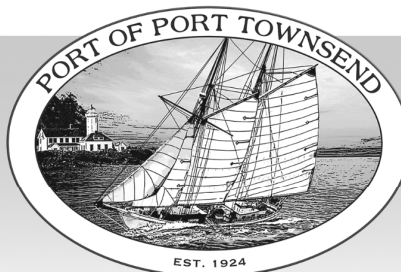


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fax:360-385-3988
info@portofpt.com

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**Commission Meeting
1st Monthly Meeting Agenda
Wednesday, May 10, 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**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Special Presentation: Recognition of 5 Years' Employment for Connor Cunningham 2
- V. Consent Agenda
 - A. Approval of Retreat Minutes from April 19/20, 20233-6
 - B. Minutes of April 26, 20237-9
 - C. Approval & Ratification of Warrants10-22
- VI. Second Reading ~ none
- VII. First Reading ~ none
- VIII. Regular Business
 - A. 2023 Legislative Update – Insight Strategic Partners23-30
 - B. March 2023 Year-to-Date Financials31-36
 - C. Emergency Repair Projects Update – Matt Klontz37-39
- IX. Commissioner Comments
- X. Next Meetings are
 - A. Quorum of Port Commission attending the Port Townsend Marine Trades Association
Thursday, May 11 from 5:30-7:30 p.m. 385 Benedict St. in the Nomura Bldg.
 - B. Regular Business Meeting Wednesday, May 24, 2023 at 5:30 p.m.
 - C. Intergovernmental Collaborative Group on Thursday, May 25, 2023 at 5:00 p.m.
- XI. Executive Session
- XII. Adjournment
- Informational Items40
 - March 2023 Detailed Financials41-44
 - Contract Update/Lease Brief45-51
 - Port Commission Calendar52-54

MEETING DATE	May 5, 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 type="checkbox"/> Informational
AGENDA TITLE	IV. Special Presentation: Recognition of Conner Cunningham
STAFF LEAD	Chris Sparks, Operations Manager
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	

Recognition of Conner Cunningham for 5 years' employment at the Port.

PORT COMMISSION RETREAT– Wednesday, April 19, 2023

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

Present: Commissioners Hasse, Petranek, and Hanke
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Abigail Berg
 Director of Capital Projects & Port Engineer Matt Klontz
 Operations Manager Chris Sparks
 Harbormaster Kristian Ferrero
 Attorney Seth Woolson
 Lease and Contracts Administrator Sue Nelson
 Environmental Specialist, Kimberlie Webber
 Port Recorder Joanna Sanders

- I. CALL TO ORDER (Rec. 00:00:00)
 Commissioner Petranek called the retreat to order at 10:04 a.m.

II. AGENDA

Time	Item/Discussion	Leader
10:00 - 10:05	Welcome	Commissioner Petranek
10:05 – 10:10	Objectives of Retreat	<i>Eron Berg</i>
10:10 - 12:00	Select Capital Projects. There was Commission support for scheduling future workshops on West Boatyard Expansion and Stormwater Improvement Project.	<i>Matt Klontz</i>
12:00 - 12:45	Working Lunch – Topic: Looking Under the Hood (Annual Governance Checkup)	<i>Seth Woolson</i>
12:45 – 1:00	Break	
1:00 - 1:30	Finance Report	<i>Abigail Berg</i>
1:30 – 2:00	Maintenance & Operations Report. Noted for future discussion was the rehabilitation of finger docks and replacement of C&D dock.	<i>Chris Sparks</i>
2:00 - 2:45	Harbormaster Report	<i>Kristian Ferrero</i>
2:45 – 3:00	Leasing & Rental Portfolio Update	<i>Sue Nelson</i>
3:30	Adjournment	<i>Commissioner Petranek</i>

III. The retreat adjourned at 3:30 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 RETREAT– Wednesday, April 20, 2023

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

Present: Commissioners Hasse, Petranek, and Hanke
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Abigail Berg
 Director of Capital Projects & Port Engineer Matt Klontz
 Operations Manager Chris Sparks
 Harbormaster Kristian Ferrero
 Lease and Contracts Administrator Sue Nelson
 Port Recorder Joanna Sanders
 Environmental Specialist Kimberlie Webber
 Precision Approach Engineering, Inc., Geoff Vaughn

- I. CALL TO ORDER (Rec. 00:00:04)
 Commissioner Petranek called the retreat to order at 10:00 a.m.

II. AGENDA

Time	Item/Discussion	Leader
10:00-10:05	Welcome	<i>Commissioner Petranek</i>
10:05-11:05	Short's Farm Planning Process. The Commission supported bringing forward for adoption and publishing the foundational goals as written.	<i>Eric Toews</i>
11:05-12:00	Airport Planning Process. The Commission was interested in improved web presence and public engagement.	<i>Geoff Vaughn</i>
12:00 - 12:45	Working Lunch - Environmental Update	<i>Kimberlie Webber</i>
12:45 – 1:00	Break	
1:00-2:00	Commission Prioritizations. Continue the Port mission focus -- serving its customers, including business lease tenants, supporting community values, with strong organizational alignment in its projects, and care of employees. There was a desire for financial forecasting by property/cost center and reporting to reflect the return on investment.	<i>Commissioner Petranek</i>
2:00-3:00	Commission & Staff Round Table Discussion. For the May Intergovernmental Collaborative Group meeting, a discussion topic would be how to maximize ICG	<i>Commissioner Petranek</i>

Time	Item/Discussion	Leader
	collaboration. There was some interest in postponing a strategic plan review.	
3:00	Adjournment	<i>Commissioner Petranek</i>

III. The retreat adjourned at 3:30 p.m., there being no further business before the Commission.

ATTEST:

Pamela A. Petranek, President

Peter W. Hanke, Secretary

Carol L. Hasse, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, April 26, 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 Petranek and Hasse, with Commissioner Hanke arriving at 5:38 p.m.
Executive Director Eron Berg
Deputy Director Eric Toews
Capital Projects and Port Engineer Matt Klontz
Director of Finance and Administration Abigail Berg
Attorney Seth Woolsen
Port Recorder Joanna Sanders

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)
Commissioner Petranek called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:00)
The agenda was approved by unanimous consent with the addition of a second executive session for the purposes of discussion with legal counsel about current or potential litigation (RCW 42.30.110(1)(i)).

III. PUBLIC COMMENTS – GENERAL (Rec. 00:02:11)
David Grainger provided written comment on the location of the anchors formerly at Point Hudson to which staff responded.

IV. CONSENT AGENDA (Rec. 00:03:53)
A. Approval of Workshop & Business Meeting Minutes from April 12, 2023
B. Approval & Ratification of Warrants
Warrant #066770 in the amount of \$22,214.88
Warrant #066771 through #066774 and Electronic Payment in the total amount of \$110,948.76
Warrant #066775 through #066830 in the amount of \$369,616.21
Electronic Debit in the amount of \$4,154.96
Electronic Debit in the amount of \$32,740.14
C. Accounts Receivable/Write Off Register
D. Resolution 790-23, Authorizing Sale of Vessels – Aero (Davis) and Cadenza (Westlund)

The Consent Agenda was approved as written by unanimous consent. Staff responded to several Commissioner questions about the warrants and the write-off register.

V. SECOND READING ~ none

VI. FIRST READING~ none

VII. REGULAR BUSINESS (Rec. 00:15:58)

A. Qtr. 1, 2023 IDD Levy Reserve Report (Rec. 00:16:15)

Finance Director Abigail Berg presented the staff report reflecting IDD funds received and used on projects. She distributed an additional handout with the five-year forecast for 2023-2027 of funding sources of the IDD Levy Reserve from the Capital Budget.

Commissioners: Staff responded to questions about the timeline and funding for the Quilcene dredging project in the additional handout. A local community project might need to be organized to accomplish the dredging project as the facility is not generating enough revenue to accomplish the dredging. RCO funding is only for the bathroom remodel, parking, ramp, ADA improvements, and handling float.

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

Executive Director Eron Berg reported participating in finalist interviews for the WSU Cooperative Extension Director.

Capital Projects and Port Engineer Matt Klontz reported meeting on Monday with a team of FEMA agents on projects as a result of the November storm damage (Point Hudson RV Park shoreline, inside the marina, north breakwater replacement project site, and on the Centennial Trail). Toward the goal of seeking FEMA reimbursement, a preliminary causation report is expected in early May for Port review and comment.

Attorney Seth Woolsen commented on new legislation pertaining to public works, noting he would provide a summary memorandum of those changes. In 2024, all municipalities would need to apply for an apprentice utilization requirement on public works projects, and update nondiscrimination language in public works' contracts.

IX. COMMISSIONER COMMENTS (Rec. 00:37:50)

Commissioner Hanke commented positively on last week's retreat and he is eager for future conversations addressing City stormwater run off from Sims Way onto Port property.

Commissioner Hasse recognized the learning curve on finances and is excited to be registered for the WPPA Finance & Administration Seminar as well as learning more about the Port's lease policy. Eron Berg gave an excellent presentation at the Chamber Café. The Marine Resource Committee has asked her to do a presentation on the Port's vision about the waterwalk project.

Commissioner Petranek requested a future workshop for a Washington National Maritime Heritage briefing, noting that on May 10, there would be updates from the Northwest Maritime Center and Economic Development Council. Commissioner questions could be forwarded to Eron Berg to relay to those agencies before the workshop.

Additional discussion occurred about the Short Farm. Staff noted workshops would likely come in the fall after which more process/substantive action would be outlined and finalized. A resolution with timeline and goals would be presented for adoption before the more intensive planning in January-June 2024, followed by implementation.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 00:51:40)

Next Public Workshop and Regular Business Meeting: Wednesday, May 10, 2023 at Pavilion Building and via Zoom, with Public Workshop at 9:30 a.m. and Regular Business Meeting at 1:00 p.m.

XI. EXECUTIVE SESSION (Rec. 00:52:03)

At 6:25 p.m., the Commission went into Executive Session for 25 minutes to review the performance of a public employee pursuant to RCW42.30.110(1)(g) with potential action.

At 6:50 p.m., the Commission came back into open session and recessed again to Executive Session for 10 minutes for discussion with legal counsel about current or potential litigation pursuant RCW 42.30.110(1)(i)) with no expected action.

At 6:59 p.m., the Commission came back into open session.

Commissioners spoke highly of the Executive Director and his performance.

Unanimously approved a motion to increase Executive Director's vacation compensation by two weeks per year.

XII. ADJOURNMENT (Rec. 00:55:45)

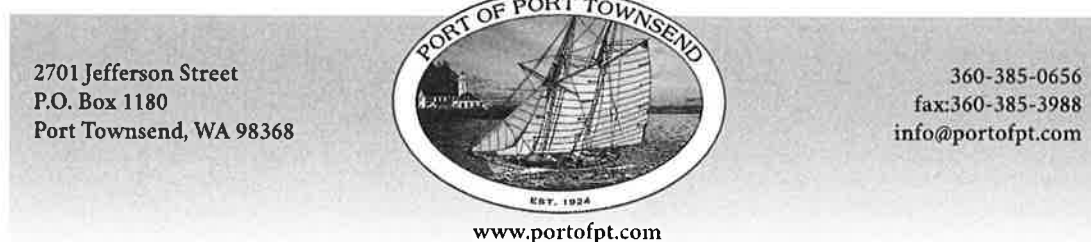
The meeting adjourned at 7:03 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President



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 066831 through No. 066837 generated on April 14th, 2023 in the amount of \$31,634.92 and Electronic Payment in the amount of \$181,829.91, for a total amount of \$213,464.83 is **ratified.**

Signed and Authenticated on this 10th day of May, 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 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. 066476 in the amount of \$1,045.08 is declared **void** on this on this 10th day of May, 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
0000066476	REV 3/8/2023	KIT030			
Kitsap Sun					1,045.08-
Check Comment: Lost Warrant, replacing 5/10/23					
CK000006647601					
3/8/2023					
G/L Account: 721-7400-02		1,045.08-	0.00	1,045.08-	
		ADVERTISING LEGAL (2018): MOOR			
Bank W Total:		1,045.08-	0.00	1,045.08-	1,045.08-
Report Total:		1,045.08-	0.00	1,045.08-	1,045.08-



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 **\$10,597.30 is ratified.**

Signed and Authenticated on this **10th** day of **May**, 2023.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***March, 2023*** in the amount of
\$10,597.30.

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 **0-033-050-020**

Below is information from your Monthly Return for the period ending March 31, 2023

Filing Date	April 25, 2023
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	Bank Account (ACH Debit)
Payment Effective	April 25, 2023
Total Tax	12,729.58
Total Credits	2,132.28
Total Due	10,597.30



Combined Excise Tax Return

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

Filing Period: March 31, 2023

Due Date: April 25, 2023

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	97,724.71	0.00	97,724.71	0.004710	460.28
Service and Other Activities (\$1 million or greater in prior year)	85,340.06	0.00	85,340.06	0.017500	1,493.45
Total Business & Occupation					1,953.73

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	97,724.71	0.00	97,724.71	0.065000	6,352.11
Use Tax	10,316.25	0.00	10,316.25	0.065000	670.56
Total State Sales and Use					7,022.67

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	7,404.14	0.00	7,404.14	0.019260	142.60
Water Distribution	714.79	0.00	714.79	0.050290	35.95
Total Public Utility Tax					178.55

Deductions

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

Credits

	Amount
Main Street Credit	1,953.73
Main Street Credit	178.55
Total Credits	2,132.28

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	97,724.71	0.026000	2,540.84
Total Local City and/or County Sales Tax			2,540.84

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	10,316.25	0.026000	268.22
Total Local City and/or County Use Tax/Deferred Sales Tax			268.22

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	38,278.30
Total Transient Rental Income	38,278.30

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	38,278.30	0.020000	765.57
Total Special Hotel/Motel			765.57

Total Tax	12,729.58
Total Credits	2,132.28
Subtotal	10,597.30
Total Amount Owed	10,597.30

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	4/25/2023
Confirmation #:	0-033-050-020
 Payment Type:	 Bank Account (ACH Debit)
Amount:	\$10,597.30
Effective Date:	4/25/2023

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Port Townsend, WA 98368



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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 066838 through No. 066900, are approved for payment in the amount of \$288,767.79 on this 10th day of May, 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
0000066838	5/10/2023	A&A010	A&A Appliance Service Inc				Check Entry Number: 001
			WO-3603	4/14/2023	239.97	0.00	239.97
0000066839	5/10/2023	A1C050	A-1 Coupling				Check Entry Number: 001
			K14811-001	4/20/2023	34.38	0.00	34.38
0000066840	5/10/2023	ADL050	Adler Tank Rentals				Check Entry Number: 001
			4654219	4/30/2023	2,259.02	0.00	2,259.02
0000066841	5/10/2023	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			4/30/23 STATEMENT	4/30/2023	7,059.72	0.00	7,059.72
0000066842	5/10/2023	AEG010	AEG Atlas, LLC				Check Entry Number: 001
			44145	3/29/2023	11,481.00	0.00	11,481.00
0000066843	5/10/2023	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			4/28/23 STATEMENT	4/28/2023	2,935.45	0.00	2,935.45
0000066844	5/10/2023	BER010	William Berninger				Check Entry Number: 001
			4/2023 EXPENSE	4/30/2023	36.94	0.00	36.94
0000066845	5/10/2023	BER045	Eron Berg				Check Entry Number: 001
			4/2023 EXPENSE	4/30/2023	254.53	0.00	254.53
0000066846	5/10/2023	BEV030	Erin Beverly				Check Entry Number: 001
			REFUND 4/21/23	4/21/2023	82.78	0.00	82.78
0000066847	5/10/2023	CAN040	Canopy World, Inc.				Check Entry Number: 001
			T141067	4/24/2023	3,593.70	0.00	3,593.70
0000066848	5/10/2023	CED005	CED				Check Entry Number: 001
			5948-1036255	4/19/2023	208.83	0.00	208.83
			5948-1036596	4/26/2023	4,100.58	0.00	4,100.58
			59481036826	5/3/2023	1,371.03	0.00	1,371.03
			5948-1036954	5/3/2023	2,525.67	0.00	2,525.67
Check 0000066848 Total:					3,154.77	0.00	3,154.77
0000066849	5/10/2023	CEN010	Central Welding Supply				Check Entry Number: 001
			PT 148406	3/29/2023	433.13	0.00	433.13
0000066850	5/10/2023	CHM030	CSD Attorneys at Law				Check Entry Number: 001
			3/2023 STATEMENT	4/21/2023	4,720.70	0.00	4,720.70
0000066851	5/10/2023	CIN020	Cintas				Check Entry Number: 001
			5156533058	5/2/2023	85.12	0.00	85.12
0000066852	5/10/2023	CIT001	City Of Port Townsend				Check Entry Number: 001
			4/2023 STATEMENTS	4/30/2023	12,448.75	0.00	12,448.75
0000066853	5/10/2023	COA050	Mott MacDonald				Check Entry Number: 001
			107620-06	4/17/2023	23,031.43	0.00	23,031.43
0000066854	5/10/2023	COD001	Code Publishing Co				Check Entry Number: 001
			GC0010634	4/30/2023	68.85	0.00	68.85
0000066855	5/10/2023	COO050	Cooper Fuel				Check Entry Number: 001
			5/02/23 STATEMENT	5/2/2023	1,848.45	0.00	1,848.45
0000066856	5/10/2023	COW020	Cowling and Co. LLC				Check Entry Number: 001
			928	2/28/2023	7,880.80	0.00	7,880.80
			964	3/31/2023	2,196.70	0.00	2,196.70
			965	3/31/2023	360.00	0.00	360.00
			966	3/31/2023	6,099.24	0.00	6,099.24
			967	3/31/2023	2,480.80	0.00	2,480.80
			968	3/31/2023	3,024.00	0.00	3,024.00
Check 0000066856 Total:					22,041.54	0.00	22,041.54
0000066857	5/10/2023	CRA040	Patricia Crawford				Check Entry Number: 001
			REFUND 5/3/23	5/3/2023	36.77	0.00	36.77

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
0000066858	5/10/2023	DAI001	Daily Journal of Commerce				Check Entry Number: 001
			3388211	4/20/2023	705.60	0.00	705.60
0000066859	5/10/2023	DIR070	DirecTV				Check Entry Number: 001
			075436554X230428	4/28/2023	430.00	0.00	430.00
0000066860	5/10/2023	GOO002	Good Man Sanitation				Check Entry Number: 001
			4/24/23 STATEMENT	4/24/2023	2,797.61	0.00	2,797.61
			CR033356	4/17/2023	168.90	0.00	168.90
Check 0000066860 Total:					2,966.51	0.00	2,966.51
0000066861	5/10/2023	GRA005	Grainger				Check Entry Number: 001
			9677974538	4/18/2023	221.42	0.00	221.42
0000066862	5/10/2023	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1359759	5/1/2023	162.01	0.00	162.01
			1359760	5/1/2023	114.56	0.00	114.56
			1359761	5/1/2023	278.21	0.00	278.21
			1359762	5/1/2023	545.50	0.00	545.50
			1359763	5/1/2023	196.38	0.00	196.38
Check 0000066862 Total:					1,296.66	0.00	1,296.66
0000066863	5/10/2023	HAS020	Carol Hasse				Check Entry Number: 001
			4/2023 EXPENSE	4/30/2023	43.49	0.00	43.49
0000066864	5/10/2023	HEN002	Henery Hardware				Check Entry Number: 001
			750392	3/27/2023	164.01	0.00	164.01
			750402	3/27/2023	42.52	0.00	42.52
			750454	3/28/2023	158.11	0.00	158.11
			750484	3/28/2023	174.52	0.00	174.52
			750499	3/28/2023	138.08	0.00	138.08
			750503	3/28/2023	14.59	0.00	14.59
			750536	3/29/2023	28.51	0.00	28.51
			750553	3/29/2023	43.62	0.00	43.62
			750570	3/29/2023	21.78	0.00	21.78
			750578	3/29/2023	164.58	0.00	164.58
			750579	3/29/2023	8.15	0.00	8.15
			750615	3/30/2023	44.70	0.00	44.70
			750616	3/30/2023	8.73	0.00	8.73
			750618	3/30/2023	36.18	0.00	36.18
			750669	3/31/2023	41.39	0.00	41.39
			750671	3/31/2023	11.55	0.00	11.55
			750680	3/31/2023	21.78	0.00	21.78
			750787	4/3/2023	32.62	0.00	32.62
			750837	4/4/2023	47.49	0.00	47.49
			750840	4/4/2023	7.83	0.00	7.83
			750932	4/5/2023	39.45	0.00	39.45
			750944	4/5/2023	3.27	0.00	3.27
			750950	4/5/2023	100.32	0.00	100.32
			751015	4/6/2023	15.25	0.00	15.25
			751041	4/7/2023	61.07	0.00	61.07
			751055	4/7/2023	131.61	0.00	131.61
			751065	4/7/2023	23.58	0.00	23.58
			751132	4/10/2023	47.00	0.00	47.00
			751147	4/10/2023	84.99	0.00	84.99
			751170	4/10/2023	22.89	0.00	22.89

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
			751210	4/11/2023	79.61	0.00	79.61
			751224	4/11/2023	81.62	0.00	81.62
			751245	4/11/2023	45.81	0.00	45.81
			751252	4/11/2023	95.99	0.00	95.99
			751277	4/12/2023	38.17	0.00	38.17
			751288	4/12/2023	50.16	0.00	50.16
			751291	4/12/2023	35.98	0.00	35.98
			751307	4/12/2023	32.26	0.00	32.26
			751359	4/13/2023	12.36	0.00	12.36
			751455	4/14/2023	66.08	0.00	66.08
			751470	4/14/2023	28.94	0.00	28.94
			751472	4/14/2023	41.49	0.00	41.49
			751540	4/17/2023	88.33	0.00	88.33
			751579	4/17/2023	4.90	0.00	4.90
			751648	4/18/2023	43.63	0.00	43.63
			751688	4/19/2023	42.52	0.00	42.52
			751692	4/19/2023	50.76	0.00	50.76
			751738	4/19/2023	27.22	0.00	27.22
			751819	4/20/2023	15.26	0.00	15.26
			751820	4/20/2023	21.81	0.00	21.81
			751845	4/21/2023	32.71	0.00	32.71
			751853	4/21/2023	61.27	0.00	61.27
			751977	4/24/2023	44.67	0.00	44.67
			751979	4/24/2023	32.77	0.00	32.77
			752032	4/25/2023	73.86	0.00	73.86
			752034	4/25/2023	20.28	0.00	20.28
			752052	4/25/2023	212.73	0.00	212.73
			752056	4/25/2023	49.08	0.00	49.08
			781129	4/10/2023	30.14	0.00	30.14
			781687	4/19/2023	66.51	0.00	66.51
Check 0000066864 Total:					3,209.07	0.00	3,209.07
0000066865	5/10/2023	HEN004	Port Townsend Garden Center				Check Entry Number: 001
			172067	4/5/2023	54.47	0.00	54.47
0000066866	5/10/2023	HEN006	Quilcene Henery's Hardware				Check Entry Number: 001
			4/25/23 STATEMENT	4/25/2023	285.14	0.00	285.14
0000066867	5/10/2023	HRA030	HRA VEBA Trust				Check Entry Number: 001
			YA20407 BB 4/23 INS	5/10/2023	812.42	0.00	812.42
			YA204074/23 KF INS	5/10/2023	852.72	0.00	852.72
Check 0000066867 Total:					1,665.14	0.00	1,665.14
0000066868	5/10/2023	INS025	Insight Public Sector, Inc.				Check Entry Number: 001
			1101049191	4/28/2023	19.56	0.00	19.56
0000066869	5/10/2023	JC1008	Jefferson County Public Works				Check Entry Number: 001
			5/1/23 STATEMENT	5/1/2023	860.28	0.00	860.28
0000066870	5/10/2023	JEF030	Jefferson Healthcare				Check Entry Number: 001
			516971 SH 4/22/23	4/22/2023	308.19	0.00	308.19
0000066871	5/10/2023	KEN010	Kendrick Equipment				Check Entry Number: 001
			U51050	4/17/2023	4,526.62	0.00	4,526.62
			U51206	4/19/2023	178.68	0.00	178.68
			U51207	4/19/2023	438.09	0.00	438.09
			U51208	4/19/2023	590.38	0.00	590.38

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
Check 0000066871 Total:					5,733.77	0.00	5,733.77
0000066872	5/10/2023	KEN020	Kennedy Jenks				Check Entry Number: 001
			162643	4/17/2023	18,368.75	0.00	18,368.75
0000066873	5/10/2023	KIT030	Kitsap Sun				Check Entry Number: 001
			2/20/23 STATEMENT	2/20/2023	1,045.08	0.00	1,045.08
0000066874	5/10/2023	MIL095	Milligan Design and Fabrication				Check Entry Number: 001
			969709	4/19/2023	2,062.00	0.00	2,062.00
0000066875	5/10/2023	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			7594270S112	5/1/2023	20,489.43	0.00	20,489.43
0000066876	5/10/2023	MUR040	Kathleen Murphy				Check Entry Number: 001
			REFUND 4/19/23	4/19/2023	325.08	0.00	325.08
0000066877	5/10/2023	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			329264	4/26/2023	43.63	0.00	43.63
0000066878	5/10/2023	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001
			32	4/24/2023	1,785.25	0.00	1,785.25
0000066879	5/10/2023	ORI050	Orion Marine Construction, Inc				Check Entry Number: 001
			PAY EST #6	5/10/2023	57,788.68	0.00	57,788.68
0000066880	5/10/2023	PAC004	Pacific Office Equipment Co				Check Entry Number: 001
			5/1/23 STATMENT	5/1/2023	711.56	0.00	711.56
0000066881	5/10/2023	PEN005	Peninsula Fire Inc				Check Entry Number: 001
			68404	4/19/2023	106.32	0.00	106.32
0000066882	5/10/2023	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			65561	4/13/2023	92.74	0.00	92.74
0000066883	5/10/2023	PET010	Andy Peters				Check Entry Number: 001
			REFUND 4/21/23	4/21/2023	225.76	0.00	225.76
0000066884	5/10/2023	PET025	Petrick Lock & Safe				Check Entry Number: 001
			21382	4/28/2023	45.17	0.00	45.17
			21387	5/1/2023	32.73	0.00	32.73
Check 0000066884 Total:					77.90	0.00	77.90
0000066885	5/10/2023	PET065	Pam Petranek				Check Entry Number: 001
			4/2023 EXPENSE	5/1/2023	108.73	0.00	108.73
0000066886	5/10/2023	PRE010	Precision Approach Engineering				Check Entry Number: 001
			5943	2/28/2023	24,394.16	0.00	24,394.16
0000066887	5/10/2023	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			4/18/23 STMT	4/18/2023	45.83	0.00	45.83
			4/25/2023 STMNT	5/25/2023	550.00	0.00	550.00
			4/25/23 STMTNT	4/25/2023	377.28	0.00	377.28
			803	4/28/2023	20,090.00	0.00	20,090.00
Check 0000066887 Total:					21,063.11	0.00	21,063.11
0000066888	5/10/2023	QUI001	Quill Corporation				Check Entry Number: 001
			31941298	4/13/2023	224.70	0.00	224.70
			31994702	4/18/2023	79.71	0.00	79.71
Check 0000066888 Total:					304.41	0.00	304.41
0000066889	5/10/2023	REI002	Reid Middleton Co				Check Entry Number: 001
			2304022	4/11/2023	1,250.50	0.00	1,250.50
			2304032	4/12/2023	10,424.50	0.00	10,424.50
Check 0000066889 Total:					11,675.00	0.00	11,675.00
0000066890	5/10/2023	SAF001	Safeway, Inc.				Check Entry Number: 001
			4/21/23 STATMENT	4/21/2023	3,026.86	0.00	3,026.86

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
0000066891	5/10/2023	SHO010	Shold Excavating Inc				Check Entry Number: 001
			73649	5/4/2023	1,085.65	0.00	1,085.65
0000066892	5/10/2023	SNE020	S-Net Communications				Check Entry Number: 001
			170038	5/1/2023	582.45	0.00	582.45
0000066893	5/10/2023	SUN020	Sunrise Coffee				Check Entry Number: 001
			20230509	5/2/2023	49.25	0.00	49.25
0000066894	5/10/2023	TMS050	TMS Metalizing Systems, Ltd				Check Entry Number: 001
			18536	4/25/2023	3,417.01	0.00	3,417.01
0000066895	5/10/2023	ULI040	ULINE				Check Entry Number: 001
			162200486	4/10/2023	2,979.64	0.00	2,979.64
0000066896	5/10/2023	VEN070	VenTek International				Check Entry Number: 001
			137800	5/1/2023	103.65	0.00	103.65
0000066897	5/10/2023	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9932612224	4/15/2023	621.40	0.00	621.40
0000066898	5/10/2023	WA0501	Employment Security Department				Check Entry Number: 001
			Q1/2023	3/31/2023	2,013.41	0.00	2,013.41
0000066899	5/10/2023	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0010119	4/23/2023	285.02	0.00	285.02
0000066900	5/10/2023	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			4/25/23 STATEMENT	4/25/2023	289.56	0.00	289.56
Report Total:					288,767.79	0.00	288,767.79

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	May 5, 2023
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input checked="" type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	VIII. A. 2023 Legislative Update - Insight Strategic Partners
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Presentation



Port of Port Townsend End of Session Legislative Update May 10, 2023

2023 Session Framework

- **Long 105-Day Session**
 - Fully in person for first time since 2020
 - Dozens of new elected officials in Olympia
 - Uncertainty about future revenue projections
- **Revenue Discussions**
 - Wealth Tax
 - Margins Tax
 - Real Estate Excise Tax
 - \$2 billion bond for housing

Major Budget & Policy Changes

- Climate Commitment Act
 - New expenditures, including for port electrification
- Housing & Homelessness
- Climate change policies
- Policing/ Public Safety
- Reproductive healthcare access
- Firearm Safety

Port of Port Townsend Legislative Agenda

2023 Priorities

- ★ • \$1 million for the Short's Family Farm acquisition.
- ★ • Request **Capital Budget Funding** for Boat Haven Marina **Linear Dock Replacement**.
- ★ • Support **Electrification** efforts at Ports.
- ★ • Support **Aviation Fuel Tank Removal Funding**.
- ★ • Support Investments in **Broadband**.
- ★ • Support funding for the **Model Toxics Control Act**.
- ★ • Support funding for a **full ferry schedule** of boats for the Port Townsend-Coupeville and Kingston-Edmonds routes.
- ★ • Support the extension of the **0.09% sales tax (PIF)** for rural economically distressed counties to fund public facilities for economic development purposes.
- ★ • Expand funding for **derelict vessel remediation**.

2023 Interim – What's ahead?

- Meetings in Washington, D.C. in June to discuss federal priorities.
- 2024 statewide elections are already heating up.
- Local elections
- The upcoming 60-day short session.

Questions?

MEETING DATE	May 5, 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	VIII. B. March 2023 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	<ol style="list-style-type: none"> 1. Informational Memorandum 2. Financial Report 3. Notes

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 5/3/2023
TO: Commission, Executive Staff
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: March 2023 Financial Report

Attached is the YTD 2023 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 YTD. The following is additional information not included in the attached financial report, but key in fully understanding the Port's financial status:

2023 YTD Project Expenses	Budget	Year-to-date
PH Replacement of North & South Jetties	\$ 6,000,000	\$ 1,897,846
PH – Pavilion Building	0	756
JCIA – Runway Rehabilitation ^(a)	0	15,166
JCIA – 2 nd Connector Taxiway (A2) - design	90,000	36,152
JCIA – 2 nd Connector Taxiway (A2) - construction	556,000	0
BH Main Breakwater Repairs	400,000	2,667
FEMA – PH Emergency Repairs	0	86,760
FEMA – BH Marina Pavement Repair	0	2,109
Reconstruct Old Coast Guard Building	150,000	60,494
NORTH Yard Expansion (Sims Way)	200,000	510
WEST Yard Expansion (by Shipyard)	80,000	6,597
BH Stormwater Treatment	450,000	15,603
Gardiner Launch Ramp w/Seasonal Float	110,000	10,800
Herb Beck Dredge	20,000	3,487
Clean Vessel Build – WA State Parks & Recreation	0	0
BH Enviro/Bathrm Roofs & Painting	0	7,156
Total Capital Expenses YTD	<u>\$ 8,146,000</u>	<u>\$ 2,146,103</u>

Non-Capital use of funds

DNR – Vessel Destruction	<u>\$ 19,419</u>
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2023 Capital Purchases or Contracted Capital Services

Equipment/Vehicle replacement (total \$175,000)		
(2) ½ Ton pick-up trucks	\$ 70,000	\$ 88,284
1 Ton pick-up truck	65,000	52,652
Dump trailer	25,000	0
Gator (PH)	15,000	0
Total Capital Purchases or Contracted Capital Services YTD	<u>\$ 175,000</u>	<u>\$ 140,936</u>

Notes to Capital Expenditures

- (a) We've completed 2 of the 3 grant close-outs with the FAA for this project. This expenditure is the final payment to Reid Middleton for that work which should be completed in May.

Ending Cash Balances as of March 31	2023	2022
Reserved Cash & Investments – Other*	\$ 3,259,864	\$ 2,727,022
Reserved Cash & Investments – IDD	4,918,291	2,413,121
Unreserved Cash & Investments	1,364,115	1,410,605
Total Cash & Investments	<u>\$ 9,542,270</u>	<u>\$ 6,550,748</u>

<i>*Other Reserves detail:</i>	<i>Current balance</i>	<i>Target balance</i>
Unemployment Reserve	\$ 10,000	na
Operating Reserve (a)	1,181,716	\$ 1,623,095
Boat Haven Renovation Reserve (b)	441,517	na
Emergency Reserve	500,000	\$500,000
Port-Wide Capital Reserve (c)	<u>1,126,631</u>	na
Total Other Reserves	<u>\$ 3,259,864</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	\$ 73,544
December 1 – principal and interest	408,544

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

July 1 – principal and interest	523,250
December 31 – interest only	<u>15,750</u>

Total Debt Service for the year \$ 1,021,088

Remaining Debt for years 2024-2029

2010 LTGO Bond – principal and interest	\$ 2,847,463	payoff December 2029
2015 LTGO Bond – principal and interest	<u>1,081,800</u>	payoff July 2025
Total	<u>\$ 3,929,363*</u>	

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

2021 LTGO Line of Credit

date	draw no.	Beginning Balance	Principal paid	Interest paid	Ending Balance
Nov-22	1st draw	\$ 2,633,967	\$ 290,802	\$ 12,588	\$ 2,330,577
Dec-22	2nd draw	\$ 1,189,677	\$ 132,932	\$ 3,893	\$ 1,052,852
	totals	\$ 3,823,644	\$ 423,734	\$ 16,481	\$ 3,383,429

There have been no additional draws since December. Dept. of Commerce grant reimbursements were used to pay the January Orion Construction bill in the amount of \$1,346,260.82, and the February bill for \$332,332.03.

The 2021 LTGO LOC's required debt redemptions are due in March, and September each year until the end of the bond term, March 1, 2027. This debt instrument serves as a bridge between project expenditure payments, grant reimbursements, and reconciliations with the IDD Levy Reserve. The Port plans to re-pay this debt prior to the term date in March 2027. There are no penalties for pre-payment. The interest rate on the LOC is 1.55% through March 1, 2025, and goes to 1.65% thereafter through the end of bond term.

DISCUSSION

As requested by Commission.

FISCAL IMPACT

NA

RECOMMENDATIONS

For discussion only.

Port of Port Townsend
2023 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD Mar. 2022	YTD Mar. 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
OPERATING REVENUES						
Boat Haven Moorage	451,142	493,397	42,254		485,883	7,514
Yard Operations	617,955	704,971	87,016		687,302	17,669
Boat Haven Properties	211,330	245,195	33,864		228,934	16,261
Pt. Hudson Marina, RV & Prop	335,413	270,086	(65,326)		271,164	(1,078)
Quilcene	31,735	44,475	12,740		40,183	4,292
Ramps	4,540	4,310	(230)		4,460	(150)
JCIA	43,679	47,974	4,295		44,603	3,371
(Incr.)/Decr. In Accounts Receivable	112,929	123,197	10,268		-	123,197
Total Operating Revenues	1,808,724	1,933,605	124,881	a	1,762,529	171,076
OPERATING EXPENDITURES						
Salaries & Wages	653,049	661,819	8,769		684,452	(22,633)
Payroll Taxes	68,253	74,995	6,742		70,269	4,726
Employee Benefits	206,356	209,247	2,891		199,168	10,079
Uniform Expense	6,818	3,383	(3,435)		3,916	(533)
Contract Services	60,885	99,483	38,598		78,931	20,552
Legal & Auditing	10,566	3,716	(6,850)		4,298	(582)
Insurance	1,545	923	(622)		-	923
Facilities & Operations	195,295	191,083	(4,212)		143,484	47,600
Utilities	163,552	143,383	(20,170)		146,032	(2,649)
Marketing	17,149	28,083	10,934		17,726	10,357
Economic Development	7,500	7,725	225		16,250	(8,525)
Travel & Training	3,987	1,306	(2,681)		3,207	(1,901)
Community Relations	259	10,149	9,890		10,000	149
Total Operating Expenditures	1,395,215	1,435,295	40,080	b	1,377,733	57,562
Net Operating Income (Expense)	413,509	498,310	84,801		384,796	113,514
Other Increases in Fund Resources						
Deposits & Retainage Collected	19,054	34,505	15,451		29,660	4,845
Taxes Collected	176,086	186,343	10,257		167,790	18,553
Capital Contributions/Grants	-	2,721,613	2,721,613		548,283	2,173,330
Debt Proceeds - Line of Credit	-	-	-		-	-
Interest	1,953	91,772	89,819		633	91,139
Property & other taxes	533,481	596,742	63,262		506,843	89,899
Misc Other Incr. in Fund Resources	7,718	19,278	11,560		6,335	12,943
Total Other Incr. in Fund Resources	738,292	3,650,253	2,911,961	c	1,259,544	2,390,709
Other Decr. In Fund Resources						
Deposits & Retainage Paid	2,318	22,619	20,301		-	22,619
Taxes Remitted	156,776	167,215	10,439		158,846	8,369
Debt Principal & Interest	-	440,215	440,215		-	440,215
Debt Mgmt, Issuance & Misc Exp	98	49,577	49,479		370	49,207
Election Expense	17,561	-	(17,561)		-	-
Total Other Decr. In Fund Resources	176,752	679,626	502,874	d	159,216	520,410
Net Incr./(Decr.) in Fund Resources	561,540	2,970,627	2,409,087		1,100,328	1,870,299
Net Income (Expense)	975,049	3,468,937	2,493,888	e	1,485,124	1,983,813

The accompanying information memo is an integral part of this statement.

Summary of Fund Resources Uses, March 2023

Port of Port Townsend
Notes to 2023 Summary of Fund Resources & Uses report
As of March 31, 2023

- (a) Overall, Operating Revenues are more than YTD March 2022 by \$124,881. This variance mostly due to the increases in the Yard, BH Moorage, and BH Properties, which was tempered by the dip in Point Hudson revenues as a result of the Jetty project. When comparing YTD to budget, the variance is largely due to the change in Accounts Receivable balances, adding \$123,197 to the revenues, and this line item is not budgeted. When removing the change in Accounts Receivable balances, the variance to budget is \$47,879, or 3%. The Yard starts the new year as the leader in revenues, primarily due to the removal of the discounted rate in the 75T Yard, and Boat Haven Moorage is the next highest when compared to 2022 with an increase of \$42,254. This is likely due to the Point Hudson permanent moorage customers docking at Boat Haven during the Jetty construction. Point Hudson is performing the worst, when compared to 2022, due to Jetty construction, and is almost exactly on budget because this dip was expected.
- (b) Overall, Operating Expenses increased by 3%, or \$40,080, when compared to 2022. When measuring performance against budget, Operating Expenses YTD are more by 4%, or \$57,562.
- (c) Total Other Increases in Fund Resources increased by a whopping 394%, or \$2,911,961, when compared to 2022. 84% of this increase is due to the two (2) Dept. of Commerce grant reimbursements that were received in January, when they were expected in December, for the Jetty. These totaled \$2,435,000. Another variance of note, though not as significant, is the increase in Interest income. The interest rates were slowing increasing last year during budget and should have been budgeted at higher amounts. As such, we'll continue to see large variances year to year, and when compared to budget for this line item.
- (d) Other Decreases in Fund Resources are more when compared to 2022 by 285%, or \$502,874. 88% of this increase is directly related to the redemption of 2021 LOC for \$440,215. A similar large variance is evident when comparing to budget.
- (e) Overall, the difference in 2023 Net Income (Expense) when compared to 2022 is a \$2,493,888, or a 256% increase. As previously mentioned in item (c), this variance is due to the two (2) Dept. of Commerce grant reimbursements received in January but were expected in December in the amount of \$2,435,000. In addition, the payment of the 2021 LOC wasn't budgeted because we did not know how the cashflow would occur, just that it would be used as a bridge to grant funding. If we remove this timing difference in 2023 for those two (2) Dept. of Commerce grant reimbursements, this is the result:

	YTD Mar. 2022	YTD Mar. 2023	Variance	YTD Budget 2023	Variance
Net Income (Expense)	975,049	3,468,937	2,493,888	1,485,124	1,983,813
Less: Commerce Grants (2)	-	(2,435,000)	(2,435,000)	-	(2,435,000)
Net Income (Expense)	975,049	1,033,937	58,888	1,485,124	(451,187)

This shows the actual year-to-year variance as an increase in Net Income (Expense) of \$58,888, and a more significant decrease of \$451,187 when compared to YTD budget. The decrease is directly related to the debt service payment on the 2021 LOC made in March for \$440,215.

MEETING DATE	May 10, 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	VIII. C. Emergency Repair Projects Update
STAFF LEAD	Matt Klontz, Director of Capital Projects and Port Engineer
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Informational Memorandum

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 5/5/2023
TO: Commissioners
FROM: Matt Klontz
CC: Eron Berg, Eric Toews, Abigail Berg
SUBJECT: Emergency Repair Project Updates

ISSUE

The purpose of this agenda item is to provide the Commission with a project update on a handful of emergency repair projects that are underway by the Port of Port Townsend.

BACKGROUND

In the years 2020, 2021, and 2022 there were severe weather and high tide events that caused damage to Port-owned facilities. For each event, the Port issued an emergency declaration that allowed the Port to take the necessary action to prevent further property loss and protect the public. Below is a list of facilities that have been damaged in recent years.

2020

City Dock
JCIA Tailspin Tommy Hanger
Boat Haven Stormwater Treatment

2021

Boat Haven Pavement and Marina Bulkhead

2022

Point Hudson Dock
Point Hudson Marina Slope
Point Hudson RV Shoreline
Point Hudson Centennial Trail Shoreline
Mats Mats Bulkhead
Quilcene Marina Slope

DISCUSSION

Several principal themes apply to Port owned facilities and emergency repair work, including;

- 1) The Port facilities along the shoreline are particularly vulnerable to storm damage from high wind, waves, tides, and the age of some facilities.
- 2) The Port can expect more severe weather in the future.
- 3) Regular maintenance has been and will continue to be a priority. Maintenance prevents or minimizes damage caused by severe weather.

- 4) The Port will need to continue to have the resources necessary to respond to severe weather events, i.e., people, money, tools & equipment.

FISCAL IMPACT

The Port is using its resources to repair the damaged facilities. However, when a severe weather event is declared a disaster by the President, relief funds in the form of public assistance (PA) grant program administered by the Federal Emergency Management Administration (FEMA) in cooperation with the Washington State Emergency Management Department (WA EMD) become available for the response and recovery activities that are a direct result of the disaster event. The Port is eligible to apply for these grants if;

- 1) Jefferson County is a declared county.
- 2) The facility is in active use at the time of the event.
- 3) The work is disaster-related.
- 4) The work is not covered by insurance.
- 5) The work is greater than \$3,800.
- 6) The facility has been adequately maintained.
- 7) The facility is not under the authority of another federal agency.

Many, if not all, of the projects listed above, are or may be eligible for PA assistance. The PA program historically will reimburse eligible projects up to 87.5%. The breakdown of the participation rate is 75% FEMA, 12.5% state, and 12.5% local. The staff is working with FEMA and WA EMD to determine the repairs' eligibility and scope. In some instances, a temporary repair has been made to stabilize the site, while a permanent repair is designed and receives state, federal, and local permits.

ATTACHMENTS

None

RECOMMENDATION

There is no action for the Port Commission to take, but staff welcomes Commissioner feedback.

MEETING DATE	May 10, 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"> • March 2023 Detailed Financials • Contract Update/Lease Brief • Port Commission Schedule

Port of Port Townsend
2023 Summary of Fund Resources & Uses with Comparison to Prior Year and Budget

	YTD Mar. 2022	YTD Mar. 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
OPERATING REVENUES						
PTBH - Permanent Moorage	325,933	341,703	15,770		346,000	(4,297)
PTBH - Liveaboard Fee	4,319	7,245	2,926		5,150	2,095
PTBH - Liveaboard Background Check	120	126	6		-	126
PTBH - Work Float/Lift Pier Usage	1,639	3,852	2,214		1,670	2,182
PTBH - Monthly Guest	56,312	55,796	(515)		54,313	1,483
PTBH - Nightly Guest	31,119	42,532	11,413		34,896	7,636
PTBH - Electric	27,132	35,747	8,615		37,650	(1,903)
PTBH - Miscellaneous Revenue	1,143	2,150	1,007		1,366	784
PTBH - Showers	1,829	1,649	(180)		1,958	(309)
PTBH - Restroom Key Fobs	75	63	(12)		230	(167)
PTBH - Laundry	1,297	876	(421)		1,590	(714)
PTBH - Promotional Sales	80	88	8		60	28
PTBH - Port Labor	145	-	(145)		1,000	(1,000)
PTBH - Kayak Racks	-	1,569	1,569		-	1,569
Boat Haven Moorage	451,142	493,397	42,254		485,883	7,514
Yard - 70/75 Ton Hoist Revenue	62,875	73,566	10,691		59,373	14,193
Yard - 70/75 Ton Yard Revenue	223,014	338,955	115,941		312,506	26,449
Yard - 70/75 Ton Yard Enviro Fee	17,941	18,228	288		18,595	(367)
Yard - 70/75 Ton Yard Electric	11,906	11,953	47		12,268	(315)
Yard - 70/75 Ton Yard Port Labor	1,306	2,532	1,226		600	1,932
Yard - 300 Ton Hoist Revenue	65,387	65,823	436		63,311	2,512
Yard - 300 Ton Yard Revenue	147,423	131,413	(16,010)		140,011	(8,598)
Yard - 300 Ton Yard Enviro Fee	5,790	6,340	550		5,600	740
Yard - 300 Ton Yard Electric	16,726	13,623	(3,103)		17,379	(3,756)
Yard - 300 Ton Yard Port Labor	3,761	1,860	(1,901)		1,951	(91)
Yard - L/T Storage	24,896	(393)	(25,289)		21,150	(21,543)
Yard - Blocking Rent	14,896	12,892	(2,004)		13,258	(366)
Yard - Off Port Property Tarp Fee	-	2,434	2,434		200	2,234
Yard - Washdown Revenue	19,155	23,556	4,401		17,851	5,705
Yard - Bilge Water Revenue	2,278	2,164	(115)		2,398	(235)
Yard - Liveaboard Fee	600	-	(600)		549	(549)
Yard - Enviro Violations & Clean up	-	-	-		102	(102)
Yard - Miscellaneous Revenue	-	25	25		200	(175)
Yard Operations	617,955	704,971	87,016		687,302	17,669
PTBH Prop - Lease Revenue	195,429	226,240	30,811		209,814	16,426
PTBH Prop - Fuel Dock Lease	3,594	1,310	(2,284)		3,228	(1,918)
PTBH Prop - Garbage	910	962	52		3,050	(2,088)
PTBH Prop - Water	6,490	10,893	4,403		7,044	3,849
PTBH Prop - Stormwater	2,419	2,582	163		2,438	144
PTBH Prop - Electric	(514)	(707)	(193)		405	(1,112)
PTBH Prop - Storage Unit Revenue	3,001	3,205	203		2,955	250
PTBH Prop - Miscellaneous	-	709	709		-	709
Boat Haven Properties	211,330	245,195	33,864		228,934	16,261
Pt Hudson - Permanent Moorage	38,551	22,723	(15,827)		22,306	417
Pt Hudson - Monthly Guest	58,433	3,202	(55,231)		17,442	(14,240)

The accompanying information memo is an integral part of this statement.

Summary of Fund Resources Uses, March 2023

	YTD Mar. 2022	YTD Mar. 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
Pt Hudson - Nightly Guest	7,433	6,490	(943)		6,457	33
City Pier & Union Wharf Usage	-	51	51		-	51
Pt Hudson - Monthly R.V.	39,093	37,016	(2,077)		35,470	1,546
Pt Hudson - Nightly R.V.	46,269	57,766	11,496		44,207	13,559
Pt Hudson - Kayak Racks	5,120	2,961	(2,158)		1,951	1,010
Pt Hudson - Electric	10,384	2,317	(8,068)		5,850	(3,533)
Pt Hudson - Reservation Fee	5,786	8,236	2,450		8,248	(12)
Pt Hudson - Liveaboard Fee	4,281	315	(3,966)		2,356	(2,041)
Pt Hudson - Liveaboard Backgrnd Ck	720	432	(288)		315	117
Pt Hudson - Showers	1,062	987	(75)		581	406
Pt Hudson - Laundry	1,858	1,819	(39)		1,998	(179)
Pt Hudson - Miscellaneous	563	(25)	(589)		350	(375)
Pt Hudson - Promotional Sales	64	148	84		40	108
Pt Hudson - Building Leases	104,238	116,164	11,926		110,898	5,266
Pt Hudson - Property Utilities	11,258	7,248	(4,010)		11,595	(4,348)
Pt Hudson - Event Facility Rev	-	1,600	1,600		-	1,600
Pt Hudson - Parking	300	442	142		1,100	(658)
Pt Hudson - Keys, & Key Fobs	-	197	197		-	197
Pt. Hudson Marina, RV & Prop	335,413	270,086	(65,326)		271,164	(1,078)
Quilcene - Permanent Moorage	9,774	19,121	9,348		16,219	2,902
Quilcene - Nightly Moorage	(26)	2,288	2,314		-	2,288
Quilcene - Showers	590	460	(130)		455	5
Quilcene - Electric	757	610	(147)		738	(128)
Quilcene - Kayak Rack Storage	84	-	(84)		-	-
Quilcene - Reservations	55	-	(55)		66	(66)
Quilcene - Recreational Ramp Fees	145	730	585		1,300	(570)
Quilcene - Miscellaneous Revenue	506	-	(506)		-	-
Quilcene - Lease Revenue	17,501	18,868	1,367		18,048	820
Quilcene - Water	2,349	2,162	(188)		3,207	(1,045)
Quilcene - Empty Trailer Strg	-	236	236		150	86
Quilcene	31,735	44,475	12,740		40,183	4,292
Ramp Fees	3,940	3,680	(260)		4,460	(780)
PTBH Ramp - Commercial Use Fees	600	630	30		-	630
Ramps	4,540	4,310	(230)		4,460	(150)
JCIA - Lease Revenue	32,331	34,949	2,619		33,891	1,058
JCIA - Hangar Revenue	10,250	11,835	1,585		9,861	1,974
JCIA - Aircraft Parking	186	686	500		165	521
JCIA - Fuel Lease Revenue	289	204	(85)		287	(83)
JCIA - Electric	623	-	(623)		399	(399)
JCIA - Miscellaneous Revenue	-	300	300		-	300
JCIA	43,679	47,974	4,295		44,603	3,371
(Incr.)/Decr. In Accounts Receivable	112,929	123,197	10,268		-	123,197
Total Operating Revenues	1,808,724	1,933,605	124,881	a	1,762,529	171,076
OPERATING EXPENDITURES						
Salaries & Wages	653,049	661,819	8,769		684,452	(22,633)
Payroll Taxes	68,253	74,995	6,742		70,269	4,726
Employee Benefits	206,356	209,247	2,891		199,168	10,079
Uniform Expense	6,818	3,383	(3,435)		3,916	(533)
Contract Services	60,885	99,483	38,598		78,931	20,552

The accompanying information memo is an integral part of this statement.

Summary of Fund Resources Uses, March 2023

	YTD Mar. 2022	YTD Mar. 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
Legal & Auditing	10,566	3,716	(6,850)		4,298	(582)
Insurance	1,545	923	(622)		-	923
Office/Computer Supplies	10,263	2,200	(8,063)		2,200	0
Operating Supplies	40,450	34,018	(6,432)		25,356	8,662
Enviro Materials/Supplies	5,743	979	(4,763)		1,669	(690)
Tarp Pool Expense	7,305	7,376	72		7,000	376
Empl Recog/Relations	3,916	2,682	(1,234)		1,050	1,632
Postage	572	628	56		1,141	(513)
Janitorial Supplies	6,364	4,821	(1,544)		4,630	191
Fuel & Lubricants	8,734	7,702	(1,032)		7,725	(23)
Permits & Licenses	4,204	6,041	1,837		4,138	1,903
Equipment Rental	10,286	17,217	6,931		8,529	8,688
Claims & Damages	5,536	6,091	555		-	6,091
Membership & Dues	13,245	15,871	2,626		14,000	1,871
Bank Charges	40,987	23,223	(17,763)		15,036	8,187
Excise Tax	2,210	2,587	378		3,251	(664)
Miscellaneous Expense	884	956	72		458	498
Repair & Maintenance Supplies	34,597	58,690	24,093		47,301	11,389
Facilities & Operations	195,295	191,083	(4,212)		143,484	47,600
Utilities	163,552	143,383	(20,170)		146,032	(2,649)
Advertising (Legal 2018)	5,448	5,106	(342)		3,237	1,869
Marketing	11,305	16,625	5,320		12,114	4,511
Promotion	397	6,352	5,956		2,375	3,977
Marketing	17,149	28,083	10,934		17,726	10,357
Economic Development	7,500	7,725	225		16,250	(8,525)
Travel & Training	3,987	1,306	(2,681)		3,207	(1,901)
Community Relations	259	10,149	9,890		10,000	149
Total Operating Expenditures	1,395,215	1,435,295	40,080	b	1,377,733	57,562
Net Operating Income (Expense)	413,509	498,310	84,801		384,796	113,514
Other Increases in Fund Resources						
Retainage Collected	-	2,190	2,190		-	2,190
Yard Deposits Collected	1,000	7,635	6,635		3,110	4,525
PTBH Prop Lease Deposits Collected	1,432	1,371	(61)		12,550	(11,179)
PH Prop Lease Deposits Collected	673	7,196	6,523		500	6,696
JCIA Prop Lease Deposits Collected	2,309	379	(1,930)		-	379
PH Marina/RV Deposits Collected	13,640	15,734	2,094		13,500	2,234
Deposits & Retainage Collected	19,054	34,505	15,451		29,660	4,845
Sales Tax Collected	16,033	18,402	2,369		17,259	1,143
Leasehold Tax Collected	159,129	166,792	7,663		149,691	17,101
Hotel/Motel Tax Collected	925	1,150	225		840	310
Taxes Collected	176,086	186,343	10,257		167,790	18,553
Grants - FAA	-	-	-		428,283	(428,283)
Grants - Dept. of Defense - FEMA	-	65,051	65,051		-	65,051
Grants - Federal Indirect - Dept. of Interior	-	186,147	186,147		108,000	78,147
Grants - WA State	-	2,470,416	2,470,416		12,000	2,458,416
Capital Contributions/Grants	-	2,721,613	2,721,613		548,283	2,173,330
Debt Proceeds - Line of Credit	-	-	-		-	-
Investment Interest	1,953	91,772	89,819		633	91,139

The accompanying information memo is an integral part of this statement.

Summary of Fund Resources Uses, March 2023

	YTD Mar. 2022	YTD Mar. 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
Interest	1,953	91,772	89,819		633	91,139
Operating Tax Levy	141,411	142,162	750		102,672	39,490
IDD Tax Levy	374,727	418,691	43,964		396,056	22,635
State Forest Revenues	4,277	16,218	11,941		1,500	14,718
State Timber Excise Tax	9,897	16,410	6,513		5,000	11,410
Leasehold Excise Tax	3,168	3,261	93		1,615	1,646
Property & other taxes	533,481	596,742	63,262		506,843	89,899
Finance Charges	2,526	14,891	12,364		6,080	8,811
Other Non-Operating Revenues	5,191	4,387	(804)		255	4,132
Misc Other Incr. in Fund Resources	7,718	19,278	11,560		6,335	12,943
Total Other Incr. in Fund Resources	738,292	3,650,253	2,911,961	c	1,259,544	2,390,709
Other Decr. In Fund Resources						
Yard Deposits Refunded	2,141	-	(2,141)		-	-
PTBH Prop Lease Deposits Returned	177	17,820	17,643		-	17,820
PH Prop Lease Deposits Returned	-	4,799	4,799		-	4,799
PH Deposits Refunded	-	-	-		-	-
Deposits & Retainage Paid	2,318	22,619	20,301		-	22,619
Sales Tax Remitted	8,198	9,509	1,310		9,084	425
Leasehold Tax Remitted	148,090	157,322	9,233		149,450	7,872
Hotel/Motel Tax Remitted	488	384	(104)		312	72
Taxes Remitted	156,776	167,215	10,439		158,846	8,369
Principal Pmt - 2021 Line of Credit	-	423,734	423,734		-	423,734
Interest Exp - 2021 Line of Credit	-	16,481	16,481		-	16,481
Debt Principal & Interest	-	440,215	440,215		-	440,215
Bond Management Fees	-	170	170		250	(80)
Investment Fees	98	300	202		120	180
Other Non-Oper Exp	-	49,107	49,107		-	49,107
Debt Mgmt, Issuance & Misc Exp	98	49,577	49,479		370	49,207
Election Expense	17,561	-	(17,561)		-	-
Total Other Decr. In Fund Resources	176,752	679,626	502,874	d	159,216	520,410
Net Incr./ (Decr.) in Fund Resources	561,540	2,970,627	2,409,087		1,100,328	1,870,299
Net Income (Expense)	975,049	3,468,937	2,493,888	e	1,485,124	1,983,813

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: May 04, 2023

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **May 10, 2023, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 786-23

Updates in red

Name	Dates	Description	Amount Not to Exceed:
Insight Public Sector	6/1/2023 – 5/31/2026	Microsoft Volume Licensing & Warranties	\$21,156.21
Examinetics	6/26/2023	Staff hearing tests	Per rate schedule

DATE: 5/4/2023
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: May 10, 2023, Lease Update

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 **42** land leases, **39** building leases, **35** rentals.

DISCUSSION

Leases expiring in 2023:

- Key City Fish, 10th St. location, exp 8/31/23 (in process of negotiating new lease)

New Agreements:

- Sail Port Townsend, LLC, mo/mo, Office 2-D, Nomura Building
- Andrew Cashin – Archive Room, Main Building
- Garth Roethle (purchased T-hangar #406 from Mildred Northup Estate)

Lease Amendments:

- Jochems Property Management, Amendment 3 (approved at 4/12/23 commission meeting)
- US Coast Guard SSA #003, extending lease by 10 months (approved at 4/12/23 commission meeting)

Exercising Options:

- Peter Chafee exercised the first of two 1-year lease options, providing 90+ day's notice. Lease option 1 extends the lease from August 1, 2023 – July 31, 2024.
- Best Coast Canvas exercised the last of three 1-year options, lease expiring July 31, 2024,

Assignments/Assumptions:

- Townshend Lease Assignment (approved at 4/12/23 commission meeting)

Terminated/Expired Agreements:

- Mildred Northup Estate, T-hangar #406
- Andrew Cashin, lease ended for Nomura Office (seasonal with Sail PT)

License & Use Agreements:

- Key City Public Theatre, for the use of 1,600 sf of land located between Puget Sound Express & Sail Loft Building. Annual Fundraiser, June 23-25, 2023

- Net Your Problem, License for the use of 1,600 sf of land in the center of the former long-term boatyard storage area, “Free Gear Recycle Day(s)” event collection of old nets.

May Rent Increases:

- ***CPI Increase (9%):*** PT Aero Museum: Building A site & expansion, Building sites B & C, Hangar M site, T-hangar / SEA Marine - Sail Loft / Kimmel’s Crab Shack / Commander’s Beach House / Station Prairie / Doc’s / Leo Goolden / Neil Morrison – N Hangars (North & South) / K-Hangar
- ***Market Rate Increase:***
- ***Step Increase:*** Blue Moose

Miscellaneous:

ATTACHMENTS

1. 2023 Lease List

RECOMMENDATIONS

For information only.

JCIA - PROPERTY	MAY 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		12/31/2024	N/A	Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease.
Broderson, Dennis	63.53	2/28/2016	3/1/2024	T-hangar pad LEASE
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)
Erickson, Warren & Karen	189.28	7/26/2057	3/1/2024	Land lease. Hangar '4-B'.
G Hangar Condo Assoc.	560.44	6/9/2047	7/1/2023	Land lease.
Grandy, Richard	189.84	7/26/2057	3/1/2024	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	189.28	7/26/2057	3/1/2024	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.	1,939.10	7/26/2057	3/1/2024	Assignment of NW Hangar's Lease for sites #7 & 8.
K-Hangar Assoc. @ JCIA	578.34	4/25/2049	5/1/2024	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	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-405. 2023 adopted rate applied (8c/sf)
Morrison, Neil/Lark Leasing	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-North'. CPI applied
Morrison, Neil	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-South'. CPI applied
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	430.98	7/31/2052*	5/1/2024	*One 25-yr option. Museum bldg- land lease . CPI applied
Port Townsend Aero Museum	369.40	7/31/2052*	5/1/2024	*One 25-yr opt. Museum bldg- land lease (expan.). CPI appl
Port Townsend Aero Museum	635.38	7/31/2052*	5/1/2024	*One-25 yr option. Maintenance bldg- land lease . CPI appl
Port Townsend Aero Museum	252.64	4/30/2053	5/1/2024	M' Hangar. Separate land lease. CPI applied
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2024	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	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-401(N). 2023 adopted rate applied (8c/sf)
Puget Sound Express-J Hangar Lease	255.81	10/1/2050	10/1/2023	Assignment-Land lease to Puget Sound Express.
Roethle, Garth	80.00		4/1/2024	Purchased T-hangar from Northup Estate. #406-M
Spruce Goose	228.63	9/30/2029*	10/1/2023	*Two 5-yr options. CPI/MR apply.
Station Prairie	610.40	4/30/2072	5/1/2024	Hangar site pad #5. Amend #1 incrsd premises. CPI applied
Station Prairie	336.00	Mo/Mo	30-day	Temporary staging area for hangar construction, site #5.
Townshend, Brendon	63.53	2/28/2026		Assigned T-hangar pad 402-O from Daniel Scheall
Wexman, Scott & Diana Levin	275.20	3/31/2053	4/1/2024	Land lease. Hangar 'O'.

Boat Haven - PROPERTY	MAY 2023			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Admiral Ship Supply	2,027.54	1/31/2025*	2/1/2024	*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)A6	10,079.68	Mo/Mo	30-day notice	30-day notice for rate increases.
Armstrong Consolidated LLC (Washington)	495.39	Mo/Mo	30-day notice	Additional space upstairs.
Armstrong Consolidated LLC (10th St)	3,140.29	8/31/2023*	9/1/2023	*One 1-yr option remains. Assignment of Dave's Mobile Welding Lease.
Armstrong Consolidated LLC (10th St land)	730.08	Mo/Mo	30-day notice	Land rental-ground in front of building.
Blue Moose Café	770.44	10/31/2026*	11/1/2023	*5-yr option available. 24-mo step to market. Step increase applied
Crown Castle (cell tower)	17,928.21/yr	6/30/2025*	6/1/2024	*One 5-yr option remains. Pay one mo in arrears..
Crown Castle - AT&T Sub-Lease	939.12		9/1/2023	Annual lease renewal. 6.5% annual increase 9/2019-9/2022. Pay one mo in arrears.
Eagle Harbor Marine	274.59	Mo/Mo	9/1/2023	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.
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	397.08	1/31/2025	2/1/2024	Land lease-temporary structure. No options remain.
Goolden, Leo (Sampson Boat Co)	1,132.90	Mo/Mo	30-day notice	30-day notice for increases. (M/V Tally Ho project-up to 2 yrs.) CPI applied
Haven Boatworks	1,421.81	Mo/Mo	1/1/2024	Former J&S Bldg., Haines St. 30-day notice for rent increases.
Jefferson County (Commission Bldg)	1,846.38	9/30/2026	10/1/2023	5-yr. 180 day termination notice-either party.
Jeremy Johnson Photography	171.13	Mo/Mo	30-day notice	2nd floor office #2F, Nomura Building.
Jochems Property Mgmt.	326.47	10/31/2026	1/1/2024	Land lease. CPI every two years, next 1/1/2024.
Johnson Fabrication	1,912.54	Mo/Mo	9/1/2023	New mo-mo rental.
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	2,472.02	4/30/2049	5/1/2024	Land lease. CPI applied
Marine Surveys & Assessments Cooperative	1,601.70	1/31/2028*	2/1/2024	* One 5-yr option. Annual CPI/MR beg year 3 and every 3 years after.
Net Your Problem, LLC	132.88	License		May 9-10, 2023: collecton site for used fishing nets. One-time fee.
NW Maritime Center (Marine Thrift)	665.31	1/31/2024*	2/1/2024	*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.
Olympic Boat Transport LLC	54.72	Mo/Mo	2/1/2024	Relocated crane next to Pete's Marine.
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	7/31/2024*	8/1/2023	*One 1-yr option remaining.
Port Townsend Fuel Dock LLC	650.00	6/30/2024*	N/A	*One 5-yr term remains. 2% flowage fee pays rent.
PT Furniture Clinic	668.19	1/31/2024*	2/1/2024	*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.	8,299.11	7/31/2050	8/1/2024	MR incr 8/1/30-every 10 yrs/ann CPI. Amend 2: Adds land from Baird bldgs purchase
PT Rigging (Kulin & Vizzini)	557.35	3/31/2030	4/1/2024	Land lease.
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.
Sail Port Townsend	208.86	Mo/Mo	30-day notice	Seasonal use-back in Nomura Office.
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	937.89	3/31/2026*	4/1/2024	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.
Stephens Marine	56.16	Mo/Mo	2/1/2024	Temp storage of equipment. Will move to Jochems building soon.
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.
Takaki, Jennifer (Marina Café)	106.92	Mo/Mo	10/1/2023	396 sf outdoor dining ara. CPI applies.
The Shop Cooperative	5,384.24	5/31/2026*	6/1/2023	*One 5-yr option. Assigned from Pete Stein & Compass Woodwork.
Tree Ring, LLC	142.44	Mo/Mo	3/1/2024	New month/month agreement-small office (2-G) upstairs, Nomura Bldg.
University of WA - Sea Grant	244.86	Mo/Mo	4/1/2024	Office 2-E, Nomura Bldg. Tenancy begins 3/15/22-pro-rated rent.
U. S. Coast Guard	5,570.38	7/30/2024	10/1/2023	Annual lease renewal & step increases. SLA 003 extends lease 10 mos thru 7/30/24.

Point Hudson - PROPERTY		MAY 2023		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ STEP Incr.	REMARKS
Best Coast Canvas	1,976.94	7/31/2024*	8/1/2023	Armory Bldg. *Exercised last of 3 1-yr options (8/1/23-7/31/24)
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	7/1/2023	54 sf floor in Armory Bldg thru June to work on wherry for 70/48 race
Cashin, Andrew	195.30	Mo/Mo	5/1/2024	Renting portion of Archive Room in Main Bldg
Commanders Beach House	2,391.40	4/30/2025	5/1/2024	Assignment to D & N Dionne. CPI applied.
Doc's Marina Grill / TNT Restaurants LLC	3,351.24	4/30/2027	5/1/2024	Last 5-yr option 5/1/22-4/30-27. Wants new 10-yr lease. CPI applied
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
Hanson of Port Townsend Inc.	361.69	5/31/2024*	6/1/2023	Armory Bldg. *One 1-yr option remains: 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.
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.
Schooner Martha Foundation	838.11	12/31/2024*	1/1/2024	*One 5-yr option available.
SEA Green Partners d/b/a SEA Marine	2,508.25	4/30/2027*	5/1/2024	*One 5-yr option. Armory Bldg-Upstairs sail loft space. CPI applied
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	468.48	Mo/Mo	3/1/2024	Armory Bldg-NW end of bldg.
U.S. Customs	3,236.16	12/20/2027	12/20/2024	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

QUILCENE - PROPERTY		MAY 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.
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.

Date/Time		Item/Topic	Location	Absent
May 11 5:30-7:30p		Port Townsend Marine Trades Association (PTMTA) (A quorum of the Port Commission is planning to attend. No Commission business will be conducted)	385 Benedict	PH
May 17-19		WPPA Spring Meeting	Davenport	CH
Wed., May 24 5:30 pm	Meeting	Capital Projects Quarterly Update	Pav	CH
Thurs., May 25 5 pm	Meeting	Intergovernmental Collaborative Group	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 Surplus List Approval	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 Review/approval of draft 2024 Budget Schedule	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	2024 Budget – discuss potential and known issues, goals & assumptions 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 Capital Projects Quarter 2 Update	Pav	
Wed., Aug 23	Meeting	CANCELLED		
Wed., Sept. 13 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 6 Economic Development	Pav	

		2024 Budget - County Assessor recommendations for regular property tax levy and IDD tax levy		
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 2024 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	
Dec. 13 1 pm	Meeting	Contract Update/Lease Brief	Pav	