

2701 Jefferson Street
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Port Townsend, WA 98368



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www.portofpt.com

**Commission Meeting
2nd Monthly Meeting Agenda
Wednesday, April 26, 2023, 5:30 p.m.**

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

- I. Call to Order / Pledge of Allegiance
 - II. Approval of Agenda
 - III. Public Comments
 - IV. Consent Agenda
 - A. Approval of Workshop & Business Meeting Minutes from April 12, 20232-6
 - B. Approval & Ratification of Warrant.....7-17
 - C. Accounts Receivable Write-off/Collection Register.....18
 - D. Resolution 790-23, Authorizing Sale of Vessels – Aero (Davis) and
Cadenza (Westlund)19-11
 - V. First Reading - none
 - VI. Regular Business
 - E. Qtr. 1, 2023 IDD Levy Project Funding report.....23-26
 - VII. Staff Comments
 - VIII. Commissioner Comments
 - IX. Next Public Workshop and Regular Business Meeting: Wednesday, May 10, 2023 at the Pavilion Building and via Zoom, with Public Workshop at 9:30 a.m. and Regular Business Meeting at 1:00 p.m.
 - X. Executive Session - Executive Session – Pursuant to RCW 42.30.110(1)(g)) to Review the Performance of a Public Employee
 - XI. Adjournment
- Informational Items**
- F. Commission Meeting Schedule27-29

PORT COMMISSION WORKSHOP MEETING – Wednesday, April 12, 2023

The Port of Port Townsend Commission met in workshop session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Petranek, and Hasse with Commissioner Hanke excused.
 Executive Director Eron Berg
 Deputy Director Toews
 Operations Manager Sparks
 Harbormaster Ferrero
 Port Recorder Sanders
 Lease and Contracts Administrator Nelson

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

Commissioner Petranek called the meeting to order at 9:30 a.m.

II. CITY PRESENTATION TACTICAL INFILL HOUSING: BUILDING RESIDENTIAL CAPACITY (Rec. 00:01:20)

Planning and Community Development Director Emma Bolin, City Manager John Mauro, Long Range Planner Helena Smith, and Planning Manager Judy Surber gave a presentation and discussed their handout with excerpts on the Tiny House on Wheels and Employer-Provided Housing sections of the new City code. Changes in regulations would allow Port provided housing for marine trades. Their handout provided definitions for tiny houses on wheels.

Port staff noted that existing leases have tight use language on allowed activities that can occur within the leased premises prioritizing boat building, repair, and marine-related uses. Employer-provided housing is limited to Port employees not leasehold tenants. There was discussion about required connection to utilities, allowances for incremental housing for building your own tiny home, and design standard elements.

At 10:38 a.m., the workshop paused for the purposes of a break.

At 10:53 a.m., the workshop resumed.

III. WPPA, GOVERNANCE AND MANAGEMENT GUIDE –CHAPTER 2 ORIGIN & AUTHORITY OF WASHINGTON PORTS AND CHAPTER 8 PLANNING (Rec. 01:05:40)

Commissioner Hasse led a discussion of Chapter 8 Planning, noting particularly communications planning/tools and emergency planning.

Deputy Director Toews reviewed the Port's mission, vision, and strategic planning efforts. There was a distinction between strategic planning processes where there would be public participation versus Commission retreat topics where Staff provides updates on Port projects.

On the Short Farm, there would be a public hearing on amendments to the Comprehensive Scheme of harbor improvements ahead of adoption of annual budget. At the retreat, staff

would outline the proposed process related to the Short farm purchase. Acquiring and managing ag land and resources would be a WPPA Spring Conference roundtable topic.

Regarding Chapter 2, Executive Director Eron Berg spoke about the review of Port history for the 100th Anniversary that led to the building of Hood Canal bridge.

- IV. ADJOURNMENT (Rec. 01:32:20): The meeting adjourned at 11:20 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, April 12, 2023

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

Present: Commissioners Hasse and Petranek (in person) with Hanke (excused)
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Abigail Berg
 Director of Capital Projects & Port Engineer Klontz
 Operations Manager Chris Sparks
 Attorney Seth Woollen
 Lease and Contracts Administrator Sue Nelson
 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.

Unanimous approval to excuse Commissioner Hanke's attendance. (Rec. 00:03:15)

- II. APPROVAL OF AGENDA (Rec. 00:01:09)
The agenda was approved as amended by unanimous consent.

- III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:28)
 There were none.

- IV. CONSENT AGENDA (Rec. 00:03:35)
 A. Approval of Special Meeting & Regular Business Meeting Minutes from March 22, 2023
 B. Approval & Ratification of Warrants
 C. Scheall-Townshend Lease Assignment & Amendment No. 2
 D. U.S. Coast Guard Supplemental Lease Agreement No. 0003
 E. Jochems Property Management Lease Amendment No. 3

The Consent Agenda as written approved by unanimous consent.

- V. SECOND READING (Rec. 00:04:40)
 A. Updated Organizational Chart

Executive Director Eron Berg provided the staff report according to the Staff memorandum. Minor amendments were made to the chart as noted at the last meeting.

Director of Capital Projects & Port Engineer Klontz displayed the Capital Improvement Program and reviewed projects for which engineering assistance is needed. Staff noted the hired engineer would also assist with meeting the many permitting requirements.

Commissioner questions to which staff responded related to whether IDD funds might support the engineer staffing costs and possibility for an engineering intern.

There was unanimous approval of the updated organizational chart as submitted.

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (Rec. 00:20:40)

A. February 2023 Year-to-Date Financials

Director of Finance and Administration Abigail Berg led a review of her report as written (project expenditures and capital purchases). Also reviewed were the notes associated with the financial statement which include an explanation of the Department of Commerce grant reimbursements.

Staff responded to Commissioner questions related to specific project expenses versus budget, FEMA projects, the line of credit used as a cash flow bridge until funding is received, the increase in contract services, staff repair of the fork lift, repair work to the fuel dock, appraisal associated with the Short Family farm, and decreases in legal and auditing costs.

VIII. STAFF COMMENTS (Rec. 00:39:33)

Executive Director Eron Berg reported speaking with Senator Patty Murray last week on the Boat Haven breakwater and waterwalk flood control projects. The prior week, US Representative Kilmer was given a tour of the main Boat Haven breakwater project by Port Staff and Pete Hanke on the *Redhead*. He would present a Port report at the Chamber of Commerce April 18 and would attend the TLab Local 2020 Transportation Conference the same day.

Deputy Director Toews provided an update on the well drilling at San Juan and F Streets with contractor AEG Atlas. The east side of San Juan appears to be clean and a final report is expected to be sent to Ecology by the end of June. The West Boatyard Expansion Stakeholder Committee met recently to review and narrow expansion alternatives.

Director of Finance and Administration Abigail Berg reported hiring a Maintenance Tech II position. Still open are the hoist operator I and moorage clerk positions.

Operations Manager Sparks reported the yard, formally known as the “long-term yard” has been rehabilitated and is now open, the regular yard is full, and the shipyard will be full next week. On June 5, the Port is working with DNR on a vessel turn in event.

Director of Capital Projects & Port Engineer Klontz announced the Port will be accepting bids for the second connector taxiway and add an element to improve drainage. A public hearing before the City hearing examiner is set for May 1 on the Coast Guard building after

which the Port expects to have a permit in hand June 1 to begin setting up the foundation and utilities for the new moorage office.

Harbormaster Ferrero has been working on scheduling boats for haul out. There was discussion about the desire to accommodate all the vessels wanting to haul out.

Lease and Contracts Administrator Nelson: April CPI and market rate rent increase letters have been sent. Staff is working on a new Key City Fish lease agreement, as the current lease expired late August of this year.

IX. COMMISSIONER COMMENTS (Rec. 01:06:15)

Commissioner Hasse: Reported that the Jefferson County MRC is excited about the DNR June 5 event. Kristian Ferrero assisted in setting up a remote operated vehicle with side scan sonar to search for and clean up derelict crab pots. She encouraged all to watch Eron Berg's excellent presentation planned for the Chamber Café from 10-11. Wooden boat insurance coverage is getting hard to access, especially for larger boats.

Commissioner Petranek reported: she will be focused on the fishing fleet for Friday's *Our Working Waterfront on KPTZ*. The EDC director would be scheduled to attend the next Port Workshop. Port Commissioner representation would be appreciated on the Transit and Broadband board. Chamber of Commerce Business Leader of the Year was awarded to Pete and Kathy Langley. Maritime Heritage Corridor roundtable at NWMC would be held May 4 with Commissioner Hasse and Executive Director Berg. At the last PT Marine Trades Association meeting, there were questions and concerns regarding our lease policy (particularly CPI and market rate adjustments). A future discussion is needed on lease rates.

X. Next Public Workshop & Regular Business Meeting (Rec. 01:23:01)

Wednesday/Thursday, April 19 and 20, 2023 at 10 a.m. Commission Retreat at the Pavilion.

Wednesday, April 26, 2023 at 5:30 Regular Business Meeting at the Pavilion Building & via Zoom.

XI. EXECUTIVE SESSION: None

XII. ADJOURNMENT (Rec. 01:23:34): meeting adjourned at 2:25 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Secretary

Carol L. Hasse, Vice President

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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 066770 generated on April 11th, 2023 in the amount of \$22,214.88 is ratified.

Signed and Authenticated on this 26th day of April, 2023.

For: **Accounts Payable**

Commissioner Pam Petranek

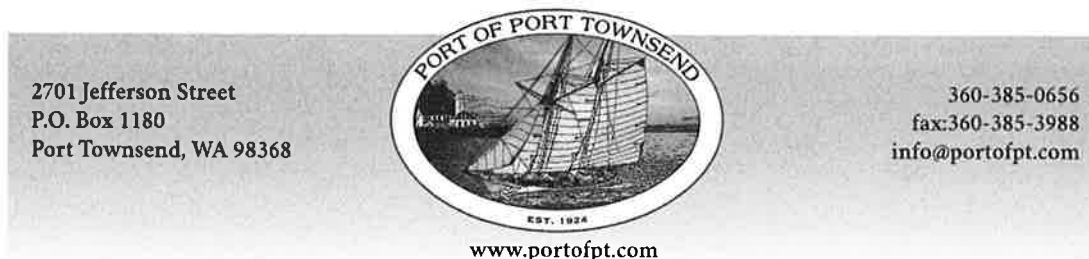
Commissioner Carol Hasse

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
0000066770	4/11/2023	BAN005	Bank of America				
			4/5/2023 STATEMENT	4/11/2023	22,214.88	0.00	22,214.88
				Report Total:	22,214.88	0.00	22,214.88
				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 066771 through No. 066774 generated on April 14th, 2023 in the amount of \$6,592.49 and Electronic Payment in the amount of \$104,356.27, for a total amount of \$110,948.76 is ratified.

Signed and Authenticated on this 26th day of April, 2023.

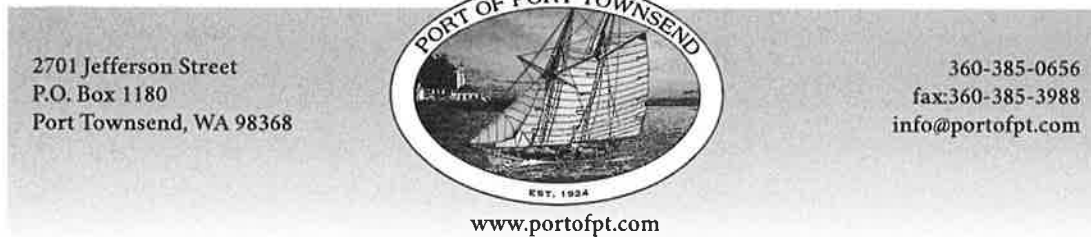
For: Payroll and Benefits

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 066775 through No. 066830, are approved for payment in the amount of \$369,616.21 on this 26th day of April, 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)

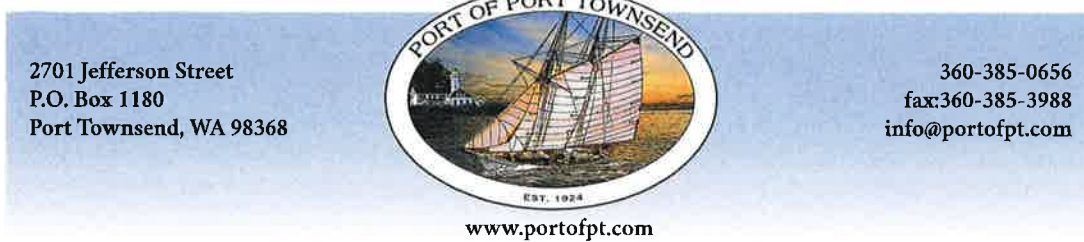
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			104490	4/26/2023	1,779.00	0.00	1,779.00
0000066776	4/26/2023	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			3/31/23 STATEMENT	3/31/2023	1,130.54	0.00	1,130.54
0000066777	4/26/2023	CAS020	Andrew Cashin				Check Entry Number: 001
			REFUND 4/13/23	4/13/2023	227.69	0.00	227.69
0000066778	4/26/2023	CBR010	CBRE, Inc Valuation & Advisory Services				Check Entry Number: 001
			0072037-1-22	4/6/2023	9,500.00	0.00	9,500.00
0000066779	4/26/2023	CED005	CED				Check Entry Number: 001
			5948-1035228	4/14/2023	9,521.20	0.00	9,521.20
			5948-1035449	4/5/2023	30.64	0.00	30.64
Check 0000066779 Total:					9,551.84	0.00	9,551.84
0000066780	4/26/2023	CEN010	Central Welding Supply				Check Entry Number: 001
			PT 148644	4/11/2023	209.02	0.00	209.02
0000066781	4/26/2023	CEN030	CenturyLink				Check Entry Number: 001
			4/1/23 STATEMENT	4/1/2023	190.00	0.00	190.00
0000066782	4/26/2023	CEN035	CenturyLink				Check Entry Number: 001
			4/5/23 STATEMENTS	4/5/2023	417.21	0.00	417.21
0000066783	4/26/2023	CIT020	City of Port Townsend				Check Entry Number: 001
			PRR 23-113	4/5/2023	62.50	0.00	62.50
0000066784	4/26/2023	CLA003	Clark Land Office				Check Entry Number: 001
			POPT2101	3/31/2023	5,437.00	0.00	5,437.00
0000066785	4/26/2023	COO050	Cooper Fuel				Check Entry Number: 001
			4/17/23 STATEMENT	4/17/2023	1,748.93	0.00	1,748.93
0000066786	4/26/2023	DOU010	Double D Electric Inc.				Check Entry Number: 001
			I-33505	4/3/2023	310.94	0.00	310.94
0000066787	4/26/2023	ECO002	EDC Team Jefferson				Check Entry Number: 001
			2ND QTR 2023	4/12/2023	10,000.00	0.00	10,000.00
0000066788	4/26/2023	EVE010	Brian Eversole				Check Entry Number: 001
			4/23 UNIFORM EXP	4/18/2023	86.22	0.00	86.22
0000066789	4/26/2023	FAM001	Ferguson Enterprises #3007				Check Entry Number: 001
			1375371	4/5/2023	2,575.67	0.00	2,575.67
			1432994	4/13/2023	186.80	0.00	186.80
Check 0000066789 Total:					2,762.47	0.00	2,762.47
0000066790	4/26/2023	FAR080	Farwest Steel Corporation				Check Entry Number: 001
			1977982	4/3/2023	1,521.16	0.00	1,521.16
			1977984	4/3/2023	235.42	0.00	235.42
Check 0000066790 Total:					1,756.58	0.00	1,756.58
0000066791	4/26/2023	FER001	Ferrellgas				Check Entry Number: 001
			5007675033	3/26/2023	418.04	0.00	418.04
0000066792	4/26/2023	FIN010	Fine Yacht Interiors				Check Entry Number: 001
			793510	4/10/2023	400.78	0.00	400.78
0000066793	4/26/2023	HIG020	Highway Specialties LLC				Check Entry Number: 001
			0006590-IN	4/5/2023	185.47	0.00	185.47
0000066794	4/26/2023	HUD035	Rick Hudson				Check Entry Number: 001
			REFUND	4/14/2023	11.50	0.00	11.50
0000066795	4/26/2023	INS070	Insight Strategic Partners, LLC				Check Entry Number: 001
			4654	3/31/2023	6,250.00	0.00	6,250.00
0000066796	4/26/2023	J&D010	J & D Painting Services, Inc.				Check Entry Number: 001
			132-3552	4/12/2023	2,520.60	0.00	2,520.60

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
0000066797	4/26/2023	KEN010	Kendrick Equipment				Check Entry Number: 001
			U51126	4/12/2023	19,874.70	0.00	19,874.70
			U51153	4/4/2023	1,528.49	0.00	1,528.49
			Check 0000066797 Total:		21,403.19	0.00	21,403.19
0000066798	4/26/2023	LAN001	Landau Associates				Check Entry Number: 001
			0054003	4/12/2023	35,670.26	0.00	35,670.26
0000066799	4/26/2023	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4787907S185	4/1/2023	14.07	0.00	14.07
0000066800	4/26/2023	LES050	Les Schwab				Check Entry Number: 001
			37900546425	4/13/2023	396.86	0.00	396.86
0000066801	4/26/2023	LUN060	Patricia Lund				Check Entry Number: 001
			REFUND	4/13/2023	106.66	0.00	106.66
0000066802	4/26/2023	MAS050	The Master Locksmith				Check Entry Number: 001
			2076	3/25/2023	1,920.16	0.00	1,920.16
0000066803	4/26/2023	NAT020	National Fisherman Magazine				Check Entry Number: 001
			INV201805358	4/14/2023	2,350.25	0.00	2,350.25
0000066804	4/26/2023	O'RE030	O'Reilly Auto Parts				Check Entry Number: 001
			3939-159708	4/11/2023	69.80	0.00	69.80
0000066805	4/26/2023	OES001	OESD 114				Check Entry Number: 001
			2223001232	4/14/2023	4,311.20	0.00	4,311.20
0000066806	4/26/2023	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			BH 3/31/23 STMNT	3/31/2023	109.59	0.00	109.59
			PH3/31/23 STMNT	3/31/2023	29.29	0.00	29.29
			Check 0000066806 Total:		138.88	0.00	138.88
0000066807	4/26/2023	PAP020	Pape Machinery				Check Entry Number: 001
			8944896	4/11/2023	2,472.35	0.00	2,472.35
0000066808	4/26/2023	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			65418	4/7/2023	545.50	0.00	545.50
			65838	4/12/2023	81.83	0.00	81.83
			Check 0000066808 Total:		627.33	0.00	627.33
0000066809	4/26/2023	PEU030	Hilary Peurano				Check Entry Number: 001
			REFUND 4/17/23	4/17/2023	222.00	0.00	222.00
0000066810	4/26/2023	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			84124	4/16/2023	308.00	0.00	308.00
			84126	4/16/2023	36.00	0.00	36.00
			Check 0000066810 Total:		344.00	0.00	344.00
0000066811	4/26/2023	POR005	Port Townsend Leader				Check Entry Number: 001
			112062	4/3/2023	2,079.00	0.00	2,079.00
0000066812	4/26/2023	POR050	Port Townsend Shipwrights				Check Entry Number: 001
			24711	4/3/2023	24.55	0.00	24.55
0000066813	4/26/2023	PRI001	The Printery				Check Entry Number: 001
			4/12/23 STATEMENT	4/12/2023	46.87	0.00	46.87
0000066814	4/26/2023	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			4/11/2023 STMT	4/11/2023	45.83	0.00	45.83
			4/11/23 STATEMENTS	4/11/2023	29,225.67	0.00	29,225.67
			4/4/23 STATEMENT	4/4/2023	19.54	0.00	19.54
			Check 0000066814 Total:		29,291.04	0.00	29,291.04
0000066815	4/26/2023	QUI001	Quill Corporation				Check Entry Number: 001
			31600379	3/27/2023	271.34	0.00	271.34

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
			31603235	3/27/2023	10.00	0.00 10.00
			31603917	3/27/2023	18.54	0.00 18.54
			31686114	3/27/2023	12.92	0.00 12.92
			31703329	3/27/2023	13.69	0.00 13.69
			31764928	4/4/2023	70.57	0.00 70.57
			Check 000066815 Total:		397.06	0.00 397.06
000066816	4/26/2023	SCH040 Daniel Scheall				Check Entry Number: 001
			REFUND 4/13/23	4/13/2023	45.14	0.00 45.14
000066817	4/26/2023	SEC010 Security Services				Check Entry Number: 001
			128050	4/1/2023	202.30	0.00 202.30
000066818	4/26/2023	SET015 Seton Construction				Check Entry Number: 001
			2304-01	4/17/2023	41,304.69	0.00 41,304.69
000066819	4/26/2023	SHO010 Shold Excavating Inc				Check Entry Number: 001
			73745	4/10/2023	147.16	0.00 147.16
000066820	4/26/2023	SOU055 Sound Publishing, Inc				Check Entry Number: 001
			8096970	3/31/2023	90.80	0.00 90.80
000066821	4/26/2023	SUN020 Sunrise Coffee				Check Entry Number: 001
			20230384	3/31/2023	49.25	0.00 49.25
000066822	4/26/2023	SUN030 SunCruiser Publishing Inc.				Check Entry Number: 001
			INV-1673	4/6/2023	950.00	0.00 950.00
000066823	4/26/2023	SWI050 Swift Plumbing and Heating				Check Entry Number: 001
			53633	3/28/2023	87.28	0.00 87.28
000066824	4/26/2023	TAC001 Tacoma Screw Products, Inc				Check Entry Number: 001
			140074148-00	4/5/2023	1,052.39	0.00 1,052.39
000066825	4/26/2023	TRU070 Shelly Truman				Check Entry Number: 001
			REFUND 4/14/23	4/14/2023	335.81	0.00 335.81
000066826	4/26/2023	VEN070 VenTek International				Check Entry Number: 001
			137291	4/1/2023	103.65	0.00 103.65
000066827	4/26/2023	WA0303 Dept of Retirement Systems				Check Entry Number: 001
			1556606	4/4/2023	25.00	0.00 25.00
000066828	4/26/2023	WA1803 State of Washington				Check Entry Number: 001
			1ST QTR 2023 LET	4/26/2023	168,051.85	0.00 168,051.85
000066829	4/26/2023	WAS017 Marc Horton - Washington Project Consultants				Check Entry Number: 001
			033123-8	4/1/2023	285.00	0.00 285.00
000066830	4/26/2023	WES020 Westside Marine				Check Entry Number: 001
			123936	4/7/2023	44.03	0.00 44.03
			Report Total:		369,616.21	0.00 369,616.21



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 **\$4154.96 is ratified.**

Signed and Authenticated on this **26th** day of **April, 2023.**

For: Washington State, Employment Security Department for
WA State Paid Family Medical Leave – for **Qtr 1, 2023** in the amount of
\$4,154.96

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: Friday, April 7, 2023 11:47 AM
To: Donna Frary
Subject: Payment Confirmation

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

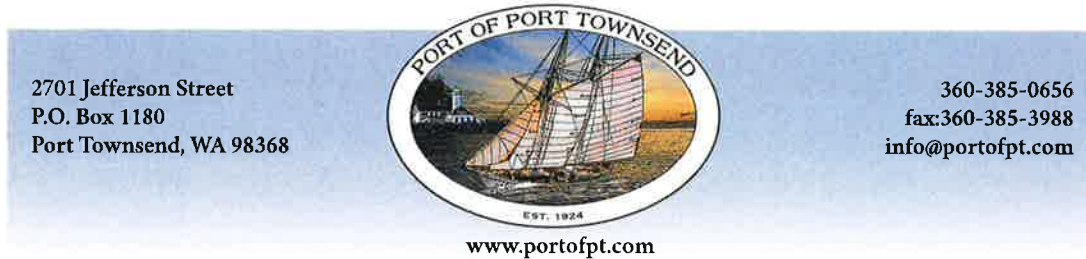
Payment Application: Paid Family & Medical Leave Payment Status: Payment completed successfully.
Confirmation Number: 23040773529287
Payment Date: 04/07/2023

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: 4154.96 USD
Total Amount: 4154.96 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 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 **\$32,740.14 is ratified.**

Signed and Authenticated on this **26th** day of **April, 2023.**

For: Washington State Department of Labor & Industries
1st Quarter Tax Return for ***January - March, 2023*** in the amount of
\$32,740.14

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration



Submit Date: 4/7/2023
Confirmation Number: 9512033

Quarterly Report

1st Quarter: January 1, 2023 – March 31, 2023

Due Date: 5/1/2023

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

WA UBI: 161 000 044
L&I Account ID: 061,069-00
Phone Number: 360-385-2355 Ext. 0

Account Manager: CHARLEEN GREGORY 360-902-4685

Volunteer Reporting

Class Code	Nature of Work	Number Of Volunteers
6901-00	Volunteers-Excl Law Enf Offcrs	1

Worker Reporting

Class Code	Nature of Work	Gross Payroll (nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$439,059.00	11,775	2.6798	\$31,554.65
5306-07	Counties/Tax Dist Adm/CI Offc	\$255,358.00	4,051	0.2846	\$1,152.91
6901-00	Volunteers-Excl Law Enf Offcrs	\$0.00	310	0.1051	\$32.58
				Total of Premiums	\$32,740.14
				Grand Total	\$32,740.14

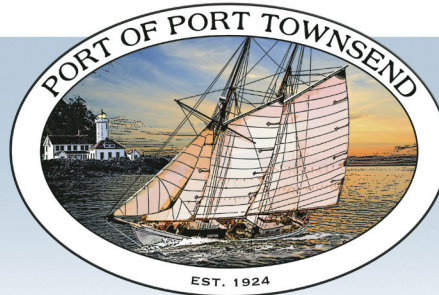
Preparer's Information

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

Payment Information

Method of Payment:	eCheck
Bank routing information:	125102906
Bank account information:	XXXXXXXXXXXX5811
Bank account Type:	BusinessChecking
Payment Amount:	\$32740.14
Scheduled Payment Date:	4/10/2023

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



www.portofpt.com

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

Name, Vessel	Department	Amount	Reason for write off
Craftsman United Property Lease	Boat Haven	\$25,442.09	Company filed bankruptcy, write off as bad debt
Joseph Packwood, Flying Pig	Yard	2,208.42	Vessel went through debt process, public auction, didn't sell, vessel was demolished.
Steven D'Amelio Sarah Elizabeth	Boat Haven	4,053.84	Non-responsive to Port staff. Repeated attempts and customer stated could not pay.
Gregory Cremarosa, Di Alto Mare	Yard	10,366.01	Vessel went through debt process, public auction, no bids. The boat was purchased for \$8,500.00. Balance on account to write off.
Gregory Cremarosa, Di Alto Mare	Boat Haven	928.37	Vessel went through debt process, public auction, no bids. The boat was purchased for \$8,500.00. Balance on account to write off.
Rich Clark, Ku'Uipo	Yard	26,378.38	Vessel went through debt process, public auction, no bids. Vessel was demolished.
Sam Clay-Ehart, Solidarity	Herb Beck Marina	6,228.71	Vessel went through debt process, public auction, no bids. Slated for demolition.
Guy Rosinbaum, Arrow Post	Yard	38,840.32	Vessel went through debt process, public auction, no bids. Vessel demolished.
Dan Cummings PYR	Yard	13,569.42	Company filed bankruptcy, write off as bad debt
	Total	\$128,015.56	

Approved on April 26, 2023

Pam Petranek, President

Carol Hasse, Vice President

Pete W. Hanke, Secretary

S. Abigail Berg, Director of Finance
and Administration

Eron Berg, Executive Director

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 26, 2023
AGENDA ITEM	<input checked="" type="checkbox"/> Consent Agenda
AGENDA TITLE	IV. D. Resolution 790-23 Authorizing Sale of Vessel – Aero (Davis) and Cadenza (Westlund)
STAFF LEAD	Eric Toews, Deputy Director
REQUESTED	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion
ATTACHMENTS	A. Resolution 790-23

RESOLUTION NO. 790-23

**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 needed 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 26th day of April 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

<u>VESSEL NAME</u>	<u>OWNER NAME</u>	AMOUNT OWING
Aero	Blake Davis	3,744.35
Cadenza	Sean Westlund	4,604.48

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	April 26, 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	VI. A. Quarter 1, 2023 IDD Levy Project Funding Report
STAFF LEAD	Abigail Berg, Director of Finance and Administration
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum IDD Levy Quarter-to-date Report

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 4/21/2023
TO: Port Commission
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: IDD Levy Financial Report, YTD Qtr. 1, 2023

ISSUE

Provide a report to the Commission.

BACKGROUND/DISCUSSION

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

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

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

For reference, attached is a copy of the list of projects slated for funding via the IDD Reserve in the 2023 Capital Budget (2023-2027).

FISCAL IMPACT

The largest project planned for use of IDD levy funding this year is the Point Hudson Jetty replacement, in the 2nd year of this 2-year phased project, which is 71% of the IDD levy funded 2023 capital budget. Projects worked on this quarter include the reconstruction of the old Coast Guard Building, the BH Stormwater Compliance project, the Herb Beck Marina dredge, and the Northwest Yard Expansion that together totaled \$90,570 for the quarter.

RECOMMENDATION

NA

IDD Tax Levy Activity

as of end of Quarter 1, 2023

Details: This report provides the current quarter-to-date IDD capital expenses authorized to be funded by the IDD levy. It also includes the IDD levy receipts, quarter-to-date, and fund transfers made one month subsequent to quarter end, to reconcile capital work.

Approved by voters November 5, 2019

First year of collection 2020

Base Year AV 2019

Annual maximum millage rate per \$1,000

total estimated IDD Levy (updated Jan. 2022)

\$ 5,988,145,402
\$ 0.45
\$ 16,878,967

Annual millage rate

Total Received since start of levy ^(a)

Estimated remaining balance to tax

\$ 0.13
\$ 797,610
\$ 16,069,613

\$ 0.26
\$ 2,439,350
\$ 14,435,324

\$ 0.26
\$ 5,271,836
\$ 11,801,035

\$ 0.26
\$ 5,741,828
\$ 9,166,746

	2020 ^(b)		2021		2022		2023	
	annual budget	total for year	annual budget	total for year	annual budget	ytd actual	annual budget	ytd actual
Revenues								
Total IDD Revenue (a)	809,354	868,941	1,634,289	1,674,283	2,634,289	2,832,486	2,634,289	469,992
Capital Expenses								
PH Replacement of North & South Jetties ^(c)	590,000	194,646	300,000	191,369	2,030,000	66,543	2,925,000	
Boat Haven Linear Dock Electrical (55%)	30,050	22,899	-	-				
Main Stormwater Pump Station Repairs	-	-	100,000	53,497				
Dock Renovations & Piling Replacement ^(c)	80,272	-	-	8,622				
Sperry Bldgs. Capital Maintenance	-	-	70,000	30,117	100,000	30,783	50,000	
Work & Boat Yard Electrical Design/Construction ^(c)	-	-	75,000					
Quilcene Dredging Design	25,000	-	-	-				
Reconstruct Old Coast Guard Bldg. (Moorage/Yard office)			15,000	4,396	191,250	215,146	150,000	60,737
NORTHwest Yard Expansion (25-feet)					250,000	66,586	104,000	754
JCIA Underground Fuel Tank Replacement					100,000		10,000	
Port-wide Dock Renovation & Piling Replacement					133,191		150,000	
70/75 Ton & 300 Ton Yard Electrical Design					30,000			
70/75 Ton & 300 Ton Yard Electrical Infrastructure					75,000			
BH Stormwater Treatment Compliance Upgrade					661,500	6,334	111,955	22,648
Quilcene Restoration Program					100,000			
Point Hudson Preservation (incl. roofs)					40,000		450,000	
Quilcene Restoration (Herb Beck Dredge) ^(d)					100,000	36,474	20,000	6,431
BH Linear Dock Replacement							85,000	
BH Navigation Channel Marina Dredging							25,000	
Mats Mats Bay Facilities & Boat Ramp Rehab							30,000	
total IDD Capital Expenses	725,322	217,545	560,000	288,001	3,810,941	421,866	4,110,955	90,570
Unused Current Year Remaining Levy To Date	84,032	651,396	1,074,289	1,386,282	(1,176,652)	2,410,620	(1,476,666)	379,422
Ending IDD Reserve Account Balance		651,396		\$ 2,037,679		\$ 4,448,299		\$ 4,827,720

IDD Tax Levy Activity Notes
Quarter 1, 2023, page 2

Notes:

- (a) "Total Received since start of levy" reports only IDD levy receipts. When compared to the "Total IDD Revenue" line in the Actual column, the actual is higher because it includes other taxes receipted as the result of the adopted levy, i.e. State Timber Tax, etc.*
- (b) A budget for IDD Levy funding use was not developed in the original 2020 budget since the election results were not certified until after budget adoption. The voters did pass the IDD Levy referendum and on April 22, 2020, Port staff presented the Commission with a proposed budget for the 2020 IDD Levy capital expenditures. This was later revised several times*
- (c) At the June 23, 2021 Commission meeting, an updated CIP budget for 2021 was approved. The Point Hudson Jetty project expense was increased from \$226,700 to \$300,000 due to permitting costs. The Dock Renovation & Piling Replacement project was removed from the 2021 budget, though expenses had already been incurred. The Work & Boat Yard Electrical Design project was increased from \$30,000 to \$75,000 to include Construction.*
- (d) When the 2022 capital budget was adopted in November 2021, the Port had yet to identify which capital projects may commence in 2022; this was a placeholder. In 2022, it was confirmed the marina needed dredging and would be funded by the IDD levy.*

Port of Port Townsend
Upcoming Commission Meetings Calendar (Tentative Agenda Items)

Date/Time		Item/Topic	Location	Absent
Wed., May 10 9:30 am	Workshop	Presentation/update from the Northwest Maritime Center Jake Beattie Discussion with Economic Development Council Director WPPA, Governance and Management Guide – Chapter 3 Port Administrative Functions	Pav	
Wed., May 10 1 pm	Meeting	YTD Financial Report Contract Update/Lease Brief Authorize Contract with SCJ Alliance for Boatyard Expansion Recognition of 5 years for Conner Cunningham Surplus List Approval	Pav	
May 17-19		WPPA Spring Meeting	Davenport	CH
Thurs., May 25 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	CH
Wed., May 24 5:30 pm	Meeting	IDD Quarter 1 Report Capital Projects Quarterly Update	Pav	CH
June 7-9	Meeting	WPPA Finance Seminar	Alderbrook	
Wed., June 14 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 4 Budgeting, Finance & Compliance	Pav.	
Wed., June 14 1 pm	Meeting	YTD Financial Report Contract Update/Lease Brief	Pav.	
Wed., June 28 5:30 pm	Meeting	Capital Plan for 2024 with new & changed projects Award of Construction Contract for Taxiway A3	Pav	
Wed., July 12 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 5 Port Operations	Pav.	
Wed., July 12 1 pm	Meeting	YTD Financial Report Budget Schedule and Process Contract Update/Lease Brief	Pav.	
July 24-26		WPPA Commissioners' Seminar	Alderbrook	
Wed., July 26	Meeting	CANCELLED		
Wed., Aug. 9 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 5 Port Operations (continued)	Pav	
Wed., Aug. 9 1 pm	Meeting	YTD Financial 2 Report IDD Quarter 2 Report	Pav	

Port of Port Townsend
Upcoming Commission Meetings Calendar (Tentative Agenda Items)

		Capital Projects Quarter 2 Update		
Wed., Aug 23	Meeting	CANCELLED		
Wed., Sept. 13 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 6 Economic Development 2024 preliminary recommendations for regular property tax levy and IDD tax levy with Jefferson County	Pav	
Wed., Sept. 13 1 pm	Meeting	YTD Financial Report Contract Update/Lease Brief	Pav	
Thur., Sept. 21 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Wed., Sept. 27 5:30 pm	Meeting	1 st Draft 2023 Budget with CIP and Proposed Rates	Pav	
Wed., Oct. 11 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 7 Property Restoration and Reuse	Pav	
Wed., Oct. 11 1 pm	Meeting	2 nd Draft of 2024 Budget with CIP and Proposed Rates YTD Financial Report Contract Update/Lease Brief	Pav	
Wed., Oct. 25 5:30 pm	Meeting	Public Hearing Draft 2024 Operating & Capital Budget, Property Tax Levy and IDD tax levy Draft 2024 Rates	Pav	
Oct. 26-27		WPPA Commissioners' Seminar	Campbell's	
Wed., Nov. 8 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 9 Port Purchasing and Contracting	Pav	
Wed., Nov. 8 1 pm	Meeting	2 nd Reading/Public Hearing Draft 2024 Operating and Capital Budget, rates, property tax levy and IDD tax levy (and associated resolutions) YTD Financial Report Contract Update/Lease Brief	Pav	
Wed., Nov. 16 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Tues., Nov. 21 1 pm	Meeting		Pav	
Dec. 6-8		WPPA Annual Meeting	Pav	
Dec. 13 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 10 Transparency and Ethics	Pav	

Port of Port Townsend
Upcoming Commission Meetings Calendar (Tentative Agenda Items)

Dec. 13 1 pm	Meeting	Contract Update/Lease Brief	Pav	
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