,000)
Maintenance Storage Building/County Building relocate		-	(200,000)	-	-	-	(200,000)
Mats Mats Bay Facilities & Boat Ramp Rehab		(30,000)	-	-	-	(300,000)	(330,000)
Quilcene Ramp Upgrade (match to unsecured RCO funds)		-	-	(250,000)	-	-	(250,000)
Quilcene Bathroom Remodel (match to unsecured RCO funds)		-	(20,000)	(180,000)	-	-	(200,000)
Quilcene Marina Dredging (match to unsecured RCO funds)		(20,000)	(80,000)	(650,000)	-	-	(750,000)
PH Building Preservation (including roofs)		(450,000)	(450,000)	(450,000)	(450,000)	(450,000)	(2,250,000)
PH Pavement Preservation (Grind & Overlay)		-	-	-	(500,000)	-	(500,000)
Renovate Port Owned Hangars (match to FAA BIL Funds)		-	-	-	-	(22,000)	(22,000)
TOTAL PROJECTED IDD LEVY FUNDS USE		(4,110,955)	(3,625,149)	(2,645,000)	(2,565,513)	(1,022,000)	(13,968,617)

Capital Funding Sources, page 3

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	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
FUNDING SOURCES							
NET OPERATING INCOME (NOI)							
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 (<i>match to FAA NPE funds</i>)		-	(33,000)	-	-	-	(33,000)
Airport Wide Rehabilitate Apron, Taxiways, and Taxiways (<i>match to FAA NPE funds</i>)		-	-	(27,800)	-	-	(27,800)
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)		(56,000)	-	-	-	-	(56,000)
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)
TOTAL PROJECTED NOI FUNDS USE		(960,723)	(1,356,123)	(722,800)	(758,000)	(3,247,000)	(7,044,646)
Total Funding Sources Secured		(10,069,000)	(9,919,000)	(4,256,000)	(4,008,000)	(4,619,000)	(32,871,000)
Unsecured Anticipated Grants and other funding							
Quilcene Ramp Upgrade (<i>pursuing BFP RCO funds</i>)		(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)
Total Unsecured Anticipated Grants		(25,000)	(275,000)	(700,000)	(750,000)	(13,000,000)	(14,750,000)
Total Funding Sources Secured & Unsecured		(10,094,000)	(10,194,000)	(4,956,000)	(4,758,000)	(17,619,000)	(47,621,000)

5-Year Projected Cash Flow

5 YEAR PROJECTED CASHFLOW

		2023	2024	2025	2026	2027
	note	Projection	Projection	Projection	Projection	Projection
Revenues - Operations	a	7,480,101	7,884,026	8,309,764	8,758,491	9,231,450
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	5,407,070	8,490,346	1,754,186	1,550,473	1,215,986
Total INFLOW		16,621,460	20,119,661	13,820,349	14,076,584	12,855,979
Expenses - Operations	d	6,492,378	6,901,398	7,336,186	7,798,366	8,289,663
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	768,112	783,474	799,144	815,127	831,429
Total OUTFLOW		18,350,578	18,624,660	13,415,618	13,106,330	14,216,348
Net INFLOW / OUTFLOW -- Change in Cash Balance		(1,729,118)	1,495,001	404,731	970,254	(1,360,369)
Projected Beginning Year Cash		9,144,050	7,414,932	8,909,933	9,314,665	10,284,919
Total Ending Year Cash & Investments		7,414,932	8,909,933	9,314,665	10,284,919	8,924,550
Total Ending Cash Reserves		5,779,636	5,098,330	5,445,991	5,879,967	6,494,304
Total Unreserved Cash		1,635,296	3,811,604	3,868,673	4,404,951	2,430,246
RESERVE BALANCES						
IDD Levy Reserve	h	2,240,366	1,249,506	1,238,795	1,307,571	1,549,450
Port Wide Capital Reserve	i	1,368,626	1,618,626	1,868,626	2,118,626	2,368,626
Boat Haven Renovation	j	42,396	-	-	-	-
Operating Reserve	k	1,618,248	1,720,198	1,828,570	1,943,770	2,066,228
Emergency Reserve	l	500,000	500,000	500,000	500,000	500,000
Unemployment Reserve		10,000	10,000	10,000	10,000	10,000

5 Year Projected Cashflow Notes:

- a.) Revenues - Operating were increased each year by 5.4% after 2023, based on averaging the Port's most recent 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 most recent 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 that may be utilized.
- f.) Expenses - Capital Projects are shown separately from the "Other" category so as to be easily identified to match the 5 Year Capital Improvement Program, 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 most recent 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 the end of 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 2nd 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 was initially anticipated to generate up to \$16,167,993 in revenue during the allowable levy period (i.e., up to 20 years). Updated estimates from the County Assessor increased that total to \$16,878,967. 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

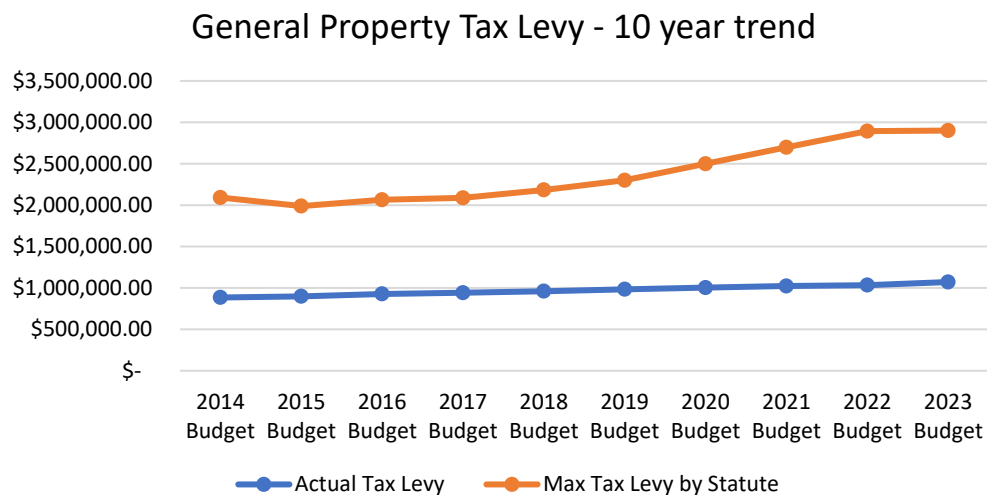
The Port Commission has decided to levy the same amount in 2023 as in 2022 - \$2,634,289. The same AV used for the regular tax levy is used for purposes of calculating the IDD levy; the levy rate is estimated to be \$0.31 per \$1,000 of AV.

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

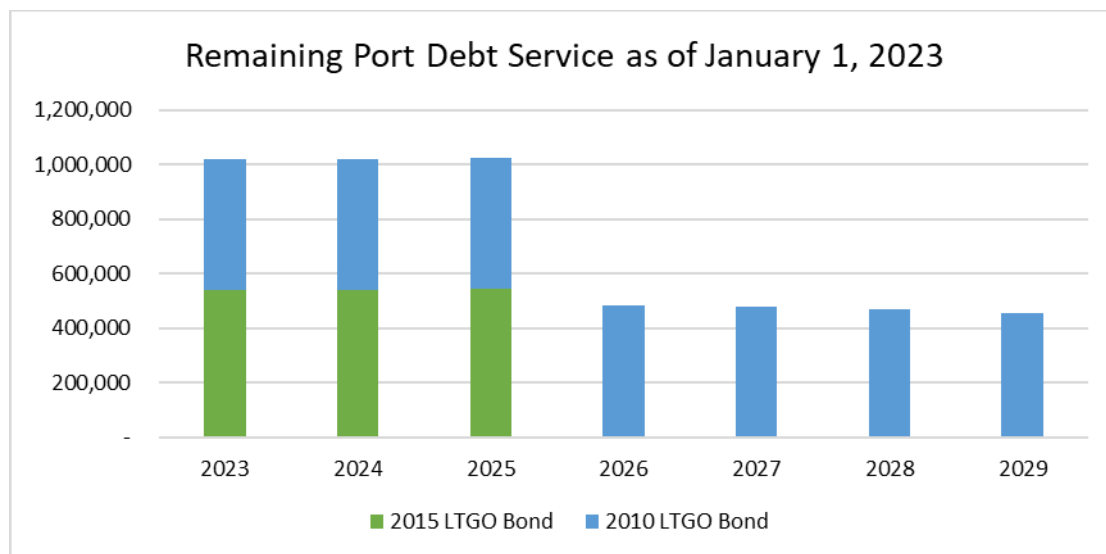
The following graph depicts the actual regular property tax levy for the last 10 years (blue line) as compared to the statutory maximum rate for the same period. This maximum by statute depicted by the graph's orange line, would require approval of the Port District's voters, as discussed above. Annually, 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.



DEBT SERVICE (*legal obligation*)

Balances remaining as of January 1, 2023

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



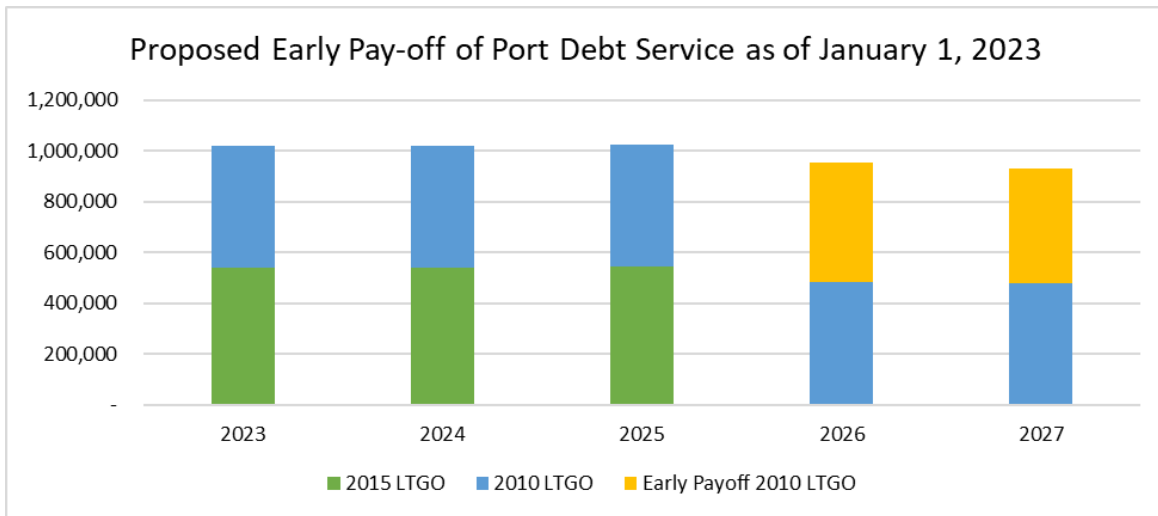
Schedule and Purpose of Debt:

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 - 3rd 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			MOORAGE RATE IS BASED ON OVERALL LENGTH		
OR SLIP LENGTH, WHICHEVER IS GREATER.			OR SLIP LENGTH, WHICHEVER IS GREATER.		
			5.0%		
			UPDATED 10/26/22		
			new or additions to current		
			removed or proposed removal		

*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 - 3rd DRAFT		5.0%
BOAT HAVEN		BOAT HAVEN		UPDATED 10/26/22
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		MOORAGE RATE IS BASED ON OVERALL LENGTH		new or additions to current
OR SLIP LENGTH, WHICHEVER IS GREATER.		OR SLIP LENGTH, WHICHEVER IS GREATER.		removed or proposed removal
2022 Rates		2023 Rates		increase
ELECTRICAL FEES		ELECTRICAL FEES		
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	\$ 1.50
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	\$ 0.08
WINTER GUEST MONTHLY, based on availability		WINTER GUEST MONTHLY, based on availability		
(Oct. 1 – Apr. 30:)		(Oct. 1 – Apr. 30:)		
25' slip	\$ 276.73 /month*	25' slip	\$ 290.56 /month*	\$ 13.84
27' slip	\$ 305.88 /month*	27' slip	\$ 321.17 /month*	\$ 15.29
30' slip	\$ 345.88 /month*	30' slip	\$ 363.18 /month*	\$ 17.29
34' slip	\$ 391.99 /month*	34' slip	\$ 411.59 /month*	\$ 19.60
35' slip	\$ 420.20 /month*	35' slip	\$ 441.21 /month*	\$ 21.01
40' slip	\$ 483.40 /month*	40' slip	\$ 507.57 /month*	\$ 24.17
42' slip	\$ 507.59 /month*	42' slip	\$ 532.97 /month*	\$ 25.38
45' slip	\$ 572.75 /month*	45' slip	\$ 601.39 /month*	\$ 28.64
50' slip	\$ 664.60 /month*	50' slip	\$ 697.83 /month*	\$ 33.23
Linear Rate Under 25'	\$ 11.06 /ft/mo*	Linear Rate Under 25'	\$ 11.61 /ft/mo*	\$ 0.55
Linear Rate 51'+	\$ 14.35 /ft/mo*	Linear Rate 51'+	\$ 15.07 /ft/mo*	\$ 0.72
SUMMER GUEST MONTHLY, based on availability		SUMMER GUEST MONTHLY, based on availability		
(May 1 – Sept. 30:)		(May 1 – Sept. 30:)		
25' slip	\$ 337.10 /month*	25' slip	\$ 353.96 /month*	\$ 16.86
27' slip	\$ 371.38 /month*	27' slip	\$ 389.95 /month*	\$ 18.57
30' slip	\$ 420.09 /month*	30' slip	\$ 441.09 /month*	\$ 21.00
34' slip	\$ 476.21 /month*	34' slip	\$ 500.02 /month*	\$ 23.81
35' slip	\$ 512.61 /month*	35' slip	\$ 538.24 /month*	\$ 25.63
40' slip	\$ 585.98 /month*	40' slip	\$ 615.28 /month*	\$ 29.30
42' slip	\$ 615.64 /month*	42' slip	\$ 646.42 /month*	\$ 30.78
45' slip	\$ 698.69 /month*	45' slip	\$ 733.62 /month*	\$ 34.93
50' slip	\$ 776.88 /month*	50' slip	\$ 815.72 /month*	\$ 38.84
Linear Rate Under 25'	\$ 13.48 /ft/mo*	Linear Rate Under 25'	\$ 14.15 /ft/mo*	\$ 0.67
Linear Rate 51'+	\$ 17.35 /ft/mo*	Linear Rate 51'+	\$ 18.22 /ft/mo*	\$ 0.87
		STORAGE ONLY		
		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.		

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**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
70/75 TON LIFTS	
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*
Electrical Rate:	
(applicable year-round)	\$ 1.60 /day
	\$ 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 - 3rd DRAFT			
YARD RATES		5.0%	
360.385.6211		UPDATED 10/26/22	
Service Rates – Effective January 1, 2023		new or additions to current	
Approved by Port Commission on xx/xx/2022		removed or proposed removal	
	2023 Rates		increase
70/75 TON LIFTS			
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/30 minutes** + Labor	
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
70/75 TON REPAIR STORAGE			
Daily	\$	0.82 /ft/day	NO CHANGE
Monthly	\$	0.66 /ft/day*	NO CHANGE
Covered Storage			
70’ Covered Shed	\$	75.00 /day*	\$ -
Electrical Rate:	\$	5.25 /day	\$ 0.25
Removed Non-working Long-term			
Electrical Rate:	\$	1.68 /day	\$ 0.08
(applicable year-round)	\$	33.41 /mo*	\$ 1.59
300 TON TRAVEL LIFT			
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
Delay of Lift	\$	74.97 /half hour	\$ 3.57
Labor Rate	\$	76.07 /person/hour**	\$ 3.62
Overtime & Call-in Labor Rate	\$	114.66 /person/hour**	\$ 5.46
300 TON REPAIR YARD			
Daily	\$	1.31 /ft/day	\$ 0.06
Monthly	\$	1.06 /ft/day*	\$ 0.05
300 TON ELECTRIC			

*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		
OTHER STORAGE		
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.		
TARP FEES (Off Port Property)		
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		
2023 Rate Schedule - 3rd DRAFT		
YARD RATES		5.0%
360.385.6211		UPDATED 10/26/22
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		
OTHER FEES		
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	
TARP FEES (Off Port Property)		
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%		

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**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 - 3rd 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* \$ 0.42

UNDESIRABLE MOORAGE \$ 7.10 /ft/mo* \$ 0.34

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 ¹
Nightly - Hookup	\$56.00 - \$66.00 /night ¹

RV PARK – WINTER (October 1 – April 30)

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

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 ¹
Dry Camp	\$ 34.65 /night ¹
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 - 3rd 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) ¹	\$70.35	\$80.85	\$3.35	\$3.85
Nightly - Hookup (range) ¹	\$58.80	\$69.30	\$2.80	\$3.30

RV PARK – WINTER (October 1 – April 30)

Nightly – Premium Waterfront (range) ¹	\$47.93	\$58.43	\$2.28	\$2.78
Nightly - Hookup (range) ¹	\$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 ¹	\$ 2.42
Dry Camp	\$ 36.38 /night ¹	\$ 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

"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	
HERB BECK MARINA - QUILCENE	
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'
PERMANENT MOORAGE	<i>6 month Minimum</i>
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*
GUEST MONTHLY – NOT IMPLEMENTED IN 2022	1-month minimum – 6-month max
Up to 26 ft.	\$ 11.06 ft/mo*
27-29 ft.	\$ 11.33 ft/mo*
30-34 ft.	\$ 11.53 ft/mo*
35-39 ft.	\$ 12.00 ft/mo*
40-50 ft.	\$ 12.73 ft/mo*
ELECTRICAL FEES	
Nightly Electric	\$ 6.00
over 55'	\$ 12.00
Connect Fee	\$ 30.00
Base Electric Fee	\$ 11.00 /mo
Metered Electric @	\$ 0.1029 per KWH
<i>(subject to change with utility rate increase)</i>	
WATER FEES	
Residential	
Base	\$ 34.80
Useage - Tier I (0-5,000 gal.) per 100 gallons	\$ 0.29 per gallon
Useage - Tier II (5,001-10,000 gal.), per 100 gal.	\$ 0.40 per gallon
Commercial	
Base	\$ 34.80
Useage - per 100 gallons	\$ 0.40 per gallon
<i>(subject to change with utility rate increase)</i>	
LAUNCH RAMP	
Launch ramp fee	\$ 15.00 per day**
<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>	
Annual Ramp Pass (Rolling Calendar)	\$ 100.00 per year**
**Free with verified DVA determination	
STORAGE	
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 - 3rd DRAFT	
HERB BECK MARINA - QUILCENE	
360.765.3131 or 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.	
Change, to align w/BH & PH	
	2023 Rates
NIGHTLY MOORAGE	\$ 1.00 ft/nt
TEMPORARY TIE-UP	\$ 7.00
	\$ 13.00 over 35'
PERMANENT MOORAGE	<i>6 month Minimum</i>
Up to 26 ft.	\$ 7.55 ft/mo*
27-29 ft.	\$ 8.14 ft/mo*
30-34 ft.	\$ 8.70 ft/mo*
35-39 ft.	\$ 9.31 ft/mo*
40-50 ft.	\$ 10.47 ft/mo*
Limited Access – Up to 18'	\$ 5.24 ft/mo*
GUEST MONTHLY - for discussion	<i>1 mo. min. - 6 month max</i>
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
Base Electric Fee	\$ 11.00 /mo
Metered Electric @	\$ 0.1029 per KWH
<i>(subject to change with utility rate increase) INCR. EFF. 7/5/2023 TO \$0.1082</i>	
WATER FEES	
Residential	
Base	\$ 40.83
Useage - Tier I (0-5,000 gal.)	\$ 0.36 /100 gallons
Useage - Tier II (5,001-10,000 gal.)	\$ 0.50 /100 gallons
Commercial	
Base	\$ 40.83
Useage	\$ 0.50 /100 gallons
<i>(subject to change with utility rate increase)</i>	
LAUNCH RAMP	
Launch ramp fee	\$ 15.00 per day**
<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>	
Annual Ramp Pass (Rolling Calendar)	\$ 105.00 per year**
**Free with verified DVA determination	
STORAGE	
Empty Boat Trailer	
Daily	\$ 7.35
Weekly	\$ 34.65
Monthly	\$ 78.75
Kayak/ Rowing Shell*	\$ 29.77
Top Rack Kayak/ Rowing Shell*	\$ 22.05
* 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*
<u>TIE-DOWNS</u>	
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	
<u>VEHICLE PARKING</u>	
Weekly (7 or more days)	\$ 33.00 1.
(rate includes WA State Sales Tax)	
Monthly	\$ 75.00 *
(rate includes Leasehold Tax)	
Annual	\$ 400.00 *

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1. Subject to WA State Sales Tax of 9.1%

Port of Port Townsend
2023 Rate Schedule - 3rd 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
<u>TIE-DOWNS</u>		
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		
<u>VEHICLE PARKING</u>		
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

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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 ¹	\$ 328.65 /day
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EVENT FACILITIES -POINT HUDSON MARINA ROOM

Daily ¹ 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

¹ 8:00 a.m. to 11:00 p.m.

Port of Port Townsend
2023 Rate Schedule - 3rd 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 ¹	\$ 345.00 /day	\$ 16.35
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EVENT FACILITIES -POINT HUDSON MARINA ROOM

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

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%)

¹ 8:00 a.m. to 11:00 p.m.

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**Subject to 9% WA State Sales Tax.

Port of Port Townsend				Port of Port Townsend					
2022 Rate Schedule - FINAL				2023 Rate Schedule - 3rd 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		
PORT LABOR RATES & FEES				PORT LABOR RATES & FEES					
Port Labor Rate	\$	72.45	/hr/person	Port Labor Rate	\$	76.07	/hr/person	\$	3.62
Overtime Labor Rate	\$	109.20	/hr/person	Overtime Labor Rate	\$	114.66	/hr/person	\$	5.46
Docking Fee	\$	1.96	/ft/day	Docking Fee	\$	2.50	/ft/day	\$	0.54
Relocate Vessel by Hand	\$	81.90		Relocate Vessel by Hand	\$	86.00		\$	4.10
Relocate Vessel w/ Port Skiff	\$	164.85		Relocate Vessel w/ Port Skiff	\$	173.09		\$	8.24
Emergency Pumps	\$	137.55		Emergency Pumps	\$	144.43		\$	6.88
Bail Skiff Fee	\$	55.65		Bail Skiff Fee	\$	58.43		\$	2.78
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*	\$	0.01
Mini Storage Units	\$	1.11	/sq ft/mo*	Mini Storage Units	\$	1.17	/sq ft/mo*	\$	0.06
Food Truck Rate (may be subject to tax)	\$	37.80	/day	Food Truck Rate (may be subject to tax)	\$	39.69	/day	\$	1.89
Commercial Vessel Pass. Fee	\$	1.16	/person	Commercial Vessel Pass. Fee	\$	1.21	/person	\$	0.06
(payable monthly in season)				(payable monthly in season)					
Kayak or Rowing Shell	\$	28.35	/mo*	Kayak or Rowing Shell	\$	29.77	/mo*	\$	1.42
Top rack kayak or rowing shell	\$	21.00	/mo*	Top rack kayak or rowing shell	\$	22.05	/mo*	\$	1.05
				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	\$	0.11
Lift Pier Access/Top Side Usage	\$	52.50	2 hours	Lift Pier Access/Top Side Usage	\$	55.13	2 hours	\$	2.63
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	\$	5.00
(free with DAV determination)				(free with DAV determination)					
COMMERCIAL TRUCK FEE				COMMERCIAL TRUCK FEE					
Daily	\$	200.00	**	Daily	\$	210.00	**	\$	10.00
Monthly	\$	600.00	**	Monthly	\$	630.00	**	\$	30.00
Annual (Rolling Calendar)	\$	1,515.00	**	Annual (Rolling Calendar)	\$	1,590.00	**	\$	75.00
PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP				PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP					
Dock	\$	27.30	\$ 158.55	Dock	\$	28.67	\$ 166.48	\$	1.37
Beach	\$	22.05	\$ 98.70	Beach	\$	23.15	\$ 103.64	\$	1.10
								\$	7.93
									4.94

new or additions to current
removed or proposed removal

increase		
\$	3.62	
\$	5.46	
\$	0.54	
\$	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 - 3rd 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		
	1st Offense	2nd Offense	3rd Offense		1st Offense	2nd Offense	3rd Offense			
<u>VIOLATION FEES</u>				<u>VIOLATION FEES</u>						
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 & AMENITIES</u>				<u>GOODS & AMENITIES</u>						
Fax – first page	\$ 3.00			Notary Service	\$ 13.00			\$ 1.00		
Fax-Each additional page	\$ 1.50			Laundry Soap	\$ 1.00	/ea**		\$ -		
Notary Service	\$ 12.00			Dryer Sheets	\$ 1.00	/ea**		\$ -		
Laundry Soap	\$ 1.00	/ea**								
Dryer Sheets	\$ 1.00	/ea**								
	Wash	Dry			Wash	Dry				
Laundry	\$ 2.75	\$ 2.00		Laundry	\$ 2.75	\$ 2.00		\$ -		
	90 sec.	3 mins.			90 sec.	3 mins.				
Showers	25¢	50¢		Showers	25¢	50¢				
<u>RESTROOM/LAUNDRY KEY FOBS (tenants only)</u>				<u>RESTROOM/LAUNDRY KEYS & 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 & LICENSE FEES</u>				<u>LEASE & 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 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 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. 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 9th 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. 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 9th 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. ~~776-22~~779-22

**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 9th 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

MEETING DATE	November 9, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	Mission Statement Update
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	



MISSION STATEMENT

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 environment, community resources and maritime heritage.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 9, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	2023 Legislative Agenda
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	

To be presented at meeting.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 9, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VII. A. August Year-to-Date Financial Report
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum August 2022 Year-to-Date Summary and Notes

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 11/9/2022
TO: Commission, Executive Staff
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: August 2022 Financial Report

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

2022 YTD Project Expenses	Budget	Year-to-date
PH Replacement of North & South Jetties	\$ 6,000,000	\$ 200,449
Dock Renovations & Piling Replacement	200,000	0
BH Main Breakwater Repairs	350,000	633
PH Pavilion Bldg. Remodel ^(a)	148,434	161,406
FEMA – Yard Stormwater Materials Replacement ^(b)	0	2,537
FEMA – City Dock ^(b)	0	24
FEMA – JCIA Hangar Repair	80,000	6,268
Reconstruct Old Coast Guard Building	191,250	196,776
AWOS – Replace Present Weather Sensor	30,000	26,884
FEMA - BH Marina Pavement Repair ^(b)	0	93,373
NORTH west Yard Expansion (Sims Way)	450,000	27,785
WEST Yard Expansion (by Shipyard)	0	12,723
BH Stormwater Treatment	2,650,000	3,420
Gardiner Boat Ramp Renovation	0	49,671
Sperry Bldg. #4 – ACI (was Dave's Mobile Welding) ^(c)	50,000	14,424
Sperry Bldg. #6 – Pete's Marine ^(c)	50,000	14,526
Total Capital Expenses YTD	<u>\$ 10,099,684</u>	<u>\$ 810,899</u>

Non-Capital use of funds

DNR – Vessel Destruction \$ 43,067

2022 Capital Purchases or Contracted Capital Services

Equipment/Vehicle replacement (total \$818,000)		
Kendrick Equipment, Inc. (final on 75-Ton lift)	\$ 398,000	\$ 403,338
Northsound Auto Group, LLC (3 RAM trucks)	90,000	86,704
Auxiliary Vehicles (2 Gators for the Yard)	30,000	26,573
Hydraulic Lift Trailer (transporter)	300,000	0
XPERT Jet – Sign Machine	0	18,089
Boat Haven Environmental Center Fob system ^(b)	0	21,535
Point Hudson Environmental Center Fob system ^(b)	0	13,356
Point Hudson RV Park 3 Phase Power ^(b)	0	19,626
Point Hudson Offices – Heat Pump installation	0	16,500
<u>Land Acquisition – for SouthWEST Yard Expansion ^(d)</u>	<u>0</u>	<u>147,914</u>
Total Capital Purchases or Contracted Capital Services YTD	<u>\$ 818,000</u>	<u>\$ 753,635</u>

Notes:

- (a) Project budgeted for 2021 and carried over into 2022 due to supply chain back logs.
- (b) Not in the 2022 budget since the event or idea either hadn't occurred, or the certainty of the grant hadn't been determined.
- (c) Two (2) Sperry buildings per year were budgeted for several years and the estimated total cost was \$100,000 annually. The true cost allocated per building is subject to each particular building's capital improvement needs.
- (d) Not in the 2022 "capital" budget since it is not a capital project; Vessel Destruction is a non-operating project, and South **WEST** Yard Expansion Land Acquisition was expected to close by 12/31/21 but was delayed.

Ending Cash Balances as of August 31	2022	2021
Reserved Cash & Investments – Other*	\$ 3,106,686	\$ 2,224,462
Reserved Cash & Investments – IDD	3,456,826	\$ 1,513,028
Unreserved Cash & Investments	925,832	\$ 2,026,300
Total Cash & Investments	<u>\$ 7,489,344</u>	<u>\$ 5,763,790</u>

*Other Reserves detail:

	<u>Current balance</u>	<u>Target balance</u>
Unemployment Reserve	\$ 10,000	na
Operating Reserve (a)	1,110,988	\$ 1,470,609
Boat Haven Renovation Reserve (b)	442,397	na
Emergency Reserve	500,000	\$500,000
Port-Wide Capital Reserve (c)	<u>1,043,301</u>	na
Total Other Reserves	<u>\$ 3,106,686</u>	

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

Debt Service for the Year

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

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

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

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

Remaining Debt for years 2023-2029

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

Total \$ 4,950,350*

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

DISCUSSION

As requested by Commission.

FISCAL IMPACT

NA

RECOMMENDATIONS

For discussion only.

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

	YTD August 2021	YTD August 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
OPERATING REVENUES						
Boat Haven Moorage	1,317,008	1,330,894	13,886		1,386,462	(55,568)
Yard Operations	1,613,659	1,782,432	168,773		1,511,208	271,224
Boat Haven Properties	539,190	600,508	61,318		559,451	41,057
Pt. Hudson Marina, RV & Prop	1,162,546	1,206,789	44,243		1,092,508	114,281
Quilcene	120,453	118,334	(2,119)		113,937	4,397
Ramps	44,865	38,974	(5,891)		50,243	(11,269)
JCIA	110,845	119,762	8,916		109,659	10,103
(Incr.)/Decr. In Accounts Receivable	(15,115)	130,485	145,600		-	130,485
Total Operating Revenues	4,893,452	5,328,177	434,726	a	4,823,468	504,709
OPERATING EXPENDITURES						
Salaries & Wages	1,552,284	1,760,877	208,592		1,788,572	(27,695)
Payroll Taxes	158,858	185,942	27,084		191,789	(5,847)
Employee Benefits	549,191	551,924	2,734		602,545	(50,621)
Uniform Expense	3,860	12,432	8,572		6,589	5,843
Contract Services	171,779	164,143	(7,637)		198,737	(34,594)
Legal & Auditing	58,217	43,473	(14,745)		36,247	7,226
Insurance	279,200	436,442	157,242		410,000	26,442
Facilities & Operations	463,626	635,448	171,822		386,889	248,559
Utilities	359,896	409,888	49,992		382,554	27,334
Marketing	37,854	41,627	3,773		45,157	(3,530)
Economic Development	-	22,500	22,500		22,500	-
Travel & Training	3,770	15,536	11,766		15,807	(271)
Community Relations	3,847	537	(3,310)		3,069	(2,532)
Total Operating Expenditures	3,642,383	4,280,768	638,385	b	4,090,455	190,313
Net Operating Income (Expense)	1,251,068	1,047,409	(203,659)		733,013	314,396
Other Increases in Fund Resources						
Deposits & Retainage Collected	72,015	31,106	(40,909)		57,378	(26,272)
Taxes Collected	455,073	484,675	29,602		440,746	43,929
Capital Contributions/Grants	105,849	99,512	(6,338)		2,500	97,012
Debt Proceeds - Line of Credit	-	-	-		-	-
Interest	35,169	53,607	18,439		17,688	35,919
Property & other taxes	1,645,189	2,321,831	676,642		2,245,671	76,160
Misc Other Incr. in Fund Resources	16,461	74,169	57,709		12,733	61,436
Total Other Incr. in Fund Resources	2,329,755	3,064,900	735,145	c	2,776,716	288,184
Other Decr. In Fund Resources						
Deposits & Retainage Paid	20,818	86,451	65,633		23,061	63,390
Taxes Remitted	496,997	526,654	29,657		479,919	46,735
Debt Principal & Interest	852,009	601,344	(250,665)		601,344	-
Debt Mgmt, Issuance & Misc Exp	59,215	43,116	(16,100)		820	42,296
Election Expense	-	17,561	17,561		2,000	15,561
Total Other Decr. In Fund Resources	1,429,040	1,275,126	(153,914)	d	1,107,144	167,982
Net Incr./(Decr.) in Fund Resources	900,716	1,789,775	889,059		1,669,572	120,202
Net Income (Expense)	2,151,784	2,837,184	685,400	e	2,402,585	434,598

The accompanying notes and info. memo are an integral part of this statement.

Summary of Fund Resources Uses, August 2022

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 9, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VII. B. Point Hudson Jetty Update
STAFF LEAD	Matt Klontz, Director of Capital Projects & Port Engineer
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	

To be presented at meeting.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	November 9, 2022
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Port Contracts Update • Lease Update • August Year-to-Date Financial Detail

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: November 04, 2022

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **November 9, 2022, Commission Meeting** – Commission Update: New/Amended Contracts Under \$50,000, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 762-22

Name	Dates	Description	Amount Not to Exceed:
CP Communications	10/3/2022-9/30/2023	Consulting & Drone Photography	\$20,000.00
Northwest Towing & Recovery, LLC	10/25/2022- 10/24/2025-autorenew	Towing & impound services	
ADESA Environmental Investigations	11/2/2022	Short Farm-Phase I Enviro Assessment	\$2,500.00
Halberg Pacific Appraisal Service	11/2/2022	Short Farm-Appraisal	\$8,000.00

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 11/4/2022
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: November 9, 2022, Lease Briefing

ISSUE

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

BACKGROUND

As of the beginning of this month the Port has **43** land leases, **41** building leases, **33** rentals.

Vacant properties include Point Hudson north duplex

DISCUSSION

New Agreements:

- **LEASE:** Andrew Cashin, new 6-month lease agreement (Nov 1- Apr 30) for the space Sail PT occupied on the 2nd floor of the Nomura Building. Amber (Sail PT) would like to rent the office seasonally, May-Oct. This will vary year-to-year, depending on if we have a tenant willing to lease 6-mos/year Nov-Apr.
- **LEASE:** Quilcene Yacht Club, 5-yr + one 5-yr option (approved 10/12/22)
- **LEASE OPTION:** Northwest Custom Hangars, LLC, JCIA pad site #2. Lease Option (approved 10/12/22)
- **LEASE OPTION:** LBG Development, LLC, JCIA pad sites #1 & 3. Lease Options (approved 10/12/22)
- **RENTAL AGREEMENT:** WDFW, Cupola Annex for storage

Lease Amendments:

Exercising Options:

- PT Furniture Clinic provided 90 days' notice and is exercising option 2 of 3 one-year options from Feb 1, 2023-Jan 31, 2024
- NWMC Thrift provided 90 days' notice and is exercising option 2 of 3 one-year options, Feb 1, 2023-Jan 31, 2024

Assignments/Assumptions:

- NW Hangars, LLC Amendment/Assignment to Jefferson Co Airport Condo Owners' Assoc. (approved 10/12/22)

Terminated/Expired Agreements:

- **TERMINATED:** Blue Moose Rental Agreement for Outdoor Dining (seasonal)

- **TERMINATED**:- Sail PT Rental Agreement Nomura Building (seasonal), renting again beginning May 1, 2023
- **TERMINATED**: Uptown Dental Clinic Rental Agreement, upstairs office in the PH Duplex (north end)

License & Use Agreements:

- **NEW**: Jumping Mouse, “Turkey Trot”, November 19, 2022, fundraiser run. Start/end point is near the west-end restrooms. Parking at the Park & Ride.
- **TERMINATED**: Jefferson County MRW agreement vacated by tenant 9/30/2022 (early termination)
- **VACATED**: Gatheringplace License Use of area in Nomura Building, 10/31/22

November Rent Increases:

- **CPI Increase (4.6%)**: Shanghai Restaurant, Aurora Aircraft (Tailspin Tommy’s hangar)
- **Market Rate Increase**:
- **Step Increase**: Blue Moose Café

Miscellaneous:

- The Spruce Goose has been listed for sale
- The Port is writing a new lease agreement with Marine Surveys & Assessments for the space Rubicon Yachts currently occupies. MSA will early terminate their lease at the Cupola House
- Writing a lease with PT Sailing Association for floor space & non-exclusive use of the kitchen, both in the Nomura Building
- Working up an Amendment for NW School of Wooden Boatbuilding, adding non-exclusive kitchen use in the Nomura Building
- Writing a rental agreement for small office 2nd floor, north half PH duplex
- Continued discussions with SEA Marine

ATTACHMENTS

1. 2022 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY	NOVEMBER 2022			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ STEP Incr.	REMARKS
Admiral Ship Supply	1,860.13	1/31/2025*	2/1/2023	*One 5-yr option available.
Andersen Machine Shop	281.44	9/30/2027	10/1/2023	Land lease.
Andersen Machine Shop	59.62	Mo/Mo	6/1/2023	228 sf additional land for storage adjacent shop. 30 day notice for rate increases.
Armstrong Consolidated LLC (Washington)	9,041.51	Mo/Mo	30-day notice	30-day notice for rate increases.
Armstrong Consolidated LLC (Washington)	445.83	Mo/Mo	30-day notice	Additional space upstairs.
Armstrong Consolidated LLC (10th St)	3,140.29	8/31/2023*	9/1/2023	*One 1-yr option remains. Assignment of Dave's Mobile Welding Lease.
Armstrong Consolidated LLC (10th St land)	730.08	Mo/Mo	30-day notice	Land rental-ground in front of building.
Blue Moose Café	725.56	10/31/2026*	11/1/2023	*5-yr option available. 24-mo step to market. Step increase.
Cashin, Andrew	201.78	4/30/2023	N/A	6-mo lease- office2D, Nomura Bldg. Sail PT renting seasonally, 5/1/23-10/31/23
Crown Castle (cell tower)	17,928.21/yr	6/30/2025*	6/1/2023	*One 5-yr option remains. Pay one mo in arrears..
Crown Castle - AT&T Sub-Lease	939.12		9/1/2022	Annual lease renewal. 6.5% annual increase 9/2019-9/2022. Pay one mo in arrears.
Eagle Harbor Marine	274.59	Mo/Mo	9/1/2022	Land rental. 30-day notice for rent increases.
EDC Team Jefferson	836.03	Mo/Mo	7/1/2023	2nd floor Nomura Bldg (767 sf). 30--day notice for rent increases.
Ernst R. Baird (Haven Boatworks)	900.88	2/28/2029	3/1/2023	Land lease. Includes 6' x 50' Lumber rack.
Fine Yacht Interiors	1,368.84	5/31/2025*	6/1/2023	*One 3-yr option remains. Exercised 2nd option 6/1/22-5/31/25.
Flye, Todd dba On The Flye	375.47	1/31/2025	2/1/2023	Land lease-temporary structure. No options remain.
Goolden, Leo (Sampson Boat Co)	1,039.36	Mo/Mo	6/1/2023	30-day notice for increases. (M/V Tally Ho project-up to 2 yrs.) MR applied.
Haven Boatworks	1,269.22	Mo/Mo	1/1/2023	Former J&S Bldg., Haines St. 30-day notice for rent increases.
Jefferson County (Commission Bldg)	1,846.38	9/30/2026	10/1/2023	5-yr. 180 day termination notice-either party.
Jeremy Johnson Photography	171.13	Mo/Mo	30-day notice	2nd floor office #2F, Nomura Building.
Jochems Property Mgmt.	326.47	10/31/2026	1/1/2024	Land lease. CPI every two years, next 1/1/2024.
Johnson Fabrication	1,912.54	Mo/Mo	9/1/2023	New mo-mo rental.
Jumping Mouse	100.00 Lic fee	License	11/19/2022	Annual 1-day Turkey Trot/Start/Finish by westend restrooms.
Katz, Alan	906.66	Mo/Mo	30-day notice	Land lease, business w/temporary shelters. Formerly Dave Thompson's space.
Key City Fish Co. (10th Street-seafood mrkt)	1,927.51	8/31/2023	9/1/2023	Seafood market.
Key City Fish Co. (Haines PL-refrigeration)	775.10	11/30/2024*	12/1/2022	*Two 5-yr options available.
Kimmel's Crab Shack	2,267.91	4/30/2049	5/1/2023	Land lease. MR.
NW Maritime Center (Marine Thrift)	614.34	1/31/2024*	2/1/2023	*One-1-yr option remains.
NW School of Wooden BoatBuilding	533.23	6/30/2026*	7/1/2023	*One 5-yr option available. 25% of prevailing rate. Lease supersedes rent agrmnt.
Octopus Gardens Diving	1,011.20	6/30/2026	1/1/2023	24 mo. stepped rent to achieve market rate.
Olympic Boat Transport LLC	51.68	Mo/Mo	2/1/2023	Relocated crane next to Pete's Marine w/new mo-mo agreement, smaller footprint.
Pete Stein & Compass Woodwork	5,282.40	5/31/2026*	12/1/2022	*One 5-yr option available. Amended lease includes Bldg 2 & 3. 18-mo step rent. Paying Bldg 3 dep in full, continuing with stepped dep for Bldg 2.
Pete Stein & Compass Woodwork	98.32	Mo/Mo	30-day notice	40'x8' land & 7'x8' land for equipment.
Pete's Marine Metals	1,565.40	7/31/2023*	8/1/2023	*Two 1-yr options available.
Port Townsend Fuel Dock LLC	650.00	6/30/2024*	N/A	*One 5-yr term remains. 2% flowage fee pays rent. MR applies.
PT Furniture Clinic	616.99	1/31/2024*	2/1/2023	*One 1-yr option remains.
PT Sailing Assoc. - License	431.79/yr	8/31/2023*	N/A	*Zero options remain. Use of land near Octopus Dive for sailing activities. CPI.
PT Sailing Assoc.	119.95	Mo/Mo	9/1/2023	Use of land near Octopus Dive for storage container.
Port Townsend Shipwrights, Inc.	6,307.54	7/31/2050	8/1/2023	Land lease. Market rate incr 8/1/30-every 10 yrs.
PT Rigging	511.33	3/31/2030	4/1/2023	Land lease. 4.6% CPI applied.
Pt Townsend Yacht Club	295.44	2/28/2026	3/1/2027	Land lease.
Revision Marine	2,020.22	12/31/2024	1/1/2023	Bldg/Land lease
Rubicon Yachts, LLC	1,515.00	11/30/2022	N/A	New 1-yr lease, effective December 1, 2021.
Sands, Guy & Kim (PT Brewing Co.)	3,436.78	5/31/2026*	6/1/2023	*Two 5-yr options remain. Bldg & Land.
Sands, Guy & Kim (PT Brewing Co)	162.00	Mo/Mo	10/1/2023	600 sf outdoor dining area.
Scow Bay Boats	521.34	9/30/2023*	10/1/2023	*One 3-yr option. Land lease-temporary structure.
Sea J's Café (Estate of Florence Jevne)	1,119.94	Mo/Mo	6/1/2023	Mo/Mo Building & Land agreement.
Sitewise Design PLLC	160.23	Mo/Mo	6/1/2023	Mo/Mo building agreement for small office 2-H in Nomura Bldg..
Skookum Corporation	915.01	3/31/2026*	4/1/2023	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.
Sunrise Coffee	1,905.19	9/30/2031*	10/1/2023	*Two 5-yr options available. Deposit balance-6 installments.
Takaki, Jennifer (Marina Café)	576.00	12/31/2026	1/1/2023	5-year lease, stepped rent to achieve MR in 18 mos. Deposit in full.
Takaki, Jennifer (Marina Café)	106.92	Mo/Mo	10/1/2023	396 sf outdoor dining ara. CPI applies.
Tree Ring, LLC	130.68	Mo/Mo	3/1/2023	New month/month agreement-small office (2-G) upstairs, Nomura Bldg.
University of WA - Sea Grant	224.64	Mo/Mo	4/1/2023	Office 2-E, Nomura Bldg. Tenancy begins 3/15/22-pro-rated rent.
U. S. Coast Guard	5,570.38	9/30/2023	10/1/2023	Annual lease renewal & step increases.

Point Hudson - PROPERTY	NOVEMBER 2022			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Best Coast Canvas	1,976.94	7/31/2023*	8/1/2023	Armory Bldg. *Exercised 2nd of 3 1-yr options (8/1/22-7/31/23)
Brion Toss Yacht Rigging	887.76	8/31/2024	9/1/2023	Armory Bldg. 5-yr lease, no options.
Brooks, Cindy	37.80	Mo/Mo	N/A	54 sf floor in Armory Bldg thru June to work on wherry for 70/48 race
Commanders Beach House	2,277.52	4/30/2025	5/1/2023	Assignment to D & N Dionne. CPI applied.
Doc's Marina Grill / TNT Restaurants LLC	3,074.53	4/30/2027	5/1/2023	Exercised last 5-yr option 5/1/22-4/30-27. Wants a new 10-yr lease.MR
Fortune Teller Art	374.88	Mo/Mo	8/1/2023	Office #2, Main Bldg., Point Hudson. 30 day notice for increases
GatheringPlace	N/A	7/31/2004	N/A	Southern half of duplex. Leasehold exempt - Non-profit
Hagen Designs	600.77	Mo/Mo	4/1/2023	Archive rm, Main Bldg. Short term. MR applied.
Hanson of Port Townsend Inc.	361.69	5/31/2023*	6/1/2023	Armory Bldg. *Two 1-yr options remain: 6/22 , 6/23, 6/24.
Hudson Point Café	1,584.53	6/30/2025*	7/1/2023	Main Bldg. *One 5-yr option available.
Hudson Point Café Office #10, Main Bldg.	276.14	Mo/Mo	7/1/2023	Main Bldg. Restaurant view office.
Hudson Point Café Office #8	248.53	Mo/Mo	7/1/2023	Main Bldg. Restaurant storage, non-view office.
Hudson Point Café	117.73			Main Bldg - common area fee-restroom cleaning/stocking
Marine Resources Consultants Inc.	514.44	9/30/2024*	10/1/2023	Armory Bldg. *Used last option.
Marine Surveys & Assessments	1,548.94	3/31/2024	4/1/2023	Cupola House. Scheduled step increases.
Mark Kielty Design	276.14	Mo/Mo	8/1/2023	Main Bldg., small view office.
Mark Kielty Design	7.77			PH Main Bldg - common area fee-restroom cleaning/stocking
Northwest Maritime Center	1,399.03	6/30/2051	7/1/2023	Former Landfall site-plan to build 3000 sf classroom.
Northwest Maritime Center (Swan Hotel)	516.00/yr	auto renew	6/1/2024	License-encroachment. MR every 3-yrs. Port may term w/180-day notice
Puget Sound Express	1,106.50	12/31/2025	1/1/2023	No options remain.
Schooner Martha Foundation	756.29	12/31/2024*	1/1/2023	*One 5-yr option available.
SEA Green Partners d/b/a SEA Marine	2,301.15	4/30/2027*	5/1/2023	*One 5-yr option. Armory Bldg-Upstairs sail loft space.
Shanghai Restaurant	2,585.72	10/31/2026	11/1/2023	No options remain.
Shanghai Restaurant	174.90			PH Main Bldg - common area fee-restroom cleaning/stocking
Shannon Partners LLC (SEA Marine)	2,345.28	6/30/2027	7/1/2023	Ground lease for SEA Marine facility.
The Artful Sailor	503.50	11/30/2023*	12/1/2022	Armory Bldg. *One 1-yr options remain.
The Artful Sailor	429.80	Mo/Mo	2/1/2023	Armory Bldg. Expanding shop to include small shop north. of current shop.
U.S. Customs	3,034.75	12/20/2027	GSA determines	Hospital Bldg. Accepted 5-yr option 12/2022 - 12/2027
Washington Dept. of Fish & Wildlife	8,430.97	3/21/2024*	N/A	Hospital Bldg. *One 5-yr option.
Washington Dept. of Fish & Wildlife	1,512.90	Mo/Mo	11/1/2023	Cupola Annex-storage.To be rolled in 3/31/24 with main lease at opt date
Whittiker, LLC	\$ 275.88	Mo/Mo	8/1/2023	Office #1, Main Bldg., Point Hudson. 30 day notice for increases

JCIA - PROPERTY	NOVEMBER 2022			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,108.08	11/20/2045	12/1/2022	Land lease. Hangars 'E' & 'F'.
Aurora Aircraft Maint & Restoration	547.57	10/31/2026*	11/1/2023	*One 5-yr option remains.
Aurora Aircraft Maint & Restoration		12/31/2023	N/A	Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease.
Broderson, Dennis	58.28	2/28/2016	3/1/2023	T-hangar pad LEASE T-403(Q) '22 adopted rate appld (7¢/sf)
Browning, Scott & Lori	100.00/yr	ann. auto renew	8/1/2023	Periodic tree & shrub removal.
Dow Jeffery & Jorja	362.16	12/31/2028	8/1/2023	Land lease. Hangar 'D'.
Eber, Lorenz	60.00	Mo/Mo	1/1/2023	T-hangar pad, #T-404(P)
Erickson, Warren & Karen	173.65	7/26/2057	3/1/2023	Land lease. Hangar '4-B'.
G Hangar Condo Assoc.	560.44	6/9/2047	7/1/2023	Land lease.
Grandy, Richard	174.16	7/26/2057	3/1/2023	Land lease. Hangar '4-A'.
H-Hangar Corp., Inc.	520.95	6/22/2049	7/1/2023	Land lease.
Hangar C Group LLC	518.78	4/30/2053	12/1/2022	Settled 2/25/21: Amend #6: Ext. term.
Hood Canal Aviation LLC/Jim Piper	173.65	7/26/2057	3/1/2023	Land lease. Hangar '4-C'.
JEFFCO Hangar Assoc., Inc.	682.14	11/30/2041	12/1/2022	11,369 sf, hangar site 'I'.
Jeff. Co. Airport Condo Owners Assoc	1,778.99	7/26/2057	3/1/2023	Assignment of NW Hangar's Lease for sites #7 & 8.
K-Hangar Assoc. @ JCIA	530.59	4/25/2049	5/1/2023	Land lease. CPI applied.
L Hangar Condo Assoc @JCIA	612.27	10/31/2048	10/1/2023	Land lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	Site 1-Exer. option by 4/15/24-then rent begins/50-yr lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	Site 3-Exer. option by 4/15/24-then rent begins/50-yr lease.
Lemanski, Tom & Linda	70.00	Mo/Mo	3/1/2023	T-hangar pad, T-405. 2022 adopted rate applied (7¢/sf)
Morrison, Neil/Lark Leasing	174.17	4/30/2053	5/1/2023	Land lease. Hangar 'N-North'. CPI applied.
Morrison, Neil	174.17	4/30/2053	5/1/2023	Land lease. Hangar 'N-South'. CPI applied.
Northrup, Mildred/Hopkins	70.00	Mo/Mo	3/1/2023	T-hangar pad, T-406(M). 2022 adopted rate applied (7¢/sf)
Northwest Custom Hangars, LLC(Ward)	500.00 fee	4/15/2024*	N/A	Site 2-Exer option by 4/15/24-then rent begins/50-yr lease
Port Townsend Aero Museum	395.39	7/31/2052*	5/1/2023	*One 25-yr option. Museum bldg- land lease .
Port Townsend Aero Museum	338.90	7/31/2052*	5/1/2023	*One 25-yr opt. Museum bldg- land lease (expan.). CPI appl.
Port Townsend Aero Museum	582.92	7/31/2052*	5/1/2023	*One-25 yr option. Maintenance bldg- land lease . CPI appl.
Port Townsend Aero Museum	231.78	4/30/2053	5/1/2023	M' Hangar. Separate land lease. CPI applied.
Port Townsend Aero Museum	70.00	Mo/Mo	5/1/2023	T-hangar pad, T-400(S). MR applied.
Port Townsend Aircraft Services	293.09	6/30/2035*	7/1/2023	*Two 10-yr options.
Pratt Sr., David	70.00	Mo/Mo	3/1/2023	T-hangar pad, T-401(N). 2022 adopted rate applied (7¢/sf)
Puget Sound Express-J Hangar Lease	255.81	10/1/2050	10/1/2023	Assignment-Land lease to Puget Sound Express.
Scheall, Daniel	58.28	2/28/2026	3/1/2023	T-hangar pad LEASE T-402(O)'22 adopted rate appld (7¢/sf)
Spruce Goose	228.63	9/30/2029*	10/1/2023	*Two 5-yr options. CPI/MR apply.
Station Prairie	525.00	4/30/2072	5/1/2023	Hangar site pad #5.
Wexman, Scott & Diana Levin	252.48	3/31/2053	4/1/2023	Land lease. Hangar 'O'. 4.6% CPI applied.

PORT OF PORT TOWNSEND LEASE LISTING

QUILCENE - PROPERTY	NOVEMBER 2022			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$ 5,494.92	12/31/2039	1/1/2023	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 515.00	10/31/2027*	11/1/2023	*One 5-yr option. Rent + 106/hrs in-kind labor. Non-exclusive use of deck.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>
Quilcene Village Store	\$ 120.07	Mo/Mo	9/1/2023	Rental of kayak rack & ground it sits on. Mo-to-mo agrmnt.

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

	YTD August 2021	YTD August 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
OPERATING REVENUES						
PTBH - Permanent Moorage	808,040	833,802	25,762		836,318	(2,516)
PTBH - Liveaboard Fee	15,138	12,919	(2,219)		15,352	(2,433)
PTBH - Liveaboard Background Check	60	240	180		-	240
PTBH - Work Float/Lift Pier Usage	11,376	5,510	(5,865)		3,457	2,053
PTBH - Monthly Guest	162,777	192,595	29,818		208,404	(15,809)
PTBH - Nightly Guest	220,874	205,143	(15,731)		220,591	(15,448)
PTBH - Electric	70,122	63,793	(6,328)		74,791	(10,998)
PTBH - Miscellaneous Revenue	15,211	4,843	(10,368)		11,950	(7,107)
PTBH - Showers	6,370	6,186	(184)		6,870	(684)
PTBH - Restroom Key Fobs	140	320	180		3,281	(2,961)
PTBH - Laundry	5,307	5,053	(254)		5,014	39
PTBH - Promotional Sales	230	184	(46)		237	(53)
PTBH - Kayak Racks	54	369	315		-	369
PTBH - Port Labor	1,310	(63)	(1,373)		197	(260)
Boat Haven Moorage	1,317,008	1,330,894	13,886		1,386,462	(55,568)
Yard - 70/75 Ton Hoist Revenue	242,382	258,931	16,549		230,968	27,963
Yard - 70/75 Ton Yard Revenue	648,348	750,961	102,613		554,620	196,341
Yard - 70/75 Ton Yard Enviro Fee	51,771	52,771	1,000		46,277	6,494
Yard - 70/75 Ton Yard Electric	28,682	31,836	3,154		29,648	2,188
Yard - 70/75 Ton Yard Port Labor	4,983	8,883	3,900		3,209	5,674
Yard - 300 Ton Hoist Revenue	147,408	154,909	7,501		151,913	2,996
Yard - 300 Ton Yard Revenue	301,311	310,664	9,353		302,426	8,238
Yard - 300 Ton Yard Enviro Fee	8,589	13,064	4,475		8,200	4,864
Yard - 300 Ton Yard Electric	32,730	32,934	204		34,303	(1,369)
Yard - 300 Ton Yard Port Labor	2,107	6,158	4,052		2,646	3,512
Yard - L/T Storage	50,480	51,077	597		54,000	(2,923)
Yard - Blocking Rent	30,066	36,391	6,325		29,161	7,230
Yard - Off Port Property Tarp Fee	925	-	(925)		900	(900)
Yard - Washdown Revenue	59,536	69,724	10,188		55,551	14,173
Yard - Bilge Water Revenue	878	3,349	2,472		3,166	183
Yard - Liveaboard Fee	2,164	600	(1,564)		2,404	(1,804)
Yard - Enviro Violations & Clean up	1,300	(24)	(1,324)		668	(692)
Yard - Miscellaneous Revenue	-	203	203		1,148	(945)
Yard Operations	1,613,659	1,782,432	168,773		1,511,208	271,224
PTBH Prop - Lease Revenue	490,920	548,055	57,135		510,537	37,518
PTBH Prop - Fuel Dock Lease	13,305	13,081	(224)		13,143	(62)
PTBH Prop - Garbage	17,617	2,569	(15,049)		17,209	(14,640)
PTBH Prop - Water	-	22,188	22,188		-	22,188
PTBH Prop - Stormwater	6,459	6,395	(64)		7,323	(928)
PTBH Prop - Electric	2,951	(298)	(3,249)		3,608	(3,906)
PTBH Prop - Storage Unit Revenue	7,325	8,069	744		7,631	438
PTBH Prop - Miscellaneous	613	375	(238)		-	375
PTBH Prop - Restroom Key Fobs	-	75	75		-	75
Boat Haven Properties	539,190	600,508	61,318		559,451	41,057
Pt Hudson - Permanent Moorage	106,198	103,842	(2,356)		101,142	2,700

The accompanying notes and info. memo are an integral part of this statement.

Summary of Fund Resources Uses, August 2022

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

	YTD August 2021	YTD August 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Pt Hudson - Monthly Guest	74,290	93,298	19,008		70,079	23,219
Pt Hudson - Nightly Guest	202,339	190,355	(11,984)		170,939	19,416
City Pier & Union Wharf Usage	6,290	3,143	(3,148)		5,850	(2,708)
Pt Hudson - Monthly R.V.	46,706	62,714	16,007		47,506	15,208
Pt Hudson - Nightly R.V.	309,767	319,479	9,713		275,503	43,976
Pt Hudson - Kayak Racks	12,280	15,019	2,740		11,309	3,710
Pt Hudson - Electric	22,145	17,040	(5,105)		19,935	(2,895)
Pt Hudson - Reservation Fee	33,350	34,983	1,633		32,981	2,002
Pt Hudson - Liveaboard Fee	5,424	5,381	(43)		5,343	38
Pt Hudson - Liveaboard Backgrnd Ck	120	1,020	900		120	900
Pt Hudson - Showers	4,822	4,678	(144)		4,631	47
Pt Hudson - Laundry	7,910	6,589	(1,321)		6,950	(361)
Pt Hudson - Passenger Fee	9,198	11,334	2,136		11,500	(166)
Pt Hudson - Miscellaneous	1,821	4,028	2,208		850	3,178
Pt Hudson - Promotional Sales	490	1,212	722		480	732
Pt Hudson - Building Leases	280,621	289,215	8,594		285,880	3,335
Pt Hudson - Property Utilities	21,338	27,884	6,545		24,160	3,724
Pt Hudson - Event Facility Rev	949	1,050	101		2,550	(1,500)
Pt Hudson - Parking	16,489	14,526	(1,963)		14,800	(274)
Pt. Hudson Marina, RV & Prop	1,162,546	1,206,789	44,243		1,092,508	114,281
Quilcene - Permanent Moorage	46,315	44,546	(1,769)		39,873	4,673
Quilcene - Liveaboard Fee	2,348	-	(2,348)		-	-
Quilcene - Nightly Moorage	1,605	1,137	(468)		2,240	(1,103)
Quilcene - Showers	1,711	1,562	(149)		2,206	(644)
Quilcene - Electric	3,078	1,988	(1,090)		2,845	(857)
Quilcene - Key Fobs	-	325	325		-	325
Quilcene - Kayak Rack Storage	81	225	144		-	225
Quilcene - Reservations	275	198	(77)		451	(253)
Quilcene - Recreational Ramp Fees	9,713	8,421	(1,292)		9,081	(660)
Quilcene - Commercial Use Fees	2,200	5,030	2,830		1,800	3,230
Quilcene - Miscellaneous Revenue	16	609	593		61	548
Quilcene - Lease Revenue	43,659	46,670	3,011		46,268	402
Quilcene - Water	8,893	7,323	(1,571)		8,552	(1,229)
Quilcene - Empty Trailer Parking	560	300	(260)		560	(260)
Quilcene	120,453	118,334	(2,119)		113,937	4,397
Ramp Fees	38,329	32,966	(5,363)		44,426	(11,460)
PTBH Ramp - Commercial Use Fees	5,682	4,915	(767)		4,900	15
PTBH Ramp - Dinghy Float Revenue	854	1,093	239		917	176
Ramps	44,865	38,974	(5,891)		50,243	(11,269)
JCIA - Lease Revenue	78,576	89,489	10,913		81,952	7,537
JCIA - Hangar Revenue	22,827	25,563	2,735		23,512	2,051
JCIA - Vehicle Parking Revenue	354	800	446		281	519
JCIA - Aircraft Parking	1,005	867	(138)		670	197
JCIA - Fuel Lease Revenue	1,435	1,323	(112)		1,303	20
JCIA - Electric	915	1,220	305		1,041	179
JCIA - Miscellaneous Revenue	5,733	500	(5,233)		900	(400)

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Summary of Fund Resources Uses, August 2022

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

	YTD August 2021	YTD August 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
JCIA	110,845	119,762	8,916		109,659	10,103
(Incr.)/Decr. In Accounts Receivable	(15,115)	130,485	145,600		-	130,485
Total Operating Revenues	4,893,452	5,328,177	434,726	a	4,823,468	504,709
OPERATING EXPENDITURES						
Salaries & Wages	1,552,284	1,760,877	208,592		1,788,572	(27,695)
Payroll Taxes	158,858	185,942	27,084		191,789	(5,847)
Employee Benefits	549,191	551,924	2,734		602,545	(50,621)
Uniform Expense	3,860	12,432	8,572		6,589	5,843
Contract Services	171,779	164,143	(7,637)		198,737	(34,594)
Legal & Auditing	58,217	43,473	(14,745)		36,247	7,226
Insurance	279,200	436,442	157,242		410,000	26,442
Computer Supplies	14,882	18,061	3,179		8,164	9,897
Operating Supplies	51,526	82,125	30,599		59,114	23,011
Enviro Materials/Supplies	36,756	9,987	(26,769)		11,009	(1,022)
Tarp Pool Expense	18,956	20,788	1,832		17,000	3,788
Empl Recog/Relations	1,907	6,960	5,053		1,850	5,110
Postage	3,003	4,428	1,425		3,180	1,248
Janitorial Supplies	17,709	14,195	(3,514)		19,986	(5,791)
Fuel & Lubricants	24,162	41,928	17,765		21,728	20,200
Permits & Licenses	2,989	5,621	2,632		4,150	1,471
Equipment Rental	6,407	47,143	40,736		19,560	27,583
Claims & Damages	-	8,334	8,334		757	7,577
Membership & Dues	17,917	17,206	(711)		32,604	(15,398)
Bank Charges	89,698	119,452	29,754		89,498	29,954
Excise Tax	19,361	16,959	(2,402)		13,137	3,822
Miscellaneous Expense	3,122	1,021	(2,102)		1,743	(722)
Repair & Maintenance Supplies	155,231	221,241	66,010		83,409	137,832
Facilities & Operations	463,626	635,448	171,822		386,889	248,559
Utilities	359,896	409,888	49,992		382,554	27,334
Advertising (Legal 2018)	2,923	9,446	6,523		3,292	6,154
Marketing	32,294	27,246	(5,048)		33,665	(6,419)
Promotion	2,637	4,935	2,298		8,200	(3,265)
Marketing	37,854	41,627	3,773		45,157	(3,530)
Economic Development	-	22,500	22,500		22,500	-
Travel & Training	3,770	15,536	11,766		15,807	(271)
Community Relations	3,847	537	(3,310)		3,069	(2,532)
Total Operating Expenditures	3,642,383	4,280,768	638,385	b	4,090,455	190,313
Net Operating Income (Expense)	1,251,068	1,047,409	(203,659)		733,013	314,396
Other Increases in Fund Resources						
Retainage Collected	-	3,472	3,472		-	3,472
Yard Deposits Collected	22,781	2,000	(20,781)		18,110	(16,110)
PTBH Prop Lease Deposits Collected	14,875	14,135	(740)		11,332	2,803
PH Prop Lease Deposits Collected	13,049	8,857	(4,192)		5,336	3,521
JCIA Prop Lease Deposits Collected	3,345	4,086	742		-	4,086

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Summary of Fund Resources Uses, August 2022

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

	YTD August 2021	YTD August 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Quilcene Lease Deposits Collected	-	10	10		-	10
PH Marina/RV Deposits Collected	17,965	(1,455)	(19,420)		22,600	(24,055)
Deposits & Retainage Collected	72,015	31,106	(40,909)		57,378	(26,272)
Sales Tax Collected	66,771	71,190	4,419		49,828	21,362
Leasehold Tax Collected	381,736	408,209	26,473		385,288	22,921
Hotel/Motel Tax Collected	6,565	5,276	(1,289)		5,630	(354)
Taxes Collected	455,073	484,675	29,602		440,746	43,929
Grants - FAA	37,546	-	(37,546)		-	-
Grants - Fed. Indirect - RCO	-	13,625	13,625		-	13,625
Grants - WSDOT - JCIA	105	-	(105)		2,500	(2,500)
Grants - WA State & Jeff Co	68,198	85,887	17,689		-	85,887
Capital Contributions/Grants	105,849	99,512	(6,338)		2,500	97,012
Debt Proceeds - Line of Credit	-	-	-		-	-
ARRA Bond Interest Subsidy	32,951	16,476	(16,476)		16,000	476
Investment Interest	2,217	37,132	34,914		1,688	35,444
Interest	35,169	53,607	18,439		17,688	35,919
Operating Tax Levy	620,379	632,732	12,353		632,472	260
IDD Tax Levy	993,604	1,640,641	647,037		1,581,857	58,784
State Forest Revenues	2,816	14,372	11,556		7,000	7,372
State Timber Excise Tax	20,592	25,586	4,994		18,000	7,586
Leasehold Excise Tax	7,797	8,500	702		6,342	2,158
Property & other taxes	1,645,189	2,321,831	676,642		2,245,671	76,160
Finance Charges	13,097	49,182	36,085		12,053	37,129
Other Non-Operating Revenues	3,364	24,988	21,624		680	24,308
Misc Other Incr. in Fund Resources	16,461	74,169	57,709		12,733	61,436
Total Other Incr. in Fund Resources	2,329,755	3,064,900	735,145	c	2,776,716	288,184
Other Decr. In Fund Resources						
Retainage Paid	3,906	1,970	(1,937)		1,000	970
Yard Deposits Refunded	3,080	61,922	58,842		16,000	45,922
PTBH Prop Lease Deposits Returned	10,945	20,994	10,048		5,000	15,994
PH Prop Lease Deposits Returned	2,886	1,566	(1,320)		1,061	505
Deposits & Retainage Paid	20,818	86,451	65,633		23,061	63,390
Sales Tax Remitted	59,597	59,410	(187)		43,094	16,316
Leasehold Tax Remitted	432,146	462,289	30,143		431,555	30,734
Hotel/Motel Tax Remitted	5,254	4,956	(299)		5,270	(314)
Taxes Remitted	496,997	526,654	29,657		479,919	46,735
Interest Pmt - 2010 LTGO Bond	87,719	80,744	(6,975)		80,744	-
Principal Pmt - 2015 LTGO Rfdg Bond	475,000	490,000	15,000		490,000	-
Interest Exp - 2015 LTGO Rfdg Bond	37,725	30,600	(7,125)		30,600	-
Principal Pmt - 2020 Line of Credit	250,000	-	(250,000)		-	-
Interest Exp - 2020 Line of Credit	1,565	-	(1,565)		-	-
Debt Principal & Interest	852,009	601,344	(250,665)		601,344	-
Bond Management Fees	-	241	241		500	(259)
Bond Issue Costs	9,300	-	(9,300)		-	-
Investment Fees	120	586	466		320	266
Other Non-Oper Exp	49,795	42,288	(7,507)		-	42,288

The accompanying notes and info. memo are an integral part of this statement.

Summary of Fund Resources Uses, August 2022

Port of Port Townsend

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

	YTD August 2021	YTD August 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Debt Mgmt, Issuance & Misc Exp	59,215	43,116	(16,100)		820	42,296
Election Expense	-	17,561	17,561		2,000	15,561
Total Other Decr. In Fund Resources	1,429,040	1,275,126	(153,914)	d	1,107,144	167,982
Net Incr./(Decr.) in Fund Resources	900,716	1,789,775	889,059		1,669,572	120,202
Net Income (Expense)	2,151,784	2,837,184	685,400	e	2,402,585	434,598