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**Commission Meeting
1st Monthly Meeting Agenda
Wednesday, January 11, 2023, 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**

**Via <https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651,
Password: 911887**

This meeting will only be accessible remotely, as per Governor's Proclamation 20-28.

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments 3
- IV. Consent Agenda
 - A. Approval of Workshop & Business Meeting Minutes from December 14, 2022 4-10
 - B. Approval & Ratification of Warrants 11-39
 - C. Authorization for Sale of Abandoned Vessels – Resolution 784-23
Solarity (Ehart) and Arrow Post (Rosinbaum)..... 40-43
 - D. Marine Surveys and Assessments (MSA) 2601 Wash St. Building Lease 44-63
 - E. Ratify and Confirm Emergency Order 2022-03 waiving competitive bidding requirements and authorizing the Executive Director to award of all necessary contracts to address this emergency..... 64-66
- V. Second Reading ~ none
- VI. First Reading ~ none
- VII. Regular Business
 - A. October Year-to-Date Financials..... 67-72
 - B. 2023 Organizational Topics..... 73-96
 - 1. Election of Commission Officers
 - 2. Committee Assignments
 - 3. Resolution 770-22 Commission Meeting Procedures
 - 4. Resolution 785-23 Readopting Commission Meeting Procedures
 - 5. Resolution 785-23 Exhibit, Appendix A
 - 6. Resolution 786-23 Delegation of Management Authority
 - 7. Commission Annual Retreat
 - C. Short's Family Farm

D. Point Hudson Jetty Update	
VIII. Recess to a Meeting of the Industrial Development Corporation of the Port of Port Townsend.	
A. Agenda	97
B. Election of Year 2023 IDC Officers	
C. Approval of January 11, 2022, IDC Minutes	98
D. Review of IDC financial statement for 2022	99-100
IX. Staff Comments	
X. Commissioner Comments	
XI. Next Meetings are Special Business Meeting on Tuesday, January 17, 6 p.m. on the Short's Family Farm and Regular Business Meeting on Wednesday, January 25, 2022; 5:30 p.m.	
XII. Executive Session	
XIII. Adjournment	
<u>Informational Items</u>	
• October 2022 Detailed Financials	102-106
• Port Contracts Update	107
• Port Lease Brief	108
• City Final Draft Report Sea Level Rise and Coastal Flooding Risk Assessment	114-149

Joanna Sanders

From: Haley Olson-Wailand <dharमारidge@gmail.com>
Sent: Thursday, January 5, 2023 7:15 AM
To: Public Comments
Subject: Short Family Farm

Hello Port Commission,

My name is Zach Wailand from Dharma Ridge farm. My family and I farm at the Boulton farm in Quilcene and Glendale farm in Chimacum. We currently manage about 120 acres between the farms with 70-80 in organic produce. The produce is sold through two distribution companies which each pick up three times a week from June through November.

We are potentially looking to expand our operations in Chimacum and would be interested in land lease opportunities at the Short farm. We also haul all our product grown in Chimacum back to our home farm in Quilcene where we have our cooling and shipping facility with semi truck access. The potential of the Port developing the Short farm to have this capability is something that we would be excited to be included in the conversation about. Feel free to contact me about any follow up.

Thanks, Zach Wailand

360-302-0143

Info@dharमारidgefarm.com

Sent from my iPhone

PORT COMMISSION PUBLIC WORKSHOP – December 14, 2022

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

Present:

- Commissioner Petranek
- Commissioner Hasse
- Commissioner Hanke
- Executive Director Berg
- Operation Manager Sparks
- Recorder Sanders

I. CALL TO ORDER: (Rec. 00:00:17)

Commissioner Petranek opened the Workshop at 9:35 a.m.

II. AGENDA: (Rec. 00:00:45)

Strategic Planning Stakeholder Committee update

Deputy Director Toews briefed the Commission on assembling a citizen's advisory committee to review and refresh the strategic plan. Meeting in early 2023, the Committee would be comprised of represented interests: marine trades, moorage tenants, airport tenants, nonprofits, maritime education, environmental issues, and City and County jurisdictions. The plan would be presented to the Commission in March and include a community open house to describe the process, work of the committee, including a report out to the Commission in early April for plan adoption.

Commissioners suggested additional representation for community buy-in and to create Port ambassadors when there are more difficult decisions to make. Ideas included Coast Seafood, Nomura building tenants, promoters of the marine trades, Northwest School of Wooden Boatbuilding, Economic Development Council, School District, Northwest Maritime Center and the Marine Resources committee.

Staff spoke about the intent to keep the group small enough for an in-depth review. Public participation and input would be welcome when it comes forward for the Commission resembling the process used for Quilcene meetings.

Short's Family Farm

Executive Director Berg gave a presentation with background, including the Short Family's interest in selling the farm. The Port's interest has been to investigate its involvement in a possible purchase. He explained some of the complexities with the site. An ADESA Phase I site assessment report was also distributed. An appraiser report would also soon be available. There is a potential commission meeting/decision at the end of January.

Eric Kingfisher of the Jefferson Land Trust explained the purpose of the land trust and its preservation mission as well as how conservation easement works in the property values which can affect the appraisal. He reviewed how the conservation easement is structured and

explained prohibited uses. He agreed to attend and help create a list of the potential community partners who might be interested in attending that January 17 meeting.

At 11:17 a.m., the Port recessed into executive session for ten minutes with no action to follow pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

At 11:28 a.m., the commission came back into open session and adjourned the meeting.

III. ADJOURNMENT: (Rec. 00:50:00)

The Workshop adjourned at 11:28 a.m.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Secretary

Carol Hasse, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, December 14, 2022

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

Present: Commissioners Hasse, Hanke, and Petranek
 Executive Director Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Berg
 Director of Capital Projects & Port Engineer Klontz
 Lease and Contracts Administrator Nelson
 Attorney Seth Woolson
 Harbormaster Kristian Ferrero
 Port Recorder Sanders

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

II. APPROVAL OF AGENDA (Rec. 00:01:09)

The agenda was amended by unanimous consent with changes as follows: removal from the consent agenda to regular business of Item G. Resolution #783-22 Authorizing Executive Director to Execute all Documents Necessary to Complete the first phase of Healthier Together Planning Process. Added to the consent agenda from regular business was Item C. Personal Services Agreement for Government Relations Consulting (State/Federal Policy Priorities & Funding). Also added to regular business was Declaration of Emergency – Point Hudson Marina & RV Park Bulkhead and Shoreline Damage.

III. PUBLIC COMMENTS (Rec. 00:04:43)

The following written comment was received as follows:

Roger Sorenson spoke about facility needs at Herb Beck marina.

IV. CONSENT AGENDA (Rec. 00:05:49)

- A. Approval of Regular Business Meeting Minutes from November 22, 2022
- B. Approval & Ratification of Warrants and Wire Transfer Approval
 - Warrant #064676 in the amount of \$156.15 and 065776 in the amount of \$6,250 are declared void
 - Warrant #066035 through #066050 and Electronic Payments in the total amount of \$200,971.51
 - Warrant #066051 through #066131 in the amount of \$159,428.37
 - Wire Approval for Orion Marine Contractor's Pay Estimate #03 in the amount of \$1,189,677.15
- C. Northwest School of Wooden Boatbuilding (NWSWB) Lease Amendment No. 1
- D. Port Townsend Sailing Association Lease Agreement
- E. Resolution #781-22 Authorizing the Sale of Vessel – *Gannett*

- F. Interagency Agreement for San Juan and F Street Environmental Categorization and Clean Up
- G. Personal Services Agreement for Government Relations Consulting (State/Federal Policy Priorities & Funding)
- H. Resolution #782-22 Establishing a Multi-Government Process for Collaborating on Issues of Mutual Importance (Intergovernmental Collaborative Group)

Commissioner Hanke moved to approve the Consent Agenda as revised above. There were questions about the scope of work for the Port as part of the Department of Ecology on Item F., the Interagency Agreement for the San Juan property. Executive Director Berg spoke about the potential for long-term involvement. No Port physical work would be involved beyond consultant management. Motion was approved by unanimous consent.

V. SECOND READING ~

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (Rec. 00:11:32)

A. September 2022 YTD Financial Report

Director of Finance and Administration Berg gave a briefing on the report. She reviewed capital purchases and the comparative financial statement. Operating revenues are strong compared to last year and compared to budget. Expenditures are up about \$700,000 when compared to 2021 most of which falls into the categories of facility and operations; less than half of that is the increase when comparing to budget.

Commissioners: There was discussion of garbage and recycling services and the inappropriate uses of codes and fobs for these facilities. Regarding operating revenues, it appears Point Hudson is down from the previous year, as expected due to the jetty project. Staff also responded to questions about impacts due to peak/unprecedented use at the Point Hudson RV Park. Noting that expenses are high, there was a question of raising rates now for tenants as well as increasing the amount of electricity with a micro grid or solar power. Director Berg noted that electricity charges are borne by tenants versus the Port.

B. Delegation of Authority and Meeting Procedures Updates (Rec. 00:26:52)

Executive Director Berg noted the intent is to solicit from the Commission any changes before the first meeting in January. Aside from a few changes in delegation, no additional changes were proposed.

Commissioners: There was discussion of whether the “two touch” system is needed with first reading and second reading when minimally used and about Meeting Procedures Item II Rules on Transaction of Business. Number 5, says the lease may not be renewed or otherwise extended beyond three years without Commission approval. A suggestion was to change to “lease may be renewed or extended.” Staff noted the language helps address lessee needs in special circumstances such as economic uncertainty. This is an opportunity

and tool for informed staff to exercise judgment and use discretion. There was no further discussion.

- C. Resolution #783-22 Authorizing Executive Director to Execute All Documents Necessary to Complete the First Phase of Healthier Today Planning Process (Rec. 00:38:20)

Commissioners: Questions related to the number of expected phases and what the commitment involves. If voters are asked for facility funding, then it might have the best chance of success if the discussion is held with the Intergovernmental Collaborative Group (ICG) versus at each jurisdiction.

Executive Director Berg responded the Port commitment is \$5,000 through the design phase. The Commission would need to approve future phases. The City is leading the process and the ICG would likely be involved at a later date.

Commissioner Hanke moved to approve Resolution #783-22 Authorizing the Executive Director to Execute all Documents Necessary to Complete the First Phase of the Healthier Together Planning Process. Motion carried.

- D. IDD Levy Financial Report, YTD Qtr. 3, 2022 (Rec. 00:48:35)

Director of Finance and Administration Berg gave the staff report using the informational memorandum and report.

Commissioners: There was discussion about what the future commitments were for IDD money, and staff responded that the 5-Year Capital Improvement Program would be the accompanying reference for that information, and that this document shows the current year's budget with the actual activity on each project. It was suggested that a summary of the amounts budgeted in the 5-Year Capital Program might be added to these quarterly IDD reports. It was noted that staff makes adjustments to the budget if projects are not completed in the year originally budgeted.

- E. Point Hudson Jetty Update (Rec. 00:58:42)

Capital Projects Director and Port Engineer Matt Klontz reported 90 percent of the bedding stone has now been replaced. Getting an even distribution of the rocks is challenging. The contractor is on schedule.

- F. Declaration of Emergency – Point Hudson Marina & RV Park Bulkhead and Shoreline Damage (Rec. 01:03:35)

Executive Director Berg gave the staff report and asked the Commission to ratify the decision in the emergency declaration. He reviewed the damage: inside the marina, logs have fallen, at the RV point there has been undermining of the beach, sand and silt have deposited into the marina, and there has also been significant undermining of the rotary centennial trail. When asked if the current jetty project modified the shoreline, Berg said staff may be monitoring more closely. There was discussion about impacts to the shoreline by the huge sharp breaking waves of large vessel traffic in the shipping lanes. It was noted

there is no shoreline armoring in the Port, but hard armoring to the north might have the effects on other areas of wave scouring. Phase I is related to the disaster that this damage caused and advising on the after-storm event. Soft armoring might be a treatment at Point Hudson.

Commissioner Hanke moved to ratify and confirm Emergency Order 2022-02 waving competitive bidding requirements and authorizing the Executive Director to award of all necessary contracts to address this emergency. Motion carried.

IX. STAFF COMMENTS (Rec. 01:15:10)

Executive Director Berg reported that the movie on the Marine Trades in the Boat Yard shown at WPPA is posted on the Port's Facebook page and would work to get it on the Port's website. The Commission is invited to the Port's annual staff luncheon on Dec. 22 at noon.

Director of Capital Projects & Port Engineer Klontz is negotiating a scope of work with SCJ Alliance, and it would come before the Commission in January.

Lease and Contracts Administrator Nelson reported that leases were approved. Marine Surveys and Associates will be moving into the Rubicon space, following a lease approval set for the next meeting. She is also working on CPI and market rate increases to tenants. Meeting with Shipwrights Co-op to expand their property. Admiral Ship Supply may consider relocating their business.

Harbormaster Ferrero reported that staff is reviewing rules and regulations for the Port to clarify their general understanding on how they work. Alternatives may be proposed to the Commission after the first of the year. The Port is encouraging port moorage tenants to put holiday lights on their vessels.

X. COMMISSIONER COMMENTS (Rec. 01:22:12)

Commissioner Hasse reported on the Commission's attendance at last week's WPPA Annual conference in Tacoma. There was much Commission pride in Executive Director Berg's report. Referring to the WPPA Port Maintenance and Management Guide, it was recommended the Commission review one chapter a month ahead of each meeting as part of its meeting or workshop agenda.

Commissioner Hanke noted attending a session at the WPPA conference about the importance of emergency preparedness planning. A draft plan from Skagit can be referenced. In 2023, Labor and Industries review of Port operations is possible. Question about whether the Port expects an early reopening of Point Hudson.

Commissioner Petranek noted there is field safety and tenants assisting in emergency response. The Port's report at WPPA was excellent. The next hazardous waste collection event is scheduled for January 20. She was approached by the new Maritime Academy teacher Kara Jordan regarding interest in a Port tour. A marine trades member is interested in Chimacum High School students participating in a tour of the boatyard.

XI. Next Public Workshop & Regular Business Meeting (Rec. 01:36:15)

Workshop at 9:30 a.m. and Regular Business Meeting at 1 p.m. on Wednesday, January 11, 2023.

XII. EXECUTIVE SESSION (Rec. 01:36:30)

At 2:36 p.m. the Commission recessed into executive session pursuant to RCW 42.30.110(1)(c) to discuss the lease of port property and the lease rate, approximately 30 minutes with no action requested.

At 3:10 p.m., Commissioner Petranek extended the executive session for another 30 minutes.

At 3:45 p.m., the meeting came back into open session.

XIII. ADJOURNMENT (Rec. 01:38:38)

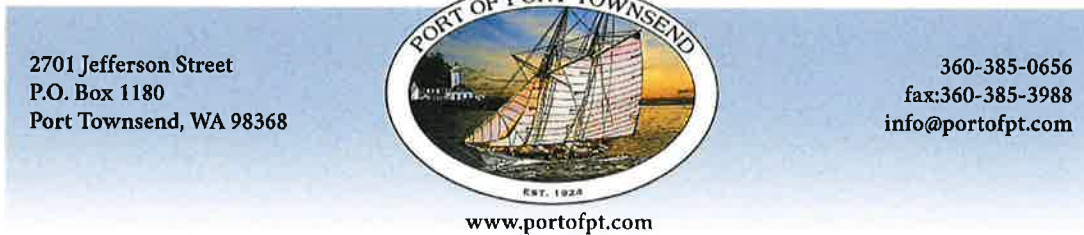
The meeting adjourned at 3:45 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President



WIRE APPROVAL – Jefferson County Treasurer

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 this claim by Orion Marine Contractor's Pay Estimate #04 is approved for payment in the amount of **\$1,346,260.82** on this **11th** day of **January, 2023**.

For: **Point Hudson North Jetty Construction Work**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration



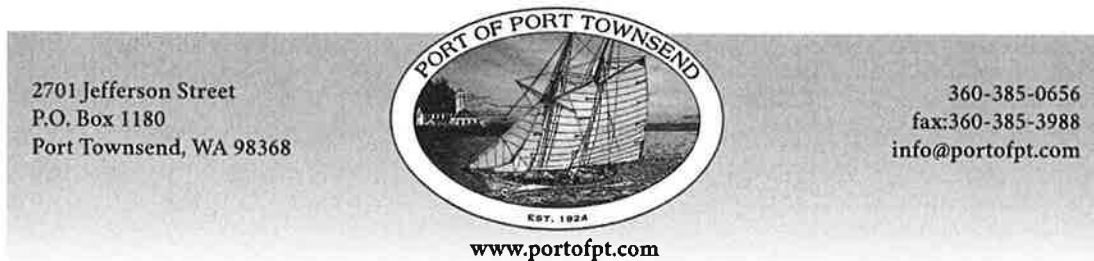
Internal Memo

To: Abigail Berg, Director of Finance
From: Matthew Klontz, Capital Projects Director
Date: 1/04/2023
Re: Pay Estimate No 4: for
 Point Hudson Breakwater Replacement Project
 Port Project No. PH-01-001
 EDA Award No. 07-79-07724

Enclosed is the completed pay estimate for above reference project covering work performed by Orion Marine Contractors from December 1 to December 31, 2022. The amount of this payment is identified below. Please note that Orion has provided a retainage bond in lieu of Port withholding a 5% payment. In other words, no retainage should be withheld. Also, payment to Orion should include payment of WSST.

Base Amount this Pay Estimate:	\$1,233,969.59
Add WSST (9.1%):	\$ 112,291.23
Less Retainage (Bond in Lieu):	\$0
Total Payment this Period:	<u>\$1,346,260.82</u>

Total Prior Payments:	\$3,958,928.48
Total Payment to Date:	\$5,305,189.30



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 066132 through No. 066135 generated on December 15th, 2022 in the amount of \$6,661.03 and Electronic Payment in the amount of \$100,389.20, for a total amount of \$107,050.23 is ratified.

Signed and Authenticated on this 11th day of January, 2023.

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 Warrants No 066136 - 066176 generated on December 22nd, 2022 in the amount of \$99,182.93 is ratified.

Signed and Authenticated on this 11th day of January, 2023.

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
0000066136	12/22/2022	A&A010	A&A Appliance Service Inc			Check Entry Number: 001
			WO-2318	8/26/2022	357.76	357.76
0000066137	12/22/2022	A1C050	A-1 Coupling			Check Entry Number: 001
			K00443-002	12/13/2022	38.65	38.65
0000066138	12/22/2022	ADE050	Adesa, LLC			Check Entry Number: 001
			1122-04	11/28/2022	2,500.00	2,500.00
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			12/5/22 STATEMENT	12/5/2022	8,054.51	8,054.51
0000066140	12/22/2022	BRA065	Peter Braden			Check Entry Number: 001
			REFUND 12/9/22	12/9/2022	50.00	50.00
0000066141	12/22/2022	CEN030	CenturyLink			Check Entry Number: 001
			12/1/22 STATEMENT	12/1/2022	180.00	180.00
0000066142	12/22/2022	CEN035	CenturyLink			Check Entry Number: 001
			12/1/22 STATEMENT	12/1/2022	403.53	403.53
0000066143	12/22/2022	CHI060	Chimacum Grange			Check Entry Number: 001
			1/17/23 RENTAL	12/22/2022	60.00	60.00
0000066144	12/22/2022	CHM030	Chmelik Sitkin & Davis P.S.			Check Entry Number: 001
			11/2022 STATEMENT	12/19/2022	2,040.00	2,040.00
0000066145	12/22/2022	CLA003	Clark Land Office			Check Entry Number: 001
			11/30/22 STATEMENT	11/30/2022	475.00	475.00
0000066146	12/22/2022	COH050	Coho Printing			Check Entry Number: 001
			002180	12/15/2022	56.46	56.46
0000066147	12/22/2022	COW020	Cowling and Co. LLC			Check Entry Number: 001
			761	9/30/2022	651.00	651.00
			795	10/31/2022	2,002.60	2,002.60
			830	11/30/2022	5,348.20	5,348.20
Check 0000066147 Total:					8,001.80	8,001.80
0000066148	12/22/2022	DHE030	DH Environmental, Inc.			Check Entry Number: 001
			10650	12/12/2022	3,125.00	3,125.00
0000066149	12/22/2022	DIR070	DirecTV			Check Entry Number: 001
			075436554X221128.2	11/28/2022	430.75	430.75
0000066150	12/22/2022	GOO002	Good Man Sanitation			Check Entry Number: 001
			11/7/22 STATEMENT	11/7/2022	2,555.42	2,555.42
			12/5/22 STATEMENT	12/5/2022	2,665.13	2,665.13
Check 0000066150 Total:					5,220.55	5,220.55
0000066151	12/22/2022	HAS020	Carol Hasse			Check Entry Number: 001
			12/2022 EXPENSE	12/22/2022	392.36	392.36
0000066152	12/22/2022	HIL075	Hills & Valley Catering			Check Entry Number: 001
			HP1222022.2	12/22/2022	933.02	933.02
0000066153	12/22/2022	INS070	Insight Strategic Partners, LLC			Check Entry Number: 001
			4402	11/30/2022	6,250.00	6,250.00
0000066154	12/22/2022	INT075	International Institute of Municipal Clerks			Check Entry Number: 001
			2023 MEMBERSHIP	12/22/2022	210.00	210.00
0000066155	12/22/2022	KEN010	Kendrick Equipment			Check Entry Number: 001
			U50952	12/5/2022	4,359.11	4,359.11
0000066156	12/22/2022	LIS080	Skriva LLC			Check Entry Number: 001
			0021	12/19/2022	4,125.00	4,125.00
0000066157	12/22/2022	NEL001	Sue Nelson			Check Entry Number: 001
			12/2022 EXPENSE	12/22/2022	80.40	80.40
0000066158	12/22/2022	OES001	OESD 114			Check Entry Number: 001

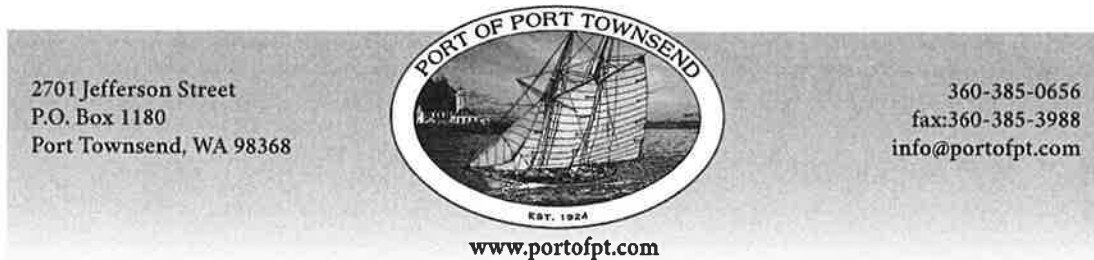
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied Payment Amount
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0000066159	12/22/2022	OLY001	Olympic Equipment Rentals Inc			Check Entry Number: 001
			320439	12/13/2022	201.84	0.00 201.84
0000066160	12/22/2022	OLY003	Olympic Springs, Inc.			Check Entry Number: 001
			11/30/22 STATEMENT	11/30/2022	40.15	0.00 40.15
0000066161	12/22/2022	OLY035	Olympic Peninsula Communications, LLC			Check Entry Number: 001
			28	12/7/2022	1,443.75	0.00 1,443.75
0000066162	12/22/2022	PEN060	Peninsula Pest Control, Inc			Check Entry Number: 001
			63793	11/18/2022	92.74	0.00 92.74
0000066163	12/22/2022	PET020	Peters Marine Services			Check Entry Number: 001
			928924	12/13/2022	334.98	0.00 334.98
0000066164	12/22/2022	PET065	Pam Petranek			Check Entry Number: 001
			10/2022 EXP	12/22/2022	630.68	0.00 630.68
			11/2022 EXP	12/22/2022	171.95	0.00 171.95
			12/2022 EXP	12/22/2022	411.64	0.00 411.64
			2/2022 EXP	12/22/2022	36.27	0.00 36.27
			3/2022 EXP	12/22/2022	29.25	0.00 29.25
			4/2022 EXP	12/22/2022	40.95	0.00 40.95
			5/2022 EXP	12/22/2022	53.82	0.00 53.82
			6/2022 EXP	12/22/2022	13.46	0.00 13.46
			9/2022 EXP	12/22/2022	20.63	0.00 20.63
			Check 0000066164 Total:		1,408.65	0.00 1,408.65
0000066165	12/22/2022	PIN010	Pinnacle Investigations Corp			Check Entry Number: 001
			82544	12/16/2022	70.00	0.00 70.00
0000066166	12/22/2022	PRI001	The Printery			Check Entry Number: 001
			221347	11/30/2022	3,195.70	0.00 3,195.70
0000066167	12/22/2022	PUD001	Pud District #1			Check Entry Number: 001
			12/12/22 STATEMENTS	12/12/2022	30,292.02	0.00 30,292.02
			12/12/22 STMT	12/12/2022	39.80	0.00 39.80
			12/5/22 STATEMENT	12/5/2022	18.92	0.00 18.92
			380 JEFFERSON ST B	12/12/2022	4,570.12	0.00 4,570.12
			Check 0000066167 Total:		34,920.86	0.00 34,920.86
0000066168	12/22/2022	QUI001	Quill Corporation			Check Entry Number: 001
			28559044,2852667	10/24/2022	591.98	0.00 591.98
			28584365,28575549	10/25/2022	208.98	0.00 208.98
			28847902	11/7/2022	104.43	0.00 104.43
			Check 0000066168 Total:		905.39	0.00 905.39
0000066169	12/22/2022	ROS015	Francine Rose			Check Entry Number: 001
			REFUND 12/2/22	12/2/2022	11.00	0.00 11.00
0000066170	12/22/2022	RUB020	Rubicon Yachts LLC			Check Entry Number: 001
			DEPOSIT REFUND	12/22/2022	1,709.53	0.00 1,709.53
0000066171	12/22/2022	SHO010	Shold Excavating Inc			Check Entry Number: 001
			72001	12/14/2022	420.65	0.00 420.65
0000066172	12/22/2022	SNO030	Laura Snodgrass			Check Entry Number: 001
			12/2022 EXP	12/22/2022	183.14	0.00 183.14
0000066173	12/22/2022	SOU055	Sound Publishing, Inc			Check Entry Number: 001
			8085778	11/30/2022	233.00	0.00 233.00
0000066174	12/22/2022	SUN020	Sunrise Coffee			Check Entry Number: 001
			1482,1351,1369	12/22/2022	88.65	0.00 88.65
0000066175	12/22/2022	TER030	Terrapin Architecture PC			Check Entry Number: 001

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
			22-488	12/12/2022	2,167.80	0.00
0000066176	12/22/2022	WAS065	Washington Municipal Clerks Assn.			
			2023 DUES	12/22/2022	100.00	0.00
Report Total:					<u>99,182.93</u>	<u>0.00</u>
						<u>99,182.93</u>

Check Entry Number: 001



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 066177 through No. 066182 generated on December 29th, 2022 in the amount of \$30,548.93 and Electronic Payment in the amount of \$180,547.66, for a total amount of \$211,096.59 is ratified.

Signed and Authenticated on this 11th day of January, 2023.

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 066183 through No. 066236, are approved for payment in the amount of \$80,973.08 on this 11th day of January, 2023.

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
0000066183	1/11/2023	ADL050	Adler Tank Rentals				Check Entry Number: 001
			4632560	12/31/2022	2,334.32	0.00	2,334.32
0000066184	1/11/2023	ALD050	Alden Associates				Check Entry Number: 001
			0075253-IN	12/29/2022	859.71	0.00	859.71
0000066185	1/11/2023	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			12/28/22 STATEMENT	12/28/2022	1,554.85	0.00	1,554.85
0000066186	1/11/2023	BER010	William Berninger				Check Entry Number: 001
			10-12/2022 EXPENSE	12/31/2022	11.25	0.00	11.25
0000066187	1/11/2023	BER045	Eron Berg				Check Entry Number: 001
			12/2022 EXPENSE	12/31/2022	582.95	0.00	582.95
0000066188	1/11/2023	BOY040	Jeffery Boyd				Check Entry Number: 001
			REFUND 12/19/22	12/19/2022	439.15	0.00	439.15
0000066189	1/11/2023	BUR010	Austin Burnett				Check Entry Number: 001
			12/2022 EXPENSE	12/31/2022	300.00	0.00	300.00
0000066190	1/11/2023	CAR006	Carrot-Top Industries				Check Entry Number: 001
			INV107704	6/16/2022	534.48	0.00	534.48
0000066191	1/11/2023	CED005	CED				Check Entry Number: 001
			5948-1030031	12/28/2022	471.31	0.00	471.31
			5948-1030157	12/28/2022	36.00	0.00	36.00
Check 0000066191 Total:					507.31	0.00	507.31
0000066192	1/11/2023	CEN010	Central Welding Supply				Check Entry Number: 001
			PT146592	12/19/2022	131.66	0.00	131.66
0000066193	1/11/2023	CHR010	Amanda Christofferson				Check Entry Number: 001
			REFUND 12/22/22	12/22/2022	103.00	0.00	103.00
0000066194	1/11/2023	CIT001	City Of Port Townsend				Check Entry Number: 001
			12/2022 STATEMENTS	12/31/2022	10,145.87	0.00	10,145.87
0000066195	1/11/2023	COA050	Mott MacDonald				Check Entry Number: 001
			107620-02	12/15/2022	13,523.00	0.00	13,523.00
0000066196	1/11/2023	COO050	Cooper Fuel				Check Entry Number: 001
			1/3/23 STATEMENT	1/3/2023	5,152.98	0.00	5,152.98
0000066197	1/11/2023	DLL010	D L Logos				Check Entry Number: 001
			4198	12/20/2022	60.22	0.00	60.22
0000066198	1/11/2023	EVE010	Brian Eversole				Check Entry Number: 001
			11/2022 EXPENSE	12/31/2022	22.50	0.00	22.50
			12/2022 EXPENSE	12/31/2022	13.81	0.00	13.81
			3/2022 EXPENSE	12/31/2022	10.53	0.00	10.53
			4/2022 EXPENSE	12/31/2022	10.53	0.00	10.53
			5/2022 EXPENSE	12/31/2022	14.92	0.00	14.92
			6/2022 EXPENSE	12/31/2022	10.53	0.00	10.53
			7/2022 EXPENSE	12/31/2022	7.50	0.00	7.50
			8/2022 EXPENSE	12/31/2022	7.50	0.00	7.50
			9/2022 EXPENSE	12/31/2022	15.94	0.00	15.94
Check 0000066198 Total:					113.76	0.00	113.76
0000066199	1/11/2023	FER020	Ferguson Waterworks #3011				Check Entry Number: 001
			1166301	12/27/2022	647.84	0.00	647.84
0000066200	1/11/2023	GAL040	Jacob Gallagher				Check Entry Number: 001
			REFUND 12/29/22	12/29/2022	28.76	0.00	28.76
0000066201	1/11/2023	GIL060	Peter Gillis				Check Entry Number: 001
			REFUND.2 6/2/22	6/2/2022	25.66	0.00	25.66
0000066202	1/11/2023	HAD001	Hadlock Building Supply				Check Entry Number: 001

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	
0000066203	1/11/2023	HEN002	12/25/22 STATEMENT	12/25/2022	400.71	0.00	400.71	
			Henery Hardware					Check Entry Number: 001
			743707	11/28/2022	48.84	0.00	48.84	
			743718	11/28/2022	32.04	0.00	32.04	
			743771	11/29/2022	169.17	0.00	169.17	
			743798	11/29/2022	38.13	0.00	38.13	
			743805	11/29/2022	11.96	0.00	11.96	
			743849	11/30/2022	13.69	0.00	13.69	
			743943	12/1/2022	32.68	0.00	32.68	
			744009	12/2/2022	53.79	0.00	53.79	
			744019	12/2/2022	142.71	0.00	142.71	
			744043	12/2/2022	54.31	0.00	54.31	
			744146	12/5/2022	82.79	0.00	82.79	
			744195	12/6/2022	137.40	0.00	137.40	
			744201	12/6/2022	36.38	0.00	36.38	
			744219	12/6/2022	25.29	0.00	25.29	
			744227	12/6/2022	15.25	0.00	15.25	
			744248	12/6/2022	37.40	0.00	37.40	
			744262	12/6/2022	47.99	0.00	47.99	
			744282	12/7/2022	8.27	0.00	8.27	
			744294	12/7/2022	15.33	0.00	15.33	
			744543	12/12/2022	6.55	0.00	6.55	
			744562	12/12/2022	22.17	0.00	22.17	
			744578	12/12/2022	34.06	0.00	34.06	
			744612	12/13/2022	296.69	0.00	296.69	
			744635	12/13/2022	39.23	0.00	39.23	
			744667	12/14/2022	127.61	0.00	127.61	
			744748	12/15/2022	47.51	0.00	47.51	
			744785	12/16/2022	39.27	0.00	39.27	
			744943	12/19/2022	179.95	0.00	179.95	
			744997	12/20/2022	3.47	0.00	3.47	
Check 0000066203 Total:					1,799.93	0.00	1,799.93	
0000066204	1/11/2023	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001	
			12/25/22 STATEMENT	12/25/2022	307.63	0.00	307.63	
0000066205	1/11/2023	KEN010	Kendrick Equipment				Check Entry Number: 001	
			U51003	12/13/2022	6,898.50	0.00	6,898.50	
0000066206	1/11/2023	KER040	Jane Kerkorian				Check Entry Number: 001	
			REFUND 12/28/2022	12/28/2022	460.40	0.00	460.40	
0000066207	1/11/2023	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001	
			12/31/22 STATEMENTS	12/31/2022	13,678.00	0.00	13,678.00	
0000066208	1/11/2023	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001	
			319252	11/23/2022	117.80	0.00	117.80	
0000066209	1/11/2023	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001	
			722488699	12/16/2022	334.27	0.00	334.27	
			723166468	12/21/2022	1,556.86	0.00	1,556.86	
Check 0000066209 Total:					1,891.13	0.00	1,891.13	
0000066210	1/11/2023	PAP020	Pape Machinery				Check Entry Number: 001	
			14104041	12/13/2022	465.77	0.00	465.77	
0000066211	1/11/2023	PAT040	John Pate				Check Entry Number: 001	
			REFUND 12/19/22	12/19/2022	152.16	0.00	152.16	

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
0000066212	1/11/2023	PET025	Petrack Lock & Safe				Check Entry Number: 001
			21185	12/29/2022	83.00	0.00	83.00
			2184	12/29/2022	142.79	0.00	142.79
			Check 0000066212 Total:		225.79	0.00	225.79
0000066213	1/11/2023	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			82698	12/31/2022	74.50	0.00	74.50
0000066214	1/11/2023	PUD001	Pud District #1				Check Entry Number: 001
			12/19/22 STMT	12/19/2022	39.80	0.00	39.80
			12/27/22 STATEMENT	12/27/2022	456.63	0.00	456.63
			12/27/22 STMT	12/27/2022	550.00	0.00	550.00
			Check 0000066214 Total:		1,046.43	0.00	1,046.43
0000066215	1/11/2023	QUE030	Queensboro Shirt Co				Check Entry Number: 001
			1955893	2/27/2020	215.73	0.00	215.73
			2105254	2/17/2021	426.40	0.00	426.40
			2105255	2/17/2021	87.80	0.00	87.80
			2242849	12/23/2021	249.34	0.00	249.34
			Check 0000066215 Total:		979.27	0.00	979.27
0000066216	1/11/2023	QUI001	Quill Corporation				Check Entry Number: 001
			29631749	12/15/2022	249.47	0.00	249.47
0000066217	1/11/2023	ROL010	Aubri Rollins				Check Entry Number: 001
			12/2022 EXPENSE	12/31/2022	33.75	0.00	33.75
0000066218	1/11/2023	RYA040	Jason Ryan				Check Entry Number: 001
			REFUND 12/19/22	12/19/2022	759.64	0.00	759.64
0000066219	1/11/2023	SAF001	Safeway, Inc.				Check Entry Number: 001
			12/21/22 STATEMENT	12/21/2022	2,519.76	0.00	2,519.76
0000066220	1/11/2023	SEI040	Kelsey Seiler				Check Entry Number: 001
			12/2022 EXPENSE	12/31/2022	225.81	0.00	225.81
0000066221	1/11/2023	SHE060	Nathan Sherwood				Check Entry Number: 001
			12/2022 EXPENSE	12/31/2022	341.30	0.00	341.30
0000066222	1/11/2023	SHO010	Shold Excavating Inc				Check Entry Number: 001
			72126	12/21/2022	689.18	0.00	689.18
0000066223	1/11/2023	TAY040	Justin Taylor				Check Entry Number: 001
			12/2022 EXPENSE	12/31/2022	100.71	0.00	100.71
0000066224	1/11/2023	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			22-08174	12/20/2022	110.00	0.00	110.00
0000066225	1/11/2023	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9923051617	12/15/2022	558.96	0.00	558.96
0000066226	1/11/2023	WAS003	Washington Public Ports Assn.				Check Entry Number: 001
			022-717	12/21/2022	2,975.00	0.00	2,975.00
0000066227	1/11/2023	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0009898	12/23/2022	157.52	0.00	157.52
0000066228	1/11/2023	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			12/24/22 STMT	12/24/2022	1,761.70	0.00	1,761.70
0000066229	1/11/2023	WOL010	Bertram Wolpin				Check Entry Number: 001
			12/2022 EXPENSE	12/31/2022	431.25	0.00	431.25
			Report Total:		76,468.84	0.00	76,468.84

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
0000066230	1/11/2023	GUA080	Guardian Security Systems, Inc.			Check Entry Number: 001
			1321604	1/1/2023	162.01	162.01
			1321605	1/1/2023	114.56	114.56
			1321606	1/1/2023	130.92	130.92
			1321607	1/1/2023	545.50	545.50
			1321608	1/1/2023	196.38	196.38
Check 0000066230 Total:					1,149.37	0.00 1,149.37
0000066231	1/11/2023	HRA030	HRA VEBA Trust			Check Entry Number: 001
			DEC 2022	1/11/2023	812.42	812.42
0000066232	1/11/2023	NOR010	Northwest Yachting Magazine			Check Entry Number: 001
			80789	1/1/2023	1,102.00	1,102.00
0000066233	1/11/2023	PAC006	Pacific Coast Congress			Check Entry Number: 001
			2013339	12/16/2022	265.00	265.00
0000066234	1/11/2023	SNE020	S-Net Communications			Check Entry Number: 001
			156331	1/1/2023	577.45	577.45
0000066235	1/11/2023	WA0126	Washington State Bar Association			Check Entry Number: 001
			E BERG 2023	1/1/2023	478.00	478.00
0000066236	1/11/2023	WAM010	WAMA			Check Entry Number: 002
			02274	1/1/2023	120.00	120.00
Report Total:					4,504.24	0.00 4,504.24



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 066237 generated on January 6th, 2023 in the amount of \$1,844.20 is ratified.

Signed and Authenticated on this 11th day of January, 2023.

For: **Accounts Payable**

Commissioner Pam Petranek

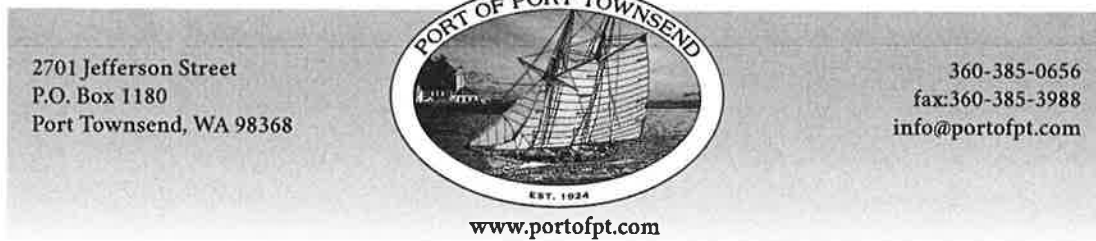
Commissioner Carol Hasse

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
0000066237	1/6/2023	CIT010	City of Port Townsend EST-23-0003	1/6/2023	1,844.20	0.00	1,844.20
				Report Total:	1,844.20	0.00	1,844.20
				Check Entry Number: 001			



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. 066066 in the amount of \$861.50 is declared void on this on this 11th day of January, 2023.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Manual Check and Payment Register

Journal Posting Date: 12/14/2022

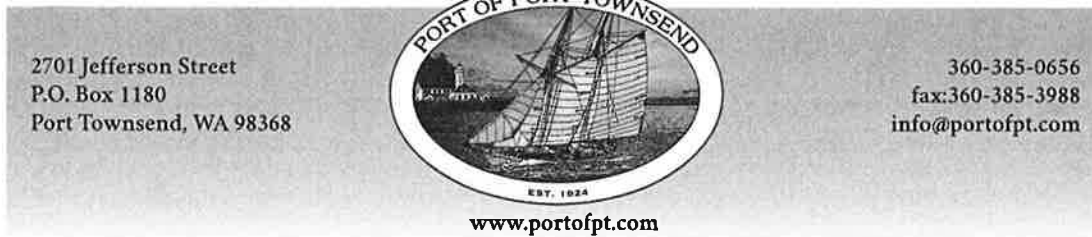
Register Number: MC-000309

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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
0000066066	REV 12/14/2022	DIR070	DirecTV			861.50-
Check Comment: Overpayment						
CK000006606601						
	12/14/2022		861.50-	0.00		
G/L Account: 761-8900-19			UTILITIES - CABLE/IT SVCE:P. H. MARINA & RV		861.50-	
Bank W Total:			861.50-	0.00	861.50-	861.50-
Report Total:			861.50-	0.00	861.50-	861.50-



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. **066113** in the amount of **\$3,583.23** is declared **void** on this on this **11th** day of **January, 2023**.

For: **Accounts Payable**

Commissioner Pam Petranek

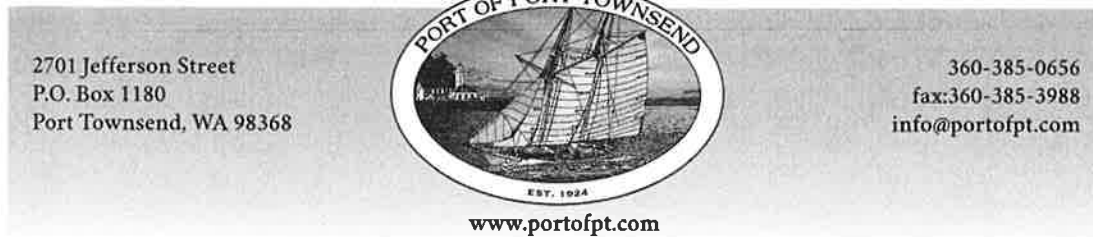
Commissioner Carol Hasse

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	
0000066113 CK000006611301	REV 12/14/2022	RUB020	Rubicon Yachts LLC			3,583.23-	
	12/14/2022		3,583.23-	0.00			
G/L Account: 582-1000-17			PTBH PROP LEASE DEPOSITS RETURNED		3,583.23-		
Bank W Total:			3,583.23-	0.00	3,583.23-	3,583.23-	
Report Total:			3,583.23-	0.00	3,583.23-	3,583.23-	



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. 065379 in the amount of \$25.66 is declared void on this on this 11th day of January, 2023.

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
0000065379	REV 6/22/2022	GIL060			
Check Comment: Lost Warrant					25.66-
CK000006537901					
	6/22/2022	25.66-	0.00		
G/L Account:	101-0175-00	CASH - KITSAP BANK		25.66-	
	Bank W Total:	25.66-	0.00	25.66-	25.66-
	Report Total:	25.66-	0.00	25.66-	25.66-



ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$22,883.60 is ratified.**

Signed and Authenticated on this **11th** day of **January, 2023.**

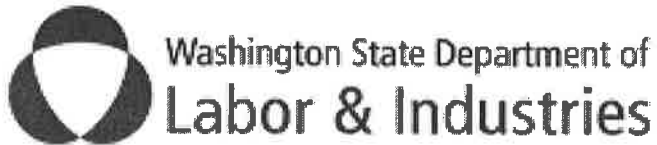
For: Washington State Department of Labor & Industries
4th Quarter Tax Return for *October - December, 2022* in the amount of
\$22,883.60

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration



Quarterly Report
 Submit Date: 1/4/2023
 Confirmation Number: 9280918

Quarterly Report

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

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

Account Manager: KEITH CURTISS
 4th Quarter: 10/1/2022 - 12/31/2022

Volunteer Reporting

Class Code	Nature of Work	Number of New Volunteers Reported			
6901-00	Volunteers-Excl Law Enf Offers	1			

Class Code	Nature of Work	Gross Payroll	Worker Hours	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$420,026.00	10,773	2.0342	\$21,914.44
5306-07	Counties/Tax Dist Adm/CI Offc	\$240,737.00	3,760	0.2518	\$946.77
6901-00	Volunteers-Excl Law Enf Offers	\$0.00	290	0.0772	\$22.39
Total of Premiums:					\$22,883.60
Grand Total:					\$22,883.60

Preparer's Information

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

Payment Information

Method of Payment: eCheck
 Payment Amount: \$22,883.60
 Bank Routing Information: 125102906
 Bank Account Information: XXXXXXXXXXXXX5811
 Bank Account Type: BusinessChecking
 Scheduled Payment Date: 1/4/2023

2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



360-385-0656
fax:360-385-3988
info@portofpt.com

www.portofpt.com

ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$2,792.30 is ratified.**

Signed and Authenticated on this 11th day of January, 2023.

For: Washington State, Employment Security Department for
WA State Paid Family Medical Leave – for ***Qtr 4, 2022*** in the amount of
\$2,792.30

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Donna Frary

From: do_not_reply@esd.wa.gov
Sent: Wednesday, January 4, 2023 3:32 PM
To: Donna Frary
Subject: Payment Confirmation

Thank you for your recent payment to Paid Family & Medical Leave.

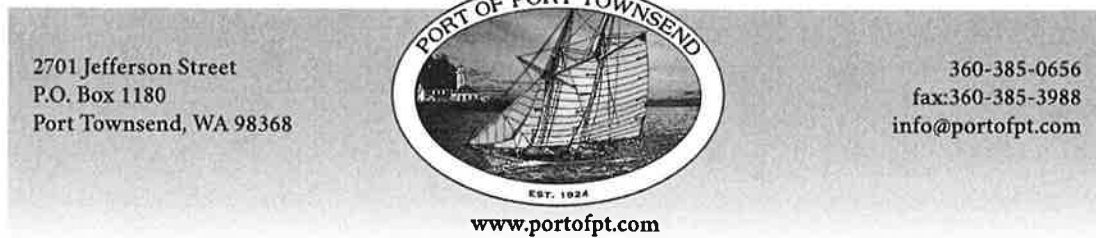
Payment Application: Paid Family & Medical Leave Payment Status: Payment completed successfully.
Confirmation Number: 23010455809109
Payment Date: 01/04/2023

Billing Address: Port of Port Townsend
PO Box 1180
Port Townsend, WA 98368
3603795217

Account Number: x5811
Routing Number: 125102906
Account Type: Checking

Payment Amount: 2792.30 USD
Total Amount: 2792.30 USD

DO NOT REPLY DIRECTLY TO THIS EMAIL.



ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$7,144.84 is ratified.**

Signed and Authenticated on this **11th** day of **January**, **2023**.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***November, 2022*** in the amount of
\$7,144.84.

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
and Administration

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is **0-030-456-289**

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

Filing Date	December 20, 2022
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	ACH Debit/E-Check
Payment Effective	December 21, 2022
Total Tax	7,144.84
Total Due	7,144.84



Combined Excise Tax Return

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

Filing Period: November 30, 2022

Due Date: December 27, 2022

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	51,781.52	0.00	51,781.52	0.004710	243.89
Service and Other Activities (\$1 million or greater in prior year)	98,692.93	0.00	98,692.93	0.017500	1,727.13
Total Business & Occupation					1,971.02

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	51,781.52	0.00	51,781.52	0.065000	3,365.80
Use Tax	125.00	0.00	125.00	0.065000	8.13
Total State Sales and Use					3,373.93

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	6,447.60	0.00	6,447.60	0.019260	124.18
Water Distribution	813.41	0.00	813.41	0.050290	40.91
Total Public Utility Tax					165.09

Deductions

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

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	51,781.52	0.026000	1,346.32
Total Local City and/or County Sales Tax			1,346.32

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	125.00	0.026000	3.25
Total Local City and/or County Use Tax/Deferred Sales Tax			3.25

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	14,261.25
Total Transient Rental Income	14,261.25

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	14,261.25	0.020000	285.23
Total Special Hotel/Motel			285.23

Total Tax	7,144.84
Subtotal	7,144.84
Total Amount Owed	7,144.84

Prepared By: Donna Frary
E-Mail Address: donna@portofpt.com
Submitted Date: 12/20/2022
Confirmation #: 0-030-456-289

Payment Type: ACH Debit/E-Check
Amount: \$7,144.84
Effective Date: 12/21/2022

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 11, 2023
AGENDA ITEM	<input checked="" type="checkbox"/> Consent Agenda
AGENDA TITLE	IV. C. Resolution 784-23 Authorizing Sale of Vessel – Solarity and Arrow Post
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Resolution 784-23

RESOLUTION NO. 784-23

**A RESOLUTION OF THE COMMISSION OF THE PORT OF
PORT TOWNSEND AUTHORIZING THE SALE OF VESSELS
LOCATED WITHIN THE PORT OF PORT TOWNSEND'S MOORAGE
FACILITIES; DECLARING, WHERE TITLE REVERTS TO THE PORT
OF PORT TOWNSEND, THAT THE VESSELS NOT NEEDED FOR
PORT OF PORT TOWNSEND'S PURPOSES; AND AUTHORIZING
THE EXECUTIVE DIRECTOR TO SELL OR OTHERWISE DISPOSE
OF THE VESSELS**

WHEREAS, the owners of the vessels listed on Exhibit "A" owe the Port of Port Townsend charges. These charges are listed on Exhibit "A" and have not been paid.

WHEREAS, the Port of Port Townsend has followed the procedures in RCW 53.08.320,

WHEREAS, the vessels listed on Exhibit "A" are not needed for Port of Port Townsend purposes;

NOW THEREFORE BE IT RESOLVED as follows:

1. Pursuant to RCW 53.08.320, the Executive Director or the Executive Director's designee (hereinafter the "Executive Director") is hereby authorized to conduct a public sale of the vessels listed on Exhibit "A". The Executive Director shall sell the vessels to the highest and best bidder for cash. The Executive Director is further authorized, at the Executive Director's discretion, to determine a minimum bid requirement and/or require a letter of credit for the vessels to discourage the future abandonment of the vessels.
2. Pursuant to RCW 53.08.090, for those vessels listed on Exhibit "A" where title reverts to the Port of Port Townsend, the vessels are not need for Port of Port Townsend purposes and therefore declared surplus property.
3. Pursuant to RCW 53.08.090, for those vessels listed on Exhibit "A" where title reverts to the Port of Port Townsend, the Executive Director is authorized to sell the vessels or otherwise dispose of the vessels at the Executive Director's discretion.

ADOPTED by the Board of Commissioners on the 11th day of January 2023, and duly authenticated in open session by the signature of the Commissioners voting in favor thereof with the seal of the Commission affixed here to.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

Exhibit A

VESSEL NAME	OWNER NAME	AMOUNT OWING
Solarity	Sam Clay-Ehart	\$6,228.71
Arrow Post	Guy Rosinbaum	\$34,904.74

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 11, 2023
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. Marine Surveys & Assessments Cooperative - Boat Haven Building & Land Lease Agreement
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Staff Memorandum • Marine Surveys & Assessments Cooperative Term Sheet • Marine Surveys & Assessments Cooperative Lease, including Exhibit A

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 1/11/2023
TO: Port Commission
FROM: Eric Toews, Deputy Director, and Sue Nelson, Lease & Contracts Administrator
SUBJECT: Marine Surveys & Assessments Cooperative Boat Haven Building & Land Lease

BACKGROUND: Marine Surveys & Assessments Cooperative (MSA) has been leasing the Cupola House at Point Hudson since 2019 under a lease set to expire on March 31, 2024.

DISCUSSION: Recently, Rubicon Yachts completed its lease term and vacated the premises located at 2601 Washington Street at Boat Haven (the former Moorage Office, Building #33). MSA contacted the Port expressing interest in early terminating their existing lease in favor of leasing this smaller office space which better meets their needs. The premises are situated within the City's M-II(A) (Boat Haven) – Marine-Related Uses zoning district, and within the Boat Haven Marina and Marine Trades District Shoreline Master Program (SMP) designation. Use of the premises for a marine, terrestrial and wetland-focused environmental consulting firm would appear to be consistent with the use limitations established by both the City zoning code and SMP.

The Lease presented is for an initial term of five (5) years and twenty days (20) days, with an option for one additional five (5) year term. The premises include two (2) adjacent car spaces (i.e., on a portion of vacated Benedict St.). A "No-rent" period of one (1) month and twenty (20) days has also been provided within the lease to afford MSA an opportunity to effect building improvements to make the premises suitable for their use.

MSA's existing Point Hudson Building Lease would be terminated approximately 11 months early, on February 28, 2023.

RECOMMENDATION: Staff recommends that the Commission authorize the Executive Director to execute a lease with Marine Surveys & Assessments Cooperative substantially in the form presented that would also operate to early terminate MSA's lease of the Cupola House at Point Hudson.

MOTION: None required. Approval of this item on the Consent Agenda authorizes the Executive Director to execute the attached Lease Agreement. The form will be in all material respects identical to the draft presented to the Commission under this agenda item.

ATTACHMENTS

- MSA Term Sheet
- MSA Lease Agreement, including Exhibit 'A'

PORT OF PORT TOWNSEND:
Summary of Key Terms – Marine Surveys & Assessments Cooperative
Boat Haven Building & Land Lease
(January 11, 2023)

1. **TENANT:** Marine Surveys & Assessments Cooperative, a Washington cooperative corporation.
2. **PREMISES:** Approximately 993 square feet of commercial office space in building #33 at the Port's Boat Haven facility, 2601 Washington Street, including two adjacent car-parking spaces of approximately 342 square feet.
3. **TERM:** Five (5) years and Twenty (20) days, beginning on January 12, 2023, and ending on January 31, 2028, along with an option to extend the lease by one (1) additional five (5) year term. Notification to extend the Lease must be provided in writing at least ninety (90) days prior to the end of the initial lease term.
4. **RENT:** 993 square feet of floor space @ \$1.52 per sq. ft (\$1,509.36), plus approximately 342 sq. ft. of car parking spaces @ \$0.27 per sq. ft. (\$92.34); $\$1,509.36 + \$92.34 = \$1,601.70 + 205.66$ Leasehold Excise Tax. CPI-U applied at the beginning of year (two) 2 and each year thereafter in any extended lease term. A market rate adjustment may be applied at beginning of year three (3), and every three years thereafter. A no rent period has been authorized for the period January 12, 2023, through February 28, 2023, in consideration of improvements to be undertaken to the premises by the PTSA (e.g., installation of wall fill-in and a removable pony wall with a framed door in the conference room area, and light fixture improvements and installation of a door handle, both in the storage room).
5. **HOLDING OVER:** In the event Lessee allows the lease to expire without negotiating a new agreement with the Port, the tenancy will roll over into a month-to month basis, with all other provisions of the lease agreement remaining in effect, except that the rent will increase to 125% of the rent due in the month preceding lease expiration.
6. **USE OF PREMISES:** For the purpose of a marine, terrestrial, upland, and wetland-related environmental consulting firm, and such other uses as are connected with and pertinent thereto.
7. **SECURITY:** One month's security + Leasehold Excise Tax (\$1,807.36) would be required at lease inception, with the remaining two months' security due on March 1, 2023, in the amount of \$3,614.72 for a total deposit of \$5,422.08.
8. **UTILITIES:** All utilities are the responsibility of the Lessee.
9. **MAINTENANCE & REPAIR:** Lessee is responsible for maintaining and repairing all interior walls, floors, ceilings, doors, interior and exterior windows and fixtures, exposed electrical, plumbing and sewerage systems, and for repairing damage caused to any portion of Port-owned buildings, per Port-adopted policy.
10. **INSURANCE:** Per Port policy. Commercial General Liability of \$1,000,000 combined single limit; Workers Compensation Insurance of not less than \$1,000,000 per occurrence; insurance certificates naming the Port as an additional insured; proof of insurance must be provided prior to occupancy.
11. **ASSIGNMENT/SUBLEASE:** Permitted only by prior written consent of the Port.
12. **DEFAULTS/TERMINATION:** Time is of the essence. Failure to pay rent, or to abide by the covenants/agreements contained in the lease, may serve as a basis for termination. Lessee will be provided with fifteen (15) days' written notice to cure defaults. Port may also terminate upon one-

hundred and eighty (180) days' written notice, at its sole discretion, for public or private use in connection with the operation of the business of the Port.

PORT OF PORT TOWNSEND BOAT HAVEN BUILDING & LAND LEASE

THIS LEASE AGREEMENT made this ____ day of January 2023, by and between the PORT OF PORT TOWNSEND, a municipal corporation organized and existing under the laws of the State of Washington, Lessor, hereinafter referred to as "the Port," and **MARINE SURVEYS & ASSESSMENTS COOPERATIVE**, a Washington cooperative corporation, hereinafter referred to collectively as "Lessee,"

WITNESSETH:

FOR AND IN CONSIDERATION of the mutual promises, covenants, and conditions hereinafter set forth, the parties agree as follows:

1. **TERMINATION OF EXISTING LEASE:** The Port and Lessee acknowledge and agree that they are parties to that certain Point Hudson Building Lease Agreement for the premises commonly known as the "Cupola House", located at 380 Jefferson Street, Port Townsend, WA, dated February 16, 2019 (the "Existing Lease"). Notwithstanding any provision to the contrary in the Existing Lease, effective as of 11:59 p.m. (Pacific Time) on February 28, 2023, the Existing Lease shall be terminated and of no further force or effect and the Port's and Lessee's rights and obligations shall be as set forth in this Boat Haven Building and Land Lease Agreement; PROVIDED, HOWEVER, that the Port and Lessee shall remain liable under the terms of the Existing Lease with respect to:
 - a. Any obligations which specifically survive the term of the Existing Lease; and
 - b. All obligations under the Existing Lease accruing prior to the Lease Termination Date related to Lessee's use, occupancy, or control of the Premises during the term of the Existing Lease, including, without limitation:
 - i. Any liability arising from hazardous materials brought onto or about the Premises or permitted or suffered to be brought onto or about the Premises by Lessee or anyone for whom Lessee may be liable; and
 - ii. Lessee's obligation to pay the Port any amounts due under the Existing Lease.

2. **LEASED PREMISES:** The Port hereby leases to Lessee, and Lessee hereby hires and leases from the Port, the following described premises situated in Port Townsend, Jefferson County, State of Washington:

Approximately 993 square feet¹ of commercial office space in building #33 at the Port's Boat Haven facility, 2601 Washington Street, including two adjacent car-parking spaces,

hereinafter referred to as "the premises." The premises are depicted on Exhibit "A" which is attached hereto and which by this reference is incorporated herein as if fully set forth herein.

3. **TERM:** The term of this Lease is Five (5) years and Twenty (20) days, beginning January 12, 2023, and ending at midnight, January 31, 2028, unless sooner terminated as provided in this Lease. The Lessee shall also have an option to extend the lease term by one (1) additional five (5) year term.

¹ The leased premises comprise 993 s.f. of a 1,008 s.f. building (28' x 36' measured at the building line), plus two car-parking spaces, approximately 342 s.f. The leased premises specifically exclude a 15 s.f. room within the building which houses Port computer equipment.

Notification to extend the Lease to be done in writing ninety (90) days prior to the end of the initial term.

4. RENT:

- a. Lessee agrees to pay as rental for the leased premises the sum of **One Thousand Six Hundred One Dollars and Seventy Cents (\$1,601.70** plus all applicable taxes ($\$1,601.70 \times 12.84\%$ Leasehold Excise Tax (LET) = \$205.66; **$\$1,601.70 + \$205.66 = \$1,807.36$**)², per month.
- b. The rental rate beginning in year two (2) and annually throughout the term of the lease will be adjusted by an amount equal to the accumulative amount found on the Consumer Price Index for all urban consumers (CPI-U) for Seattle-Tacoma-Bellevue, which is compiled by the Department of Labor, Bureau of Statistics.
- c. Beginning in year three (3) and every three (3) years thereafter, the rental rate may be adjusted to the fair market rental rate then prevailing for comparable commercial and/or industrial property in the Western Washington area, bearing in mind all allowable uses of the property and all services and amenities available to the property by virtue of its location.
- d. In no event shall any rent adjustment result in a reduction in rent from the rate paid in the prior year.
- e. The rent for each month shall be paid to the Port in advance on or before the first day of each and every month of the lease term and shall be payable at such place as the Port may hereinafter designate.

5. **NO RENT PERIOD:** For the period January 12, 2023, through February 28, 2023, no rent shall be due the Port for the leased premises. This “no rent” period is provided in consideration of Lessee undertaking alterations and improvements to the premises (e.g., installation of an interior partition wall and doorway, light fixture improvements, etc.). However, Lessee shall pay any applicable Washington State Leasehold Excise Tax (**\$132.80 for the twenty days in January, and \$205.66 for the month of February**) as well as its utilities during the no rent period. All other terms and conditions of this Agreement shall apply from the commencement of the term of this Lease.

6. **LATE CHARGE:** In the event that any installment of rent remains unpaid more than twenty (20) days after it is due, then Lessee shall also be obliged to pay a “late charge” as per the Port of Port Townsend Rate Schedule then in effect.

7. **DEPOSIT:** Lessee shall deposit with the Port at lease inception (January 12, 2023), one months’ security in the amount of **One Thousand Eight Hundred Seven Dollars and Thirty-Six Cents (\$1,807.36)**. Two months’ additional security in the amount of **Three Thousand Six Hundred Fourteen Dollars and Seventy-Two Cents (\$3,614.72)** shall be paid in full on March 1, 2023 (i.e., **Five Thousand Four Hundred Twenty-Two Dollars and Eight Cents (\$5,422.08)** in total.³ Annually thereafter throughout the initial lease term or extended term, the amount deposited with the Port may be adjusted to ensure that an amount equivalent to three (3) months’ then current rent plus LET

² Calculated as follows: Building: 993 s.f. of commercial space x \$1.52 per s.f. = \$1,509.36; Car-parking spaces: 342 s.f. x \$0.27 per s.f. = \$92.34; \$1,509.36 + \$92.34 = \$1,601.70 x 12.84% LET = \$205.66; \$1,601.70 + \$205.66 = \$1,807.36 rent per month

³ Required security for all Port leases is an amount equivalent to three (3) months’ rent together with applicable taxes ($\$1,601.70 \text{ per month} \times 3 = \$4,805.10$; $\$4,805.10 \times 12.84\% \text{ LET} = \616.98 ; $\$4,805.10 + \$616.98 = \$5,422.08$

is maintained as security. The deposit shall be held by the Port as security for Lessee's faithful performance of all its obligations under this Lease. Any interest earned on amounts deposited shall be retained by the Port. The deposit shall be returned to Lessee upon termination of this Lease, less any charges owing to the Port or expenses incurred by the Port in repairing damage caused by Lessee or restoring the leased premises to the condition required upon termination of this Lease.

8. **USE OF PREMISES:** Lessee shall use the building premises for the purpose of a marine, terrestrial, upland, and wetland-related environmental consulting firm, and such other uses as are connected with and pertinent thereto and shall not use them for any other purpose without the prior written consent of the Port. Lessee shall use the entire premises for the conduct of said business in a first-class manner continuously during the entire term of this Lease with the exception of temporary closures for such periods as may reasonably be necessary for repairs or redecorating or for reasons beyond Lessee's reasonable control. Lessee agrees that it will not disturb the Port or any other tenant of the Port's by making or permitting any disturbance or any unusual noise, vibration, or other condition on or in the premises.
9. **CONDUCT COVENANTS AND WARRANTIES:** In addition to all other covenants and warranties set forth herein, Lessee specifically represents to the Port as follows:
 - a. **Quiet Conduct.** The conduct of Lessee and such others for whom Lessee is responsible shall not, in any manner, disturb the quiet enjoyment of other tenants, invitees, or visitors, in or near where the Premises are located, including common areas.
 - b. **Damage.** The conduct of Lessee and such others for whom Lessee is responsible shall not result in or cause destruction or damage to the Premises, or any part thereof including, but not limited to any and all common areas, or the property of other tenants, their invitees, and visitors.
10. **UTILITIES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all utility services furnished to the premises, including, but not limited to light, heat, electricity, gas, water, sewerage, garbage disposal, and communications. Wi-Fi and/or fiber services are not included in the rent.
11. **ACCEPTANCE OF PREMISES:** Lessee has examined the leased premises and accepts them in their present condition "as is" and without further maintenance liability on the part of the Port. The Port makes no representations or warranties with respect to the condition, suitability, zoning restrictions, or usability, except the Port's right to grant a lease of the premises. Lessee acknowledges that Lessee has fully inspected the premises and is not relying on any statement or representation made by the Port or the Port's agents with respect to the condition of the premises, and Lessee assumes the responsibility and risks of the same, including any defects or conditions that cannot be observed by casual inspection.
12. **MAINTENANCE AND REPAIR:** Maintenance and repair of the premises shall be the sole responsibility of Lessee. Accordingly, at the expiration or sooner termination of this Agreement, Lessee shall return the premises to the Port in the same condition in which received (or, if altered by Lessee with the Port's consent, then the premises shall be returned in such altered condition), reasonable wear and tear and damage by fire or unavoidable casualty excepted. Lessee's obligation to make repairs shall not extend to any structural parts of the building, including the foundations, bearing and exterior walls, subflooring and roofs, the unexposed electrical, plumbing and

sewerage systems (including those portions of the systems lying outside the premises), exterior siding, exterior doors, window frames, gutters, downspouts, and the heating, and the ventilation system serving the premises, unless such repairs are necessitated by Lessee's negligence or failure to maintain the interior. Lessee shall, at its' own expense, and at all times:

- a. Keep the premises, and the adjoining roadways and sidewalks, neat, clean and in a safe and sanitary condition.
- b. Maintain and keep the leased premises in a good state of repair; and
- c. Not commit waste of any kind.

13. ALTERATIONS AND IMPROVEMENTS: Lessee shall make no alterations or improvements to or upon the premises or install any fixtures (other than trade fixtures which can be removed without injury to the premises) without first obtaining written approval from the Executive Director of the Port. Such written approval shall also include agreement for disposition of the improvements upon termination of this Lease.

14. INSPECTION - "FOR RENT" SIGNS: The Port reserves the right to inspect the leased premises at any and all reasonable times throughout the term of this Lease, PROVIDED, that it shall not interfere unduly with Lessee's operations. The right of inspection reserved to the Port hereunder shall impose no obligation on the Port to make inspections to ascertain the condition of the premises and shall impose no liability upon the Port for failure to make such inspections. The Port shall have the right to place and maintain "For Rent" signs in conspicuous places on the premises for thirty (30) days prior to the expiration or sooner termination of this Lease.

15. DAMAGE OR DESTRUCTION:

- a. Should the premises or the buildings or structures of which the premises are a part be damaged by fire or other casualty, and if the damage is repairable within four (4) weeks from the date of the occurrence (with the repair work and the preparations therefore to be done during regular working hours on regular work days), the premises shall be repaired with due diligence by the Port, and in the meantime the monthly minimum rental shall be abated in the same proportion that the untenable portion of the premises bears to the whole thereof, for the period from the occurrence of the damage to the completion of the repairs.
- b. Should the premises or any buildings or structures of which the premises are a part be completely destroyed by fire or other casualty, or should they be damaged to such an extent that the damage cannot be repaired within four (4) weeks of the occurrence, the Port shall have the option to terminate this Lease on thirty (30) days' notice, effective as of any date not more than sixty (60) days after the occurrence. In the event that this paragraph shall become applicable, the Port shall advise Lessee within thirty (30) days after the happening of any such damage whether the Port has elected to continue the lease in effect or to terminate it. If the Port shall elect to continue this Lease in effect, it shall commence and prosecute with due diligence any work necessary to restore or repair the premises. If the Port shall fail to notify Lessee of its election within said thirty (30) day period, the Port shall be deemed to have elected to terminate this Lease, and the lease shall automatically terminate sixty (60) days after the occurrence of the damage. For the period from the occurrence of any damage to the premises to the date of completion of the repairs to the premises (or to the date of termination of the lease if the Port shall elect not to restore the premises), the monthly minimum rental

shall be abated in the same proportion as the untenable portion of the premises bears to the whole thereof.

- 16. INDEMNIFICATION AND HOLD HARMLESS:** Lessee agrees that it will defend (with legal counsel acceptable to the Port), indemnify and hold harmless the Port, its officers, employees, and agents from any and all demands, claims, judgments or liability for loss or damage arising as a result of accidents, injuries or other occurrences on the Premises or on the Port's property that are:
- a. Occasioned by either the negligent or willful conduct of the Lessee and/or its agents; and/or
 - b. Made by any person or entity holding under the Lessee; and/or
 - c. Made by any person or entity on the Premises or on the Port's property as a result of Lessee's activity, regardless of who the injured party may be.

This indemnification and hold harmless shall not apply to the extent the damages were caused by the gross negligence or willful misconduct of the Port.

- 17. LIMITED WAIVER OF IMMUNITY UNDER WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW AND OTHER SIMILAR INDUSTRIAL INSURANCE SCHEMES:** For purposes of the indemnification provision set forth in Paragraph 16, above, and only to the extent of claims against Lessee by the Port under such indemnification provision, Lessee specifically waives any immunity it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW, The United States Longshore and Harbor Workers Compensation Act, 33 USC §901-950, or any other similar workers' compensation schemes. The indemnification obligation under this lease shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts. The foregoing provision was specifically negotiated and agreed upon by the parties hereto.

- 18. INSURANCE:** Lessee agrees to maintain during the lease term liability insurance as set forth below, at Lessee's sole expense.
- a. Comprehensive General Liability Insurance against claims for injury or death to persons or damage to property with minimum limits of liability of \$1,000,000.00 per occurrence and \$2,000,000 in the annual aggregate. Such insurance shall include but not be limited to bodily injury liability, personal injury liability, property damage liability, broad form property damage liability, contractual liability, and products/completed operations liability. The policy of insurance required under this sub-paragraph 16(a) shall:
 - i. Be written as a primary policy; and
 - ii. Expressly provide that the defense and indemnification of the Port as an "additional insured" will not be affected by any act or omission by Lessee which might otherwise result in a forfeiture of said insurance; and
 - iii. Contain a separation of insureds provision such that the policy applies separately to each insured that is the subject of a claim or suit; and
 - iv. Not contain a crossclaim, cross-suit, or other exclusion that eliminates coverage by one insured against another; and
 - v. Provide for coverage for damage to the Port's property caused by the Lessee.
 - b. Workers Compensation Insurance as will protect Lessee's employees from claims under Washington Workers Compensation Act as well as all Federal Acts applicable to the Lessee's operations at the site such as but not limited to U.S. Longshoremen and Harbor Workers' Act,

- Jones Act, and Federal Employers Liability section of the Washington Workers Compensation Policy and all Federal Acts Insurance shall not be less than \$1,000,000.00 for each occurrence.
- c. The Lessee agrees to supply the Port with appropriate evidence to establish that its insurance obligations have been met, and that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice to the Port. The conditions set forth in subparagraphs a, b and c of this Paragraph 18 shall be met prior to inception of this Lease Agreement.
- 19. WAIVER OF SUBROGATION:** The Port and Lessee hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance contracts, including any extended coverage endorsements thereto, PROVIDED, that this Paragraph 19 shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of the Port or Lessee.
- 20. INCREASE IN COST OF INSURANCE:** Lessee shall not use the demised premises in such a manner as to increase the existing rates of insurance applicable to the buildings or structures of which the premises are a part. If it nevertheless does so, then, at the option of the Port, the full amount of any resulting increase in premiums paid by the Port with respect to the buildings or structures of which the leased premises are a part, and to the extent allocable to the term of this Lease, may be added to the amount of rental hereinabove specified and shall be paid by Lessee to the Port upon the monthly rental day next thereafter occurring.
- 21. TAXES:** Lessee shall be liable for, and shall pay throughout the term of this Lease, all license and excise fees and occupation taxes covering the business conducted on the premises, and all taxes on property of Lessee on the leased premises and any taxes on the leased premises or leasehold interest created by this Lease Agreement.
- 22. COMPLIANCE WITH PORT REGULATIONS AND WITH ALL LAWS:** Lessee agrees to comply with all applicable rules and regulations of the Port pertaining to the building or other realty of which the premises are a part now in existence or hereafter promulgated for the general safety and convenience of the Port, its various tenants, invitees, licensees, and the general public. Lessee also agrees to comply with all applicable federal, state, and municipal laws, ordinances, and regulations. Lessee further agrees that all buildings, structures, or other improvements, approved by the Port, will be properly permitted by the City of Port Townsend. Any fees for any inspection of the premises during or for the lease term by any federal, state, or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.
- 23. ASSIGNMENT OR SUBLEASE:** Lessee shall not assign or transfer this Lease or any interest therein nor sublet the whole or any part of the premises, nor shall this Lease or any interest thereunder be assignable or transferable by operation of law or by any process or proceeding of any court, otherwise, without the written consent of the Port first had and obtained. If Lessee is a corporation, Lessee further agrees that if at any time during the term of this Lease more than one-half (1/2) of the outstanding shares of any class of stock of Lessee corporation shall belong to any stockholders other than those who own more than one-half (1/2) of the outstanding shares of that class of stock at the time of the execution of this Lease or to members of their immediate families, such change in the ownership of the stock of the Lessee shall be deemed an assignment of this Lease within the meaning

of this paragraph. If the Port shall give its consent to any assignment or sublease, this paragraph shall nevertheless continue in full force and effect and no further assignment or sublease shall be made without the Port's consent.

- 24. DEFAULTS:** Time is of the essence of this Lease Agreement, and in the event of the failure of Lessee to pay the rentals or other charges at the time and in the manner herein specified, or to keep any of the covenants or agreements herein set forth to be kept and performed, the Port may elect to terminate this Lease and reenter and take possession of the premises with or without process of law, PROVIDED, however, that Lessee shall be given fifteen (15) days' notice in writing stating the nature of the default in order to permit such default to be remedied by Lessee within said fifteen (15) day period. If upon such reentry there remains any personal property of Lessee or of any other person upon the leased premises, the Port may, but without the obligation so to do, remove said personal property and hold it for the owners thereof or may place the same in a public garage or warehouse, all at the expense and risk of the owners thereof, and Lessee shall reimburse the Port for any expense incurred by the Port in connection with such removal and storage. The Port shall have the right to sell such stored property, without notice to Lessee, after it has been stored for a period of thirty (30) days or more, the proceeds of such sale to be applied first to the cost of such sale, second to the payment of the charges for storage, and third to the payment of any other amounts which may then be due from Lessee to the Port, and the balance, if any, shall be paid to Lessee. Notwithstanding any such reentry, the liability of Lessee for the full rental provided for herein shall not be extinguished for the balance of the term of this Lease, and Lessee shall make good to the Port any deficiency arising from a re-letting of the leased premises at a lesser rental than that hereinbefore agreed upon. Lessee shall pay such deficiency each month as the amount thereof is ascertained by the Port. Any failure by the owners, officers, or principals of Lessee to pay rentals, storage fees, moorage or any other charges owed to the Port under separate contract shall constitute default under provisions of this Lease Agreement.
- 25. TERMINATION BY PORT:**
- a. In the event that the Port, at its sole discretion, shall require the use of the premises for any purpose for public or private use in connection with the operation of the business of the Port, then this Lease may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee one hundred and eighty (180) or more days before the termination date specified in the notice. Lessee and the Port Executive Director will agree upon compensation to Lessee for loss of use, cost of relocation, and/or cost of improvement.
 - b. In the event the term of this Lease or any extended term expires, and an indefinite month-to-month tenancy results, then the resulting tenancy may be terminated by the Port by written notice delivered or mailed by the Port to the Lessee twenty (20) or more days before termination date specified in the notice. In the event of a holdover, month-to-month tenancy, no compensation shall be owed to Lessee for loss of use, cost of relocation, and/or cost of improvement.
- 26. TERMINATION FOR GOVERNMENT USE:** In the event that the United States Government or any agency or instrumentality thereof shall, by condemnation or otherwise, take title, possession or the right to possession of the premises or any part thereof, the Port may, at its option, terminate this Lease as of the date of such taking, and, if Lessee is not in default under any of the provisions of this

Lease on said date, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.

- 27. TERMINATION BECAUSE OF COURT DECREE:** In the event that any court having jurisdiction in the matter shall render a decision which has become final and which will prevent the performance by the Port of any of its obligations under this Lease, then either party hereto may terminate this Lease by written notice, and all rights and obligations hereunder (with the exception of any undischarged rights and obligations that accrued prior to the effective date of termination) shall thereupon terminate. If Lessee is not in default under any of the provisions of this Lease on the effective date of such termination, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination, be promptly refunded to Lessee.
- 28. SIGNS:** No signs or other advertising matter, symbols, canopies, or awnings shall be attached to or painted or within the leased premises, including the windows and doors thereof, without the approval of the Executive Director of the Port first had and obtained. At the termination or sooner expiration of this Lease, all such signs, advertising matter, symbols, canopies, or awnings attached to or painted by Lessee shall be removed by Lessee at its own expense, and Lessee shall repair any damage or injury to the premises, and correct any unsightly condition, caused by the maintenance and removal of said signs, etc.
- 29. INSOLVENCY:** If Lessee shall file a petition in bankruptcy, or if Lessee shall be adjudged bankrupt or insolvent by any court, or if a receiver of the property of Lessee shall be appointed in any proceeding brought by or against Lessee, or if Lessee shall make an assignment for the benefit of creditors, or if any proceedings shall be commenced to foreclose any mortgage or any other lien on Lessee's interest in the premises or on any personal property kept or maintained on the premises by Lessee, the Port may at its option, terminate this Lease.
- 30. WAIVER:** The acceptance of rent by the Port for any period or periods after a default by Lessee hereunder shall not be deemed a waiver of such default unless the Port shall so intend and shall so advise Lessee in writing. No waiver by the Port of any default hereunder by Lessee shall be construed to be or act as a waiver of any subsequent default by Lessee. After any default shall have been cured by Lessee, it shall not thereafter be used by the Port as a ground for the commencement of any action under the provisions of Paragraph 24 hereof.
- 31. PROMOTION OF PORT COMMERCE:** Lessee agrees that throughout the term of this Lease it will, insofar as practicable, promote and aid the movement of passengers and freight through facilities within the territorial limits of the Port. Lessee further agrees that all incoming shipments of commodities that it may be able to control or direct shall be made through facilities within the territorial limits of the Port if there will be no resulting cost or time disadvantage to Lessee.
- 32. SURRENDER OF PREMISES – ATTORNEY'S FEES:**
- a. At the expiration or earlier termination of the term, Lessee shall surrender to the Port the possession of the premises and all improvements. Surrender or removal of fixtures, trade fixtures and improvements shall be as directed in Paragraph 13 of this Lease on ownership of improvements at termination. Lessee shall leave the surrendered premises and any other property in broom-clean condition except as provided to the contrary in provisions of this Lease on maintenance and repair of improvements. All property that Lessee is required to surrender

shall become the Port's property at termination of this Lease. All property that Lessee is not required to surrender but that Lessee does abandon shall, at the Port's election, become the Port's property at termination. If Lessee fails to surrender the premises at the expiration or sooner termination of this Lease, Lessee shall defend and indemnify the Port from all liability and expense resulting from the delay or failure to surrender, including, without limitation, claims made by any succeeding tenant founded on or resulting from Lessee's failure to surrender.

- b. In the event that either party shall commence legal action to interpret or to enforce any of the provisions of this Lease, the substantially prevailing party shall be entitled to an award for all reasonable costs and attorney fees incurred in any such action. Any action brought under the terms of this Lease shall be maintained in Jefferson County, Washington.
- 33. HOLDING OVER:** Any holding over by the Lessee after the expiration of this Lease shall be construed as a tenancy at sufferance (unless such occupancy is with the written consent of the Port) in which event the Lessee will be a tenant from month to month, upon the same terms and conditions of this Lease, except at a rent for such holdover period of 125% of the rental rate in effect for the month preceding such holdover. Acceptance by the Port of rent after such termination shall not constitute a renewal.
- 34. ADVANCES BY PORT FOR LESSEE:** If Lessee shall fail to do anything required to be done by it under the terms of this Lease, except to pay rent, the Port may, at its sole option, do such act or thing on behalf of Lessee, and upon notification to Lessee of the cost thereof to the Port, Lessee shall promptly pay the Port the amount of that cost.
- 35. LIENS AND ENCUMBRANCES:** Lessee shall keep the leased premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the said premises by Lessee. At the Port's request, Lessee shall furnish the Port with written proof of payment of any item which would or might constitute the basis for such a lien on the leased premises if not paid.
- 36. NOTICES:** All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

To Lessor:

THE PORT OF PORT TOWNSEND
Attn: Lease & Contracts Administrator
P.O. Box 1180
Port Townsend, Washington 98368
(360) 385-0656

To Lessee:

MARINE SURVEYS & ASSESSMENTS COOPERATIVE
c/o Board President
2601 Washington Street
Port Townsend, WA 98368
Office: (360) 385-4073; Cell: (360) ____ - ____

or to such other respective addresses as either party hereto may hereafter from time to time designate in writing. Notices sent by mail shall be deemed to have been given when properly mailed, and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing.

37. **JOINT AND SEVERAL LIABILITY:** Each and every party who signs this Lease, other than in a representative capacity, as Lessee, shall be jointly and severally liable hereunder.
38. **"LESSEE" INCLUDES "LESSEES", ETC.:** It is understood and agreed that for convenience the word "Lessee" and verbs and pronouns in the singular number and neuter gender are uniformly used throughout this Lease, regardless of the number, gender, or fact of incorporation of the party who is, or of the parties who are, the actual Lessee or Lessees under this Lease Agreement.
39. **CAPTIONS:** The captions in this Lease are for convenience only and do not in any way limit or amplify the provisions of this Lease.
40. **SEVERABILITY:** If any term or provision of this Lease Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.
41. **NON-DISCRIMINATION SERVICES:** The Lessee agrees that it will not discriminate by segregation or otherwise against any person or persons because of race, creed, color, sex, sexual orientation, or national origin in furnishing, or by refusing to furnish, to such person, or persons, the use of the facility herein provided, including any and all services, privileges, accommodations, and activities provided thereby.

It is agreed that the Lessee's noncompliance with the provisions of this clause shall constitute a material breach of this Lease. In the event of such noncompliance, the Port may take appropriate action to enforce compliance, may terminate this Lease, or may pursue such other remedies as may be provided by law.

42. **NON-DISCRIMINATION EMPLOYMENT:** The Lessee covenants and agrees that in all matters pertaining to the performance of this Lease, Lessee shall at all times conduct its business in a manner which assures fair, equal and non-discriminatory treatment of all persons without respect to race, creed or national origin and, in particular:
 - a. Lessee will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of racial or other minorities, and
 - b. Lessee will comply strictly with all requirements of applicable federal, state, or local laws or regulations issued pursuant thereto relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all patrons or customers without discrimination as to any person's race, creed, color, sex, sexual orientation, or national origin.

- 43. EASEMENTS:** The Parties recognize that the Port facilities are continuously being modified to improve the utilities and services used and provided by the Port. The Port or its agents shall have the right to enter the demised premises of the Lessee, and to cross over, construct, move, reconstruct, rearrange, alter, maintain, repair, and operate the sewer, water, and drainage lines, and the electrical service, and all other services required by the Port for its use. The Port is hereby granted a continuous easement or easements that the Port believes is necessary within the lease premises of the Lessee, without any additional cost to the Port for the purposes expressed hereinabove; PROVIDED however, that the Port by virtue of such use does not permanently deprive the Lessee from its beneficial use or occupancy of its leased area.

In the event that the Port does permanently deprive the Lessee from such beneficial use or occupancy, then an equitable adjustment in rent or in the cost required to modify its premises to allow the Lessee to operate its business, will be negotiated and paid by the Port to the Lessee. In the event that such entry by the Port is temporary in nature, then the Port shall reimburse the Lessee for the cost required to modify its premises for the temporary period that the Lessee is inconvenienced by such Port entry. The Port will not be responsible to the Lessee for any reduced efficiency, or loss of business occasioned by such entry.

- 44. ENTIRE AGREEMENT:** This Lease Agreement contains all of the understandings between the parties. Each party represents that no promises, representations, or commitments have been made by the other as a basis for this Lease which have not been reduced to writing herein. No oral promises or representations shall be binding upon either party, whether made in the past or to be made in the future, unless such promises or representations are reduced to writing in the form of a modification to this Lease executed with all necessary legal formalities by the Commission of the Port of Port Townsend.

Lease Agreement dated this ____th day January 2023 as approved by the Port of Port Townsend Port Commission, on the 11th day of January 2023 and effective upon the receipt of a deposit and liability insurance documentation from the Lessee.

THIS AGREEMENT HAS BEEN NEGOTIATED BETWEEN THE PARTIES AND CONTAINS A LIMITED WAIVER OF IMMUNITY UNDER TITLE 51 RCW, AN INDEMNIFICATION AND A RELEASE.

LESSEE – MARINE SURVEYS & ASSESSMENTS COOPERATIVE

Rosanna Herman, Vice President

ATTEST:

LESSOR - PORT OF PORT TOWNSEND

APPROVED AS TO FORM

Eron Berg, Executive Director

Port Attorney

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that Rosanna Herman signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

Signature

Printed Name

NOTARY PUBLIC in and for the State of Washington,
residing at Port Townsend

My commission expires: _____

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

I certify that I know or have satisfactory evidence that Eron Berg signed this instrument and that he is authorized to execute the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

Signature

Printed Name

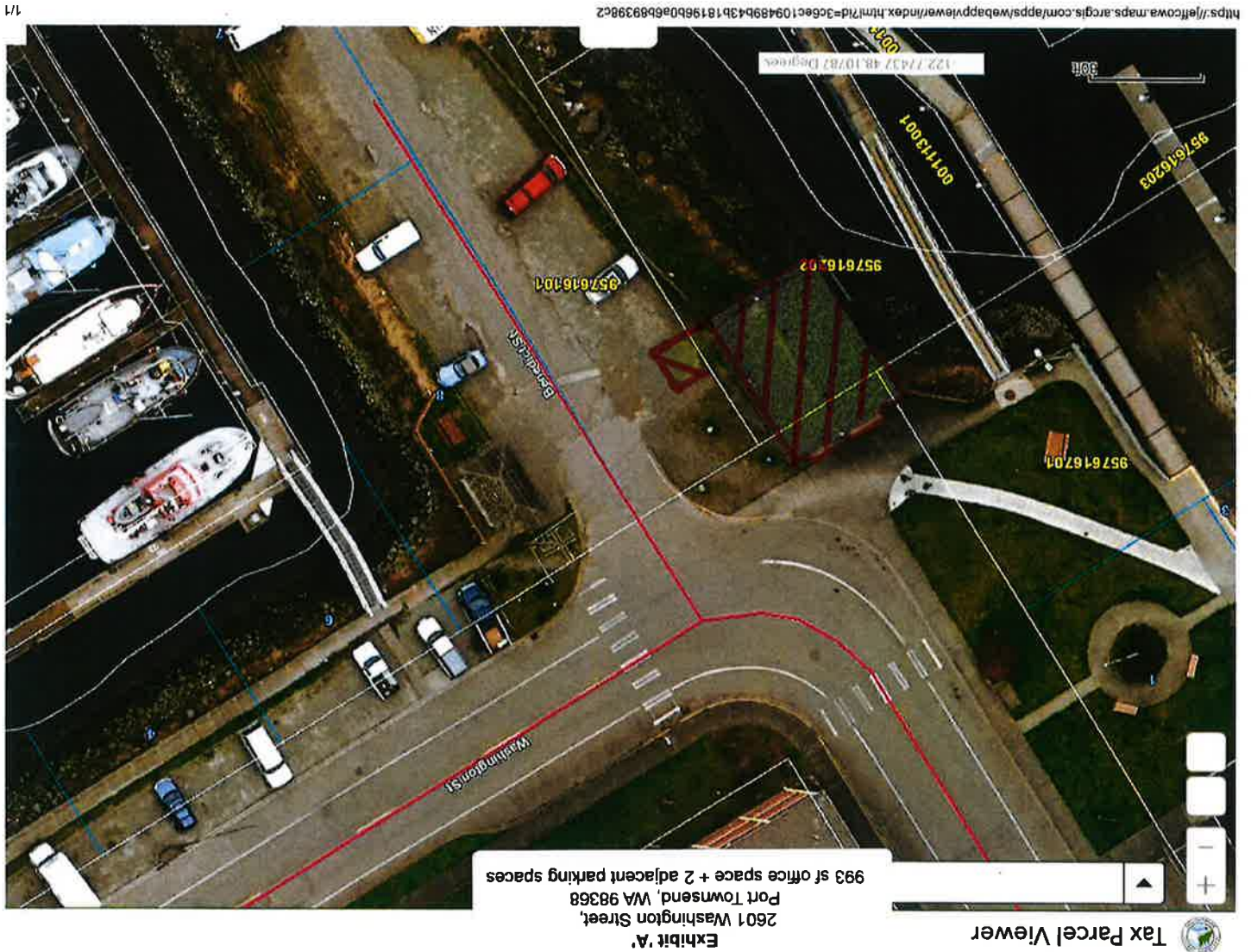
NOTARY PUBLIC in and for the State of Washington,
residing at Port Townsend

My commission expires: _____

EXHIBIT A

**LEGAL DESCRIPTION
MARINE SURVEYS & ASSESSMENTS COOPERATIVE
BUILDING & LAND LEASE**

The premises identified in paragraph #2 of this Lease Agreement are located in building #33 at the Port's Boat Haven facility, 2601 Washington Street, on a portion of Hastings Second Addition to the City of Port Townsend, Block 167, Lot 2, together with portions of vacated Washington Street fronting lots 2 and 4 of Block 167 and vacated Benedict Street lying east of lot 2 of Block 167 in Section 11, Township 30 North, Range 1 West of the Willamette Meridian, as per volume 162, page 431, records of Jefferson County, Washington.



PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 11, 2023
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	VII. E. Declaration of Emergency – Ratify and Confirm Emergency Order 2022-03 Waiving Competitive Bidding Requirements and Authorizing the Executive Director to Award all Necessary Contracts to Address Flood Water Inundation and Damage across Port Properties
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	1. Informational Memo 2. Emergency Order No. 2022-03 (consisting of 1 page), dated December 27, 2022



MEMORANDUM

To: Port of Port Townsend Port Commission
From: Eron Berg, Executive Director
Date: January 11, 2023
Re: Declaration of Emergency – Flood water inundation and damage across Port properties

RCW 39.04.280 requires that, if an emergency exists, the person designated by the governing body may declare an emergency, waive competitive bidding requirements, and award all necessary contracts to address the situation.

Within the delegation of authority resolution, Resolution No. 762-22, Article III, “Policy Governing Contracts for Performance of Public Work”, paragraph #B, the Commission authorizes the Executive Director to make a finding of the existence of an emergency and to execute any contracts necessary to respond to the emergency. It further provides that the Executive Director shall, at the first Commission meeting following the finding of the existence of an emergency, request Port Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to that finding.

On December 27, 2022, Port Townsend was hit with an extreme weather event that included high winds, waves and a King Tide. During that event flood water inundation and damage was observed across Port properties.

As a result of the foregoing, I have declared an emergency and authorized staff to immediately proceed with assessment and repairs both to “make safe” and to minimize the likelihood of additional accelerated erosion and subsidence during future weather events.

RECOMMENDATION: Ratify and confirm Emergency Order 2022-03 waiving competitive bidding requirements and authorizing the Executive Director to award of all necessary contracts to address this emergency.

MOTION: Motion to ratify and confirm Emergency Order 2022-03 waiving competitive bidding requirements and authorizing the Executive Director to award of all necessary contracts to address this emergency.

ATTACHMENTS:

1. Emergency Order No. 2022-03 (consisting of 1 page), dated December 27, 2022.



EMERGENCY ORDER 2022-03:

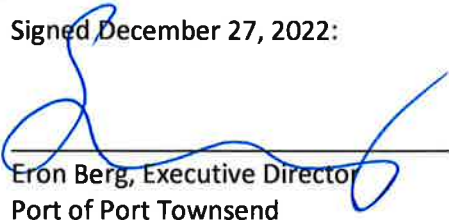
Declaration of Emergency & Authorization to Waive Competitive Bidding Requirements

In conformance with the Delegation of Authority Resolution No. 762-22 adopted by the Commission on January 26, 2022, and Washington State statutes RCW 39.04.020, RCW 39.04.280, and RCW 53.08.120, the Executive Director of the Port of Port Townsend declares an emergency situation exists which presents a real, immediate threat to the proper performance of essential functions, or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Further, the Executive Director waives the competitive bidding requirements and authorizes the award of all necessary contracts to address this emergency.

Port Townsend was hit with a king tide that was much higher than predicted, storm surge, severe weather, high wind and extreme wave event on December 27, 2022. Immediately thereafter, flood water inundation and damage across Port properties was observed. Roadways, piers and floats have been closed pending further assessment. Additional events have been forecast for the coming days.

Allowing erosion and subsidence to occur without immediate action could endanger safe use of Port facilities and cause risk of harm to people and substantial financial losses to the Port.

Signed December 27, 2022:


Eron Berg, Executive Director
Port of Port Townsend

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 11, 2023
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. October 2022 Financial Report
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum Financial Report Notes

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 1/5/2023
TO: Commission, Executive Staff
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: October 2022 Financial Report

Attached is the October YTD 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	\$ 399,941
Dock Renovations & Piling Replacement	200,000	0
BH Main Breakwater Repairs	350,000	830
PH Pavilion Bldg. Remodel ^(a)	148,434	169,773
FEMA – Yard Stormwater Materials Replacement ^(b)	0	2,537
FEMA – City Dock ^(b)	0	24
FEMA – JCIA Hangar Repair	80,000	96,108
Reconstruct Old Coast Guard Building	191,250	212,423
AWOS – Replace Present Weather Sensor	30,000	26,884
FEMA - BH Marina Pavement Repair ^(b)	0	95,857
NORTH Yard Expansion (Sims Way)	450,000	56,611
WEST Yard Expansion (by Shipyard)	100,000	4,070
BH Stormwater Treatment	2,650,000	5,598
Gardiner Boat Ramp Renovation	0	60,826
Sperry Bldg. #4 – ACI (was Dave's Mobile Welding) ^(c)	50,000	15,061
Sperry Bldg. #6 – Pete's Marine ^(c)	50,000	15,722
JCIA – 2 nd Connector Taxiway Design	90,000	11,200
Clean Vessel Build – WA State Parks & Recreation	0	35,000
Total Capital Expenses YTD	\$ 10,389,684	\$ 1,208,465

Non-Capital use of funds

DNR – Vessel Destruction \$ 46,826

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
Pape – Forklift for Yard ^(a)	0	83,331
Auxiliary vehicle cabs (2)	0	15,396
Small Capital Projects	50,000	
BH Enviro Center Fob system ^(b)	0	21,535

PH Enviro Center Fob system ^(b)	0	13,356
PH RV Park 3 Phase Power ^(b)	0	19,626
PH Offices – Heat Pump installation	0	16,500
Land Acquisition – for WEST Yard Expansion (by Shipyard) ^(d)	0	147,914
Total Capital Purchases or Contracted Capital Services YTD	<u>\$ 868,000</u>	<u>\$ 852,362</u>

Notes:

- (a) Project budgeted for 2021 and carried over into 2022 due to supply chain back logs.
- (b) FEMA - Not in the 2022 budget since the event or idea either hadn't occurred, or the certainty of the grant hadn't been determined. Small Capital Projects – unidentified at the time of budget adoption November 2021.
- (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, nor is it an operating expense, and WEST Yard Expansion Land Acquisition was expected to close by 12/31/21 but was delayed.

Ending Cash Balances as of October 31	2022	2021
Reserved Cash & Investments – Other*	\$ 3,260,744	\$ 2,378,626
Reserved Cash & Investments – IDD	4,353,337	\$ 2,005,291
Unreserved Cash & Investments	<u>719,992</u>	<u>\$ 1,902,952</u>
Total Cash & Investments	<u>\$ 8,334,073</u>	<u>\$ 6,286,869</u>

<u>*Other Reserves detail:</u>	<u>Current balance</u>	<u>Target balance</u>
Unemployment Reserve	\$ 10,000	na
Operating Reserve (a)	1,181,716	\$ 1,470,609
Boat Haven Renovation Reserve (b)	442,397	na
Emergency Reserve	500,000	\$500,000
Port-Wide Capital Reserve (c)	<u>1,126,631</u>	na
Total Other Reserves	<u>\$ 3,260,744</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>	
<u>Remaining Debt for years 2023-2029</u>		
2010 LTGO Bond – principal and interest	\$ 3,329,550	payoff December 2029
2015 LTGO Bond – principal and interest	<u>1,620,800</u>	payoff July 2025
Total	<u>\$ 4,950,350*</u>	

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

DISCUSSION

As requested by Commission.

FISCAL IMPACT

NA

RECOMMENDATIONS

For discussion only.

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

	YTD Oct. 2021	YTD Oct. 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
OPERATING REVENUES						
Boat Haven Moorage	1,627,864	1,686,533	58,669		1,722,482	(35,949)
Yard Operations	2,019,107	2,266,330	247,222		1,897,877	368,453
Boat Haven Properties	677,139	758,803	81,664		706,760	52,043
Pt. Hudson Marina, RV & Prop	1,483,776	1,376,852	(106,923)		1,219,930	156,922
Quilcene	149,245	149,523	279		142,946	6,577
Ramps	50,912	47,837	(3,075)		55,810	(7,973)
JCIA	138,836	154,377	15,542		136,881	17,496
(Incr.)/Decr. In Accounts Receivable	(14,289)	25,727	40,016		-	25,727
Total Operating Revenues	6,132,589	6,465,983	333,393	a	5,882,686	583,297
OPERATING EXPENDITURES						
Salaries & Wages	1,951,687	2,221,119	269,432		2,229,066	(7,947)
Payroll Taxes	198,161	233,404	35,243		240,006	(6,602)
Employee Benefits	679,279	692,013	12,734		757,342	(65,329)
Uniform Expense	4,787	13,554	8,767		8,665	4,889
Contract Services	217,751	234,297	16,546		257,448	(23,151)
Legal & Auditing	60,825	46,924	(13,902)		42,913	4,011
Insurance	365,552	451,482	85,930		410,000	41,482
Facilities & Operations	579,687	851,917	272,230		487,898	364,019
Utilities	463,802	504,312	40,510		469,199	35,113
Marketing	45,690	45,847	157		59,399	(13,552)
Economic Development	15,000	30,000	15,000		22,500	7,500
Travel & Training	4,158	16,482	12,324		23,397	(6,915)
Community Relations	3,997	682	(3,316)		3,569	(2,887)
Total Operating Expenditures	4,590,375	5,342,031	751,656	b	5,011,402	330,629
Net Operating Income (Expense)	1,542,214	1,123,951	(418,263)		871,284	252,667
Other Increases in Fund Resources						
Deposits & Retainage Collected	101,261	46,431	(54,831)		70,156	(23,725)
Taxes Collected	569,832	602,886	33,054		556,100	46,786
Capital Contributions/Grants	118,849	99,512	(19,338)		404,500	(304,988)
Interest	52,165	102,810	50,645		34,110	68,700
Property & other taxes	2,452,414	3,559,576	1,107,162		3,507,840	51,736
Misc Other Incr. in Fund Resources	52,550	105,101	52,551		16,793	88,308
Total Other Incr. in Fund Resources	3,347,072	4,516,315	1,169,244	c	4,589,499	(73,184)
Other Decr. In Fund Resources						
Deposits & Retainage Paid	20,818	87,373	66,555		26,561	60,812
Taxes Remitted	658,573	697,853	39,280		638,040	59,813
Debt Principal & Interest	852,009	601,344	(250,665)		601,344	-
Debt Mgmt, Issuance & Misc Exp	60,260	42,981	(17,279)		1,150	41,831
Election Expense	-	17,561	17,561		2,000	15,561
Total Other Decr. In Fund Resources	1,591,661	1,447,112	(144,549)	d	1,269,095	178,017
Net Incr./(Decr.) in Fund Resources	1,755,411	3,069,203	1,313,792		3,320,404	(251,201)
Net Income (Expense)	3,297,625	4,193,155	895,530	e	4,191,688	1,467

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

Summary of Fund Resources Uses, October 2022

Port of Port Townsend
Notes to 2022 Summary of Fund Resources & Uses report
As of October 31, 2022

- (a) Overall, Operating Revenues increased by 5.4%, or \$333,393 when compared to 2021. When compared to budget, Operating Revenues are up by 10%, or \$583,297. In both instances, the bulk of this increase is related to the Yard (12% increase, or \$247,222, when compared to 2021, and 19% increase, or \$368,453 when compared to budget), as well as the paydown of accounts receivable which is a \$40,016 increase when compared to 2021.
- (b) Overall, Operating Expenses increased by 16.4%, or \$751,656, when compared to 2021. However, when measuring performance against budget, Operating Expenses YTD are more by only 6.6%, or \$330,629, which is less than ½ the year-to-year variance. Most line items are close to or under budget; the areas with the largest amounts over budget are Facilities & Operations, Insurance, and Utilities. Detail on the Facilities and Operations category can be seen on the detailed report in the Informational Items section of the Commission packet. There one can see that Repair/Maintenance is the highest number over budget (\$190,139), followed by a close tie between Bank Charges (\$42,660), and Equipment Rental/Purchase (\$40,276), and then a close tie between Operating Supplies (\$26,386), and Fuel & Lubricants (\$24,735). Insurance is over budget by \$41,482, and Utilities are over budget by \$35,113. For Utilities, there is a large increase in Electricity for the small Yard when compared to last year and a large increase in Boat Haven, and Point Hudson Garbage. The expectation was that the new locking systems with cameras on the Environmental Centers would be done early in the year, inhibiting non-customer use. They were put into place in April 2022; however, there were issues with getting to actually function until mid-summer, and the usage has continued in both locations.
- (c) Total Other Increases in Fund Resources increased by 35%, or \$1,169,244, when compared to 2021. This is largely due to IDD levy collections. When comparing the current year to date to budget, we very close to budget, just short by 1.6%, or \$73,184, which is largely due to expected grant reimbursements not yet received.
- (d) Other Decreases in Fund Resources are less when compared to 2021 by 9%, or \$144,549. This is largely due to the final pay-off of the 2020 Line of Credit (LOC) in January 2021 in the amount of \$251,565. When comparing to YTD budget, this area is more by \$178,017, or 14%. These increases are largely due to increases in refunded deposits, “debt mgmt., issuance, & misc. expense”, and in taxes remitted. The “debt mgmt., issuance, & misc. expense” increase is largely due to the cost of crushing vessels for which the Port has received funding from DNR to cover (YTD \$85,887).
- (e) Overall, the difference in 2022 Net Income (Expense) when compared to 2021 is a \$895,530, or 27%, increase. This variance is primarily due to the pay-off of the 2020 Line of Credit in January 2021 for \$251,565, and the increase in other fund resources in 2022 of \$1,169,244, most of which is IDD. When comparing the Net Income (Expense) year to date to the budget, the variance is extremely small at \$1,467, less than ½ of one percent of budget. It is unusual to be so close to the original target on budget, though we still have one quarter left of the year.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 11, 2023		
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. 2023 Organizational Topics		
STAFF LEAD	Eron Berg, Executive Director		
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. Staff Information Memo 2. 2022 Committee Assignments 3. Draft 2023 Committee Assignments 4. Resolution 770-22 – Commission Meeting Procedures 5. Draft Resolution 785-23– Readopting Commission Meeting Procedures 6. Appendix A for Res. 785-23 7. Draft Resolution 786-23– Delegation of Management Authority 		

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 1/11/2023
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: 2023 Organizational Topics

ISSUES

In preparation for 2023:

1. Who will serve as president, vice president and secretary for the Commission?
2. Who will serve on which committees?
3. Should the Commission adopt updated meeting procedures?
4. Should the Commission adopt the attached delegation of authority resolution?
5. When should the annual retreat be scheduled and what topics would the Commission like to have on the agenda?

BACKGROUND

All five of these topics are discussed annually. They are on your agenda today for possible action consistent with the Commission's practice of annual review, update and adoption of these organizational topics.

DISCUSSION

Commission officers: For your information is a table with detail since 2010:

YEAR	PRESIDENT	VICE PRESIDENT	SECRETARY	Exec. Director
2023				
2022	Pam Petranek	Carol Hasse	Pete Hanke	Eron Berg
2021	Pete Hanke	Pam Petranek	Bill Putney	Eron Berg
2020	Pete Hanke	Bill Putney	Pam Petranek	Jim Pivarnik / Eron Berg
2019	Bill Putney	Pete Hanke	Steve Tucker	Jim Pivarnik
2018	Steve Tucker	Pete Hanke	Bill Putney	Sam Gibboney / Jim Pivarnik
2017	Pete Hanke	Brad Clinefelter	Steve Tucker	Sam Gibboney

2016	Pete Hanke	Steve Tucker	Brad Clinefelter	Larry Crockett / Sam Gibboney
2015	Steve Tucker	Brad Clinefelter	Pete Hanke	Larry Crockett
2014	Steve Tucker	Brad Clinefelter	Pete Hanke	Larry Crockett
2013	Leif Erickson	Steve Tucker	Dave Thompson	Larry Crockett
2012	Leif Erickson	Steve Tucker	Dave Thompson	Larry Crockett
2011	Dave Thompson	Leif Erickson	John Collins	Larry Crockett
2010	John Collins	Dave Thompson	Leif Erickson	Larry Crockett

Committee assignments: Attached are the 2022 committee assignment sheet along with a draft 2023 assignment list with staff recommendations and requests made by commissioners.

Commission meeting procedures: A updated draft of the meeting procedures is attached and includes no changes.

Delegation of authority: A updated draft of delegation is attached and includes very minor changes identified in track changes format. The primary change is a recommendation to increase the delegated authority to enter into professional service agreements from \$50,000 to \$100,000.

Annual retreat: When would the Commission like to hold an annual retreat? The list of topics that we have been tracking includes the following:

Strategic Plan update

Capital projects update & plan

Identification of new economic opportunities, including the Short's Farm

Other topics that may be of interest, either at the annual retreat, at workshop meetings or business meetings include:

Lease policy as it relates to selection of tenants and prioritization of uses for certain properties

Separate from the capital plan, a more detailed discussion of the Port's flood protection project

Point Hudson Parking Plan

FISCAL IMPACT

None identified herein.

ATTACHMENTS

1. 2022 Committee Assignment
2. Draft 2023 Committee Assignments
3. Commission meeting procedures
4. Draft updated delegation of authority

RECOMMENDATIONS

1. Motion(s) to elect a President, Vice President and Secretary for the Commission to serve through 2023 or until succeeded.
2. Motion to approve the attached list of committee assignments for 2023.
3. Motion to adopt Resolution 785-23 readopting commission meeting procedures.
4. Motion to adopt Resolution 786-23 delegating administrative powers and duties to the executive director.
5. Please provide direction on the annual retreat.

**PORT OF PORT TOWNSEND
2022 COMMITTEE ASSIGNMENTS**

COMMITTEE NAME	REPS	FREQUENCY
CEO Breakfast Group	Eron Berg	Monthly
Chamber of Commerce – Jefferson County (Luncheons)	Carol Hasse	Second Mondays
Chamber of Commerce – North Hood Canal <i>Meets alternately in Quilcene and Brinnon</i>	Pete Hanke	3 rd Mondays 5:30 PM
Climate Action Committee	Carol Hasse	Quarterly
East Jefferson Underground Coordinating Council	Chris Sparks	As called
EDC Team Jefferson – Board of Directors	Pam Petranek	Monthly
EDC Team Jefferson – Public Sector Cabinet	Eron Berg	Quarterly
Food Resilience Committee - Jefferson County	Pam Petranek	As called
IMT (Incident Management Team) - Jefferson County (360) 385-9368 jcdem@co.jefferson.wa.us	Terry Taylor	1 st Wednesdays 10-Noon
Joint Growth Management Steering Committee, Jefferson Co.	Eric Toews	As called
Marine Resources Committee (MRC) - Jefferson County https://www.jeffersonmrc.org/meetings-events/	Carol Hasse	1 st Tuesdays 6-8:00
North Olympic Development Council (NODC)	Carol Hasse	4 th Thursdays 2:00-4:00 PM
North Olympic Legislative Alliance (NOLA)	Eron Berg	As called
Pacific Coast Congress of Port Managers & Harbormasters Board	Kristian Ferraro	As called
Pilots Association - Jefferson County	Pete Hanke & Eron Berg	As called
Port Townsend Marine Trades Association	Executive Director, commissioner, <i>as invited</i>	Mondays
Port Townsend Moorage Tenants Union	Eron Berg	As invited
Public Infrastructure Fund Committee (PIF) - Jefferson County	Pete Hanke	As called
Solid Waste Advisory Council- Jefferson County	Pete Hanke	As called
WAMA – WA Airport Management Association	Pete Hanke	As called
Washington Finance Officers Association	Abigail Berg	As called
Washington Public Ports Association - Board of Trustees	Carol Hasse	Spring & Annual Conferences
WPPA - Finance & Administration Committee	Abigail Berg	As called
WPPA - Legislative Committee (+ <i>All 3 Commissioners</i>)	Eric Toews	As called
WPPA - Other Committees (Aviation, Economic Development, Environmental, Marina, and Public Relations)	<i>All 3 Commissioners</i>	As called

**PORT OF PORT TOWNSEND
2023 COMMITTEE ASSIGNMENTS**

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WPPA - Other Committees (Aviation, Economic Development, Environmental, Marina, and Public Relations)	<i>All 3 Commissioners</i>	As called

RESOLUTION NO. 770-22

A Resolution of the Commission of the Port of Port Townsend
READOPTING COMMISSION MEETING PROCEDURES

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

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

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

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

ADOPTED this 8th day of June 2022, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:


 Peter W. Hanke, Secretary


 Pamela A. Petranek, President


 Carol L. Hasse, Vice President



APPROVED AS TO FORM:


 Port Attorney

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

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

COMMISSION MEETINGS

TIME AND LOCATION OF MEETINGS

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

MEETING FORMAT

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

RULES OF TRANSACTION OF BUSINESS

1. Order of Business shall be as follows:
 - I. Call to Order
 - II. Approval of Agenda
 - III. Public Comments Related to/not related to the agenda (limited to total of thirty (30) minutes; three (3) minutes per person)
 - IV. Consent Agenda
 - V. Special Guests & Presentations
 - VI. Second Reading (Action Items)
 - VII. First Reading (Discussion Only)
 - VIII. Regular Business
 - IX. Staff Comments
 - X. Commissioner Comments
 - XI. Next Meeting
 - XII. Executive Session (if any)
 - XIII. Adjournment
 - XIV. Informational Items
2. All matters which, in the judgment of the Commission, are of a legislative character shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and the original copy shall be signed by the President and Vice President and attested by the Secretary. Resolutions shall be filed by the Executive Assistant and shall be recorded in a book or books kept for such purpose, which shall be public records.
3. Organization of Workshops:
 - a. Shall have an agenda;
 - b. Will have minutes recording topics discussed either in written and/or audio format;
 - c. Will be used for discussion, with no formal action (i.e., an actual vote of the Commission on a motion, proposal, resolution, or order); and

- v. Each member shall have the opportunity to speak before any member speaks twice.
 - vi. Every member has the right to know the meaning of the question before the Commission and what its effect will be.
 - vii. All meetings must be characterized by fairness and by good faith.
- d. Routine and ordinary business may be approved and/or rejected by the Commission by placing it on either the Consent Agenda, or as an item of "Regular Business". Examples of items typically placed on the consent agenda are approval of warrants, meeting minutes, lease amendments, contracts and items that have already come before the Commission.
- Examples of items considered as "Regular Business" include monthly financial reports, lease agreements, significant contracts, and grant agreements. Matters of routine and ordinary business may be voted on at the same meeting at which they are introduced.
- e. To facilitate sufficient time for reflective consideration of proposals by Commissioners and members of the public and staff, all proposals for policies* which impact Port customers or members of the public shall be voted on no sooner than the immediate next regular business meeting following introduction of the proposal. The introduction of a proposal at a Commission meeting is the "first reading" and any subsequent meeting where the proposal is considered is the "second reading". This requirement may be waived by a unanimous vote of the Commission.
- *Examples of policy actions include adoption of the budget, adoption of strategic and/or comprehensive plans.
- f. Motions do not require a second.
 - g. The presiding officer of the Commission meeting shall have the right to participate fully in the discussion and shall cast a vote on all motions.
 - h. The standard priorities and requirements for main, subsidiary, and privileged motions shall be used.
6. The draft agenda may be available by Friday of the week previous.
7. The Executive Director or his designee would be responsible for keeping track of each issue.
8. Port staff and/or general counsel may serve as parliamentarian in the event the presiding officer, commissioner or commission desire procedural assistance.

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

MINUTES

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to RCW 42.30.035.

VOUCHER APPROVAL

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

COMMISSIONER'S COMPENSATION

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

RESOLUTION NO. 785-23**A Resolution of the Commission of the Port of Port Townsend****READOPTING COMMISSION MEETING PROCEDURES**

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

WHEREAS, The Port of Port Townsend did rescind Resolution No.42-87, and adopted new Commission Meeting Procedures which were more efficient and beneficial for both the Commission and participating public, by Resolution No. 326-00 on July 26, 2000, and which was subsequently amended by Resolution No. 344-01 on March 14, 2001; by Resolution No. 363-02 on February 27, 2002; by Resolution No. 367-02 on March 27, 2002; by Resolution No. 390-03 on January 22, 2003; Resolution No. 392-03 on April 9, 2003; by Resolution No. 471-06 on July 26, 2006; by Resolution No. 487-07 on April 25, 2007; by Resolution No. 532-10 on January 27, 2010; by Resolution No. 553-11 on January 12, 2011; by Resolution No. 558-11 on March 23, 2011; by Resolution No. 561-11 on June 8, 2011; by Resolution No. 594-13 on May 8, 2013; Resolution No. 604-14 on January 22, 2014; by Resolution 624-15 on January 14, 2015; Resolution No. 639-16 on January 27, 2016; by Resolution No. 654-17 on January 11, 2017; Resolution No. 674-18 on January 24, 2018; by Resolution No. 675-18 on February 28, 2018; by Resolution No. 695-19 on January 24, 2019; by Resolution No. 714-20 on January 22, 2020; by Resolution 742-21 on January 13, 2021; and by Resolution 752-21 on September 8, 2021; and by Resolution 763-22 on January 12, 2022; and by Resolution 770-22 on June 8, 2022;

WHEREAS, the Port Commission wishes to modify the meeting procedures as noted in Appendix A, established on June 8, 2022, via Resolution No. 770-22.

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend, that Resolution No. 770-22 shall be rescinded, and the Commission Meeting Procedures, as shown in the attached “Appendix A,” shall be adopted in their place.

ADOPTED this 11th day of January 2023, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

 Peter W. Hanke, Secretary

 Pamela A. Petranek, President

 Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

APPENDIX A to Resolution 785-23 Port of Port Townsend Commission Meeting Procedures

The Commission Meeting Procedures have been adopted by Resolution 714-20, amending Resolutions 326-00, 344-01, 363-02, 367-02, 390-03, 392-03, 471-06, 487-07, 532-10, 553-11, 558-11, 561-11, 594-13, 604-14, 624-15, 639-16, 654-17, 674-18, 675-18, 694-19, 714-20, 742-21, 752-21, ~~and 763-22~~ and 770-22. Any changes or deletions will require an amendment to the Resolution.

COMMISSION MEETINGS

TIME AND LOCATION OF MEETINGS

1. Effective ~~June 9, 2022~~ January 11, 2023, with the exceptions outlined in paragraph 2 immediately below, regular business meetings of the Port of Port Townsend will occur twice a month - on the second Wednesday of each month at 1:00 p.m. and on the fourth Wednesday of each month at 5:30 p.m. in the Port's Pavilion Building, 355 Hudson Street, Port Townsend, Washington, unless otherwise indicated. Public Workshops will occur on the second Wednesday of each month at 9:30 a.m. Meeting and workshop schedules and locations are subject to change with a minimum 24-hour notice to the local newspaper and the Port's website.
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 - XIII. Adjournment
 - XIV. Informational Items
2. All matters which, in the judgment of the Commission, are of a legislative character shall be embodied in the form of Resolutions. Resolutions shall be numbered consecutively, and the original copy shall be signed by the President and Vice President and attested by the Secretary. Resolutions shall be filed by the Executive Assistant and shall be recorded in a book or books kept for such purpose, which shall be public records.
3. Organization of Workshops:
 - a. Shall have an agenda;
 - b. Will have minutes recording topics discussed either in written and/or audio format;
 - c. Will be used for discussion, with no formal action (i.e., an actual vote of the Commission on a motion, proposal, resolution, or order); and

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

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

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

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

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

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

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

MINUTES

1. Additions and or corrections to the Minutes will be recorded and become a part of the revised and approved consent agenda. Minutes are to be available to the Commissioners prior to the meetings.
2. Minutes are recorded according to RCW 42.30.035.

VOUCHER APPROVAL

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

COMMISSIONER'S COMPENSATION

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

RESOLUTION NO. 786-23**A Resolution of the Commission of the Port of Port Townsend**

**DELEGATING ADMINISTRATIVE POWERS AND DUTIES TO THE EXECUTIVE
DIRECTOR AND DESIGNEES, REPEALING ALL PRIOR RESOLUTIONS
DEALING WITH THE SAME SUBJECT MATTER.
(SUPERSEDING RESOLUTION NO. 762-22)**

WHEREAS RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director, and

WHEREAS the Commission of the Port of Port Townsend has in the past adopted policy directives delegating administrative powers and duties to the Executive Director and designees for the purpose of expeditious administration of the Port, and

WHEREAS the Commission has from time to time found it necessary to amend and revise such directives due to changes in law and/or operations of the Port, and

WHEREAS the Commission now wishes to provide an updated master policy directive on the delegated administrative powers and duties of the Executive Director and designees and to repeal all prior resolutions dealing with the same subject matter;

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Port Townsend as follows:

Section 1. The master policy directive of the Commission of the Port of Port Townsend as set forth herein, is adopted for the purpose of establishing the delegated administrative powers and duties of the Executive Director and designees. This policy directive will remain in effect until January 31, 2024, unless it is extended prior to that date.

Section 2. All portions of resolutions heretofore approved by the Commission pertaining to the subject matters contained in this resolution are hereby repealed.

Section 3. The Revised Code of Washington 53.08.090 authorizes the Commission to delegate by resolution to the Executive Director the authority to sell and convey Port personal property.

Section 4. The Port Commission hereby delegates to the Executive Director the authority to undertake the management operations of the Port.

Section 5. The following policy directive on the delegated administrative powers and duties of the Executive Director is hereby adopted.

I. PREAMBLE

A. The following policy is adopted by the Commission of the Port of Port Townsend for the purpose of establishing the administrative powers and duties of the Executive Director

who is responsible for Port operations. The Executive Director may delegate to Port personnel such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the Executive Director's powers and duties.

B. This policy sets forth specific delegations of power and duties from the Commission to the Executive Director. This policy shall not be interpreted to limit the duties or responsibilities of the Executive Director as those duties are determined from time-to-time by the Commission. In case of absence, the Executive Director may designate one or more senior Port staff to act in the place of the Executive Director with regard to the powers and duties herein. Subject to the limits within this delegation, the responsibility for all administration and Port operations of the Port rests with the Executive Director.

C. To implement delegations of authority to Port personnel, the Executive Director shall promulgate policy and procedural manuals, rules and procedures, monetary and budgetary directives and other such documents as personnel position descriptions, affirmative action plans, safety manuals, etc. which shall provide a clear span of authority and responsibility to the designees of the Executive Director.

D. Any Commission directives or initiatives shall be made through the Executive Director and shall be made only by the Commission acting as a body of the whole. Those directives include, but are not limited to, the separately adopted rate schedules, financial guidelines, promotional hosting policy, and standard lease policy.

E. The phrase "administration and Port operations", as used herein, means the regular day-to-day business of the Port, including but not limited to, operating, maintaining, and administering all of its properties, leasehold properties, facilities services and programs; including the implementation of construction work, alterations, repairs, maintenance, and improvements of the Port's real estate and physical facilities; and, the necessary planning incidental thereto; the conduct of financial accounting and legal matters as they relate to the Port's operation; the administration of all other operations which include personnel administration (i.e., hiring, firing, salary and benefits, training, grievance procedures, task and project assignments, employee training and incentive programs, etc.); the execution and administration of contracts; publishing legal notices; moorage agreements, and, all other pertinent functions.

F. The Executive Director shall inform the Commission regarding significant information, incidents, and business transactions by methods agreeable to the Commission. The Executive Director shall report to the Commission those actions as within this delegation. The Executive Director is the managing official of the Port, appointed by the Commission, and holds office as their representative. Nothing herein should be construed in any way as abrogating the duties and responsibilities of the Commission.

II. POLICY GOVERNING REAL PROPERTY

A. Lease Arrangements: All real property when available for lease shall, except as otherwise provided herein below, be leased only under an appropriately written lease instrument, approved by the Commission, and accompanied by a lease bond or other form of security in accordance with the law and the Port's Lease Policy. However, the Executive Director may execute short-term leases (terms of one year or less) subject to all of the following conditions:

1. The appropriate lease surety must be in place consistent with statutory requirements and the Port's standard form of lease, with the exception of State and Federal leases that require the use of the tenant's lease form as long as the content of the lease form does not materially change the Port's intent in its standard lease form.

2. The arrangements for short-term occupancy shall be evidenced by the Port's standard form of lease (except that any clearly inapplicable provision or provisions inconsistent with the policy herein set out shall be deleted from the standard form).

3. The amount of the rental shall be in accordance with the rental revenue standards adopted by the Commission for similar Port property of the same or similar class and type and devoted to similar uses.

4. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the standards of use adopted by the Commission for the same or similar Port property or properties.

5. The lease may not be renewed or otherwise extended beyond three years without Commission approval.

B. Sublease Procedures: Leases, licenses, operating agreements, and related contracts between the Port and its tenants, licensees, and other parties shall include restrictions on the subleasing and require at a minimum the prior written consent of the Port to such subleases. Subject to the provisions of the lease or agreement, the Executive Director is authorized to grant consents to subleases, which for the purposes hereof shall include sub-operating agreements and sub-licensee agreements.

C. Other Lease Documents: The Executive Director is authorized to execute the following property instruments, subject to the terms specified herein:

1. Temporary and permanent easements for purposes of utility installation and maintenance, access, rights of entry and signage only.

2. Business Licenses and Licenses to Operate.

3. Aquatic land leases with the Washington State Department of Natural Resources to accommodate leasehold property leases consistent with the Port Management Agreement.

4. Binding site plans and short plats consistent with Port master plans in order to activate leasehold interests.

5. Changes in name of responsible party to the lease if all other conditions, including primary ownership, remain the same.

6. Lease assignments for purposes of collateral, including Waiver of Landlord Lien Agreements.

7. Lease assignments for purposes of a single condominium unit conveyance (change of ownership) where there is an established condominium association as the Lessee.

8. Response to estoppels and attornments.

9. Estoppel and attornment agreements.

10. Use Permits.

11. Rental and Storage Agreements.

12. Minor amendments intended to correct errors or oversights that are consistent with the intent of the Commission approved lease.

D. Lease Enforcement and Lease Terminations: The Executive Director is authorized to enforce all terms and conditions of Port leases. The Executive Director is authorized to issue all appropriate notices of default and/or notices of termination with regard to Port leases. The Executive Director is authorized to terminate any lease under the terms and conditions therein. Upon termination, the Executive Director is authorized to take all steps necessary to retake possession of the leasehold and recover for the Port all sums due the Port pursuant to the lease and the law. The Executive Director shall keep the Commission informed with respect to lessees that are issued default notices or termination notices.

III. POLICY GOVERNING CONTRACTS FOR PERFORMANCE OF PUBLIC WORK

A. Public Work Contract Awards: The Executive Director shall have the responsibility for following all required statutory procedures in connection with all public work contracts. The Executive Director is authorized to carry out all procedures required by applicable statutes preliminary to the acts required to be performed by the Commission at an open meeting. The Executive Director may, without prior Commission approval, execute on behalf of the Port public work contracts for \$300,000 or less, so long as the expenditure is within the limits of overall budgetary authority. In addition, the Executive Director may, without prior Commission approval, execute on behalf of the Port, public work contracts for public work identified in a specific budgetary line item and where the contract price and all other charges do not exceed the amount authorized in that specific budgetary line item.

B. Emergency Public Work Contracts: When any emergency shall require the immediate execution of a public work contract, the Executive Director, pursuant to the procedures of RCW 39.04.020 (and as amended), is authorized to make a finding of the existence of such emergency and execute any public work contract necessary to respond to the existing emergency, provided that the Executive Director shall, at the first Commission meeting following the Executive Director's finding of the existence of an emergency, request Port Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. From the inception of any such emergency, the Executive Director shall continuously advise the Commission of the status of the emergency situation and the progress of any such public work contracts executed to remedy the emergency. Emergency public work contracts executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Commission and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

C. Change Orders: In the instances where public work contracts have been awarded and under which the work is in progress and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Executive Director is authorized, without prior Commission approval, to execute individual change orders to the contract if the following conditions are met:

1. The estimated cost of the aggregate changes in plans and/or specifications and all other charges will not exceed the specific budgetary line item, or, in cases requiring Commission approval for public works contracts, the authorized amount.

2. The contract provides for issuance of change orders.

IV. POLICY GOVERNING CONTRACTS FOR ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES and SERVICES

A. Items Acquired for Normal Maintenance and Operation in the Open Market: The Executive Director shall have the responsibility for following all required statutory procedures, where applicable, in connection with all contracts for the acquisition of utilities, materials, equipment, supplies, and services provided; however, where utilities, materials, equipment, supplies, and services are acquired on the open market or pursuant to published tariffs and used or are necessary in normal maintenance and operations of the Port, no prior approval shall be required but shall, where appropriate, be approved or ratified as a part of the normal warrant process, and further, provided that in all cases where a statutory requirement exists for award of contracts following competitive bidding.

B. Budgeted Acquisitions or Acquisitions of \$100,000, or less: The Executive Director may, without prior Commission approval, execute on behalf of the Port, contracts for materials, equipment, and supplies (where the acquisition does not meet the criteria of Section A above) for \$100,000 or less so long as the expenditure is within the limits of overall budgetary constraints. In addition, the Executive Director may, without prior Commission approval, execute on behalf of the Port contracts for materials, equipment, supplies, and services identified in a specific budgetary line item and where the contract price does not exceed the amount authorized in that specific budgetary line item by ten percent (10%).

1. Budgeted Acquisitions of \$25,000 or less: The Executive Director may delegate Director-level Staff the authority to execute on behalf of the Port, contracts for acquisitions identified in a specific budgetary line item where the contract price and all other charges do not exceed \$25,000.

C. Emergency Contracts for Acquisition of Materials, Equipment, Supplies, and Services: When an emergency requires the immediate acquisition of materials, equipment, supplies, and services, the Executive Director is authorized to make a finding of the existence of such emergency and execute any contract for acquisition of materials, equipment, supplies, and services (subject to the Port of Port Townsend's Purchasing Procedures) necessary to respond to the existing emergency, provided that the Executive Director shall, at the first Commission meeting following the Executive Director's finding of the existence of an emergency, request Port Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. From the inception of any such emergency, the Executive Director shall continuously advise the Commission of the status of the emergency situation and the progress of any contracts executed to remedy the emergency. Emergency acquisition contracts executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Commission and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

V. POLICY GOVERNING ADJUSTMENT AND SETTLEMENT OF CLAIMS AND PENALTIES EXCEPTING THOSE COVERED BY PARAGRAPH XIV BELOW:

A. Procedure for Settling Claims: The Executive Director shall be responsible for the implementation of necessary procedures for the settlement of all claims, either against or on

behalf of the Port. Procedures in the handling of such claims shall, at a minimum, include the following:

1. For purpose of this Paragraph V, “claim” shall mean the assertion of any position, penalty, right or responsibility by or against the Port, its Commissioners or employees, but not including uncollectible accounts only to the extent as covered in Paragraph X herein.
2. No claims against the Port shall be considered unless and until proper written notice has been provided to the Port.
3. All claims for or against the Port may be processed in all respects (except for their final approval and payment) by the Executive Director or Legal Counsel.
4. Except as provided under Section B below, no claims shall be finally approved for settlement except by the Commission and no claim shall be paid except as authorized by the Commission.

B. Executive Director’s Authority to Settle Claims: The Executive Director may settle claims against the Port or claims asserted by the Port arising from operations for an amount not exceeding \$5,000. All claims when settled shall be reported to the Commission.

VI. POLICY GOVERNING ARRANGEMENTS FOR PROFESSIONAL AND CONSULTANT SERVICES

A. Procedure: The Executive Director shall be responsible for the Port’s compliance with RCW 53.19 and the initiation of appropriate procedures to obtain professional services specified RCW 39.80 (i.e., architectural, engineering, landscape architects and land surveyors) where deemed necessary in carrying out Port operations.

B. Executive Director’s Authority: When necessary, in the conduct of Port operations, the Executive Director may, without prior Commission approval, execute on behalf of the Port contracts for professional and consultant services for ~~\$1050,000~~ or less so long as the expenditure is within the limits of overall budgetary constraints and in compliance with state law. Additionally, the Executive Director may, without prior Commission approval, execute amendments to Commission authorized professional and consultant services agreements in the amount up to 10% of the contract’s value.

VII. POLICY GOVERNING TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT

A. Executive Director’s Authority: The Executive Director is authorized to approve travel by employees and/or other authorized representatives of the Port in order to effectuate necessary Port operations, provided that the travel expenses are within the annual budget approved by the Commission.

VIII. POLICY GOVERNING STAFF AND EMPLOYEE ADMINISTRATION

A. Executive Director’s Authority: The Executive Director shall have the authority to manage all personnel matters for Port employees and staff which includes hiring, firing, training, grievance procedures, managing collective bargaining agreements, including letters of agreement, employee salaries and benefits. The Executive Director shall carry out these responsibilities according to guidelines and policies to be established by the Executive Director

and within overall budgetary constraints. The Commission shall approve any collective bargaining agreements and amendments thereto.

IX. POLICY GOVERNING EXECUTIVE DIRECTOR'S AUTHORITY FOR PROPERTY ACQUISITIONS AND SALES

A. Authority of the Executive Director for Acquisitions Authorized by the Commission: When the Port Commission authorizes the acquisition of real property by purchase or condemnation, the Executive Director shall take all necessary steps, including the securing of appraisals, to secure title of such property for the Port. Acquisition price of individual properties (or ownerships) shall in no case exceed the Port's appraisal by 10% (ten percent), nor shall the total price paid for all properties exceed the estimates of the Port Commission's authorization without further specific Commission authorization.

B. Execution of Documents of Sale: The sale of real property is reserved to specific Commission authorization. When the Commission authorizes the sale of real property, the Executive Director shall take all necessary steps to complete the transaction, including but not limited to, accepting deposits, opening escrow and signing all necessary documents.

X. POLICY GOVERNING DISPOSITION OF UNCOLLECTIBLE ACCOUNTS

A. Definition of "Write-off": The term "write-off" means the adjustment of the accounting records of the Port to reflect the fact that the account is uncollectible in the normal course of operations. The Executive Director may authorize Legal Counsel to initiate or continue with legal action to collect an account without regard to whether the account has been written off the accounting records of the Port.

B. Procedures: The Executive Director is authorized to establish procedures for and to write off any uncollectible account in the amount of .05% of annual operating revenues of the last complete fiscal year or less subject to the following general guidelines:

1. Prior to writing off any account receivable or uncollectible, the Executive Director shall be satisfied that every reasonable effort has been made by the Port to accomplish the collection of the account.
2. Any account in excess of .05% of annual operating revenues of the last complete fiscal year which is deemed to be uncollectible shall be referred to the Port Commission for final write-off.

XI. POLICY GOVERNING LEASE SURETY, SURETY BONDS, RENTAL DEPOSITS, AND INSURANCE POLICIES

A. Authority of the Executive Director: The Executive Director or his designee is authorized to take all necessary actions on behalf of the Commission in connection with lease surety, lease surety bonds, assignments of accounts, rental deposits, or insurance coverage required pursuant to any leases of the Port, including any of the following actions:

1. Where the lease is not in default, to release any surety, surety bond, or rental deposit where an adequate substitute surety or rental deposit has been provided.
2. To approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policies submitted in fulfillment of the requirements of any lease, including substitute or replacement coverage for any terminated bond, surety, or rental insurance.

3. To approve any substitute or modification of surety or insurance coverage, and to release any surety or insurance company when substitute or replacement insurance coverage has been provided in connection with any outstanding lease of the Port.

XII. POLICY GOVERNING SALE OF PERSONAL PROPERTY

A. Sale of Property Pursuant to RCW 53.08.090: The Executive Director or his designee is authorized, pursuant to RCW 53.08.090, to sell and convey surplus personal property of the Port subject to the following conditions:

1. that the market value of such personal property does not exceed \$10,000; and
2. that prior to any such sale or conveyance, the Executive Director shall itemize and list the property to be sold and make written certification to the Commission that the listed property is no longer needed for Port purposes; and
3. that offers for purchase are solicited from at least three (3) parties whenever possible; and
4. that any large block of such property having a value in excess of \$10,000 shall not be divided into components of a lesser value and sold unless done so by public competitive bid; and
5. that no property which is part of the comprehensive plan of improvement or modification thereof shall be disposed of until the comprehensive plan has been modified pursuant to RCW 53.20.010 and until such property is found to be surplus to Port needs; and
6. that in no case shall surplus personal property be sold to any Port official or employee or members of their families without the specific approval of the Commission.

XIII. LITIGATION

A. Management and Supervision of Litigation: The Executive Director and the Port's Legal Counsel (appointed by the Commission) shall be responsible for the procedures necessary for management and supervision of all litigation in which the Port has an interest, direct or indirect. For purposes of this section, "litigation" shall mean the assertion or potential assertion of any position, right or responsibility by or against the Port, including actions which have been filed in any court or any quasi-judicial or administrative forum.

B. Special Legal Services: The Executive Director, on consultation with the Port's Legal Counsel, is authorized to retain other such special counsel at fees as may be negotiated to assist in the handling of any claims, litigation, or other matters necessary to attend to the legal affairs of the Port, within overall budgetary constraints.

C. Engagement of Experts: The Executive Director may engage or cause to be engaged through Legal Counsel, such experts as may be necessary for the orderly support of claims or litigation in which the Port has a direct or indirect interest. Such engagement shall be upon authorization given by Legal Counsel after having been satisfied that such expenditure is necessary to the adequate preparation and representation of the Port's position in such litigation or claim and shall, wherever practicable, include evaluation of the litigation or claim and an estimate of the probable cost of such experts.

D. Consultation with Commission: The Executive Director will, in conjunction with the Port's Legal Counsel, consult with the Commission regarding strategy and the economic impact of litigation.

XIV. POLICY GOVERNING INTERLOCAL AGREEMENTS FOR USE OF PORT PROPERTY FOR TRAINING PURPOSES, EVENT SITE USE AGREEMENTS FOR EVENTS AND RATES WITHIN ESTABLISHED RANGES

A. Executive Director's Authority: The Executive Director is authorized to execute agreements with other public agencies for purposes of conducting training exercises or other collaborative opportunities related to police, fire, ~~and~~ public health and safety, and environmental stewardship issues.

B. Executive Director's Authority: The Executive Director is authorized to execute event and site use agreements with organizations for events conducted by the organizations on Port property.

C. Executive Director's Authority: The Executive Director is authorized to establish rates for particular dates or seasons (i.e., low season or midweek discounted rates and peak season rates) when the Commission has established rate ranges on approved rate cards.

XV. POLICY GOVERNING APPLICATION AND ACCEPTANCE OF GRANTS

A. Authority of the Executive Director: The Executive Director or his designee is authorized to take all necessary actions on behalf of the Commission to prepare and submit applications for grants and State or Federal Legislative appropriations. The Executive Director shall notify the Commission of the amount and purpose of all grant applications and upon request shall provide copies of such applications.

B. Acceptance of Grants: The Executive Director shall consult with the Commission prior to accepting or appropriating any grant awarded to the Port and shall obtain Commission approval to accept and appropriate any grant funding or expenditure which was not specifically identified in the approved annual budget.

XVI. POLICY GOVERNING PERMIT APPLICATIONS AND NOTICES OF INTENT

A. Executive Director's Authority: The Executive Director is authorized to take all necessary actions to prepare and submit applications and notices of intent for coverage under state, local and federal regulatory permits including but not limited to, National Pollution Discharge Elimination System (NPDES) permits, Joint Aquatic Resources Permit Application (JARPA), and Hydraulic Project Approval (HPA) permits.

XVII. POLICY GOVERNING PROMULGATION OF ADMINISTRATIVE RULES AND REGULATIONS

A. Authority of the Executive Director: The Executive Director is authorized to adopt administrative rules, regulations and procedures necessary (hereinafter "rules and regulations") for the efficient operation of the Port so long as such rules and regulations are reported to the Commission and are consistent with Commission policy. All amendments to the rules and regulations established therein may hereafter be made by the Executive Director, so long as such amendments do not exceed the authority of the Executive Director, as granted elsewhere herein, and are reported to the Commission in a timely manner.

XVIII. POLICY GOVERNING AUTHORITY TO ENTER INTO NON-DISCLOSURE AGREEMENTS

A. Authority of the Executive Director: The Executive Director is authorized to enter into non-disclosure agreements on behalf of the Port of Port Townsend, provided that the non-disclosure agreement is first reviewed by legal counsel to ensure compliance with applicable law, including laws relating to public records and open public meetings.

ADOPTED by the Board of Commissioners of the Port of Port Townsend this _____ day of January 2023 and duly authenticated in open session by 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

INDUSTRIAL DEVELOPMENT CORPORATION OF
THE PORT OF PORT TOWNSEND

Port Commission Building | 333 Benedict Street | Port Townsend, WA 983689

January 11, 2023

1:00 PM

Agenda

- I. Call to Order
- II. Election of Officers
- III. Approval of Minutes – January 12, 2022
- IV. Business
 - a. Review of 2022 financial report
- V. Next Meeting – called as needed
- VI. Adjournment

**MINUTES OF THE
INDUSTRIAL DEVELOPMENT CORPORATION OF
THE PORT OF PORT TOWNSEND
Wednesday – January 12, 2022**

The meeting of the Industrial Development Corporation of the Port of Port Townsend was held online via Zoom.

Present: Commissioner Pete Hanke
Commissioner Carol Hasse
Commissioner Pam Petranek
Executive Director Eron Berg
Auditor Abigail Berg
Deputy Director Eric Toews
Port Engineer Matt Klontz
Recorder Karen Erickson
Attorney Seth Woolson

I. CALL TO ORDER

Commissioner Hanke called the meeting to order at 2:24 p.m.

II. ELECTION OF OFFICERS:

Commissioner Petranek moved to accept nomination for the 2022 IDC officers as follows:

Commissioner Hasse: President
Commissioner Petranek: Vice President
Commissioner Hanke: Secretary
Auditor Berg (CFO of the Port): Treasurer

Motion carried by unanimous vote.

III. APPROVAL OF MINUTES – January 8, 2020:

Commissioner Hanke moved for approval of the January 13, 2021, IDC meeting minutes as presented. Motion carried by unanimous vote.

IV. NEW BUSINESS:

Review of 2021 Financial Report

V. NEXT MEETING:

The next scheduled meeting of the IDC will be on January 11, 2023, unless otherwise scheduled.

VI. ADJOURNMENT:

There being no further business to come before the Directors, the meeting adjourned at 2:28 p.m.

Carol Hasse, President Date

Peter W. Hanke, Secretary Date

Pamela A. Petranek, Vice President Date

Port of Port Townsend
IDC Financial Report
fiscal year ending December 31, 2022

Beginning Cash		\$ 5,020.45
Interest Revenues	\$ 2.26	
Expenditures	\$ -	
Net Increase in Cash & Investments	<u> </u>	<u>\$ 2.26</u>
Ending Cash & Investments		\$ 5,022.71

Industrial Development Corporation of The Port of Port Townsend

NOTES TO FINANCIAL STATEMENTS For the year ended December 31, 2022

ACCOUNTING POLICIES

The Industrial Development Corporation of the Port of Port Townsend is a public nonprofit corporation created by the Port of Port Townsend through enabling legislation of the State of Washington RCW 39.84. The corporation is governed by a 3-member board of directors who also serve as Commissioners of the Port of Port Townsend.

The corporation's purpose is to facilitate industrial development through the use of tax-exempt non-recourse revenue bonds within the corporate boundaries of the Port. The corporation may construct and maintain industrial facilities, which it leases or sells to industrial users. Revenue bonds issued by the corporation are payable from revenues derived as a result of the industrial development facilities funded by the revenue bonds. The bonds are not a liability or contingent liability of the Port or a lien on any of its properties or revenues other than those industrial facilities for which they are issued.

During 1988, \$8,200,000 of revenue refunding bonds were issued to refund all previous issues of revenue bonds of Port Townsend Paper Corporation. The original bond issues were used to finance the acquisition, construction, equipping and installation of paper processing equipment and hydroelectric generating and pollution control facilities by Port Townsend Paper Corporation. There have been no other bonds issued since that project.

The Industrial Development Corporation of the Port of Port Townsend reports on a cash basis.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	January 11, 2023
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"> • October 2022 Detailed Financials • Port Contracts Update • Port Lease Brief & Lease List • City Final Draft Report Sea Level Rise and Coastal Flooding Risk Assessment

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

	YTD Oct. 2021	YTD Oct. 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
OPERATING REVENUES						
PTBH - Permanent Moorage	1,008,779	1,056,247	47,468		1,044,009	12,238
PTBH - Liveaboard Fee	18,619	17,119	(1,499)		19,648	(2,529)
PTBH - Liveaboard Background Check	60	480	420		-	480
PTBH - Work Float/Lift Pier Usage	13,015	6,311	(6,704)		4,323	1,988
PTBH - Monthly Guest	197,795	232,017	34,223		260,702	(28,685)
PTBH - Nightly Guest	269,856	274,535	4,679		267,741	6,794
PTBH - Electric	82,983	77,065	(5,918)		91,144	(14,079)
PTBH - Miscellaneous Revenue	20,255	6,188	(14,067)		14,950	(8,762)
PTBH - Showers	8,126	8,379	253		8,836	(457)
PTBH - Restroom Key Fobs	185	430	245		4,181	(3,751)
PTBH - Laundry	6,587	6,669	83		6,391	278
PTBH - Promotional Sales	242	192	(50)		285	(93)
PTBH - Kayak Racks	54	964	910		-	964
PTBH - Port Labor	1,310	(63)	(1,373)		272	(335)
Boat Haven Moorage	1,627,864	1,686,533	58,669		1,722,482	(35,949)
Yard - 70/75 Ton Hoist Revenue	312,724	326,938	14,214		298,791	28,147
Yard - 70/75 Ton Yard Revenue	806,159	965,932	159,773		684,706	281,226
Yard - 70/75 Ton Yard Enviro Fee	64,027	65,898	1,871		58,283	7,615
Yard - 70/75 Ton Yard Electric	35,786	40,131	4,344		36,552	3,579
Yard - 70/75 Ton Yard Port Labor	5,172	11,913	6,741		3,409	8,504
Yard - 300 Ton Hoist Revenue	186,826	198,868	12,042		192,331	6,537
Yard - 300 Ton Yard Revenue	371,736	395,776	24,040		376,101	19,675
Yard - 300 Ton Yard Enviro Fee	11,662	16,169	4,507		10,900	5,269
Yard - 300 Ton Yard Electric	39,449	38,673	(776)		41,880	(3,207)
Yard - 300 Ton Yard Port Labor	2,486	8,048	5,562		3,234	4,814
Yard - L/T Storage	62,839	59,186	(3,653)		67,500	(8,314)
Yard - Blocking Rent	37,967	44,500	6,532		39,021	5,479
Yard - Off Port Property Tarp Fee	1,009	597	(412)		1,000	(403)
Yard - Washdown Revenue	76,199	88,371	12,172		74,535	13,836
Yard - Bilge Water Revenue	1,078	4,551	3,473		4,389	162
Yard - Liveaboard Fee	2,488	600	(1,888)		3,004	(2,404)
Yard - Enviro Violations & Clean up	1,300	(24)	(1,324)		835	(859)
Yard - Miscellaneous Revenue	200	203	3		1,406	(1,203)
Yard Operations	2,019,107	2,266,330	247,222		1,897,877	368,453
PTBH Prop - Lease Revenue	617,422	688,453	71,031		644,635	43,818
PTBH Prop - Fuel Dock Lease	15,863	17,684	1,821		17,829	(145)
PTBH Prop - Garbage	22,799	3,243	(19,556)		21,390	(18,147)
PTBH Prop - Water	-	30,504	30,504		-	30,504
PTBH Prop - Stormwater	8,093	7,949	(144)		9,154	(1,205)
PTBH Prop - Electric	2,986	126	(2,860)		4,215	(4,089)
PTBH Prop - Storage Unit Revenue	9,261	10,095	835		9,537	558
PTBH Prop - Miscellaneous	716	675	(41)		-	675
PTBH Prop - Restroom Key Fobs	-	75	75		-	75
Boat Haven Properties	677,139	758,803	81,664		706,760	52,043
Pt Hudson - Permanent Moorage	131,879	104,232	(27,647)		114,642	(10,410)

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

Summary of Fund Resources Uses, October 2022

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

	YTD Oct. 2021	YTD Oct. 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Pt Hudson - Monthly Guest	92,385	93,274	889		71,954	21,320
Pt Hudson - Nightly Guest	242,492	198,984	(43,509)		172,727	26,257
City Pier & Union Wharf Usage	16,920	13,532	(3,388)		7,006	6,526
Pt Hudson - Monthly R.V.	53,033	66,134	13,101		48,028	18,106
Pt Hudson - Nightly R.V.	410,768	362,266	(48,501)		293,418	68,848
Pt Hudson - Kayak Racks	16,163	15,700	(463)		12,001	3,699
Pt Hudson - Electric	26,643	17,366	(9,277)		21,594	(4,228)
Pt Hudson - Reservation Fee	45,274	40,989	(4,285)		35,608	5,381
Pt Hudson - Liveaboard Fee	6,719	5,381	(1,338)		6,699	(1,318)
Pt Hudson - Liveaboard Backgrnd Ck	1,500	1,500	-		180	1,320
Pt Hudson - Showers	6,081	5,505	(576)		5,304	201
Pt Hudson - Laundry	9,599	7,492	(2,107)		7,365	127
Pt Hudson - Passenger Fee	18,471	18,893	421		13,334	5,559
Pt Hudson - Miscellaneous	2,893	5,710	2,817		950	4,760
Pt Hudson - Promotional Sales	515	1,240	725		620	620
Pt Hudson - Building Leases	353,420	364,538	11,118		357,350	7,188
Pt Hudson - Property Utilities	28,832	37,321	8,489		30,450	6,871
Pt Hudson - Event Facility Rev	949	1,200	251		3,000	(1,800)
Pt Hudson - Parking	19,239	15,596	(3,643)		17,700	(2,104)
Pt. Hudson Marina, RV & Prop	1,483,776	1,376,852	(106,923)		1,219,930	156,922
Quilcene - Permanent Moorage	57,963	56,951	(1,012)		50,266	6,685
Quilcene - Liveaboard Fee	2,509	-	(2,509)		-	-
Quilcene - Nightly Moorage	1,876	1,878	2		2,678	(801)
Quilcene - Showers	2,291	2,012	(279)		2,756	(744)
Quilcene - Electric	3,478	2,281	(1,197)		3,460	(1,179)
Quilcene - Key Fobs	-	350	350		-	350
Quilcene - Kayak Rack Storage	135	254	119		-	254
Quilcene - Reservations	352	198	(154)		495	(297)
Quilcene - Recreational Ramp Fees	11,150	11,552	402		11,518	34
Quilcene - Commercial Use Fees	2,200	5,030	2,830		2,200	2,830
Quilcene - Miscellaneous Revenue	128	609	481		77	532
Quilcene - Lease Revenue	54,795	58,338	3,542		57,834	504
Quilcene - Water	11,172	9,535	(1,637)		10,690	(1,155)
Quilcene - Empty Trailer Parking	1,196	537	(659)		972	(435)
Quilcene	149,245	149,523	279		142,946	6,577
Ramp Fees	41,576	39,114	(2,462)		49,333	(10,219)
PTBH Ramp - Commercial Use Fees	8,482	7,630	(852)		5,300	2,330
PTBH Ramp - Dinghy Float Revenue	854	1,093	239		1,177	(84)
Ramps	50,912	47,837	(3,075)		55,810	(7,973)
JCIA - Lease Revenue	99,247	114,362	15,115		102,440	11,922
JCIA - Hangar Revenue	28,726	32,563	3,837		29,490	3,073
JCIA - Vehicle Parking Revenue	354	800	446		374	426
JCIA - Aircraft Parking	1,284	1,267	(17)		842	425
JCIA - Fuel Lease Revenue	1,942	1,791	(152)		1,521	270
JCIA - Electric	1,149	1,220	72		1,214	6
JCIA - Miscellaneous Revenue	6,133	2,375	(3,758)		1,000	1,375

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

Summary of Fund Resources Uses, October 2022

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

	YTD Oct. 2021	YTD Oct. 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
JCIA	138,836	154,377	15,542		136,881	17,496
(Incr.)/Decr. In Accounts Receivable	(14,289)	25,727	40,016		-	25,727
Total Operating Revenues	6,132,589	6,465,983	333,393	a	5,882,686	583,297
OPERATING EXPENDITURES						
Salaries & Wages	1,951,687	2,221,119	269,432		2,229,066	(7,947)
Payroll Taxes	198,161	233,404	35,243		240,006	(6,602)
Employee Benefits	679,279	692,013	12,734		757,342	(65,329)
Uniform Expense	4,787	13,554	8,767		8,665	4,889
Contract Services	217,751	234,297	16,546		257,448	(23,151)
Legal & Auditing	60,825	46,924	(13,902)		42,913	4,011
Insurance	365,552	451,482	85,930		410,000	41,482
Computer Supplies	15,113	25,483	10,371		11,000	14,483
Operating Supplies	67,281	104,313	37,032		77,927	26,386
Enviro Materials/Supplies	38,369	17,189	(21,180)		14,867	2,322
Tarp Pool Expense	24,857	35,824	10,967		24,500	11,324
Empl Recog/Relations	1,907	7,189	5,282		2,650	4,539
Postage	5,049	5,286	237		4,085	1,201
Janitorial Supplies	19,511	17,309	(2,202)		25,340	(8,031)
Fuel & Lubricants	27,709	49,702	21,993		24,967	24,735
Permits & Licenses	4,965	8,684	3,719		5,400	3,284
Equipment Rental & Purchase	17,003	64,726	47,723		24,450	40,276
Claims & Damages	1,136	8,334	7,198		1,515	6,819
Membership & Dues	33,492	32,256	(1,236)		34,816	(2,560)
Bank Charges	106,297	151,695	45,398		109,035	42,660
Excise Tax	26,663	23,911	(2,752)		16,261	7,650
Miscellaneous Expense	3,870	1,021	(2,850)		2,228	(1,207)
Repair & Maintenance Supplies	186,466	298,996	112,530		108,857	190,139
Facilities & Operations	579,687	851,917	272,230		487,898	364,019
Utilities	463,802	504,312	40,510		469,199	35,113
Advertising (Legal 2018)	4,095	9,482	5,387		4,917	4,565
Marketing	38,563	31,095	(7,468)		43,282	(12,187)
Promotion	3,032	5,270	2,238		11,200	(5,930)
Marketing	45,690	45,847	157		59,399	(13,552)
Economic Development	15,000	30,000	15,000		22,500	7,500
Travel & Training	4,158	16,482	12,324		23,397	(6,915)
Community Relations	3,997	682	(3,316)		3,569	(2,887)
Total Operating Expenditures	4,590,375	5,342,031	751,656	b	5,011,402	330,629
Net Operating Income (Expense)	1,542,214	1,123,951	(418,263)		871,284	252,667
Other Increases in Fund Resources						
Retainage Collected	1,970	12,456	10,486		-	12,456
Yard Deposits Collected	45,670	2,000	(43,670)		22,220	(20,220)
PTBH Prop Lease Deposits Collected	20,598	14,853	(5,744)		14,666	187
PH Prop Lease Deposits Collected	13,693	8,857	(4,836)		6,670	2,187
JCIA Prop Lease Deposits Collected	3,345	8,679	5,334		-	8,679

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

Summary of Fund Resources Uses, October 2022

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

	YTD Oct. 2021	YTD Oct. 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Quilcene Lease Deposits Collected	125	2,312	2,187		-	2,312
PH Marina/RV Deposits Collected	15,861	(2,727)	(18,588)		26,600	(29,327)
Deposits & Retainage Collected	101,261	46,431	(54,831)		70,156	(23,725)
Sales Tax Collected	86,884	86,149	(735)		67,710	18,439
Leasehold Tax Collected	474,280	510,633	36,353		481,610	29,023
Hotel/Motel Tax Collected	8,668	6,104	(2,563)		6,780	(676)
Taxes Collected	569,832	602,886	33,054		556,100	46,786
Grants - FAA	50,546	-	(50,546)		-	-
Grants - Fed. Indirect - RCO	-	13,625	13,625		-	13,625
Grants - WSDOT - JCIA	105	-	(105)		4,500	(4,500)
Grants - WA State & Jeff Co	68,198	85,887	17,689		400,000	(314,113)
Capital Contributions/Grants	118,849	99,512	(19,338)		404,500	(304,988)
Debt Proceeds - Line of Credit	-	-	-		-	-
ARRA Bond Interest Subsidy	49,427	32,951	(16,476)		32,000	951
Investment Interest	2,738	69,859	67,121		2,110	67,749
Interest	52,165	102,810	50,645		34,110	68,700
Operating Tax Levy	935,199	987,959	52,761		1,003,500	(15,541)
IDD Tax Levy	1,485,866	2,520,932	1,035,066		2,470,083	50,849
State Forest Revenues	2,818	16,447	13,630		8,500	7,947
State Timber Excise Tax	20,592	25,586	4,994		18,000	7,586
Leasehold Excise Tax	7,940	8,652	712		7,757	895
Property & other taxes	2,452,414	3,559,576	1,107,162		3,507,840	51,736
Finance Charges	17,249	78,101	60,852		16,003	62,098
Other Non-Operating Revenues	35,302	27,001	(8,301)		790	26,211
Misc Other Incr. in Fund Resources	52,550	105,101	52,551		16,793	88,308
Total Other Incr. in Fund Resources	3,347,072	4,516,315	1,169,244	c	4,589,499	(73,184)
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	21,126	10,180		7,500	13,626
PH Prop Lease Deposits Returned	2,886	1,566	(1,320)		2,061	(495)
JCIA Prop Lease Deposits Returned	-	790	790		-	790
Deposits & Retainage Paid	20,818	87,373	66,555		26,561	60,812
Sales Tax Remitted	81,958	79,421	(2,536)		60,678	18,743
Leasehold Tax Remitted	568,624	611,696	43,072		570,822	40,874
Hotel/Motel Tax Remitted	7,992	6,736	(1,256)		6,540	196
Taxes Remitted	658,573	697,853	39,280		638,040	59,813
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	1,014	1,141	128		750	391
Bond Issue Costs	9,300	-	(9,300)		-	-
Investment Fees	146	786	640		400	386

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

Summary of Fund Resources Uses, October 2022

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

	YTD Oct. 2021	YTD Oct. 2022	Variance to prior year	notes	YTD Budget 2022	Variance to Budget YTD
Other Non-Oper Exp	49,800	41,054	(8,746)		-	41,054
Debt Mgmt, Issuance & Misc Exp	60,260	42,981	(17,279)		1,150	41,831
Election Expense	-	17,561	17,561		2,000	15,561
Total Other Decr. In Fund Resources	1,591,661	1,447,112	(144,549)	d	1,269,095	178,017
Net Incr./ (Decr.) in Fund Resources	1,755,411	3,069,203	1,313,792		3,320,404	(251,201)
Net Income (Expense)	3,297,625	4,193,155	895,530	e	4,191,688	1,467

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: January 05, 2023

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **January 11, 2023, 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:
Terrapin Architecture, PC	Expires 12/31/2023	Amendment No. 3 (<i>extends length of contract</i>)	\$50,000.00
Windridge Solutions, LLC	1/1/2023-1/31/2024	Website maintenance	\$9,000.00

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 1/5/2023
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: January 11, 2023, 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

Leases expiring in 2023:

- Key City Fish, 10th St. location, exp 8/31/23
- US Coast Guard, exp 9/30/23 (property staff has contacted me-they will enter into a new agreement)
- Aurora Aircraft (fuel concession), exp 12/31/23

New Agreements:

Lease Amendments:

Exercising Options:

Assignments/Assumptions:

Terminated/Expired Agreements:

License & Use Agreements:

January Rent Increases:

- ***CPI Increase (4.6%):*** Coast Seafoods; Puget Sound Express
- ***Market Rate Increase:*** ACI; Schooner Martha; Revision Marine; Haven Boatworks; Lorenz Eber; US Customs
- ***Step Increase:*** Octopus Gardens Dive; Marina Café

Miscellaneous:

- Staff is working with the Shipwrights Co-op to draft an amendment to their exiting lease that would expand the premises to include the space previously occupied by Haven Boatworks.
- Pete Stein and Erik Fahlstrom have formed a cooperative, “The Shop Cooperative”, with ten members. Port staff is working to draft a lease assignment to the Stein/Compass Woodwork lease on Jefferson Street.
- A number of maintenance issues this month, including frozen pipes, water leaks, heat system problems, failing window, and other miscellaneous maintenance requests.

ATTACHMENTS

1. 2023 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY	JANUARY 2023			
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)	10,079.68	Mo/Mo	30-day notice	30-day notice for rate increases. MR applied 1/1/23
Armstrong Consolidated LLC (Washington)	495.39	Mo/Mo	30-day notice	Additional space upstairs. MR applied 1/1/23
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	1,421.81	Mo/Mo	1/1/2024	Former J&S Bldg., Haines St. 30-day notice for rent increases. MR applied 1/1/23
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)	852.58	11/30/2024*	12/1/2023	*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	556.16	6/30/2026*	7/1/2023	*One 5-yr option available. 25% of prevailing rate. Amend 1 adds non-exclusive kitchen use.
Octopus Gardens Diving	1,126.40	6/30/2026	7/1/2023	24 mo. stepped rent to achieve market rate. 4th of 5 step increase applied 1/1/23
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	6,075.58	5/31/2026*	6/1/2023	*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 Association	642.39	11/30/2027*	12/1/2023	*5-year, 2 week +5-year option building lease, Annual CPI; MR beg. year 3 and every 3 years.
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	2,238.81	12/31/2024	1/1/2024	Bldg/Land lease. MR applied 1/1/23
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)	620.80	12/31/2026	7/1/2023	5-year lease, stepped rent to achieve MR in 18 mos. Deposit in full. Step incr 1/1/23
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		JANUARY 2023		
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
Impact Naval Architects, LLC	279.50	Mo/Mo	12/1/2023	Upstairs office, N. half PH Duplex.
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	1,157.40	12/31/2025	1/1/2024	No options remain. CPI applied 1/1/23
Schooner Martha Foundation	838.11	12/31/2024*	1/1/2024	*One 5-yr option available. MR applied 1/1/23
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	554.40	11/30/2023*	12/1/2023	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 sho
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 da
Whittiker, LLC	\$ 275.88	Mo/Mo	8/1/2023	Office #1, Main Bldg., Point Hudson. 30 day notice for increases

JCIA - PROPERTY	JANUARY 2023			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,159.05	11/20/2045	12/1/2023	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	80.00	Mo/Mo	1/1/2024	T-hangar pad, #T-404(P) MR applied 1/1/23
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	542.64	4/30/2053	12/1/2023	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.	713.52	11/30/2041	12/1/2023	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 (expn.). 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.

QUILCENE - PROPERTY		JANUARY 2023		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$5,747.69	12/31/2039	1/1/2024	Land lease. CPI applied 1/1/23
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.

A photograph of a coastal scene. In the foreground, white-capped waves are crashing against a wooden pier structure on the right. The pier has multiple levels with railings. In the background, there are several buildings, including a large brick building and a smaller white building. The sky is overcast with grey clouds. The overall tone is somber and dramatic, illustrating the coastal flooding risk.

THE CITY OF PORT TOWNSEND SEA LEVEL RISE AND COASTAL FLOODING RISK ASSESSMENT

October 2022



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INTRODUCTION

Project Background

The North Olympic Peninsula Resource Conservation & Development Council (NODC) secured technical assistance funding to support four local jurisdictions across the North Olympic Peninsula to better prepare for the future impacts of climate change. Clallam County, the Jamestown S’Klallam Tribe, the City of Port Angeles, and the City of Port Townsend received funding for technical assistance to advance their climate resilience and mitigation planning. The City of Port Townsend used the support to identify asset risks from sea level rise and other coastal flooding impacts.

The City of Port Townsend is the county seat of Jefferson County with a population of 10,148 (U.S. Census Bureau, 2021). Located on the Quimper Peninsula, the town is surrounded by water and many areas of the shoreline occur at low lying elevations and already experience coastal flooding from storm surge, wave run-up, and extreme high tides (**Figure 1**). This study examines sea level rise and coastal flooding risks to coastal assets in the City of Port Townsend, with the goals listed below.

- Model and map the extent of coastal flooding scenarios
- Analyze City of Port Townsend coastal asset exposure to coastal flooding
- Establish risk classifications to evaluate impacts of asset exposure to coastal flooding

Studies that share related goals are currently being conducted, such as the Jefferson County Sea Level Rise Study, which is currently underway in fall 2022. Both studies involve an analysis of sea level rise models and other scientific information, identification of areas exposed to future sea level rise, and an assessment of at-risk community assets and infrastructure. Additionally, the approach of the Port Townsend analysis was similar to the sea level rise matrix conducted as part of the City of Tacoma’s Comprehensive Climate Adaptation Strategy.

FLOOD EXPOSURE AND MAPPING APPROACH

While much of the Port Townsend coast occurs along bluffs at high elevation many coastal areas of the city that are at much lower elevations are already susceptible to current coastal flooding. Rising sea



Figure 1. Map of the Olympic Peninsula in Washington State with location of Port Townsend.



levels due to climate change means that coastal inundation impacts will extend and intensify across many low-elevation areas of the City.

This study focuses on the impacts of coastal flooding that threaten city assets at low elevations. Mapping the relationship between assets and coastal inundation scenarios leads to a better understanding of the risks and vulnerabilities of key assets and resources to current and future exposure to coastal flooding, which will be exacerbated by sea level rise.

Coastal Flooding Probabilities and Projections

Coastal flooding probabilities and projections were developed using sea level rise projections and current coastal flooding impacts, such as storm surge, wave run-up, and 100-year floods. The subsequent sections discuss each impact.

Sea Level Rise Projections

The Washington Coastal Resilience Project (WRCP) developed community-scale sea level rise projections in 2018 across 171 locations along Washington's coastline based on global and regional sea level rise projections that account for vertical land movement (Miller et al. 2018). These projections are accompanied by an interactive [website](#) developed by the University of Washington's Climate Impacts Group that includes sea level rise data visualizations for each of the 171 locations. The sea level rise data is presented based on two global greenhouse gas emissions scenarios, a high emissions scenario and a low emissions scenario.¹ The analysis in this report uses sea level rise scenarios based on the RCP 8.5 scenario because it aligns with current the global emissions trajectory.

In addition to using different emissions scenarios, the 2018 sea level rise projections are based on probabilistic projections of sea level rise exceedance. The WRCP produced a report with recommendations for how to apply the projections, with guidance on applying the probabilistic projections (Raymond et al. 2020). These projection scenarios are listed below.

- **High Probability Projections (>83%):** This represents a lower rate of sea level rise with a high probability of occurring, meaning that it is very likely that the sea level will rise to the level associated with this projection. It suggests that there is an 83% chance that the sea-level rise will be greater than the identified rate with this threshold. The recommendation is to use this projection for risk-tolerant situations where infrastructure can accommodate sea level rise impacts or projects have flexibility or adaptability and where the consequences of flooding would be minimal.
- **Low-Range Probability Projections (<17%):** This represents a higher rate of sea level rise with a lower probability of occurring. It suggests that there is a 17% chance that the sea-level rise will be greater than the value identified for this probability, or amount of sea level rise. The recommendation is to use this level for assets that are risk-averse and where sea level rise will

¹ A high emissions scenario (RCP 8.5) assumes a global future in which we do not significantly reduce or limit emissions. It also assumes high population and lower income growth with moderate technological change and energy improvement, resulting in long-term to high energy demand and greenhouse gas emissions. A low emissions scenario (RCP 4.5) assumes a more aggressive global response to emissions reduction actions based on the 2015 Paris Agreement and limits mean global warming to less than 2°C and achieves net-zero greenhouse gas emissions by 2050. This scenario is considered politically challenging and would require concerted action by all countries to shift to lower emissions.



have substantial consequences. For example, using the estimated sea level rise associated with this probability should be used for critical infrastructure, such as sewage treatment plants or emergency response infrastructure, or others that would be seriously compromised by flooding and that the loss of that function would be a major disruption to the community.

- **Extreme Low Probability Projections (0.1%):** This represents the highest rate of sea-level rise with the lowest probability of occurring. This projection represents the physical upper limit for sea level rise and is a worst-case scenario for extremely conservative decisions. This level of sea-level rise is unlikely to change with future scientific updates.

The National Oceanic and Atmospheric Administration (NOAA) also updated its sea level rise projections in 2022, which are based off extrapolated tide gauge record data, to reflect the most recent climate change scenarios (Sweet et al. 2022). NOAA's updated projects include 5 scenarios that generally correspond to a global climate model scenario (Low, Intermediate-Low, Intermediate, Intermediate-High, and High). The NOAA 2022 High Projection scenario was used as a visual reference layer in this spatial analysis, but the WRCP projections were used for the asset analysis since they are more locally tailored.

Current Coastal Flooding Processes

Sea level rise can exacerbate existing coastal flooding, which is affected by a variety of processes, events, and factors. This analysis uses storm surge, wave runup, and the FEMA 100-year flood zone to represent current drivers of coastal flooding, described below.

- **Storm surge:** Storm surge is a coastal phenomenon experienced in western Washington where the MHHW elevation level rises, due to a combination of high tide events, low atmospheric pressure, and wind-driven waves. Because of the intensified impacts of these events, this study additively combines storm surge with WCRP sea level rise projections. Storm surge for Port Townsend was estimated by examining the extreme water level historic data from the nearby Friday Harbor tide gauge and comparing it to MHHW levels. There is 1% chance of a storm surge event for any given year in Port Townsend that would raise the tide levels by an additional 3.1 feet (Petersen et al. 2015). For the purposes of this report, the 3.1 feet of water level rise attributable to storm surge was used to represent current flooding in Port Townsend.
- **Wave runup:** Wave runup is the height difference between the elevation of still water and the elevation that is reached by the uprush of a wave on beaches and shore barriers such as seawalls. At a local monitoring site (Salmon Club Boat Ramp, **Figure 2**) with a



Figure 2. Wave runup at a city park and the Salmon Boat Club ramp.



gently sloping shoreline, wave runup has been measured to increase tide levels by an additional 2.0 to 2.5 feet (Local 20/20 2018). For all inundation scenarios that were within 100 feet of the coast, an additional 2.5 feet was added to the total elevation to represent wave runup. In the case of this report, the purpose of evaluating wave runup was to better understand how properties along the shoreline are directly impacted due to wave action and serve as a planning tool for mitigation measures against wave runup.

- **100-year flood:** The National Flood Insurance Program provides geographic areas and subdivisions at risk of flooding and the associated base flood elevation. For this analysis, the base elevations of the 1% annual flood event—or a 100-year flood—for designated high-risk areas within Port Townsend were used. Depending on the subdivisions the base flood elevations ranged from 7 feet to 17 feet (FEMA 2019). These flood maps were included in the asset inundation analysis because it is representative of where historical flooding has occurred. However, the FEMA flood map does not consider future sea level rise.

Sea Level Rise and Coastal Flooding in Port Townsend

Sea level rise projections for the coastal area around the City of Port Townsend are summarized in **Table 1**. For the purposes of this analysis, we used WCRP's 17% and 1% probability of exceedance value with a planning horizon of 2100 (3-feet and 5-feet of sea level rise, respectively). We also mapped the NOAA 2022 High Projection scenario with a planning horizon of 2100 (6.52-feet of sea level rise) to compare across datasets. The sea level rise projections and current coastal flooding levels selected for this analysis are summarized on **Table 2**. To represent the impacts of current coastal flooding impacts in Port Townsend we used the FEMA 100-year coastal flood elevation, the observed tidal elevation from the 1% storm surge event (3.1 feet), and 2.5 feet of wave run-up.

Table 1. Projected Sea Level Change for Port Townsend (in feet).

Time period	Greenhouse Gas Scenario	Central Estimate (50%)	17% probability of exceedance	Higher magnitude, but lower likelihood possibilities			NOAA 2022 High projections
				10% probability of exceedance	1% probability of exceedance	0.1% probability of exceedance	
2050 (2040-2059)	High	0.8	1.0	1.1	1.5	2.1	1.47
2100 (2090-2109)	High	2.2	3.0	3.3	5.0	8.5	6.52
2150 (2140-2159)	High	3.7	5.2	5.9	10.2	18.8	16.2

This table summarizes the 2018 assessment projections from the WCRP projections and NOAA 2022 High Projection scenario for the City of Port Townsend. For the WCRP projections, projected changes are assessed relative to contemporary sea level, which WCRP defines as the average sea level over the 19-year period 1991-2009. For the NOAA 2022, projected changes are added on top of MHHW elevation. Projections highlighted in orange were used for this analysis and the projections highlighted in yellow was used as a reference.



Table 2. Scenarios and their associated elevations (feet).

Projection	Inundation Scenario	Feet of Sea-level Rise	Source
Washington State Unified projections	2100 Low-Range Probability Projections (<17%)	3 feet	Miller et al. 2018
Washington State Unified projections	2100 Low Probability Projections (1%)	5 feet	Miller et al. 2018
2022 NOAA Projection	2100 High projection	6.52 feet	Sweet et al. 2022
Storm Surge	100 Year Storm event	3.1 feet	Petersen et al. 2015
FEMA Flood Hazards	100-year Flood	Base elevations from 7-15 feet	FEMA 2019
Wave Run-up	Current observations	2.5 feet, on top of storm surge	Local 20/20 2018

Approach to Assess Future Coastal Flooding Levels in Port Townsend

This section outlines how we assessed future coastal flooding based on different sea level rise projections and coastal flooding scenarios.

Inundation Mapping for Future Water Levels

Tidal Datums

The National Oceanic and Atmospheric Administration (NOAA) maintains a tide gauge along Water Street near Point Hudson (Station ID: 9444900). **Table 3** details the tidal datums and their current elevations (feet) that the gauge tracks. For this analysis, MHHW (8.52 feet) was used as a reference base elevation with all inundation projections added on top of the 8.52 feet (in reference to Mean Lower Low Water, or MLLW).

Table 3. Tidal datums and their current elevations (feet) relative to MLLW.

Datum		Current Elevation
Mean higher high water	MHHW	8.52
Mean high water	MHW	7.84
Mean tide level	MTL	5.17
Mean sea level	MSL	5.00
Mean low water	MLW	2.50
Mean lower low water	MLLW	0.00

For instance, the 1% annual storm surge event was observed to increase the elevation of MHHW during low atmospheric events by 3.1 feet. Cumulatively, this would mean that the water level during a 1% storm surge event will be 11.62 feet (**Table 4**).

Table 4. Projected water level during 1% storm surge event (feet).

MHHW Elevation	1% Storm Surge Event Increase	Total Water Level During 1% Storm Surge Event
8.52	3.1	11.62



The total water level that accounts for sea level rise by 2100 was calculated by totaling MHHW with the elevation of WCRP sea level rise projections and storm surge. This would model not only the total water level increase brought on by sea level rise, but also the additional elevation driven by 1% storm surge events (**Table 5**).

Table 5. 2100 Total water level (feet) according to WCRP Washington State projections.

Projection	2022 MHHW Levels	1% Storm Surge	Sea Level Rise	2100 Projected Water Level
17% Likelihood SLR Event	8.52	3.1	3	14.62
1% Likelihood SLR Event	8.52	3.1	5	16.62

Because areas of the shoreline within proximity to the current water level would be additionally impacted by wave runup, the total water level for areas within 100 feet of the shoreline included an additional 2.5-feet of elevation that accounts for wave runup (**Table 6**).

Table 6. 2100 Projected (WCRP) total water level coupled with wave runup (feet).

Projection	2100 Projected Water Level	Wave Runup	2100 Water Level with Wave Runup
17% Likelihood SLR Event	14.62	2.5	17.12
1% Likelihood SLR Event	16.62	2.5	19.12

As a comparison, the 2022 NOAA High Projection scenario was 6.52-feet of sea level rise by 2100, which would place the total projected water level at 15.05 feet by 2100 (**Table 7**).

Table 7. Total water level (feet) in 2100 according to NOAA 2022 projections.

2022 MHHW Level	Sea Level Rise	2100 Projected Water Level
8.52	6.52	15.05

Vertical Datum Conversions

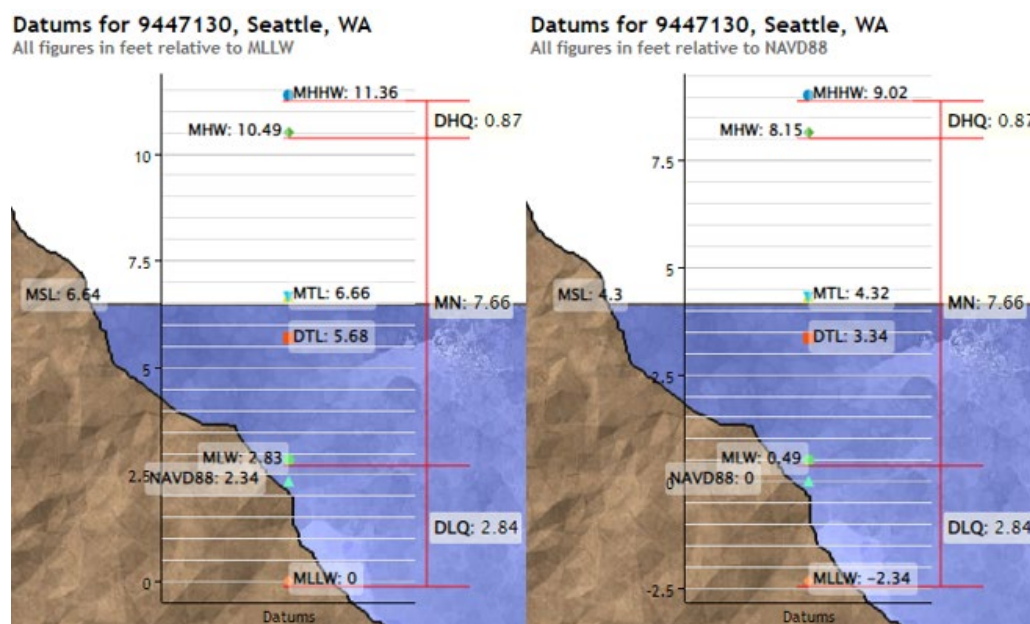
The Digital Elevation Model (DEM) for Jefferson County was obtained from the [NOAA Sea Level Rise Viewer](#) tool and downloaded into ArcGIS. The DEM used was in meters and had a spatial reference coordinate system of NAVD88. The DEM had a horizontal resolution of 3-meters and a 0.328 RMSE of vertical accuracy. Additionally, the elevation data source of the DEM met the standards of the USGS Quality Level 2 as defined by the Lidar Base Specification of the national interagency 3D Elevation Program. Using Online VDatum, the reference conversion from MLLW to NAVD88 for the Port Townsend area was calculated to be -1.1 feet. By applying this offset, water levels could be converted to NAVD88. For example, if MHHW of 8.52 feet was applied the conversion offset would have an elevation of 7.42 feet in reference to NAVD88 (**Table 8**). A visual representation of this offset illustrates how the conversion can be applied and can be seen in **Figure 3**.



Table 8. Water level (feet) in reference to MLLW and NAVD88.

Inundation Scenario	Elevation in reference to MLLW	Elevation in reference to NAVD88
MHHW	8.52	7.42
Storm Surge	11.62	10.52
17% Likelihood SLR Event	14.62	13.52
NOAA High 2022 Event	15.04	13.94
1% Likelihood SLR event	16.62	15.52

Figure 3. Tidal datum elevation offset in reference to MLLW and NAVD88.

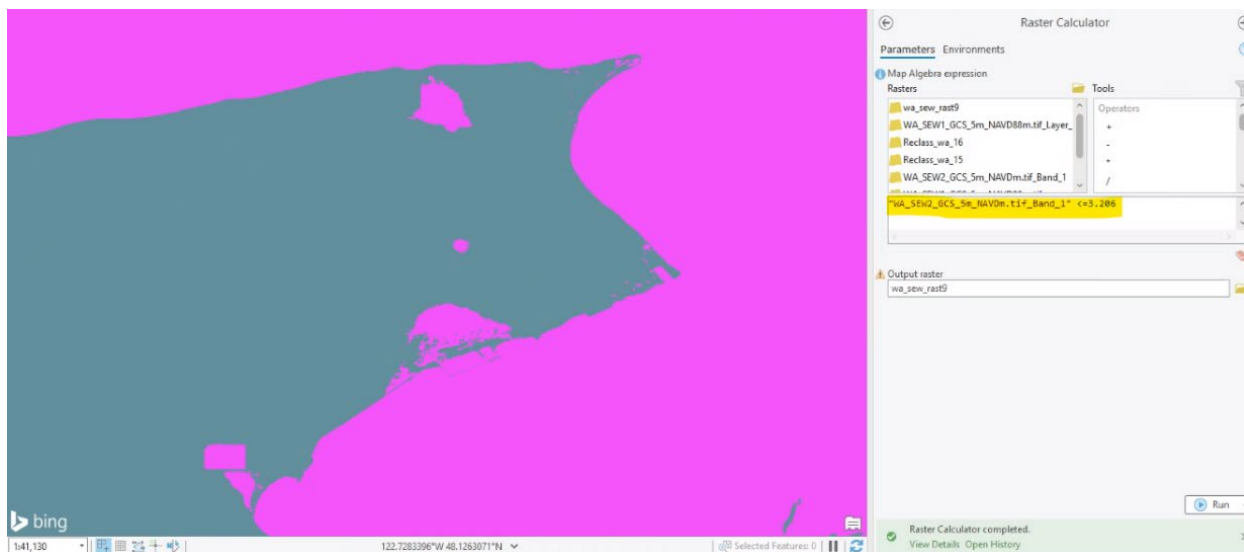


Sea Level Rise and Storm Surge Mapping

This section outlines a case study of how these various models and data were used to estimate the total water level that accounts for sea level rise and storm surge within ArcGIS. To calculate storm surge, 3.1-feet was added on top of the MHHW (8.52 feet). This elevation of 12.62 feet was then offset by -1.1 feet to ensure total water elevation was based off the NAVD88 reference layer, leading to a total water level of 10.52 feet (in reference to NAVD88). This elevation was then converted from feet to meters (3.21). Finally, all areas of the DEM that were under 3.21 meters of elevation were selected using the Raster Calculate tool (Figure 4).



Figure 4. Example of how inundation layers were created using the Raster Calculate tool. In this scenario, the graphic depicts all areas equal to or below 3.21 meters (pink), which is the 3.1-foot storm surge scenario.



The Reclassify tool was used to replace the raster values that were over the specified elevation (3.21 meters) with “No Data” so that only the raster values representing sea level rise remained. The raster was then converted to a polygon using the Raster to Polygon tool to smooth the layer into simpler shapes and allow for further analysis.

Areas of the polygon that were under the elevation of water level that were not hydrologically connected to the coast or were deemed as “Areas unlikely to Flood”. These areas were eventually represented in a different color.

Wave Run-Up Mapping

The wave runup maps were calculated by adding total water level observation (Salmon Club Boat Ramp, Local 20/20 2018) and the NAVD88 offset and then subtracting the elevation from the tidal gauge observation (Point Hudson). Wave run-up height was modeled by adding an additional 2.5-feet of elevation for each inundation scenario.

The Erase tool was then used to delete all parts of the wave runup layer that overlapped with a corresponding inundation layer, leaving a layer that represents areas 2.5-feet higher than the given inundation scenario. Since wave runup only impacts shoreline areas, The Buffer tool was used to establish a zone of Port Townsend that was within 100 feet of the shoreline. Areas 2.5-feet higher than the given inundation scenario were attached to this 100-foot buffer zone using the Clip tool.

PORT TOWNSEND ASSETS AND FLOOD RISK

Asset Risk Assessment Methodology

Generally, climate vulnerability is defined as the climate risks and impacts moderated by the capacity to adapt and cope to those impacts. For example, the extent of coastal flooding impacts on sewer infrastructure is dependent on the location of sewer infrastructure in relation to expected sea level rise and whether the infrastructure can function with that inundation. A total of eighty-five (85) assets were identified through city documents and city staff consultation with an emphasis on coastal assets. For this



assessment we focused on climate risks to coastal assets and categorized assets by various characteristics (**Table 9**).

Table 9. Asset type and characteristics.

Asset Type	Asset Characteristics
<ul style="list-style-type: none"> • Accommodations (Temporary Housing) • Dock or Marina • Education Facility • Fabrication or Working Boatyards • Financial Facility • Food, Restaurants, or Retail • Fuel • Offices and Buildings • Open Outdoor Spaces and Parks • Parking Lots • Power Structures • Residences (Housing) • Safety Facilities • Stormwater Infrastructure • Transportation • Wastewater Infrastructure • Water Infrastructure 	<ul style="list-style-type: none"> • Ownership (e.g., City owned, privately owned, etc.) • Year Built • Expected Asset Lifespan • Estimated Cost (i.e., assessed parcel value or estimated replacement cost of public infrastructure)

We then looked at three components of risks to assets—exposure, sensitivity, and consequence—to assess sea level risk to these assets. These terms are further defined in subsequent sections.

Assessing Exposure

Exposure includes the physical factors that put assets in harm’s way from sea level rise and coastal flooding. Extent of an asset’s exposure to coastal flooding includes an asset’s location, elevation, location, and whether it overlaps with anticipated future coastal flooding. We measured exposure by identifying the spatial locations of assets into ArcGIS Pro as points or polylines and overlaid with inundation layers. If an asset was within the boundary or intersected (partly within) with an inundation layer, it was deemed to be exposed to that flooding scenario.

We categorized asset exposure level as high, medium, or low based on the likelihood of that asset experiencing coastal flooding (**Table 10**). A high exposure asset would intersect with one of the current flooding risks (i.e., an asset overlapped with current wave run-up, storm surge, or 100-year flood). A medium exposure asset intersects with the 17% sea level rise threshold and a low exposure asset intersects with the 1% sea level rise threshold. We identified exposure for both private and public assets, however, only provide results for the public assets in this document.



Table 10. Exposure categories defined as high, medium, or low exposure levels.

Exposure Level	Short Description	Current Coastal Flooding Risk			Future Flooding Risk, related to SLR Projections	
		1% storm surge	Wave runup	FEMA 100-year flood	17% SLR	1% SLR
High	Assets that are already exposed to current flooding from storm surge, wave run-up, or 100-year floods.	Any asset exposed to any current coastal flooding impact is considered to have high exposure.				
Medium	Assets that will be exposed to future flooding due to SLR by 2100 at the 17% probability of exceedance.				X	
Low	Assets that will be exposed to future flooding due to SLR by 2100 at the 1% probability of exceedance or will experience no future flooding.					X

Assessing Sensitivity

Sensitivity is the degree to which the asset is affected by sea level rise and coastal flooding. For example, a new asset built with newer materials and built up to current design standards would be relatively less affected by temporary inundation as compared to infrastructure or assets that are built with older materials and to outdated design standards.

Within this analysis, sensitivity is defined as the asset age relative to expected design life. We identified less conservative and more conservative asset design life estimates using different sources related to asset types (Table 11). High sensitivity assets were assets whose current age exceeded less conservative design life estimates. We only identified sensitivity for public assets due to data availability and limitations.

Table 11. Design lifespan of key asset types.

Asset Type	Design Life (Less Conservative)	Design Life (More Conservative)	Source(s)
Accommodations (Temporary Housing)	30	100	Portland Cement Association (PCA), n.d. David and Sons, 2017
Dock / Marina	40	50	Michigan Sea Grant, 2015
Education	30	100	PCA, n.d. David and Sons, 2017
Fabrication / Working Boatyards	30	100	Eurostat, 2003
Financial	30	100	PCA, n.d. David and Sons, 2017
Food, Restaurants, Retail	30	100	PCA, n.d.



Asset Type	Design Life (Less Conservative)	Design Life (More Conservative)	Source(s)
			David and Sons, 2017
Fuel	20	30	ServoPro, 2021
Offices and Buildings	30	100	PCA, n.d. David and Sons, 2017
Open outdoor space and parks	20	50	City of Hamilton, Public Works, 2009
Parking lot	20	20	CA Department of Transportation, 2017
Power	50	50	Union of Concerned Scientists, 2017
Residences (Housing)	30	100	PCA, n.d. David and Sons, 2017
Safety	30	100	<i>No data found. Using lifespan of concrete structures as proxy.</i>
Stormwater	50	100	ASCE, 2021a
Transportation	10	100	Union of Concerned Scientists, 2017
Wastewater	25	50	ASCE, 2021b
Water	60	100	Union of Concerned Scientists, 2017

Assessing Consequence

High consequence assets represent assets that would affect key community functions if it failed due to coastal flooding. For this project, we identified high consequence assets using FEMA's definition of critical facilities — which includes assets, systems, networks, or functions that would have a debilitating effect on security or public health and safety if they were debilitated or incapacitated due to hazards — to identify critical infrastructure on the list of assets. Critical infrastructure was identified by the City of Port Townsend project staff. These assets were subsequently categorized as high consequence assets.

RESULTS

Summary of Coastal Flooding Risk to Key Assets

The eighty-five assets assessed in this study are categorized based on asset type, ownership, exposure, sensitivity, and whether it represents a high consequence asset (public assets are summarized on **Table 12** with the detailed asset descriptions for public and private assets in Appendix B). Of these 85 assets, forty (40) assets were publicly owned or owned by NGOs.

High Exposure

Of the 40 public assets, 32 were identified as having high exposure, meaning that those assets are already located within the 1% chance of storm surge (3.1 feet) area, wave runup (2.5 feet) area, and/or the FEMA 100-year flood zone. There highly exposed assets include assets within wastewater, water, transportation, stormwater, safety, marinas, housing, and business categories. Out of the 29 high consequence assets representing critical infrastructure (which include private assets), 23 are highly exposed to current coastal flooding.

These exposures represent current risk conditions and do not consider future sea level rise. The high exposure assets should be prioritized by the City for adapting to sea level rise as these are already



known to experience coastal flooding during extreme high tide events and storm surge events and they will be the first assets to be affected by future sea level rise.

Highly Sensitive Assets

Out of the 40 public assets that were evaluated for sensitivity, six (6) are considered highly sensitive. That means their current age exceeds their anticipated design life, or the estimated length of time that asset is designed to function for. These assets are more likely to fail after a single or repeated flooding events because of their age in relation to their design life. Assets with high sensitivity to sea level rise should also be considered as priorities for the City as they will be the assets least equipped to deal with future coastal flooding worsened by sea level rise.

High Consequence Assets

The high consequence assets are assets that provide critical services – such as food, gas, shelter, power, and health services – to Port Townsend that also have high exposure and high sensitivity. The City will need to prioritize these assets in adapting to sea level rise to avoid failure of these critical facilities. High consequence assets include public and private assets. There are four (4) public assets that have been identified as high consequence assets.

Asset Values at Risk

Asset values were represented as either assessor's parcel value for private assets or represented as estimated replacement cost for public assets (included with detailed asset descriptions in Appendix B). We identified total costs at risk by different exposure levels for both public and private assets.

For public assets, the total estimated replacement costs for assets with high exposure where assets are already located within the 1% chance of storm surge, wave runup, or the FEMA 100-year flood zone is \$179,200,000. The total estimated replacement cost for public assets with medium exposure, or where assets intersect with the 17% probability of exceedance, is \$2,068,544. Finally, the total estimated replacement cost for assets with low exposure, or where assets intersect with the 1% probability of exceedance, is \$12,771,167.

For private assets, the total assessed parcel value for assets with high exposure where assets are already located within the 1% chance of storm surge, wave runup, or the FEMA 100-year flood zone is \$44,060,086. The total assessed parcel value for private assets with medium exposure, or where assets intersect with the 17% probability of exceedance, is \$2,880,465. Finally, the total assessed parcel value for private assets with low exposure, or where assets intersect with the 1% probability of exceedance, is \$1,231,924.


Table 12. Assets categorized by level of exposure and sensitivity and whether it represents a high consequence asset.

ID	Asset	Ownership	Exposure	Sensitivity	High Consequence
Wastewater					
WW- 1	Monroe Street Lift Station	City	High	High	Y
WW- 2	Gaines Street Lift Station	City	High	Low	
WW- 3	Kah Tai Nature Park Restrooms	City	High	Medium	



ID	Asset	Ownership	Exposure	Sensitivity	High Consequence
WW- 4	Wastewater Treatment Plant	City	Low	Medium	
WW- 5	Port Lift Station	City	Medium	Medium	
WW- 6	Point Hudson Lift Station	City	High	Medium	
WW- 7	Kearney Sewer	City	High	Low	
WW- 8	Boat Haven Sewer	City	High	Medium	
WW- 9	Downtown Sewer	City	High	High	Y
Water					
W- 1	Kearney Water	City	High	Low	
W- 2	Boat Haven Water	City	High	Low	
W- 3	Downtown Water	City	High	Low	
Transportation					
T- 1	Washington State Ferry Terminal	Washington State	High	Medium	
Stormwater					
SW- 1	Stormwater Lift Station	City	High	Low	
SW- 2	Kearney Storm	City	High	Low	
SW- 3	Boat Haven Storm	City	High	Medium	
SW- 4	Downtown Storm	City	High	High	Y
Safety					
S- 1	US Coast Guard	Federal	Low	Medium	
S- 2	Point Wilson Lighthouse	Federal	High	High	Y
Parking Lot					
PL- 1	The Back Alley	City	Low	High	
Power					
P- 1	Electric Sub-Station	City	Low	Low	
Open Outdoor Space and Parks					
OP- 1	Pope Marine Park	City	High	Medium	
OP- 2	Adams Street Park	City	High	Medium	
OP- 3	Tyler Street Plaza	City	High	Low	
OP- 4	Wave Viewing Gallery	City	High	Low	
Offices and Buildings					
OB- 1	City Hall	City	Low	Low	
OB- 2	Cotton Building	City	Low	Low	
OB- 3	Pope Marine Building	City	High	Low	
OB- 4	Port of Port Townsend	Port	High	Low	
Education					
E- 1	Marine Science Center- 1	NGO	High	Low	
E- 2	Northwest Maritime Center	NGO	High	Low	
E- 3	Marine Science Center- 2	NGO	High	Low	
E- 4	Marine Science Center- 3	NGO	Medium	Low	
Dock / Marina					




ID	Asset	Ownership	Exposure	Sensitivity	High Consequence
D- 1	Port of Port Townsend Maintenance	Port	High	High	
D- 2	Union Wharf	Publ 	High	Low	
D- 3	City Dock	Public	High	Low	
D- 4	Boat Haven Marina	Port	High	Low	
D- 5	Point Hudson (Port Property)	Port	High	Low	
Accommodations (Temporary Housing)					
A- 9	American Legion (Homeless Shelter)	NGO	High	High	

LIMITATIONS

While this report attempts to assess the coastal flooding risk of key assets, there are some limitations of this assessment, identified below.

- The inundation modeling was based off elevation data and does not account for the effects of seawalls or other fortification structures. Because of this, the hazard exposure analysis may have resulted in more conservative high estimations of flooding in certain areas.
- The elevation of assets (i.e., building height) was not considered and therefore may overrepresent flooding.
- Site specific variables of wave runup were not assessed.
- The effects of natural processes or human causes geomorphological changes that might lower or raise the sea level elevation are not sufficiently understood and therefore the model does not consider coastal geomorphological processes that might occur in the future.

Furthermore, we recommend expanding on this assessment in the future. These recommendations are also listed below.

- Assessing asset adaptive capacity or ability to cope with inundation is beyond the scope of this project. We recommend reviewing the identified asset list and focusing on assets that are highly exposed, highly sensitive, and would have a high consequence of failure to assess the ability of those assets to cope or withstand impacts of coastal inundation, especially repeatedly. In addition, identifying adaptive capacity of infrastructure and assets could result in policy and planning recommendations for how to adapt key assets. This process is identified in the Climate Action Committee's Risk Screening Tool (2019) and follows the steps laid out in this project.
- Erosion along bluffs may be impacted by sea level rise and storm surge but is outside the scope of this study. 
- Port Townsend's identity is linked to its historic and cultural resources. The Comprehensive Plan encourages retention of significant buildings (Land Use Element Goal 17). We recommend reviewing US Department of Interior's Guidelines on Flood Adaptation for Rehabilitating Historic Buildings.



- This study did not account for the tsunami inundation zone. Future expansion of this could include integration of assets exposed to tsunami-related flooding.

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APPENDIX A: FLOODING AND INUNDATION MAPS

This appendix section provides more detailed maps that depict coastal flooding and inundation of assets.

Figure 5. Infrastructure along Kearney Street that are exposed to different inundation scenarios. Storm water pipes are shown in pink, water systems are shown in orange, and sewer lines are shown in purple. Coastal flooding is shown in blue, wave runup in green, and areas unlikely to flood in a crosshatch blue pattern for each inundation scenario.

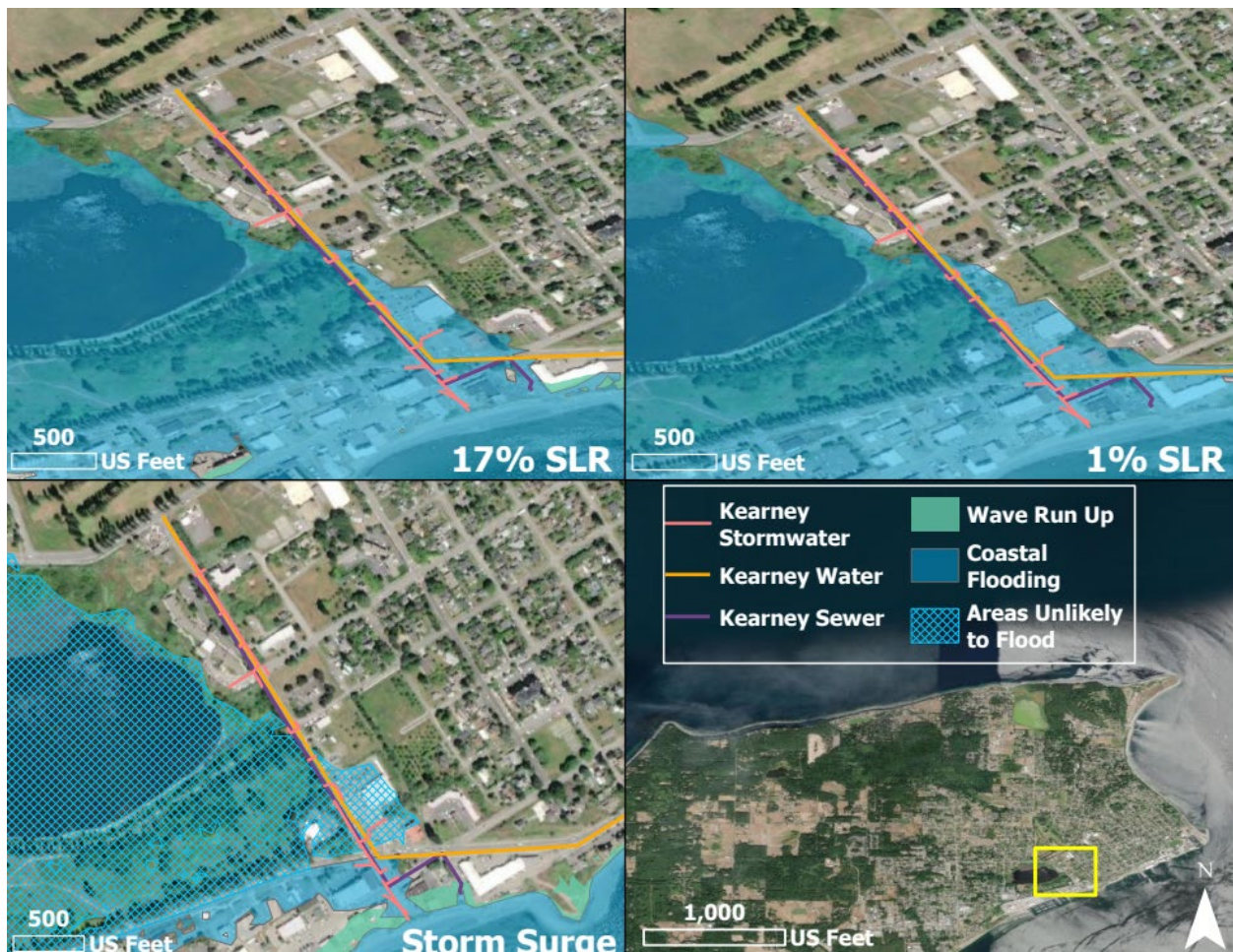




Figure 6. Boat Haven infrastructure exposed to different inundation scenarios. Storm water pipes are shown in pink, water systems are shown in orange, and sewer lines are shown in purple. Coastal flooding is shown in blue, wave runoff in green, and areas unlikely to flood in a crosshatch blue pattern for each inundation scenario.

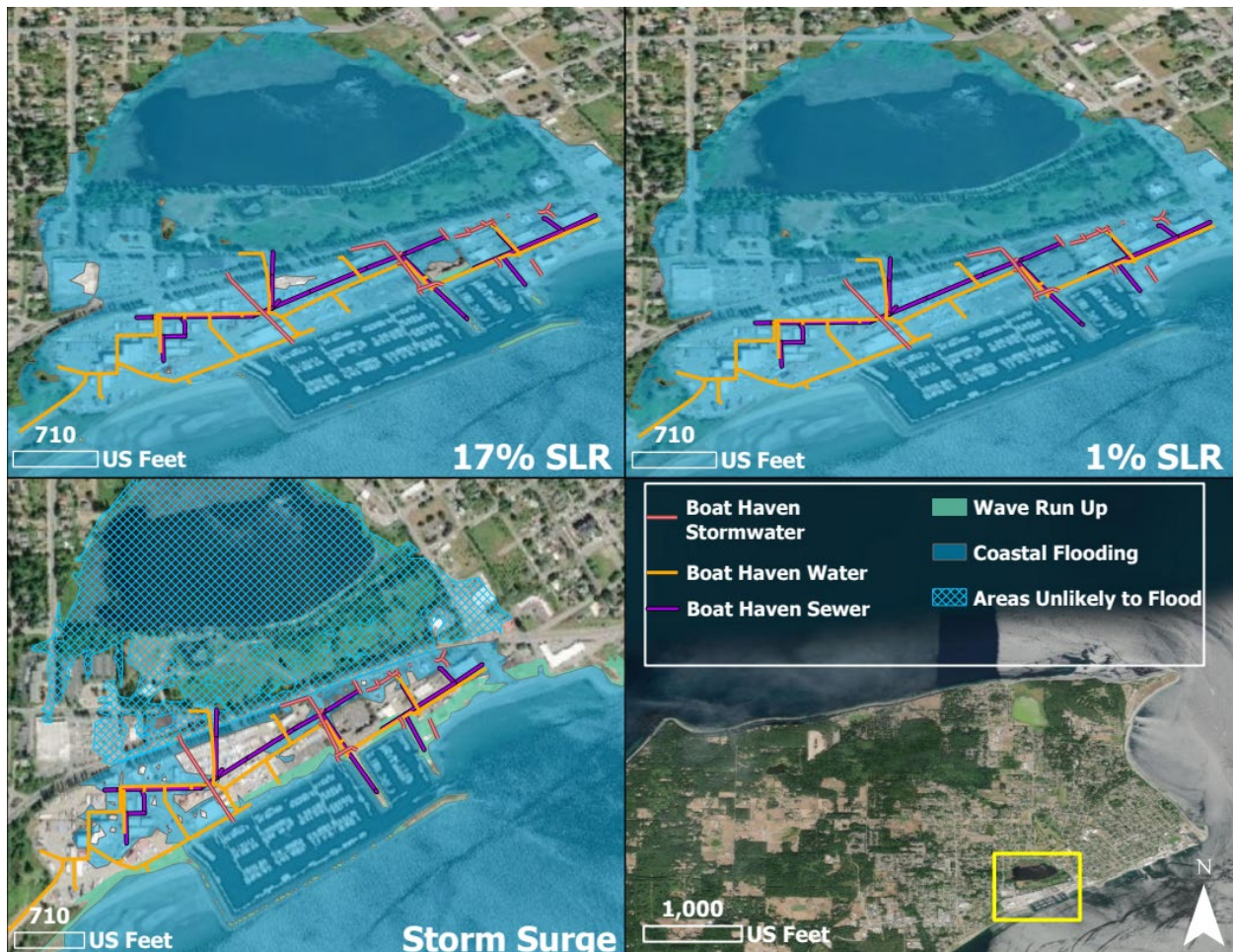




Figure 7. Downtown infrastructure exposed to different inundation scenarios. Storm water pipes are shown in pink, water systems are shown in orange, and sewer lines are shown in purple. Coastal flooding is show in blue, wave runup in green, and areas unlikely to flood in a crosshatch blue pattern for each inundation scenario.





Figure 8. Map of assets categorized by current flood exposure in Port Townsend. Storm surge is depicted in blue and wave runup in green. Areas that are below 1% storm surge event elevation but are hydrologically unconnected are labeled as “areas unlikely to flood” and are depicted in a crosshatch blue pattern. Assets are classified by their exposure types, high exposure assets are shown in red, medium exposure assets in yellow, and low exposure in green.

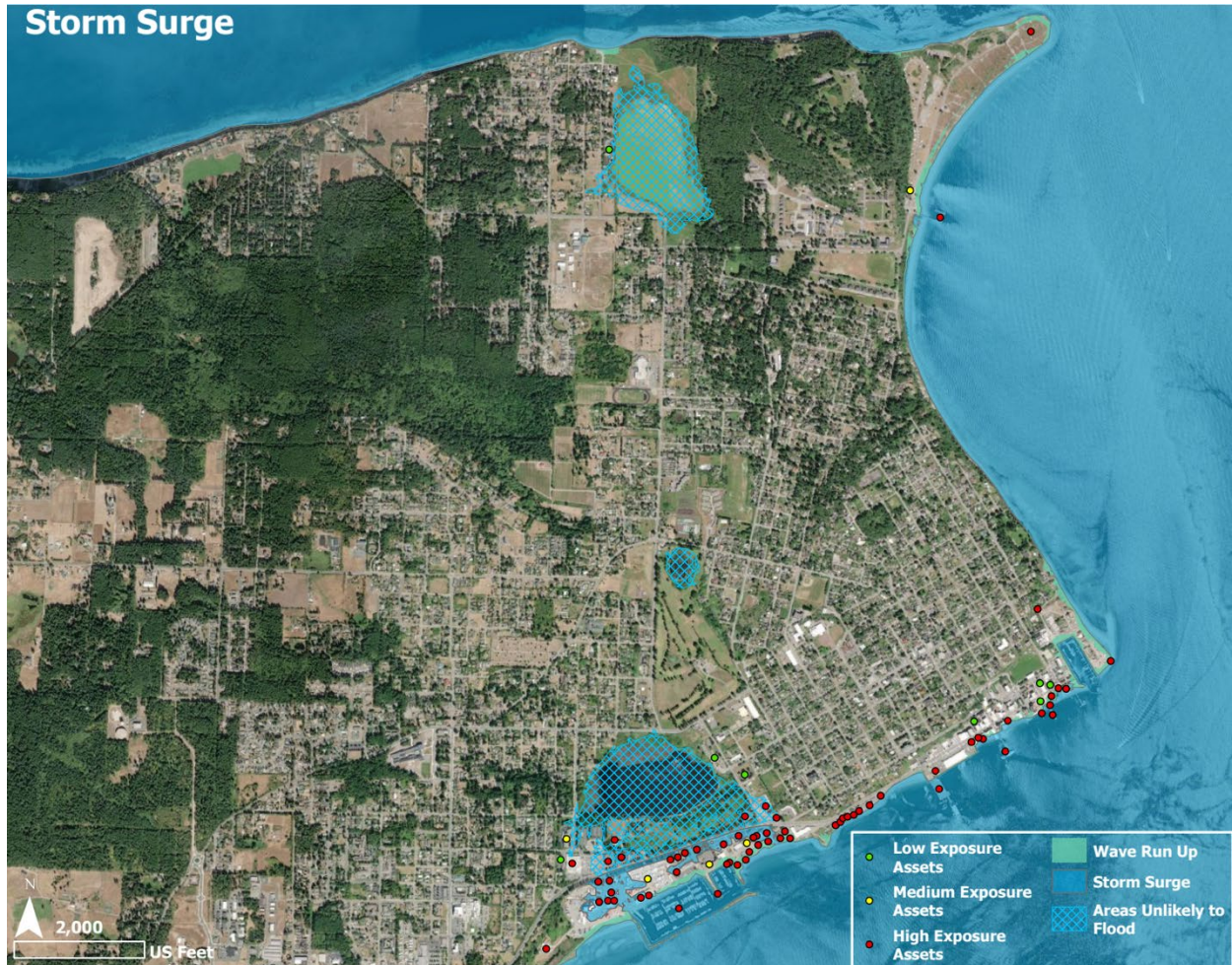




Figure 9. Map of assets categorized by future flood exposure in Port Townsend by 2100 under the 17% likelihood SLR event. Coastal flooding is depicted in blue, and wave runup in green. Areas that are below 17% SLR event elevation but are hydrologically unconnected are labeled as “areas unlikely to flood” and are depicted in a crosshatch blue pattern. Assets are classified by their exposure types, high exposure assets are shown in red, medium exposure assets in yellow, and low exposure in green.

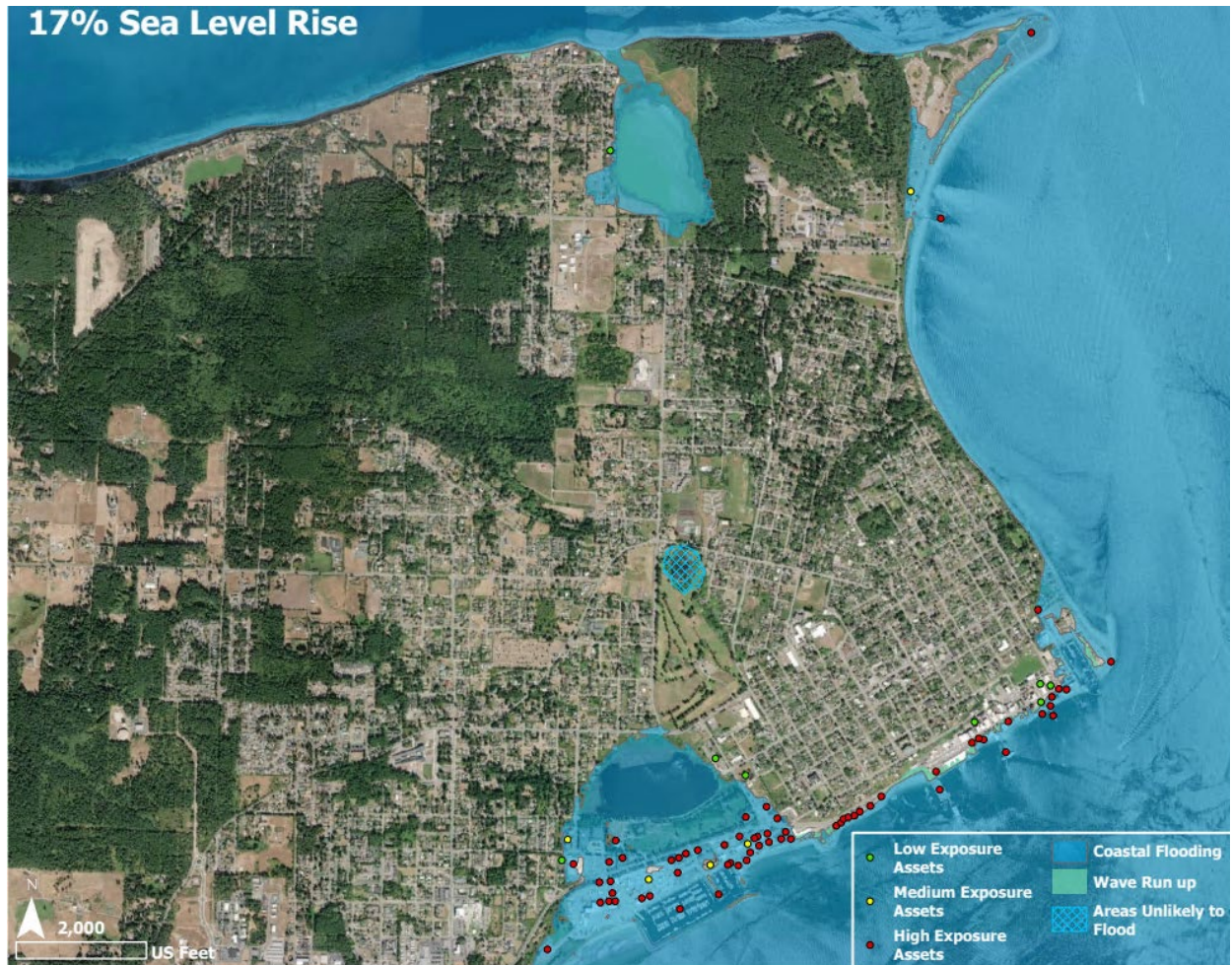




Figure 10. Map of assets categorized by flood exposure in Port Townsend by 2100 under the 1% likelihood SLR scenario. Coastal flooding is depicted in blue, and wave runup in green. Areas that are below 1% SLR event elevation but are hydrologically unconnected are labeled as “areas unlikely to flood” and are depicted in a crosshatch blue pattern. Assets are classified by their exposure types, high exposure assets are shown in red, medium exposure assets in yellow, and low exposure in green.





Figure 11. Map of assets categorized by flood exposure in Port Townsend based on FEMA 100-year flood areas, which represent historic flooding in Port Townsend (Shown in blue). Assets are classified by their exposure types, high-exposure assets are shown in red, medium-exposure assets in yellow, and low-exposure assets in green.

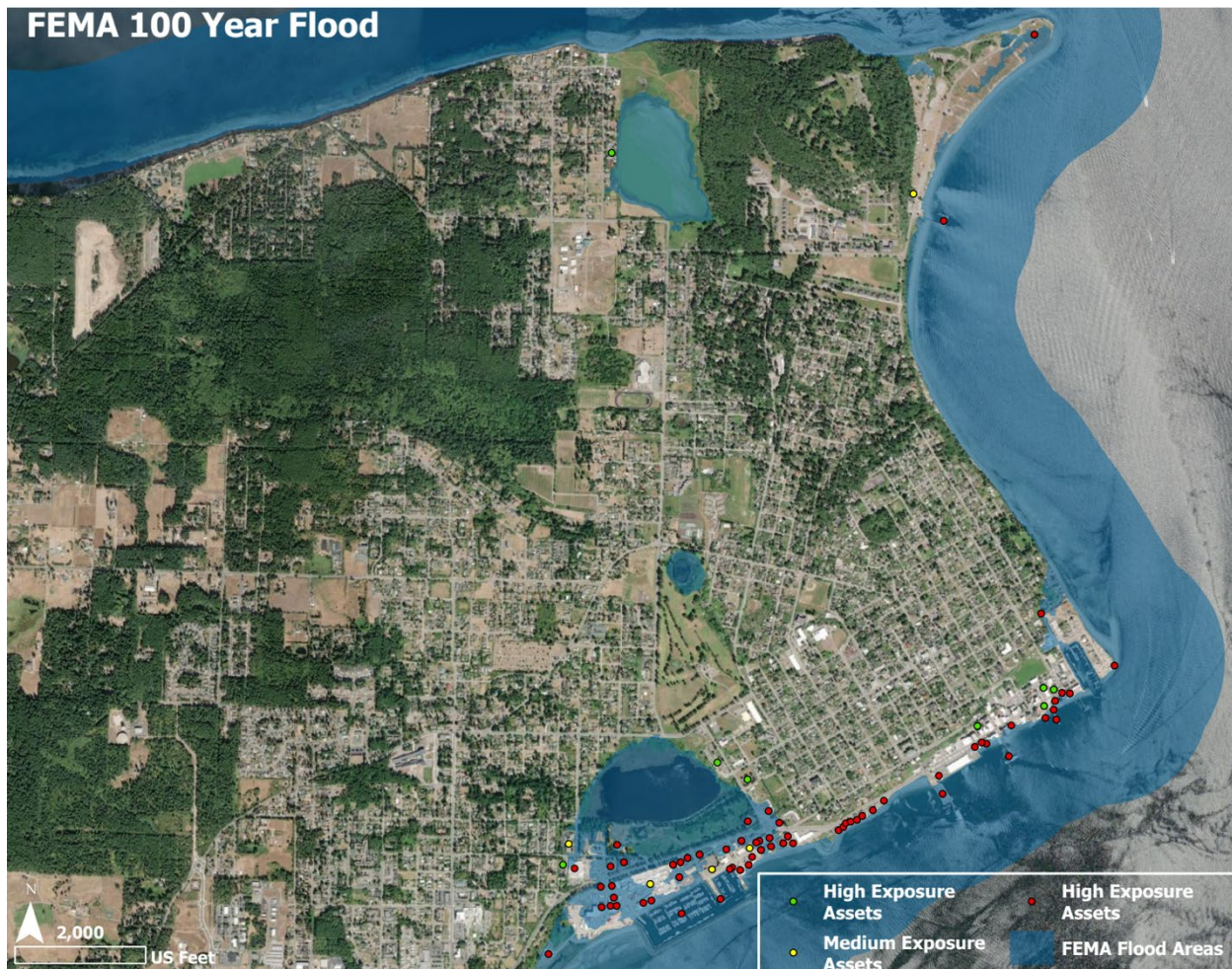
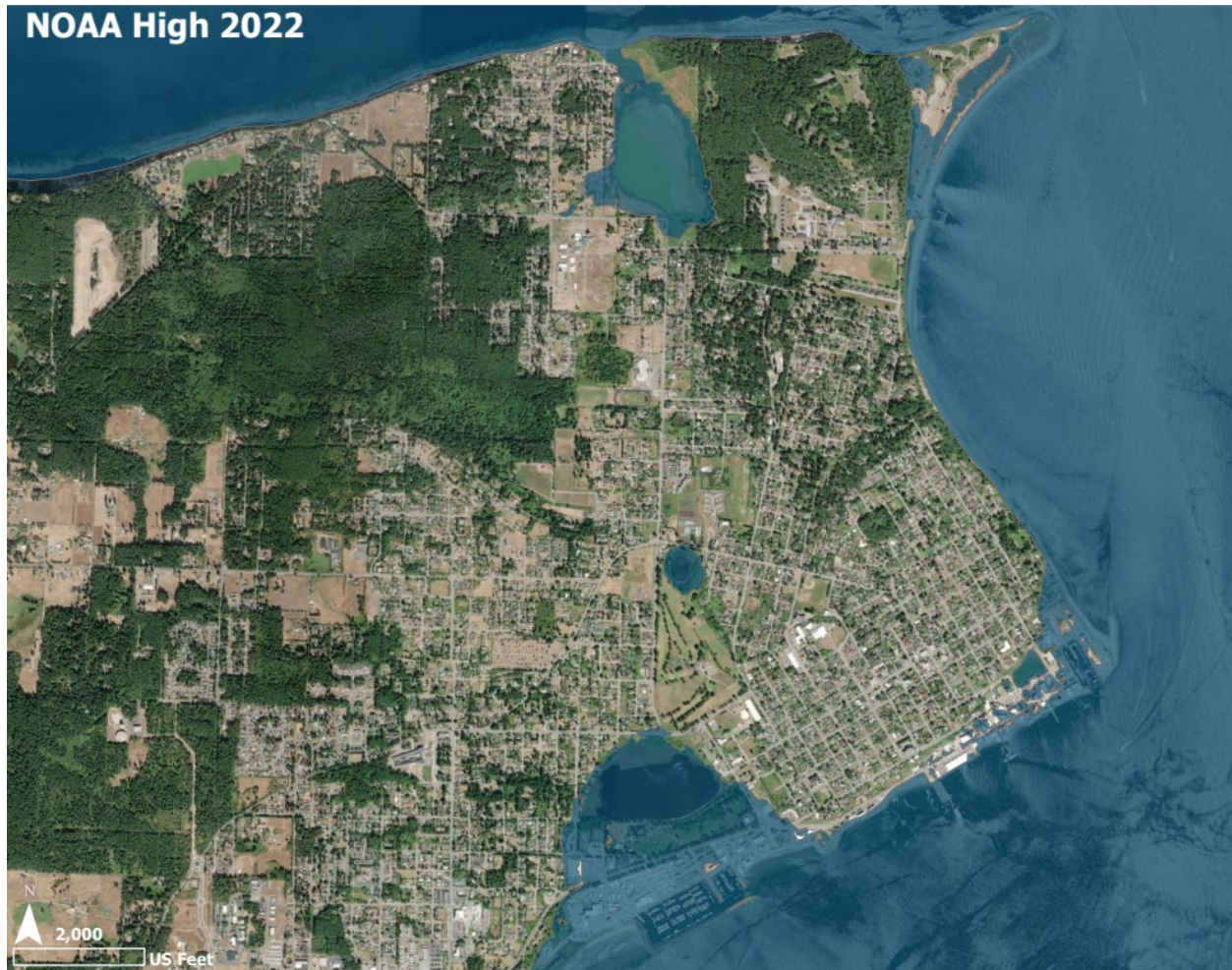




Figure 12. Map of flooding impacts that would occur in 2100 under the 2022 NOAA High Projection scenario. This was used as a reference layer.





APPENDIX B. DETAILED ASSET TABLE

The table below summarizes key assets, asset characteristics, and risk characteristics. Asset data was collected in summer 2022, and information was estimated when data was not explicitly available or accessible. These tables are based on the year 2022.

For a more detailed table that allows for regular updates, please visit

<https://docs.google.com/spreadsheets/d/15YVIpbcPVBIHBbgnCO5nbK7zZJHxVZyXkzFlzx-J4cw/edit#gid=0>.

Detailed Asset Table

Asset	Description	Owned	Critical Facility	Year Built	Lifespan (years)	Value/Cost	Exposure		
							Current	17%	1%
Monroe Street Lift Station	Sewer Pump Station	City	Y	1960	62	\$2,000,000	X		
Gaines Street Lift Station	Sewer Pump Station	City	Y	2022	0	\$4,000,000	X		
Kah Tai Nature Park Restrooms	Restrooms	City		1993	29	\$500,000	X		
Wastewater Treatment Plant	City's sewer plan on Kuhn Street	City	Y	1995	27	\$75,000,000			X
Port Lift Station	Sewer Pump Station	City	Y	1985	37	\$1,500,000		X	
Point Hudson Lift Station	Sewer Pump Station	City	Y	1990	32	\$750,000	X		
Kearney Sewer	Wastewater line (Est. .25 miles)	City	Y	2005	17	\$500,000	X		
Boat Haven Sewer	Wastewater line (Est. 1 mile)	City	Y	1990	32	\$2,500,000	X		
Downtown Sewer	Sewer lines (Est. 2 miles)	City	Y	1950	72	\$2,000,000	X		
Kearney Water	Water lines	City	Y	1975	47	\$750,000	X		
Boat Haven Water	Water Lines	City	Y	TBD	TBD	\$1,750,000	X		
Downtown Water	Water Lines	City	Y	TBD	TBD	\$1,700,000	X		



Asset	Description	Owned	Critical Facility	Year Built	Lifespan (years)	Value/Cost	Exposure		
							Current	17%	1%
Washington State Ferry Terminal	Ferry Terminal	Washington State	Y	1990	32	\$60,000,000	X		
Stormwater Lift Station	Stormwater Pump Station	City	Y	1995	27	\$100,000	X		
Kearney Storm	Storm pump.... flooded pipes (Est. .25 miles)	City	Y	2000	22	\$500,000	X		
Boat Haven Storm	Storm lines (est. .5 miles)	City	Y	1960	62	\$1,250,000	X		
Downtown Storm	Storm lines (Est. 1 mile)	City	Y	1900	122	\$5,000,000	X		
US Coast Guard	Coast Guard	Federal	Y	1960	62	\$15,000,000	X		
Point Wilson Lighthouse	Lighthouse	Federal	Y	1914	108	\$10,000,000	X		
Claridge Court	Apartments	Private		1989	33	\$2,873,355		X	
Bay Vista II	Condominium	Private		1994	28	\$2,531,400	X		
Bay Vista Condominium	Condominium	Private		1990	32	\$1,177,343	X		
The Edgewater	Condominium	Private		TBD	TBD	\$2,228,768	X		
Electric Sub-Station	Power	City	Y	1990	32	\$5,000,000			X
The Back Alley	Public outdoor space	City		1950	72	\$150,000			X
Pope Marine Park	Public outdoor space	City		1987	35	\$500,000	X		
Adams Street Park	Public outdoor space	City		1993	29	\$150,000	X		
Tyler Street Plaza	Public outdoor space	City		2017	5	\$500,000	X		
Wave Viewing Gallery	Public outdoor space	City		2010	12	\$750,000	X		
City Hall	Admin, Finance, Council, HR, Planning,	City	Y	2005	17	\$20,000,000			X



Asset	Description	Owned	Critical Facility	Year Built	Lifespan (years)	Value/Cost	Exposure		
							Current	17%	1%
	Engineering and museum								
Cotton Building	Public gatherings	City		2010	12	\$1,500,000			X
Pope Marine Building	Public gatherings	City		2010	12	\$1,000,000	X		
Port of Port Townsend	Administrative Building	Port		2014	8	\$5,000,000	X		
Jefferson Title	Title Company	Private		TBD	TBD	\$568,544	X		
Port Townsend Yacht Club	Public gathering space	NGO		1986	36	\$5,000,000	X		
Port Townsend Visitor Center	Information for tourists	Private		TBD	TBD	\$568,544	X		
Safeway Gas Station	Gas Station	Private	Y	2001	21	\$568,544	X		
The Food Coop	Grocery Store	Private	Y	1970	52	\$2,626,938			
Penny Saver	Grocery Store	Private	Y	1989	33	\$396,997			
Safeway	Grocery Store	Private	Y	1981	41	\$8,560,966			
The Food Coop	Grocery Store	Private	Y	1988	34	\$1,188,949			
Fast Shop	Grocery Store	Private	Y	2001	52	\$568,544	X		
Bayview	Restaurant	Private		1978	33	\$42,968	X		
123 Thai	Restaurant	Private		TBD	41	\$912,327	X		
O'Reilly Auto Parts	Auto Parts	Private		TBD	34	\$912,327	X		
PhoFilling	Restaurant	Private		1989	21	\$680,467		X	
Pan d'Amore Bakery	Bakery	Private		TBD	44	\$980,547	X		
Pourhouse	Pub with food service	Private		TBD	TBD	\$851,675	X		
New Day Fisheries	Fish Processing	Private		TBD	TBD	\$0 (Exempt based off parcel information)	X		
Sea J's Cafe	Restaurant	Private		TBD	33	\$0 (Exempt based off parcel information)	X		



Asset	Description	Owned	Critical Facility	Year Built	Lifespan (years)	Value/Cost	Exposure		
							Current	17%	1%
Port Townsend Garden Center	Plant retail	Private		TBD	TBD	\$678,055	X		
Goldstar Marine	Marine Service	Private		TBD	TBD	\$0 (Exempt based off parcel information)	X		
Sunrise Coffee Company	Coffee Shop	Private		TBD	TBD	\$0 (Exempt based off parcel information)	X		
Key City Fish	Grocery - seafood	Private		TBD	TBD	\$0 (Exempt based off parcel information)	X		
Port Townsend Brewing Company	Pub	Private		TBD	TBD	\$1,287,369	X		
Blue Moose Cafe	Restaurant	Private		TBD	TBD	\$1,417,070	X		
Admiral Ship Supply	Marine Service	Port		TBD	TBD	\$1,417,070	X		
Shipwright's Co-op	Marine Service	Private		TBD	TBD	\$1,287,369	X		
Better Living Through Coffee	Coffee Shop	Private		TBD	TBD	\$1,051,583	X		
Henry Hardware	Hardware store	Private		1991	TBD	\$1,872,103	X		
Chase	Bank	Private		1984	31	\$568,544	X		
Kitsap Credit Union	Credit Union	Private		1992	38	\$987,877			X
US Bank	Bank	Private		1975	30	\$1,124,141		X	
Wells Fargo	Bank	Private		1977	47	\$1,370,471	X		
Kitsap Bank	Bank	Private		1975	45	\$1,025,197	X		
Anderson Machine Shop	Machine shop	Private		TBD	TBD	\$0 (Exempt based off parcel information)	X		
Armstrong Consolidated Inc.	Boat Manufacturer	Private		TBD	TBD	\$1,274,890	X		
Marine Science Center- 1	Interactive museum	NGO		2021	1	\$10,000,000	X		



Asset	Description	Owned	Critical Facility	Year Built	Lifespan (years)	Value/Cost	Exposure		
							Current	17%	1%
Northwest Maritime Center	Education facility and gather space	NGO		2009	13	\$25,000,000	X		
Marine Science Center-2	Interactive museum	NGO	Y	2010	12	5,000,00		X	
Marine Science Center-3	Interactive museum	NGO		2010	12	\$5,000,000	X		
Port of Port Townsend Maintenance	Marine Service	Port		1950	72	\$2,000,000	X		
Union Wharf	Public outdoor space	Public	Y	1996	26	\$1,500,000	X		
City Dock	Public outdoor space	Public		1990	32	\$5,500,000	X		
Boat Haven Marina	Port of Port Townsend	Port	Y	1997	25	\$5,000,000	X		
Point Hudson (Port Property)		Port	Y	1990	32	\$4,000,000	X		
Life Care Center	Convalescent Center	Private		1980	42	\$2,409,149			X
Harborside Inn	Hotel	Private		1990	32	\$5,338,062		X	
The Tides Inn-1	Hotel	Private		TBD	TBD	\$481,924	X		
The Tides Inn-2	Hotel	Private		TBD	TBD	\$902,358	X		
The Tides Inn-3	Hotel	Private		TBD	TBD	\$902,358	X		
The Tides Inn-4	Hotel	Private		TBD	TBD	\$428,232	X		
The Tides Inn-5	Hotel	Private		TBD	TBD	\$428,232	X		
Aladdin Inn-	Hotel	Private		1989	33	\$1,651,831	X		
American Legion	Homeless Shelter	NGO	Y	1950	72	\$2,500,000			X



Detailed Asset Table, by Exposure

Assets that were partially within an inundation layer are denoted with an asterisk. While spatial analysis may not categorize these as at-risk assets, real life ground truthing confirmed that some assets would still be partially or completely flooded despite their asset only partially overlapping an inundation later.

Asset ID	Asset	Current Coastal Flooding Risk			Future Flooding Risk, related to SLR Projections	
		1% storm surge	Wave run-up	FEMA 100-year flood	17% SLR	1% SLR
1	Monroe Street Lift Station		X		X	X
2	City Hall					X
3	Cotton Building					X
4	Pope Marine Building	X	X*	X	X	X
5	Gaines Street Lift Station	X	X*		X	X
6	Kah Tai Nature Park Restrooms			X	X	X
7	Wastewater Treatment Plant					X*
8	Port Lift Station				X	X
9	Pope Marine Park		X	X	X	X
10	Adams Street Park		X*	X*		X
11	Stormwater Lift Station	X		X	X	X
12	The Food Coop			X	X	X
13	Penny Saver			X	X	X
14	Chase			X	X	X
15	Life Care Center					
16	Electric Sub-Station					
17	Safeway			X*	X	X
18	McDonald's			X	X	X
19	Claridge Court				X	X
20	Kitsap Credit Union					X*
21	Safeway Gas Station	X*		X*	X	X
22	Fast Shop			X*	X	X



Asset ID	Asset	Current Coastal Flooding Risk			Future Flooding Risk, related to SLR Projections	
		1% storm surge	Wave run-up	FEMA 100-year flood	17% SLR	1% SLR
23	Port of Port Townsend	X*			X	X
24	Harborside Inn				X*	X
25	US Coast Guard	X*	X*	X*	X	X
26	Point Wilson Lighthouse			X	X	X
27	Point Hudson Lift Station			X	X	X
28	US Bank		X*		X*	X
29	Bayview	X*	X*		X*	X*
30	Bay Vista II	X*	X*	X*	X*	X*
31	Bay Vista Condominium	X*	X*		X*	X
32	The Tides Inn-1		X*		X*	X
33	The Tides Inn-2		X*		X*	X
34	The Tides Inn-3		X*	X*	X*	X*
35	The Tides Inn-4		X*		X*	X
36	The Tides Inn-5		X*		X*	X
37	Wells Fargo		X*			X
38	The Edgewater	X*	X	X	X	X
39	123 Thai	X		X	X	X
40	O'Reilly Auto Parts	X		X	X	X
41	Kitsap Bank	X		X	X	X
42	PhoFilling				X	X
43	Aladdin Inn	X*	X		X	X
44	Pan d'Amore Bakery		X		X	X
45	Pourhouse		X	X*	X	X
46	Jefferson Title	X	X*	X	X	X
47	New Day Fisheries		X		X	X
48	Sea J's Cafe		X	X*	X	X
49	Port Townsend Yacht Club	X	X*	X	X	X
50	Port Townsend Garden Center	X		X	X	X



Asset ID	Asset	Current Coastal Flooding Risk			Future Flooding Risk, related to SLR Projections	
		1% storm surge	Wave run-up	FEMA 100-year flood	17% SLR	1% SLR
51	Port Townsend Visitor Center	X*		X	X	X
52	Anderson Machine Shop	X*		X	X	X
53	Armstrong Consolidated Inc.	X	X*	X	X	X
54	Goldstar Marine	X	X*	X	X	X
55	Sunrise Coffee Company	X		X	X	X
56	Key City Fish	X			X	X
57	Port Townsend Brewing Company	X		X	X	X
58	Blue Moose Cafe	X		X	X	X
59	Admiral Ship Supply	X		X	X	X
60	Shipwright's Co-op	X		X	X	X
61	Port of Port Townsend Maintenance			X	X	X
62	Better Living Through Coffee	X	X*	X	X	X
63	Marine Science Center	X*	X*	X*	X*	X
64	Tyler Street Plaza		X*		X	X
65	Northwest Maritime Center		X	X*	X	X
66	Marine Science Center				X	X
67	Marine Science Center	X		X	X	X
68	Washington State Ferry Terminal	X		X	X	X
69	Henery Hardware			X		X
70	The Back Alley					X
71	Wave Viewing Gallery	X		X	X	X
72	Union Wharf	X		X	X	X
73	City Dock	X		X	X	X



Asset ID	Asset	Current Coastal Flooding Risk			Future Flooding Risk, related to SLR Projections	
		1% storm surge	Wave run-up	FEMA 100-year flood	17% SLR	1% SLR
74	Boat Haven Marina	X		X	X	X
75	American Legion					X
76	Point Hudson (Port Property)	X	X	X	X	X
77	Kearney Sewer	X		X	X	X
78	Kearney Storm	X	X	X	X	X
79	Kearney Water	X		X	X	X
80	Boat Haven Sewer	X	X	X	X	X
81	Boat Haven Storm	X	X	X	X	X
82	Boat Haven Water	X	X	X	X	X
83	Downtown Storm	X	X	X*	X	X
84	Downtown Sewer	X	X	X*	X	X
85	Downtown Water	X*	X	X*	X	X