

2701 Jefferson Street
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Port Townsend, WA 98368



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**Commission Meeting
1st Monthly Meeting Agenda
Wednesday, July 12, 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 10 Years of Service Donna Frary
- V. Consent Agenda
 - A. Approval of Minutes from June 14, 2023 Workshop and Regular Business Meeting3-6
 - B. Approval & Ratification of Warrants7-27
 - C. Resolution #793-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal24-27
 - D. Resolution #794-23 Modifying the amount of the Auditor's Revolving Fund28-30
 - E. Resolution #795-23, Authorizing Execution of Grant Agreements with the U.S. Department of Transportation, Federal Aviation Administration, and Washington Department of Transportation Seeking Grant Funds to Support the New Connector Taxiway A3 at the Jefferson County International Airport, Assuring that it Will Comply with all Understandings and Assurances of Such Grant Agreement and Assuring Further that Local Matching Funds are Available and Authorized31-35
 - F. Accounts Receivable Write-off/Collection Register36
- VI. Second Reading ~ none
- VII. First Reading ~ none
- VIII. Regular Business
 - A. May 2023 Year-to-Date Financials37-42
 - B. Review and Approve 2024 Budget Schedule and Process43-45
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Meetings are
 - Washington Public Ports Commissioner Seminar (Alderbrook) July 24-26, 2023 (quorum of Commission attending)

Regular Business Meeting Wednesday, July 26, 2023 at 5:30 p.m. is cancelled.
Workshop and Regular Business Meeting on Wednesday, August 9, 2023 at 9:30 a.m.
and 1 p.m.

XII. Executive Session

XIII. Adjournment

Informational Items46

- May 2023 Detailed Financials.....47-50
- Contract Update/Lease Brief51-56
- Northwest School of Wooden Boatbuilding Letter of Thanks57
- Port Commission Schedule58-59

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, June 14, 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, Hanke, and Hasse
Deputy Director Eric Toews
Director of Finance and Administration Abigail Berg
Director of Capital Projects and Port Engineer Matt Klontz
Operations Manager Chris Sparks
Harbormaster Kristian Ferrero
Capital Projects Engineer David Nakagawara
Lease and Contracts Administrator Sue Nelson
Recorder Joanna Sanders
Via Zoom: Attorney Seth Woolsen

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:15)
Commissioner Petranek called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:57)
The agenda was approved by unanimous consent.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:30)

Jeff Kelety had concerns about the variable travel lift grant application, unanswered questions about the specific equipment, and anticipated increases to market rates for a discretionary expense.

Brooks Townes provided written comment with concerns about the Port being one of the first to try the new variable travel lift technology and tighter spacing of boats.

Joni Blanchard provided written comment in opposition to a variable travel lift to pack boats tighter and accommodate larger boats at the added expense of widening the entrance channel.

IV. CONSENT AGENDA (Rec. 00:07:42)

A. Approval of Minutes from May 24, 2023

B. Approval & Ratification of Warrants

Warrant #066951 in the amount of \$33,500.00

Warrant #066952 through #066958 and Electronic Payments in the total amount of \$245,627.00

Warrant #066959 in the amount of \$787.00

Electronic Debit Payments in the amount of \$9,304.31

Warrant #066960 through #067034

C. Key City Fish Company, Building & Land Lease

The Consent Agenda was approved as written by unanimous consent.

V. SECOND READING (Rec. 00:11:00)

- A. Resolution 792-23 Authorizing the Executive Director of the Port of Port Townsend to Apply for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support Acquisition of a New Variable Width 300-Ton Mobile Travel-Lift to Sustain Boat Haven Haul Out Operations, Retain Existing Jobs in the Marine Trades Economic Sector, and Create New Job Opportunities, and Expressing its Commitment to Providing Local Grant Matching Funds.

Deputy Director Eric Toews gave the staff presentation referencing written materials. He also spoke about the importance of redundancy for continued operations in the event of equipment failure.

Commissioners: Discussion ensued about the opportunities versus downsides or exposure if the application is successful, as well as the importance of the equipment to Port operations. There were differences of opinion about the suitability of the equipment, funding needed, spacing of boats, as well as concerns of constituents, including users of the 300-ton lift. The Commission felt staff has adequately addressed issues raised.

Operations Manager Sparks and Director of Finance and Administration Abigail Berg responded to questions about financing, repair downtime, and the various needs in the yard.

**Approval of Resolution 792-23 authorizing the Executive Director to submit a grant application to the EDA's Economic Adjustment Assistance (EAA) Disaster Recovery Program seeking funding support for travel-lift acquisition.
Commissioner Petranek opposed.**

VI. FIRST READING~ none

VII. REGULAR BUSINESS (Rec. 00:55:45)

- A. April 2023 Year-to-Date Financials

Director of Finance and Administration Abigail Berg distributed an updated copy of the informational memorandum and reviewed the report. Staff responded to questions and also referenced the budget detail. There were no changes to capital purchases year to date nor to debt balances. Cash balances are healthy in large part due to IDD money.

Commission: There was a desire to better understand project expenses to date and also concern about increasing the complexity of the reporting.

VIII. STAFF COMMENTS (Rec. 01:14:46)

Deputy Director Toews reported that Eron Berg is recovering well. Mr. Toews will work to finalize the EDA grant application discussed today. The RCO funding for Herb Beck Marina should be finalized in July.

Director of Finance and Administration Abigail Berg reported the Annual Report has been posted on the website and included in this agenda packet. An in-person audit is expected in July or August.

Director of Capital Projects and Port Engineer Matt Klontz: Request for qualifications has been advertised for professional services on the sea-level rise water walk project. Interviews are being scheduled to include Commissioner Hanke.

Capital Projects Engineer David Nakagawara spoke about his involvement in the sea-level rise/waterwalk project and Herb Beck Marina boat ramp project.

Operations Manager Chris Sparks announced that on the first of August, the moorage office would be moved to its future location. Currently, there is work on its foundation.

Harbormaster Kristian Ferrero reported this year's Race to Alaska was seen by the Port as the most flawless launch yet. DNR held their recycling event last week with seven boats processed. DTG Recycling will crush smaller pieces into hog fuel. Eight dock attendants from the NW Maritime Center will start work in about a week. Staff received positive public feedback about the Port's presence/assistance at the first three of the five planned shrimp openings. Four staff as well as Coast Seafood personnel attended.

Lease and Contracts Administrator Sue Nelson expressed appreciation on the Key City Fish lease approval. Armstrong Marine and Best Coast Canvass each exercised their last one-year option and are interested in new leases.

IX. COMMISSIONER COMMENTS (Rec. 01:27:55)

Commissioner Hanke complimented Staff's work on the haulout of *Saratoga*. He recognized the importance of heightened safety protocols given the increased traffic in the yard, the noise of the heavy haulout, and better visibility when operating it with the remote control.

Commissioner Hasse reported that Port of Port Angeles Commissioner Beauvais was the victim of an unfortunate crime where a large number of her alpaca herd were shot.

Commissioner Petranek reported on the following: the latest *Our Working Waterfront* featuring Sea Marine and discussing the history of Point Hudson, attendance at the WPPA Finance Seminar, increased traffic in the boatyard as well as into Port Townsend, visiting the Quilcene boat ramp and the need for gravel on the dirt walkway there, desired visit by Representative Van De Wege to see what is needed at the Port, and representing the State with approval of WPPA in support of the Alaska Chinook Fishery in Washington, D.C.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:38:40)

Next Meetings: Intergovernmental Collaborative Group at Pavilion Building and via Zoom on Monday, June 26 at 5 p.m. The Regular Business Meeting on Wednesday, June 28, 2023 at 5:30 p.m. is cancelled. Public Workshop and Regular Business Meeting on Wednesday, July 12, 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 - none

XII. ADJOURNMENT (Rec. 01:41:25)

The meeting adjourned at 2:40 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 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. **065277** in the amount of **\$31.73** is declared **void** on this on this **12th** day of **July, 2023**.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Manual Check and Payment Register

Journal Posting Date: 7/6/2023

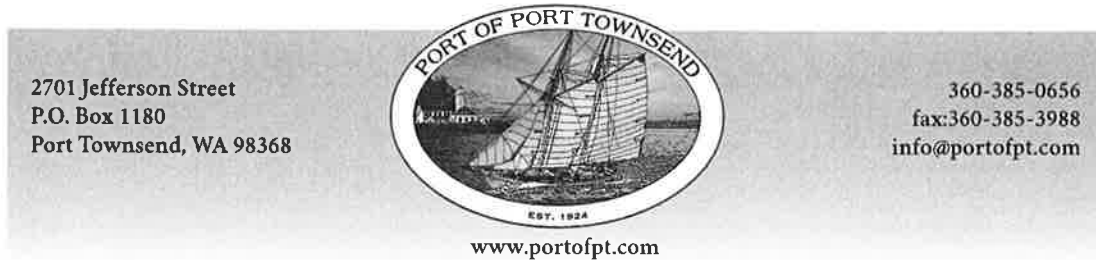
Register Number: MC-000334

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Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
0000065277	REV 5/25/2022	ROT030			
Dane Roth					31.73
Check Comment: Lost Warrant - Reissue 7/12/23					
CK000006527701					
	5/25/2022	31.73-	0.00		
G/L Account:	626-5100-05	WORK YARD - YARD REVENUE-LHT TXBL		27.06-	
G/L Account:	621-8200-05	WORK YARD - ELECTRIC BASE FEE - LH TXBL		1.06-	
G/L Account:	389-3001-00	LEASEHOLD TAX COLLECTED		3.61-	
Check 0000065277 Total:		31.73-	0.00	31.73-	31.73-
Bank W Total:		31.73-	0.00	31.73-	31.73-
Report Total:		31.73-	0.00	31.73-	31.73-



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 067035 through No. 067038 generated on June 15th, 2023 in the amount of \$6,673.69 and Electronic Payment in the amount of \$122,154.40, for a total amount of \$128,828.09 is ratified.

Signed and Authenticated on this 12th day of July, 2023.

For: **Payroll and Benefits**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

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Port Townsend, WA 98368



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WARRANT APPROVAL

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Signed and Authenticated on this **12th** day of **July**, 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)

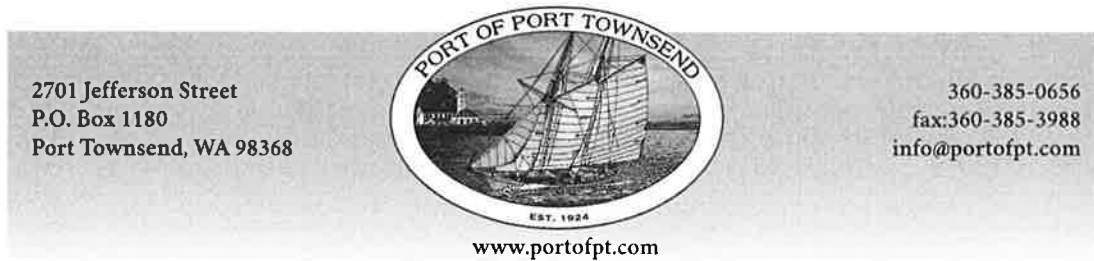
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			104836	6/28/2023	1,779.00	0.00	1,779.00
0000067040	6/28/2023	ALD050	Alden Associates				Check Entry Number: 001
			0075364-IN	6/15/2023	946.99	0.00	946.99
0000067041	6/28/2023	AVC050	Avcom Company				Check Entry Number: 001
			06010223	6/19/2023	783.34	0.00	783.34
0000067042	6/28/2023	BAN005	Bank of America				Check Entry Number: 001
			6/5/23 STATEMENT	6/5/2023	9,069.98	0.00	9,069.98
0000067043	6/28/2023	BER040	Abigail Berg				Check Entry Number: 001
			4/23 & 5/23 EXPENSE	6/26/2023	676.46	0.00	676.46
0000067044	6/28/2023	CED005	CED				Check Entry Number: 001
			5948-1038480	6/14/2023	665.51	0.00	665.51
0000067045	6/28/2023	CEN030	CenturyLink				Check Entry Number: 001
			6/1/23 STATEMENT	6/1/2023	190.00	0.00	190.00
0000067046	6/28/2023	CEN035	CenturyLink				Check Entry Number: 001
			6/5/23 STATEMENTS	6/5/2023	416.34	0.00	416.34
0000067047	6/28/2023	CHM030	CSD Attorneys at Law				Check Entry Number: 001
			5/2023 STATEMENT	6/20/2023	1,888.00	0.00	1,888.00
0000067048	6/28/2023	CLA003	Clark Land Office				Check Entry Number: 001
			15619	5/31/2023	805.00	0.00	805.00
0000067049	6/28/2023	COA050	Mott MacDonald				Check Entry Number: 001
			107620-08	6/12/2023	10,905.00	0.00	10,905.00
0000067050	6/28/2023	COO050	Cooper Fuel				Check Entry Number: 001
			6/19/23 STATEMENT	6/19/2023	3,278.00	0.00	3,278.00
0000067051	6/28/2023	DAI001	Daily Journal of Commerce				Check Entry Number: 001
			3389956	6/13/2023	602.25	0.00	602.25
			3389996	6/14/2023	1,833.60	0.00	1,833.60
Check 0000067051 Total:					2,435.85	0.00	2,435.85
0000067052	6/28/2023	DHE030	DH Environmental, Inc.				Check Entry Number: 001
			11055	5/19/2023	2,276.30	0.00	2,276.30
0000067053	6/28/2023	DIN010	Peninsula Glass/The Ding Doctor				Check Entry Number: 001
			85218	5/5/2023	617.67	0.00	617.67
			85406	6/13/2023	182.79	0.00	182.79
Check 0000067053 Total:					800.46	0.00	800.46
0000067054	6/28/2023	ECO040	EcoLube Recovery LLC				Check Entry Number: 001
			13519061323	6/13/2023	89.00	0.00	89.00
0000067055	6/28/2023	END040	enduris Washington				Check Entry Number: 001
			R23-318-5	6/13/2023	103.00	0.00	103.00
0000067056	6/28/2023	EVE040	Jason Everman				Check Entry Number: 001
			REFUND 6/2/23	6/2/2023	68.80	0.00	68.80
0000067057	6/28/2023	FAI050	Mistie Fain				Check Entry Number: 001
			REFUND 6/9/23	6/9/2023	542.41	0.00	542.41
0000067058	6/28/2023	FER001	Ferrellgas				Check Entry Number: 001
			5007797756	6/3/2023	194.57	0.00	194.57
0000067059	6/28/2023	FIR050	First American Title Company				Check Entry Number: 001
			2429	4/18/2023	2,182.00	0.00	2,182.00
0000067060	6/28/2023	GOO002	Good Man Sanitation				Check Entry Number: 001
			6/19/23 STATEMENT	6/19/2023	2,941.89	0.00	2,941.89
0000067061	6/28/2023	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1373282	6/22/2023	8,494.86	0.00	8,494.86

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
0000067062	6/28/2023	HAK055	Phyllis Hake				Check Entry Number: 001
			REFUND 6/15/23	6/15/2023	34.50	0.00	34.50
0000067063	6/28/2023	HIG020	Highway Specialties LLC				Check Entry Number: 001
			00074783-IN	5/31/2023	185.47	0.00	185.47
0000067064	6/28/2023	HOL090	John Holmes				Check Entry Number: 001
			REFUND 6/22/23	6/22/2023	11.50	0.00	11.50
0000067065	6/28/2023	INS025	Insight Public Sector, Inc.				Check Entry Number: 001
			1101064366	6/17/2023	7,693.81	0.00	7,693.81
0000067066	6/28/2023	JEF002	Jefferson Title Company				Check Entry Number: 001
			90118	4/17/2023	1,418.30	0.00	1,418.30
0000067067	6/28/2023	KEN010	Kendrick Equipment				Check Entry Number: 001
			U51001	11/23/2022	621.74	0.00	621.74
			U51058	2/24/2023	5,688.27	0.00	5,688.27
			U51142	3/24/2023	3,099.26	0.00	3,099.26
			U51277	6/14/2023	526.68	0.00	526.68
Check 0000067067 Total:					9,935.95	0.00	9,935.95
0000067068	6/28/2023	KIT030	Kitsap Sun				Check Entry Number: 001
			0005620955	5/31/2023	244.76	0.00	244.76
0000067069	6/28/2023	LAN001	Landau Associates				Check Entry Number: 001
			0054622	6/20/2023	7,151.25	0.00	7,151.25
0000067070	6/28/2023	MAR017	Marine Assist				Check Entry Number: 001
			2023-0050	6/6/2023	6,500.00	0.00	6,500.00
0000067071	6/28/2023	MAR031	Marine Vacuum Service, Inc.				Check Entry Number: 001
			80677	6/10/2023	2,634.77	0.00	2,634.77
0000067072	6/28/2023	OES001	OESD 114				Check Entry Number: 001
			2223001609	6/15/2023	4,311.20	0.00	4,311.20
0000067073	6/28/2023	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			334180	6/8/2023	61.07	0.00	61.07
			335066	6/16/2023	17.45	0.00	17.45
Check 0000067073 Total:					78.52	0.00	78.52
0000067074	6/28/2023	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			5/31/2023 STMNT	5/31/2023	19.53	0.00	19.53
			5/31/23 STATEMENT	5/31/2023	99.82	0.00	99.82
Check 0000067074 Total:					119.35	0.00	119.35
0000067075	6/28/2023	PAP020	Pape Machinery				Check Entry Number: 001
			710441000	6/7/2023	991.72	0.00	991.72
			717066	6/15/2023	1,209.91	0.00	1,209.91
Check 0000067075 Total:					2,201.63	0.00	2,201.63
0000067076	6/28/2023	PAR085	Paramount Supply Company				Check Entry Number: 001
			706249	6/9/2023	189.34	0.00	189.34
0000067077	6/28/2023	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			66202	6/11/2023	545.50	0.00	545.50
0000067078	6/28/2023	PET025	Petrick Lock & Safe				Check Entry Number: 001
			21456	6/19/2023	32.73	0.00	32.73
			6/16/23 INV	6/16/2023	22.58	0.00	22.58
Check 0000067078 Total:					55.31	0.00	55.31
0000067079	6/28/2023	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			85643	6/18/2023	36.00	0.00	36.00
0000067080	6/28/2023	POR040	Port Townsend Sails				Check Entry Number: 001

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
			25119	6/14/2023	49.10	0.00
0000067081	6/28/2023	PRE010	Precision Approach Engineering			
			6006	4/30/2023	27,209.14	0.00
0000067082	6/28/2023	PRO060	Steve Protzeller			
			REFUND 6/7/23	6/7/2023	282.60	0.00
0000067083	6/28/2023	PRO070	Thomas Probus			
			REFUND 06/09/23	6/9/2023	846.78	0.00
0000067084	6/28/2023	PUD001	Pud District #1			
			6/12/2023 STMNT	6/12/2023	45.83	0.00
			6/12/23 STATEMENTS	6/12/2023	15,053.69	0.00
Check 0000067084 Total:					15,099.52	0.00
0000067085	6/28/2023	REI002	Reid Middleton Co			
			2306064	6/20/2023	8,906.75	0.00
			2306074	6/21/2023	1,057.92	0.00
Check 0000067085 Total:					9,964.67	0.00
0000067086	6/28/2023	SAF001	Safeway, Inc.			
			06/21/23 STATEMENT	6/21/2023	2,395.80	0.00
0000067087	6/28/2023	SNO030	Laura Snodgrass			
			6/2023 UNIFORM EXP	6/12/2023	130.91	0.00
0000067088	6/28/2023	SUM040	Summit Law Group PLLC			
			146200.1	6/22/2023	3,590.00	0.00
0000067089	6/28/2023	TOW017	Town & Country Tractor, Inc			
			190248	4/3/2023	51.20	0.00
0000067090	6/28/2023	TWI001	Spectra Laboratories - Kitsap			
			23-04132	6/9/2023	392.00	0.00
0000067091	6/28/2023	ULI040	ULINE			
			164531675	6/7/2023	6,498.48	0.00
0000067092	6/28/2023	WDF010	WDFW			
			REFUND 6/7/23	6/7/2023	201.72	0.00
			REFUND 6/8/23	6/8/2023	2,377.78	0.00
Check 0000067092 Total:					2,579.50	0.00
0000067093	6/28/2023	WIN003	Windridge Solutions			
			577	6/16/2023	200.00	0.00
Report Total:					164,169.62	0.00



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. 067094 through No. 067099 generated on June 30th, 2023 in the amount of \$36,025.54 and Electronic Payment in the amount of \$213,607.96, for a total amount of \$249,633.50 is ratified.

Signed and Authenticated on this 12th day of July, 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 067100 through No. 067157, are approved for payment in the amount of \$88,351.32 on this 12th day of July, 2023.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

S. Abigail Berg, Director of Finance
And Administration

Check Register

Journal Posting Date: 7/12/2023

Register Number: CD-001010

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
0000067100	7/12/2023	ADL050	Ironclad Environmental				Check Entry Number: 001
			4666455	6/30/2023	2,259.02	0.00	2,259.02
0000067101	7/12/2023	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			6/28/23 STATEMENT	6/28/2023	3,414.66	0.00	3,414.66
0000067102	7/12/2023	BER010	William Berninger				Check Entry Number: 001
			6/2023 EXPENSE	6/30/2023	38.12	0.00	38.12
0000067103	7/12/2023	BOO030	Jeff Boon				Check Entry Number: 001
			REFUND 6/22/23	6/22/2023	290.04	0.00	290.04
0000067104	7/12/2023	CAR001	Carl's Building Supply				Check Entry Number: 001
			6/30/23 STATEMENT	6/30/2023	6,149.56	0.00	6,149.56
0000067105	7/12/2023	CED005	CED				Check Entry Number: 001
			5948-1038740	6/28/2023	1,941.98	0.00	1,941.98
0000067106	7/12/2023	CER040	Certified Laboratories				Check Entry Number: 001
			8246239	5/23/2023	4,033.37	0.00	4,033.37
0000067107	7/12/2023	CHE020	Chemoptix				Check Entry Number: 001
			KJ PSD'S 2	5/29/2023	600.00	0.00	600.00
0000067108	7/12/2023	CHI020	Chalakwatud Chiquiti				Check Entry Number: 001
			REFUND 6/26/23	6/26/2023	87.92	0.00	87.92
0000067109	7/12/2023	CIN020	Cintas				Check Entry Number: 001
			5164498287	6/27/2023	64.50	0.00	64.50
0000067110	7/12/2023	CIT001	City Of Port Townsend				Check Entry Number: 001
			6/2023 STATEMENTS	6/30/2023	11,272.83	0.00	11,272.83
0000067111	7/12/2023	COO050	Cooper Fuel				Check Entry Number: 001
			7/3/23 STATEMENT	7/3/2023	1,850.29	0.00	1,850.29
0000067112	7/12/2023	DAI001	Daily Journal of Commerce				Check Entry Number: 001
			3390270	6/26/2023	828.00	0.00	828.00
0000067113	7/12/2023	DIR070	DirecTV				Check Entry Number: 001
			075436554X230628	6/28/2023	436.25	0.00	436.25
0000067114	7/12/2023	GRO001	Groves & Co, Inc				Check Entry Number: 001
			20235763	6/30/2023	334.81	0.00	334.81
0000067115	7/12/2023	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			1373779	6/27/2023	1,849.77	0.00	1,849.77
			1380397	7/1/2023	178.38	0.00	178.38
			1380398	7/1/2023	114.56	0.00	114.56
			1380399	7/1/2023	278.21	0.00	278.21
			1380400	7/1/2023	545.50	0.00	545.50
			1380401	7/1/2023	196.38	0.00	196.38
			1380402	7/1/2023	196.38	0.00	196.38
Check 0000067115 Total:					3,359.18	0.00	3,359.18
0000067116	7/12/2023	HAD001	Hadlock Building Supply				Check Entry Number: 001
			6/25/23 STATEMENT	6/25/2023	26.16	0.00	26.16
0000067117	7/12/2023	HAS020	Carol Hasse				Check Entry Number: 001
			6/2023 EXPENSE	6/30/2023	614.25	0.00	614.25
0000067118	7/12/2023	HEN002	Henery Hardware				Check Entry Number: 001
			754053	5/26/2023	75.26	0.00	75.26
			754318	5/31/2023	15.26	0.00	15.26
			754357	5/31/2023	33.10	0.00	33.10
			754413	6/1/2023	55.62	0.00	55.62
			754460	6/1/2023	63.23	0.00	63.23
			754514	6/2/2023	8.25	0.00	8.25

Run Date: 7/6/2023 4:19:54PM

A/P Date: 7/12/2023

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Port of Port Townsend (PTA)

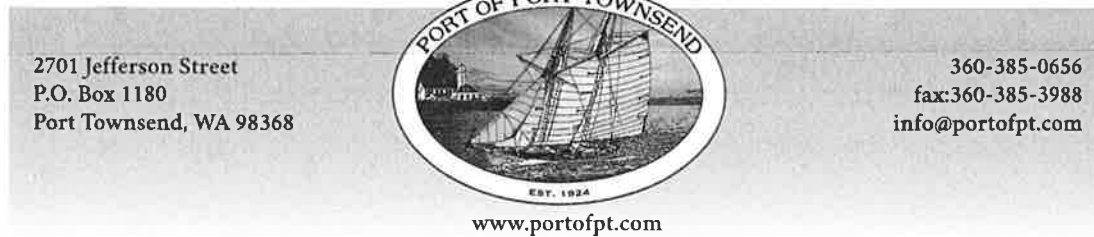
Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied Payment Amount
			754620	6/5/2023	12.64	0.00 12.64
			754631	6/5/2023	11.98	0.00 11.98
			754751	6/6/2023	24.83	0.00 24.83
			754986	6/9/2023	51.26	0.00 51.26
			755154	6/13/2023	23.75	0.00 23.75
			755162	6/13/2023	8.35	0.00 8.35
			755210	6/13/2023	19.63	0.00 19.63
			755257	6/14/2023	27.26	0.00 27.26
			755319	6/15/2023	58.89	0.00 58.89
			755375	6/15/2023	19.62	0.00 19.62
			755406	6/16/2023	60.18	0.00 60.18
			755430	6/16/2023	141.82	0.00 141.82
			755462	6/16/2023	10.77	0.00 10.77
			755607	6/20/2023	70.90	0.00 70.90
			755621	6/20/2023	42.53	0.00 42.53
			755625	6/20/2023	91.60	0.00 91.60
			755639	6/20/2023	11.31	0.00 11.31
			755648	6/20/2023	39.00	0.00 39.00
			755734	6/21/2023	38.11	0.00 38.11
			755771	6/22/2023	67.57	0.00 67.57
			755777	6/22/2023	126.53	0.00 126.53
			755799	6/22/2023	94.93	0.00 94.93
			755881	6/23/2023	319.53	0.00 319.53
			Check 0000067118 Total:		1,623.71	0.00 1,623.71
0000067119	7/12/2023	HEN006	Quilcene Henery's Hardware			Check Entry Number: 001
			6/25/23 STATEMENT	6/25/2023	36.53	0.00 36.53
0000067120	7/12/2023	HOG040	John Hogan			Check Entry Number: 001
			5/15-5/23/23	6/30/2023	6,192.20	0.00 6,192.20
0000067121	7/12/2023	HRA030	HRA VEBA Trust			Check Entry Number: 001
			YA20407 KF 7/2023	6/30/2023	852.72	0.00 852.72
			YA20407 BB 7.2023	6/30/2023	812.42	0.00 812.42
			Check 0000067121 Total:		1,665.14	0.00 1,665.14
0000067122	7/12/2023	JAM040	Jamestown Networks			Check Entry Number: 001
			INV-10037	7/1/2023	530.00	0.00 530.00
0000067123	7/12/2023	JC1005	East Jefferson Fire Rescue			Check Entry Number: 001
			2ND HALF 2023	7/1/2023	4,590.00	0.00 4,590.00
0000067124	7/12/2023	KEN010	Kendrick Equipment			Check Entry Number: 001
			U51262	6/27/2023	578.82	0.00 578.82
			U51287	6/21/2023	3,353.54	0.00 3,353.54
			Check 0000067124 Total:		3,932.36	0.00 3,932.36
0000067125	7/12/2023	LES050	Les Schwab			Check Entry Number: 001
			37900556359	6/23/2023	120.00	0.00 120.00
0000067126	7/12/2023	LOW070	Richard Lowe			Check Entry Number: 001
			REFUND 6/24/23	6/24/2023	58.89	0.00 58.89
0000067127	7/12/2023	MAC080	Linda MacEllven			Check Entry Number: 001
			REFUND 6/24/23	6/24/2023	81.50	0.00 81.50
0000067128	7/12/2023	MAR096	Marian Roh			Check Entry Number: 001
			230528	6/30/2023	508.75	0.00 508.75
0000067129	7/12/2023	MUR002	Murrey's Disposal Co. Inc.			Check Entry Number: 001
			6/2023 STATEMENTS	7/1/2023	10,422.43	0.00 10,422.43

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
0000067130	7/12/2023	NEL001	Sue Nelson				Check Entry Number: 001
			6/2023 EXPENSE	6/30/2023	33.41	0.00	33.41
0000067131	7/12/2023	O'RE030	O'Reilly Auto Parts				Check Entry Number: 001
			3939-168998	6/22/2023	44.69	0.00	44.69
0000067132	7/12/2023	OLY002	The Home Depot Pro Institutional				Check Entry Number: 001
			750323248	6/14/2023	1,090.76	0.00	1,090.76
0000067133	7/12/2023	PAC007	Pacific Marine Expo				Check Entry Number: 001
			INV201810450	6/23/2023	1,725.00	0.00	1,725.00
0000067134	7/12/2023	PAC035	Pacific Northwest Waterways Association				Check Entry Number: 001
			6890	6/29/2023	2,770.00	0.00	2,770.00
0000067135	7/12/2023	PAP020	Pape Machinery				Check Entry Number: 001
			8976675	6/12/2023	508.00	0.00	508.00
0000067136	7/12/2023	PAR085	Paramount Supply Company				Check Entry Number: 001
			698468	5/5/2023	183.25	0.00	183.25
0000067137	7/12/2023	PEN060	Peninsula Pest Control, Inc				Check Entry Number: 001
			66327	6/17/2023	92.74	0.00	92.74
			66627	6/26/2023	81.83	0.00	81.83
Check 0000067137 Total:					174.57	0.00	174.57
0000067138	7/12/2023	PET025	Petrick Lock & Safe				Check Entry Number: 001
			21475	7/5/2023	65.46	0.00	65.46
0000067139	7/12/2023	PET065	Pam Petranek				Check Entry Number: 001
			6/2023 EXPENSE	6/30/2023	667.41	0.00	667.41
0000067140	7/12/2023	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			85810	6/25/2023	39.00	0.00	39.00
0000067141	7/12/2023	POR065	Port of Port Townsend				Check Entry Number: 001
			JOHNSON FAB DEP RFND	6/30/2023	2,158.11	0.00	2,158.11
0000067142	7/12/2023	POW070	Powerplan - OIB				Check Entry Number: 001
			14546890	6/16/2023	370.91	0.00	370.91
0000067143	7/12/2023	PRE010	Precision Approach Engineering				Check Entry Number: 001
			6032	5/31/2023	5,802.77	0.00	5,802.77
0000067144	7/12/2023	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			6/20/23 STATEMENT	6/20/2023	45.83	0.00	45.83
			6/26/23 STATEMENTS	6/23/2023	304.16	0.00	304.16
			6/26/23 STMNT	6/26/2023	550.00	0.00	550.00
Check 0000067144 Total:					899.99	0.00	899.99
0000067145	7/12/2023	QUI001	Quill Corporation				Check Entry Number: 001
			33089371	6/16/2023	118.73	0.00	118.73
0000067146	7/12/2023	QUI090	Quilcene Village Store				Check Entry Number: 001
			16696	6/21/2023	22.72	0.00	22.72
0000067147	7/12/2023	REE070	Steve Rees				Check Entry Number: 001
			REFUND 6/30/23	6/30/2023	105.31	0.00	105.31
0000067148	7/12/2023	ROD030	Rodda Paint				Check Entry Number: 001
			44177406	6/26/2023	241.70	0.00	241.70
0000067149	7/12/2023	ROT030	Dane Roth				Check Entry Number: 001
			REFUND - REISSUE	5/3/2022	31.73	0.00	31.73
0000067150	7/12/2023	RSI050	RSINet				Check Entry Number: 001
			7396	7/1/2023	180.00	0.00	180.00
0000067151	7/12/2023	SCH020	Schaeffer Mfg. Co				Check Entry Number: 001
			AFG6291-INV1	6/16/2023	936.52	0.00	936.52
0000067152	7/12/2023	SNE020	S-Net Communications				Check Entry Number: 001

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			179481	7/1/2023	579.49	0.00	579.49
0000067153	7/12/2023	SUN020	Sunrise Coffee				Check Entry Number: 001
			20230766	6/30/2023	49.25	0.00	49.25
0000067154	7/12/2023	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001
			9937358408	6/15/2023	641.63	0.00	641.63
0000067155	7/12/2023	WAV040	Wave Broadband				Check Entry Number: 001
			043328901-0010231	6/23/2023	285.02	0.00	285.02
0000067156	7/12/2023	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001
			6/25/23 STATEMENT	6/25/2023	1,136.14	0.00	1,136.14
0000067157	7/12/2023	WES060	West Marine Pro				Check Entry Number: 001
			008340	6/27/2023	23.83	0.00	23.83
			008414	6/29/2023	103.47	0.00	103.47
Check 0000067157 Total:					127.30	0.00	127.30
Report Total:					88,351.32	0.00	88,351.32



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 **\$9,304.31 is ratified.**

Signed and Authenticated on this **12th** day of **July**, 2023.

For: Washington State, Department of Revenue
Combined Excise Tax Return – for ***May, 2023*** in the amount of ***\$22,452.35***

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 **0-034-112-668**

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

Filing Date	June 21, 2023
Account ID	161-000-044
Primary Name	BOAT HAVEN FUEL DOCK
Payment Method	Bank Account (ACH Debit)
Payment Effective	June 26, 2023
Total Tax	25,291.69
Total Credits	2,839.34
Total Due	22,452.35



Combined Excise Tax Return

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

Filing Period: May 31, 2023

Due Date: June 26, 2023

Filing Frequency: Monthly

Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	145,793.94	0.00	145,793.94	0.004710	686.69
Service and Other Activities (\$1 million or greater in prior year)	110,689.55	0.00	110,689.55	0.017500	1,937.07
Total Business & Occupation					2,623.76

State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	145,793.94	0.00	145,793.94	0.065000	9,476.61
Use Tax	88,906.89	0.00	88,906.89	0.065000	5,778.95
Total State Sales and Use					15,255.56

Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	7,376.00	0.00	7,376.00	0.019260	142.06
Water Distribution	1,462.02	0.00	1,462.02	0.050290	73.52
Total Public Utility Tax					215.58

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	2,623.76
Main Street Credit	215.58
Total Credits	2,839.34

Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1600 - JEFFERSON COUNTY	3,600.00	0.026000	93.60
1601 - PORT TOWNSEND	142,193.94	0.026000	3,697.04
Total Local City and/or County Sales Tax			3,790.64

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	88,906.89	0.026000	2,311.58
Total Local City and/or County Use Tax/Deferred Sales Tax			2,311.58

Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	54,728.48
Total Transient Rental Income	54,728.48

Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	54,728.48	0.020000	1,094.57
Total Special Hotel/Motel			1,094.57

Total Tax	25,291.69
Total Credits	2,839.34
Subtotal	22,452.35
Total Amount Owed	22,452.35

Prepared By:	Donna Frary
E-Mail Address:	donna@portofpt.com
Submitted Date:	6/21/2023
Confirmation #:	0-034-112-668
Payment Type:	Bank Account (ACH Debit)
Amount:	\$22,452.35
Effective Date:	6/26/2023

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 12, 2023
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	C. Resolution #793-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal
STAFF LEAD	Abigail Berg, Director of Finance & Administration
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> Resolution 793-23

If approved as part of the consent agenda, no further action is needed.

Alternate action: Remove from the Consent Agenda. Move to approve Resolution #793-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal

RESOLUTION NO. 793-23

A Resolution of the Commission of the Port of Port Townsend

**DECLARING CERTAIN ITEMS SURPLUS AND AUTHORIZING THEIR SALE
AND/OR DISPOSAL**

WHEREAS: The Port of Port Townsend has in its possession certain old, outdated, and/or non-operable vehicles, computer equipment, and a safe, as described in Exhibit A and attached to this resolution; and

WHEREAS: due to continual usage, age and inadequate capacity, this equipment is of little or no value to the Port, and is not suited for Port purposes; and

WHEREAS: such property having been certified in writing as not needed for Port purposes by the Executive Director, its managing official, a copy of said certification is marked Exhibit A and attached to this resolution;

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend that the said property be declared surplus, and that the Executive Director is authorized to sell or dispose of the property in the best manner which he, in his discretion, shall determine, including by negotiation or informal bidding from members of the public, or direct disposal.

ADOPTED this 12th day of July 2023 by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Peter W. Hanke, III, Secretary

Pamela A. Petranek, President

Carol Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

EXHIBIT “A”

CERTIFICATE

THAT CERTAIN PORT DISTRICT PROPERTY IS SURPLUS

The undersigned, Eron Berg, Executive Director, the managing official of the Port District of the Port of Port Townsend, hereby certifies that the following property is surplus and is not needed for Port District purposes.

EQUIPMENT TO SURPLUS:

Location	Item	Make	Model	SN/VIN
Maintenance	Safe	AMSEC	ESL10	AP154514
Maintenance	1985 truck	Toyota	na	JT4RN55E7F0143966
Maintenance	1986 truck	Toyota	75C	JT5RN75T360004005
Maintenance	1988 truck	Chevy	K1500	2GCFK24H0J1111651
Maintenance	Polly 16' fiberglass dory boat	Poly	na	no number
Maintenance	Push mower	John Deere	JX85	no number
Admin. Building	computer (mfg.'d btwn 2009-2011	Dell	Optiplex990	1T1XLS1
Admin. Building	computer (mfg.'d btwn 2009-2011	Dell	Optiplex990	1T2TLS1
Admin. Building	computer	Alden Assoc.	no model name	673312
Admin. Building	computer	Alden Assoc.	no model name	672311
Admin. Building	computer	Lenovo	ThinkCentre	USMJUNGX
Admin. Building	monitor	Dell	1704FVPt	CN-0J6642-71618-5B1-ANG3
Admin. Building	monitor	Dell	1708FPb	CN-0FP816-74261-85Q-27GA
Admin. Building	monitor	Dell	1905FP	CN-OT6116-71618-5AR-BCBU
Admin. Building	monitor	Dell	REV A00	CN-OPM372-72872-7C3-3H9U
Admin. Building	label printer	Dymo	450 Turbo	1339021750283
Admin. Building	computer	Lenovo	ThinkCentre	MJO1UNGX
Admin. Building	receipt printer	Bixolon	SRP-33011	USA00KA16110537
Admin. Building	battery protector	Tripp-Lite	na	2138EY0BC785701868
Admin. Building	computer	Alden Assoc.	LG-Mdisc	16139201200007
Admin. Building	computer	Alden Assoc.	LG-Mdisc	16139201200020

DATED this 12th day of July 2023.

Eron Berg, Executive Director

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 12, 2023
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	D. Resolution #794-23 Modifying the amount of the Auditor's Revolving Fund
STAFF LEAD	Abigail Berg, Director of Finance & Administration
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> Resolution 793-23

If approved as part of the consent agenda, no further action is needed.

Alternate action: Remove from the Consent Agenda. Move to approve Resolution #794-23 Modifying the amount of the Auditor's Revolving Fund.

RESOLUTION NO. 794-23

A Resolution of the Commission of the Port of Port Townsend

AMENDING RESOLUTION 766-22, TO MODIFY THE AMOUNT OF THE AUDITOR'S REVOLVING FUND

WHEREAS: The Port of Port Townsend has established previously, by Resolution No. 92 an Auditor's Revolving Fund, to pay vouchers for small expenditures that cannot feasibly be postponed until the next regular meeting of the Port of Port Townsend; but has not been utilized since the adoption of Resolution No. 737-20 on November 24, 2020; and

WHEREAS: the fund was also used to establish the daily working cash needed for the cash register change funds throughout the Port; and

WHEREAS: the original Resolution No. 92 was amended on April 23, 2014 by Resolution No. 613-14, to increase the authorized amount, to fund payroll direct deposit ACH, and Resolution No. 613-14 was later amended by Resolution No. 618-14 to increase the authorized amount of the Auditor's Revolving Fund from \$38,800.00 to \$48,800.00, and Resolution No. 618-14 was later amended by Resolution No. 645-16 to increase the authorized amount of the Auditor's Revolving Fund from \$48,800.00 to \$49,250.00, and Resolution No. 645-16 was later amended by Resolution No. 672-17 to increase the authorized amount of the Auditor's Revolving Fund from \$49,250.00 to \$52,000.00, and Resolution No. 672-17 was later amended by Resolution No. 766-22 to increase the authorized amount of the Auditor's Revolving Fund from \$52,000 to \$85,000;

NOW, THEREFORE BE IT RESOLVED by the Port Commission of the Port of Port Townsend that Resolution No. 766-22 be amended to increase the amount used for cash register change funds, and to fund payroll direct deposit ACH from \$85,000.00 to \$110,000.00, as detailed in Exhibit A which is attached hereto, and incorporated herein, by such reference.

ADOPTED this 12th day of July 2023 by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

EXHIBIT "A"**DETAIL OF AUDITOR'S REVOLVING FUND**

Auditor's Revolving Fund Checking Account	\$108,475.00
Boat Haven Cash Drawer #1*	275.00
Boat Haven Cash Drawer #2	225.00
Work Yard Cash Drawer	275.00
Point Hudson Cash Drawer #1*	275.00
Point Hudson Cash Drawer #2	225.00
Quilcene Cash Drawer	225.00
Administrative Office Postage Fund	<u>25.00</u>
Balance in Fund	\$110,000.00

**Note: Drawers #1 include \$50.00 each in quarters required for customer coin change.*

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 12, 2023		
AGENDA ITEM	<input checked="" 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	E. Resolution #795-23 Authorizing Execution of Grant Agreements with the US Department of Transportation, Federal Aviation Administration, and Washington Department of Transportation Seeking Grant Funds to Support the New Connector Taxiway A3 at the Jefferson County International Airport, Assuring that it Will Comply with all Understandings and Assurances of Such Grant Agreement and Assuring Further that Local Matching Funds are Available and Authorized		
STAFF LEAD	Abigail Berg, Director of Finance & Administration		
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion		
ATTACHMENTS	<ul style="list-style-type: none"> • Informational Memo • Resolution 795-23 		

If approved as part of the consent agenda, no further action is needed.

Alternate action: Remove from the Consent Agenda. Move to approve Resolution #795-23 Authorizing Execution of Grant Agreements with the US Department of Transportation, Federal Aviation Administration, and Washington Department of Transportation Seeking Grant Funds to Support the New Connector Taxiway A3 at the Jefferson County International Airport, Assuring that it Will Comply with all Understandings and Assurances of Such Grant Agreement and Assuring Further that Local Matching Funds are Available and Authorized.

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 5/12/2023
TO: Port Townsend Port Commission
FROM: Matt Klontz, Port Capital Project Director
SUBJECT: Grant Authorizing Resolution No. 795-23, for JCIA Construct New Taxiway A3, Install Signs Project

ISSUE: Should the Port Commission authorize the Executive Director to execute agreements as may be needed with the Federal Aviation Administration (FAA) to secure up to \$783,899.00 in FAA grant funding for the New Connector Taxiway A3, Install Signs project at the Jefferson County International Airport (JCIA)? Should the Port Commission authorize the Executive Director to execute agreements as may be needed with the Washington State Department of Transportation (WSDOT) to secure up to \$43,550 in WSDOT grant funding for the project?

BACKGROUND: The Port completed the project design phase, opened publicly sealed bids for construction, and negotiated a professional services agreement for construction administration support. Construction of the new taxiway is slated for fall of 2023.

DISCUSSION: The Port receives \$150,000 annually from the FAA for airport related capital improvement projects. However, the estimated total construction cost including construction administration for the new connector taxiway is \$870,999. Staff was successful in securing additional FAA funding and has applied for support through a WSDOT Airport Aid grant (Resolution No. 791-23). The FAA is preparing the grant agreement with the Port for the project and WSDOT is awarding grant funds later in July. To be in a position to begin construction in the fall of this year, Port staff is requesting authority to execute the grant agreements when made available.

FISCAL IMPACT: FAA is funding 90% of eligible project costs in the amount of \$783,899. The Port anticipates WSDOT funding 5% of eligible project costs in the amount of \$43,550. The Port's share of project cost is the remaining 5% in the amount of \$43,550. The Port Net Operating Income is sufficient for 2023, and therefore has the matching funds available to cover its share of project costs.

RECOMMENDATION: Approve the attached Resolution 795-23 authorizing the Executive Director to execute and file such documents and agreements as may be necessary to secure funding assistance to support the New Taxiway Connector A3, Install Signs project construction.

ATTACHMENTS: One (1) attachment is included: draft Port Commission Resolution No. 795-23.

RESOLUTION NO. 795-23

A Resolution of the Commission of the Port of Port Townsend

AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PORT OF PORT TOWNSEND TO EXECUTE GRANT AGREEMENTS WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, AND THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, SEEKING GRANT FUNDS TO SUPPORT THE NEW CONNECTOR TAXIWAY A3 AT THE JEFFERSON COUNTY INTERNATIONAL AIRPORT, ASSURING THAT IT WILL COMPLY WITH ALL UNDERSTANDINGS AND ASSURANCES OF SUCH GRANT AGREEMENT AND ASSURING FURTHER THAT LOCAL MATCHING FUNDS ARE AVAILABLE AND AUTHORIZED.

WHEREAS, the Port of Port Townsend is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

WHEREAS, under RCW 53, the Port of Port Townsend is responsible for developing and maintaining infrastructure that fosters economic development, providing transportation facilities that support commerce and communities within Jefferson County; and

WHEREAS, under RCW §53.08.020 the Port of Port Townsend is specifically authorized to construct, purchase, acquire, lease, maintain and operate air transfer and terminal facilities subject to all applicable state and federal laws; and

WHEREAS, the Port of Port Townsend considers it to be in the best interests of the public to apply for financial assistance through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) to substantially fund the New Connector Taxiway A3, Install Signs Project (i.e., construction and construction administration) at the Jefferson County International Airport (JCIA);

WHEREAS, the Port of Port Townsend consider it to be in the best interest of the public to apply for financial assistance through the 2023 Washington State Department of Transportation (WSDOT) Airport Aid Grant Program to substantially fund the New Connector Taxiway A3, Install Signs Project (i.e., construction and construction administration) at the Jefferson County International Airport (JCIA);

WHEREAS, the both the grant agreements with FAA and WSDOT impose certain obligations and conditions upon the applicant Port, and requires the Port to provide certain specific assurances, among them the availability of sufficient funds for its portion of the project costs; and

WHEREAS, the Port anticipates that the total project cost for the construction and construction management associated with the New Connector Taxiway A3 will not exceed \$870,999 of which 90% (\$783,899) would be provided through FAA AIP grant monies, with the remaining amount to be provided through a combination of Port of Port Townsend matching funds and WSDOT Aviation Division Airport Aid grant monies (i.e., up to \$87,100); and

WHEREAS, the Port Net Operating Income is sufficient for 2023, and therefore has the matching funds available to cover its share of project costs.

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

1. Port Executive Director, Eron Berg, or his designee, is authorized to execute and file such documents as may be necessary for the application and award of Airport Improvement Program (AIP) grant assistance for the New Connector Taxiway A3, Install Signs Project and to execute grant agreements on behalf of the Port of Port Townsend with the Federal Aviation Administration (FAA) and with the Washington State Department of Transportation (WSDOT). This authorization expressly includes the AIP Certifications and Assurances for Airport Sponsors.
2. Port Executive Director, Eron Berg, or his designee, is further authorized to administer the Port's previously promulgated Disadvantaged Business Enterprise (DBE) program for the Port of Port Townsend, a DOT/FAA requirement for all AIP supported projects exceeding \$250,000, which will ensure that small businesses owned and controlled by socially and economically disadvantaged individuals are provided a fair opportunity to compete for federally funded contracts involving the JCIA.
3. Any AIP grant assistance received will be used for direct costs associated with implementation of the project referenced above.
4. Upon consultation with the Port's Director of Finance and Administration, S. Abigail Berg, the Commission of the Port of Port Townsend has concluded, and hereby assures the FAA, that local matching funds are available and have been authorized for the above-referenced element of New Connector Taxiway A3, Install Signs Project.
5. This Resolution becomes part of a formal application to the FAA for AIP grant assistance.

6. The Commission provided an opportunity for public comments on this grant application during its July 12, 2023 regular meeting, has given fair consideration to the interest of residents in proximity to the project area, has ensured that affected parties that use the JCIA have been informed and consulted during the development of the taxiway project, and will continue to inform and consult with affected parties during the work conducted under this AIP grant.

ADOPTED this 12th day of July 2023, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

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



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Name, Vessel	Department	Amount	Reason for write off
Barrett Wilson	Point Hudson	\$435.95	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
Jeffery Labanc	Boat Haven	2,255.46	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
Blake Davis Aero	Herb Beck Marina	3,744.35	Vessel went through debt process, public auction, no bids. Slated for demolition.
Josh Carey	Boat Haven	3,196.74	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
Kevin Thompson	Boat Haven	2,265.99	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
Jerrid Hensley	Boat Haven	1,246.34	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
	Total	\$13,144.83	

Approved on July 12, 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	July 12, 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. A. May 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 Memorandum2. Financial Report3. Notes

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/1/2023
TO: Commission, Executive Staff
FROM: Abigail Berg, Director of Finance & Administration
SUBJECT: May 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:

Jefferson County Int'l Airport	Budget/Planned		YTD
Runway Rehabilitation ^(a)	\$	-	\$ 15,166
2nd Connector Taxiway - design	\$	90,000	\$ 97,589
2nd Connector Taxiway - construction	\$	556,000	\$ -
FEMA - Storm Damaged Asbestos Roof ^(b)	\$	-	\$ 960
Boat Haven			
Main Breakwater Repairs	\$	400,000	\$ 3,489
Stormwater Treatment Compliance	\$	450,000	\$ 41,337
Moorage/Yard Office	\$	150,000	\$ 103,171
Northwest Yard Expansion	\$	200,000	\$ 1,125
West Yard Expansion	\$	80,000	\$ 27,817
Sperry bldg. #5 TAKU	\$	25,000	\$ 926
Sperry Bldg. #7 KEY CITY	\$	25,000	\$ 926
Bldg. Fac. Presrv - Enviro Roof/Ext. Paint-Bathrm Ext. Paint	\$	25,000	\$ 7,156
FEMA - Pavement Repairs ^(c)	\$	-	\$ 46,744
Point Hudson			
Breakwater Replacement	\$	6,000,000	\$ 1,992,936
FEMA - Emergency Repairs	\$	-	\$ 93,911
Quilcene			
Herb Beck Dredge	\$	20,000	\$ 3,487
Other Projects			
Portwide Dock Reno - (City Dock/Union Wharf)	\$	250,000	\$ 119,157
Portwide Yard/Prkg/RV Rsrfcg (Long Term Yard Rehab)	\$	75,000	\$ 122,103
Gardiner Boat Launch w/seasonal float	\$	110,000	\$ 23,134
Clean Vessel Boat build & pump outs	\$	-	\$ 121,393
San Juan Grocery Prop. Enviro Assessmt ^(d)	\$	100,000	\$ 12,504
Short Farm purchase ^(e)	\$	1,400,000	\$ -
Water Walk feasibility ^(e)	\$	300,000	\$ -
Total	\$	10,256,000	\$ 2,835,031

Non-projects

DNR – Vessel Destruction	<u>\$ 17,083</u>
--------------------------	------------------

2023 Capital Purchases or Contracted Capital ServicesEquipment/Vehicle replacement (total \$175,000)

(2) ½ Ton pick-up trucks	\$ 70,000	\$ 94,456
1 Ton pick-up truck	65,000	58,814
Dump trailer	25,000	0
Gator (PH)	15,000	0
Zodiac Pro boat ^(f)	0	29,106
Total Capital Purchases or Contracted Capital Services YTD	<u>\$ 175,000</u>	<u>\$ 182,376</u>

Notes to Expenditures listed above

- (a) As of early June, all three (3) FAA grant close-outs were completed for this project. This expenditure is the final payment to Reid Middleton for that work.
- (b) Enduris has reimbursed the Port for 97%, or \$139,541, of the JCIA Storm Damaged Asbestos Roof, and FEMA will pay 90%, or \$4,500, of the insurance deductible (which was \$5,000). Costs were incurred in 2021 and 2022.
- (c) The Port was reimbursed in March 2023 by FEMA for 90% of the costs for this emergency work on the Boat Haven Pavement Repair for \$65,051. Repairs commenced in 2022.
- (d) Technically, the assessment of the San Juan Grocery property is not a capital expenditure; it is a feasibility study to determine the likelihood of further development. However, it is a project being tracked.
- (e) These are projects added since the 2023 budget was adopted in November 2022.
- (f) It was determined the Zodiac would be a better purchase for Port staff use since the conversion of the Munson boat into the Pump-out Skiff.

<u>Ending Cash Balances YTD</u>	<u>2023</u>	<u>2022</u>
Reserved Cash & Investments – Other*	\$ 3,578,789	\$ 2,798,570
Reserved Cash & Investments – IDD	6,100,531	3,491,725
Unreserved Cash & Investments	1,815,449	1,949,553
Total Cash & Investments	<u>\$ 11,494,769</u>	<u>\$ 8,239,848</u>

*Other Reserves detail:

	<u>Current balance</u>	<u>Target balance</u>
Unemployment Reserve	\$ 10,000	na
Operating Reserve (a)	1,331,716	\$ 1,623,095
Boat Haven Renovation Reserve (b)	438,851	na
Emergency Reserve	500,000	\$500,000
Port-Wide Capital Reserve (c)	1,298,222	na
Total Other Reserves	<u>\$ 3,578,789</u>	

- (a) The target for the Operating Reserve is 25%, or three (3) months, of operating expenses, per current budget. The above target is based on the 2023 Operating 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>\$ 3,929,263*</u>	

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

2021 LTGO Line of Credit

date	draw no.	Beginning Balance	Payments	Ending Balance	Interest paid to date
Nov-22	1st draw	\$ 2,633,967	\$ 290,802	\$ 2,343,165	\$ 12,588
Dec-22	2nd draw	\$ 1,189,677	\$ 132,932	\$ 1,056,745	\$ 3,893
	totals	\$ 3,823,644	\$ 423,734	\$ 3,399,910 *	\$ 16,481

Note: These are principal amounts only; the first payment listed above was made in March. Interest payments are calculated just prior to loan due dates.

There have been no additional LOC 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 increases to 1.65% thereafter through the end of bond term.

DISCUSSION

As requested by the 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 May 2022	YTD May 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
OPERATING REVENUES						
Boat Haven Moorage	777,401	830,702	53,301		823,901	6,801
Yard Operations	1,140,685	1,262,099	121,414		1,155,479	106,620
Boat Haven Properties	357,210	422,205	64,994		383,052	39,153
Pt. Hudson Marina, RV & Prop	629,545	567,370	(62,175)		594,277	(26,907)
Quilcene Marina & Prop	68,712	82,780	14,068		71,536	11,244
Launch Ramps	13,376	11,316	(2,059)		14,945	(3,629)
Jeff Co Intl Airport	73,289	81,085	7,796		75,234	5,851
(Incr.)/Decr. In Accounts Receivable	265,946	263,320	(2,626)		-	263,320
Total Operating Revenues	3,326,164	3,520,877	194,713	a	3,118,424	402,453
OPERATING EXPENDITURES						
Salaries & Wages	1,097,529	1,113,345	15,816		1,175,239	(61,894)
Payroll Taxes	115,288	129,621	14,333		120,502	9,119
Employee Benefits	342,916	357,311	14,395		337,935	19,376
Uniform Expense	10,671	4,347	(6,324)		5,824	(1,477)
Contract Services	104,752	163,620	58,868		124,487	39,133
Legal & Auditing	16,002	14,498	(1,504)		11,430	3,068
Insurance	1,458	975	(483)		-	975
Facilities & Operations	400,486	353,235	(47,251)		296,022	57,214
Utilities	251,044	303,029	51,985		275,660	27,369
Marketing	28,004	50,129	22,125		29,116	21,013
Economic Development	15,000	20,045	5,045		32,500	(12,455)
Travel & Training	9,150	3,255	(5,895)		8,102	(4,847)
Community Relations	537	10,149	9,612		16,000	(5,851)
Total Operating Expenditures	2,392,837	2,523,559	130,721	b	2,432,817	90,742
Net Operating Income (Expense)	933,327	997,318	63,992		685,607	311,711
Other Increases in Fund Resources						
Deposits & Retainage Collected	41,221	26,814	(14,407)		47,124	(20,310)
Taxes Collected	299,103	310,085	10,982		282,878	27,207
Capital Contributions/Grants	13,625	3,225,319	3,211,694		682,283	2,543,036
Debt Proceeds - Line of Credit	-	-	-		-	-
Interest	24,373	187,467	163,093		17,055	170,412
Property & other taxes	2,198,865	2,337,867	139,002		1,956,036	381,831
Misc Other Incr. in Fund Resources	21,388	29,266	7,878		9,498	19,768
Total Other Incr. in Fund Resources	2,598,576	6,116,817	3,518,242	c	2,994,874	3,121,943
Other Decr. In Fund Resources						
Deposits & Retainage Paid	65,296	23,509	(41,786)		28,522	(5,013)
Taxes Remitted	333,563	355,185	21,622		319,650	35,535
Debt Principal & Interest	-	440,215	440,215		-	440,215
Debt Mgmt, Issuance & Misc Exp	40,179	49,777	9,598		450	49,327
Election Expense	17,561	-	(17,561)		-	-
Total Other Decr. In Fund Resources	456,597	868,686	412,089	d	348,622	520,064
Net Incr./(Decr.) in Fund Resources	2,141,978	5,248,132	3,106,153		2,646,252	2,601,880
Net Income (Expense)	3,075,305	6,245,450	3,170,145	e	3,331,859	2,913,591

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

Summary of Fund Resources Uses, May 2023

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

- (a) Overall, Operating Revenues are less than YTD May 2022 by \$194,713, or 6%. This variance is largely due to the increase in Yard revenues, followed by Boat Haven Properties, and Moorage. These gains are tempered by the dip in Point Hudson revenues as a result of the Jetty project. When compared to the YTD budget, Operating Revenues are up by \$402,453, though 65%, or \$263,320, of this is due to decreases in Accounts Receivable which are not budgeted.
- (b) Overall, Operating Expenses increased when compared to 2022 YTD by 6%, or \$130,721. When measuring performance against budget, Operating Expenses YTD are more by 4%, or \$90,742.
- (c) Total Other Increases in Fund Resources increased by 134%, or \$3,518,242, when compared to 2022. 69% of this increase is due to the two (2) Dept. of Commerce grant reimbursements that were received in January for the jetty project; these were expected in December. Together they totaled \$2,435,000. Another variance of note, though not as significant, is the increase in Interest income. The interest rates were increasing slowly 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 90%, or \$412,089. 107% of this increase is directly related to the redemption of 2021 LOC for \$440,215. A similar large variance is evident when comparing to the budget.
- (e) Overall, the difference in 2023 Net Income (Expense) when compared to 2022 is \$3,170,145, or a 102% 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 since we cannot know how the cashflow would occur, just that it would be used as a bridge to the project's grant funding. If we remove this timing difference in 2023 for those two (2) Dept. of Commerce grant reimbursements, this is the result:

	YTD May 2022	YTD May 2023	Variance	notes	YTD Budget 2023	Variance
Net Income (Expense)	3,075,305	6,245,450	3,106,153	e	3,331,859	2,913,591
Less: Commerce Grants (2)	-	(2,435,000)	(2,435,000)		-	(2,435,000)
Net Income (Expense)	3,075,305	3,810,450	671,153		3,331,859	478,591

This shows the actual year-to-year variance as an increase in Net Income (Expense) of \$671,153, and an increase of \$478,591 when compared to YTD budget.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 7, 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. 2024 Budget Schedule and Process		
STAFF LEAD	Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration		
REQUESTED	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Motion/Action	<input checked="" type="checkbox"/> Discussion
ATTACHMENTS	1. Staff Memo 2. Draft 2023 Budget Schedule		

Action: Motion to adopt the 2024 Budget Schedule

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

Page 44 of 59

DATE: 7/7/2023
TO: Port Commission
FROM: Eron Berg, Executive Director & Abigail Berg, Director of Finance & Administration
SUBJECT: 2024 Budget Draft Schedule

ISSUE

Provide the Commission with the draft 2024 Budget Schedule for review and consideration.

BACKGROUND

Each year at this time the Commission is presented with a draft schedule for review and adoption of the subsequent year's operating and capital budgets. The draft 2024 Budget Schedule is to be presented at this meeting.

DISCUSSION

Are there any questions the Commission has on this schedule?

Are there any changes the Commission would like to see to this schedule?

FISCAL IMPACT

NA

RECOMMENDATION

We request the Commission adopt the 2024 Budget Schedule.

Port of Port Townsend 2024 Operating & Capital Budget Development Schedule

*	July 12, 2023	1:00	<i>Draft 2024 Budget Schedule and process discussed and approved at Commission meeting.</i>
	July 24-28, 2023	TBD	<i>Group work sessions with Operations Manager, Harbormaster, and Port Directors to discuss budget.</i>
*	August 9, 2023	9:30	<i>Workshop session - discuss issues, goals & assumptions, with review of YTD June 2023 budget to actual results. Include Operations Manager and Harbormaster to discuss proposed rates and expenses.</i>
	August 14-18, 2023	TBD	<i>Individual budget work sessions with Operations Manager, Harbormaster, and Port Directors.</i>
	August, 2023	TBD	<i>2024 Budget outlook, status, and potential issues discussed with Commissioners individually, as needed.</i>
*	September 13, 2023	9:30	<i>Workshop session - continue discussion of 2024 Budget initiatives, issues, and review revenue projections. County Assessor will attend to present recommended budget, general property tax levy for 2024. May include discussions of IDD levy for 2024.</i>
	September 23, 2023		<i>1st draft of budget and proposed rates posted on Port website, for September 27th Commission meeting.</i>
*	September 27, 2023	5:30	<i>1st draft of budget and proposed rates presented to Commissioners and public for review and discussion.</i>
*	October 11, 2023	1:00	<i>2nd review of draft 2024 budget, proposed rates and changes requested from 1st draft review.</i>
	October 11, 2023		<i>Advertise budget hearings in Leader & PDN, once per week for two (2) consecutive weeks, per RCW 53.35.020</i>
*	October 25, 2023	5:30	<i>1st public hearing on 2024 Budget and requisite resolutions (budget, property tax levy, IDD levy & rates).</i>
*	November 8, 2023	1:00	<i>Continued public hearing on 2024 Budget, as necessary, or adopt final 2024 Budget and requisite resolutions (budget, property tax levy, IDD levy & rates).</i>
*	November 21, 2023	1:00	<i>If 2024 Budget was not adopted previously, adopt final 2024 Budget, including requisite resolutions.</i>
	December 4, 2023		<i>Tax levy resolutions and adopted budget due to Jefferson County, per RCW 84.52.070 and SHB 1309.</i>

* *Commission Meetings*

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	July 12, 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"> • May 2023 Detailed Financials • Contract Update/Lease Brief • Northwest School Wooden Boatbuilding Letter of Thanks • Port Commission Schedule

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

	YTD May 2022	YTD May 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
OPERATING REVENUES						
PTBH - Permanent Moorage	534,507	559,928	25,422		552,000	7,928
PTBH - Liveaboard Fee	7,419	12,495	5,076		8,950	3,545
PTBH - Liveaboard Background Check	120	189	69		-	189
PTBH - Work Float/Lift Pier Usage	3,487	9,159	5,672		3,342	5,817
PTBH - Monthly Guest	98,646	95,810	(2,836)		105,173	(9,363)
PTBH - Nightly Guest	77,685	87,259	9,574		86,899	360
PTBH - Electric	43,417	53,454	10,037		54,650	(1,196)
PTBH - Miscellaneous Revenue	5,543	3,875	(1,668)		2,732	1,143
PTBH - Showers	3,389	3,311	(78)		4,472	(1,161)
PTBH - Restroom Key Fobs	285	89	(196)		630	(541)
PTBH - Laundry	2,578	2,081	(498)		3,193	(1,113)
PTBH - Promotional Sales	124	405	281		100	305
PTBH - Port Labor	145	-	(145)		1,760	(1,760)
PTBH - Kayak Racks	57	2,647	2,590		-	2,647
Boat Haven Moorage	777,401	830,702	53,301		823,901	6,801
Yard - 70/75 Ton Hoist Revenue	142,237	163,203	20,966		137,924	25,279
Yard - 70/75 Ton Yard Revenue	442,629	577,139	134,510		472,628	104,511
Yard - 70/75 Ton Yard Enviro Fee	32,890	33,912	1,023		33,115	797
Yard - 70/75 Ton Yard Electric	20,033	20,897	864		21,420	(523)
Yard - 70/75 Ton Yard Port Labor	4,587	4,759	172		3,209	1,550
Yard - 300 Ton Hoist Revenue	119,423	120,843	1,420		114,707	6,136
Yard - 300 Ton Yard Revenue	231,076	226,384	(4,692)		231,626	(5,242)
Yard - 300 Ton Yard Enviro Fee	9,976	10,719	743		9,350	1,369
Yard - 300 Ton Yard Electric	25,443	21,864	(3,579)		28,017	(6,153)
Yard - 300 Ton Yard Port Labor	5,579	5,181	(398)		4,421	760
Yard - L/T Storage	36,827	(393)	(37,220)		35,250	(35,643)
Yard - Blocking Rent	24,918	22,865	(2,053)		23,781	(916)
Yard - Off Port Property Tarp Fee	-	3,874	3,874		400	3,474
Yard - Washdown Revenue	41,737	45,986	4,249		35,251	10,735
Yard - Bilge Water Revenue	2,678	4,235	1,557		3,025	1,210
Yard - Liveaboard Fee	600	-	(600)		915	(915)
Yard - Enviro Violations & Clean up	-	210	210		170	40
Yard - Miscellaneous Revenue	53	421	368		270	151
Yard Operations	1,140,685	1,262,099	121,414		1,155,479	106,620
PTBH Prop - Lease Revenue	328,515	390,682	62,167		349,690	40,992
PTBH Prop - Fuel Dock Lease	5,903	2,747	(3,156)		6,014	(3,267)
PTBH Prop - Garbage	1,584	1,618	33		5,750	(4,132)
PTBH Prop - Water	12,207	18,306	6,099		11,740	6,566
PTBH Prop - Stormwater	4,043	3,988	(55)		4,258	(270)
PTBH Prop - Electric	(71)	(1,292)	(1,221)		675	(1,967)
PTBH Prop - Storage Unit Revenue	5,028	5,341	313		4,925	416
PTBH Prop - Miscellaneous	-	814	814		-	814
Boat Haven Properties	357,210	422,205	64,994		383,052	39,153
Pt Hudson - Permanent Moorage	64,817	55,793	(9,024)		60,250	(4,457)
Pt Hudson - Monthly Guest	79,688	7,153	(72,535)		54,326	(47,173)

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

Summary of Fund Resources Uses, May 2023

	YTD May 2022	YTD May 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
Pt Hudson - Nightly Guest	55,103	52,163	(2,940)		46,043	6,120
City Pier & Union Wharf Usage	433	5,901	5,468		350	5,551
Cruise Ship Garbage	52	101	49		-	101
Pt Hudson - Monthly R.V.	58,178	43,227	(14,951)		56,012	(12,785)
Pt Hudson - Nightly R.V.	120,811	145,415	24,604		113,737	31,678
Pt Hudson - Kayak Racks	8,934	6,923	(2,011)		6,253	670
Pt Hudson - Electric	13,772	4,111	(9,661)		13,507	(9,396)
Pt Hudson - Reservation Fee	13,181	17,390	4,210		18,347	(957)
Pt Hudson - Liveaboard Fee	5,381	420	(4,961)		9,129	(8,709)
Pt Hudson - Liveaboard Backgrnd Ck	840	810	(30)		945	(135)
Pt Hudson - Showers	2,051	1,656	(396)		1,375	281
Pt Hudson - Laundry	3,851	3,034	(817)		3,698	(664)
Pt Hudson - Passenger Fee	2,134	2,857	723		1,000	1,857
Pt Hudson - Miscellaneous	1,290	262	(1,027)		950	(688)
Pt Hudson - Promotional Sales	376	394	18		300	94
Pt Hudson - Building Leases	176,191	192,101	15,910		184,830	7,271
Pt Hudson - Property Utilities	18,520	19,609	1,089		19,325	284
Pt Hudson - Event Facility Rev	150	3,850	3,700		100	3,750
Pt Hudson - Parking	3,795	3,963	167		3,800	163
Pt Hudson - Keys, & Key Fobs	-	239	239		-	239
Pt. Hudson Marina, RV & Prop	629,545	567,370	(62,175)		594,277	(26,907)
Quilcene - Permanent Moorage	22,165	32,265	10,100		26,219	6,046
Quilcene - Nightly Moorage	650	3,337	2,687		600	2,737
Quilcene - Showers	800	860	60		813	47
Quilcene - Electric	1,407	1,010	(398)		1,377	(367)
Quilcene - Kayak Rack Storage	140	-	(140)		54	(54)
Quilcene - Reservations	176	-	(176)		165	(165)
Quilcene - Recreational Ramp Fees	3,465	3,300	(165)		3,071	229
Quilcene - Commercial Use Fees	5,030	5,400	370		3,400	2,000
Quilcene - Miscellaneous Revenue	581	-	(581)		112	(112)
Quilcene - Lease Revenue	29,169	31,615	2,446		30,080	1,535
Quilcene - Water	5,054	4,599	(454)		5,345	(746)
Quilcene - Empty Trailer Strg	75	394	319		300	94
Quilcene	68,712	82,780	14,068		71,536	11,244
Ramp Fees	11,901	10,325	(1,576)		13,490	(3,165)
PTBH Ramp - Commercial Use Fees	600	630	30		1,081	(451)
PTBH Ramp - Dinghy Float Revenue	875	362	(513)		374	(12)
Ramps	13,376	11,316	(2,059)		14,945	(3,629)
JCIA - Lease Revenue	54,753	59,825	5,071		56,485	3,340
JCIA - Hangar Revenue	16,438	18,673	2,236		16,435	2,238
JCIA - Vehicle Parking Revenue	-	580	580		400	180
JCIA - Aircraft Parking	346	1,269	923		307	962
JCIA - Fuel Lease Revenue	616	438	(178)		658	(220)
JCIA - Electric	1,037	-	(1,037)		719	(719)
JCIA - Miscellaneous Revenue	100	300	200		230	70
JCIA	73,289	81,085	7,796		75,234	5,851
(Incr.)/Decr. In Accounts Receivable	265,946	263,320	(2,626)		-	263,320
Total Operating Revenues	3,326,164	3,520,877	194,713	a	3,118,424	402,453
OPERATING EXPENDITURES						

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

Summary of Fund Resources Uses, May 2023

	YTD May 2022	YTD May 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
Salaries & Wages	1,097,529	1,113,345	15,816		1,175,239	(61,894)
Payroll Taxes	115,288	129,621	14,333		120,502	9,119
Employee Benefits	342,916	357,311	14,395		337,935	19,376
Uniform Expense	10,671	4,347	(6,324)		5,824	(1,477)
Contract Services	104,752	163,620	58,868		124,487	39,133
Legal & Auditing	16,002	14,498	(1,504)		11,430	3,068
Insurance	1,458	975	(483)		-	975
Office/Computer Supplies	14,914	8,428	(6,486)		6,710	1,718
Operating Supplies	56,127	50,215	(5,911)		37,101	13,114
Enviro Materials/Supplies	8,506	1,068	(7,438)		2,894	(1,826)
Tarp Pool Expense	14,742	12,323	(2,419)		8,400	3,923
Empl Recog/Relations	5,287	2,732	(2,555)		2,050	682
Postage	2,112	2,401	289		1,427	974
Janitorial Supplies	6,546	7,651	1,106		10,495	(2,844)
Fuel & Lubricants	22,328	19,355	(2,973)		19,900	(545)
Permits & Licenses	5,256	7,077	1,821		4,489	2,588
Equipment Rental	29,049	30,706	1,657		14,415	16,291
Claims & Damages	5,536	6,091	555		257	5,834
Membership & Dues	14,596	22,671	8,075		15,900	6,771
Bank Charges	70,432	54,513	(15,919)		60,592	(6,079)
Excise Tax	6,329	7,208	879		8,606	(1,398)
Miscellaneous Expense	884	2,354	1,471		833	1,521
Repair & Maintenance Supplies	137,844	118,441	(19,403)		101,953	16,488
Facilities & Operations	400,486	353,235	(47,251)		296,022	57,214
Utilities	251,044	303,029	51,985		275,660	27,369
Advertising (Legal 2018)	9,065	5,810	(3,255)		6,244	(434)
Marketing	16,728	29,297	12,569		19,687	9,610
Promotion	2,211	15,022	12,811		3,185	11,837
Marketing	28,004	50,129	22,125		29,116	21,013
Economic Development	15,000	20,045	5,045		32,500	(12,455)
Travel & Training	9,150	3,255	(5,895)		8,102	(4,847)
Community Relations	537	10,149	9,612		16,000	(5,851)
Total Operating Expenditures	2,392,837	2,523,559	130,721	b	2,432,817	90,742
Net Operating Income (Expense)	933,327	997,318	63,992		685,607	311,711
Other Increases in Fund Resources						
Retainage Collected	-	2,400	2,400		-	2,400
Yard Deposits Collected	1,000	(3,016)	(4,016)		18,110	(21,126)
PTBH Prop Lease Deposits Collected	14,047	1,143	(12,904)		14,000	(12,857)
PH Prop Lease Deposits Collected	8,463	6,799	(1,664)		1,500	5,299
JCIA Prop Lease Deposits Collected	4,086	334	(3,752)		-	334
PH Marina/RV Deposits Collected	13,626	19,154	5,529		13,514	5,640
Deposits & Retainage Collected	41,221	26,814	(14,407)		47,124	(20,310)
Sales Tax Collected	37,441	40,277	2,836		31,253	9,024
Leasehold Tax Collected	260,181	266,928	6,747		249,485	17,443
Hotel/Motel Tax Collected	1,480	2,879	1,399		2,140	739
Taxes Collected	299,103	310,085	10,982		282,878	27,207
Grants - FAA	-	414,376	414,376		428,283	(13,907)
Grants - Dept. of Defense - FEMA	-	65,051	65,051		-	65,051

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

Summary of Fund Resources Uses, May 2023

	YTD May 2022	YTD May 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
Grants - Federal Indirect - Dept. of Interior	13,625	186,147	172,522		182,000	4,147
Grants - WA State	-	2,559,746	2,559,746		97,000	2,462,746
Grants - Jefferson County	-	-	-		(25,000)	25,000
Capital Contributions/Grants	13,625	3,225,319	3,211,694		682,283	2,543,036
Debt Proceeds - Line of Credit	-	-	-		-	-
ARRA Bond Interest Subsidy	16,476	16,476	-		16,000	476
Investment Interest	7,898	170,991	163,093		1,055	169,936
Interest	24,373	187,467	163,093		17,055	170,412
Operating Tax Levy	610,746	621,536	10,790		614,472	7,064
IDD Tax Levy	1,556,393	1,646,907	90,514		1,323,834	323,073
State Forest Revenues	4,280	35,194	30,914		3,500	31,694
State Timber Excise Tax	21,622	28,250	6,628		11,000	17,250
Leasehold Excise Tax	5,825	5,980	155		3,230	2,750
Property & other taxes	2,198,865	2,337,867	139,002		1,956,036	381,831
Finance Charges	10,227	20,244	10,017		9,133	11,111
Other Non-Operating Revenues	11,161	9,022	(2,139)		365	8,657
Misc Other Incr. in Fund Resources	21,388	29,266	7,878		9,498	19,768
Total Other Incr. in Fund Resources	2,598,576	6,116,817	3,518,242	c	2,994,874	3,121,943
Other Decr. In Fund Resources						
Retainage Paid	1,970	-	(1,970)		-	-
Yard Deposits Refunded	61,922	-	(61,922)		23,500	(23,500)
PTBH Prop Lease Deposits Returned	177	18,048	17,871		3,398	14,650
PH Prop Lease Dep. Returned	1,226	5,416	4,189		1,624	3,792
JCIA Prop Lease Dep. Refunded	-	45	45		-	45
Deposits & Retainage Paid	65,296	23,509	(41,786)		28,522	(5,013)
Sales Tax Remitted	25,348	27,035	1,686		19,368	7,667
Leasehold Tax Remitted	306,731	326,361	19,630		298,900	27,461
Hotel/Motel Tax Remitted	1,483	1,789	306		1,382	407
Taxes Remitted	333,563	355,185	21,622		319,650	35,535
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	241	170	(71)		250	(80)
Investment Fees	286	500	214		200	300
Other Non-Oper Exp	39,651	49,107	9,456		-	49,107
Debt Mgmt, Issuance & Misc Exp	40,179	49,777	9,598		450	49,327
Election Expense	17,561	-	(17,561)		-	-
Total Other Decr. In Fund Resources	456,597	868,686	412,089	d	348,622	520,064
Net Incr./ (Decr.) in Fund Resources	2,141,978	5,248,132	3,106,153		2,646,252	2,601,880
Net Income (Expense)	3,075,305	6,245,450	3,170,145	e	3,331,859	2,913,591

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 7/6/2023
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: July 12, 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 **40** land leases, **40** building leases, **38** rentals.

DISCUSSION

Leases expiring in 2023:

- Aurora Aircraft Fuel Concession Lease, exp 12/31/23, no options remain

New Agreements:

Lease/Rental Amendments:

- University of WA, Sea Grant, added additional 100 sf of storage space

Exercising Options:

- Scow Bay – exercised one and only 3-year option. 10/2/23 – 9/30/26

Assignments/Assumptions:

Terminated/Expired Agreements:

- Johnson Fabrication

License & Use Agreements:

- Marine Science Center, Union Wharf – “Guenther” whale display, auto renewal

July Rent Increases:

- **CPI Increase (9%):** H-Hangar Corp; Site G-Hangar Condo; PT Aircraft Services; NW School of Wooden Boatbuilding; EDC Team Jefferson; Shannon Partners (Sea Marine) PH Land Lease; Hudson Point Café
- **Market Rate Increase:** NW Maritime Center PH Land Lease; Hudson Point Café and the two small offices
- **Step Increase:** Marina Café; Octopus Gardens Dive

Miscellaneous:

- Currently negotiating with the Dept. of Enterprise Services on lease terms for the Dept. of Fish & Wildlife, for effective renewal date of April 1, 2024.
- Negotiating a rental agreement with Haven Boatworks on the former Johnson Fabrication space. (Mike Johnson left with no notice to the Port, apparently selling some or most of his assets to Haven Boatworks.) Haven currently occupies the front half of the building and looks to occupy the entire building.
- Waterline Boats/Helmsman Trawlers is searching for a larger office space at Boat Haven or Point Hudson.

ATTACHMENTS

1. 2023 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY		JULY 2023		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/MR 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	64.99	Mo/Mo	6/1/2024	228 sf additional land for storage adjacent shop. 30 day notice for increases.
Armstrong Consolidated LLC (Washington)A6:B4	10,079.68	Mo/Mo	1/1/2024	30-day notice for rate increases.
Armstrong Consolidated LLC (Washington)	495.39	Mo/Mo	1/1/2024	Additional space upstairs.
Armstrong Consolidated LLC (10th St)	3,140.29	8/31/2024*	9/1/2023	Assignment.* Exercised last 1-yr option, exp 8/31/24. Most likely wants new lease.
Armstrong Consolidated LLC (10th St land)	730.08	Mo/Mo	9/1/2023	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.
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	911.27	Mo/Mo	7/1/2024	2nd floor Nomura Bldg (767 sf). 30--day notice for rent increases. CPI applied
Fine Yacht Interiors	1,423.59	5/31/2025*	6/1/2024	*One 3-yr option remains. Exercised 2nd option 6/1/22-5/31/25. 4% max CPI
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	5/1/2024	30-day notice for increases. (M/V Tally Ho project-up to 2 yrs.)
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	9/1/2023	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	Johnson vacated 6/30/23. Rent-free access to Haven 7/1-7/31/23. RA begins 8/1/23.
Katz, Alan	988.26	Mo/Mo	6/1/2024	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.
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.
NW Maritime Center (Marine Thrift)	665.31	1/31/2024*	2/1/2024	*One-1-yr option remains.
NW School of Wooden BoatBuilding	606.22	6/30/2026*	7/1/2024	*One 5-yr option available. 25% of prevailing rate. Amend 1 adds non-exclusive kitchen use. CPI applied
Octopus Gardens Diving	1,232.00	6/30/2026	7/1/2024	24 mo. stepped rent to achieve market rate. Step applied
Olympic Boat Transport LLC	54.72	Mo/Mo	2/1/2024	Relocated crane next to Pete's Marine.
Pete Stein & Compass Woodwork	107.17	Mo/Mo	6/1/2024	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	915.65	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	5/1/2024	Seasonal use-back in Nomura Office.
Sands, Guy & Kim (PT Brewing Co.)	3,746.09	5/31/2026*	6/1/2024	*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	9/30/2026	10/1/2023	Land lease-temporary structure. Exercised only 3-year option, 10/1/23-9/30-26
Sea J's Café (Estate of Florence Jevne)	1,220.74	Mo/Mo	6/1/2024	Mo/Mo Building & Land agreement.
Sitewise Design PLLC	174.65	Mo/Mo	6/1/2024	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)	659.20	12/31/2026	7/1/2024	5-year lease, stepped rent to achieve MR in 18 mos. Deposit in full. Step applied
Takaki, Jennifer (Marina Café)	106.92	Mo/Mo	10/1/2023	396 sf outdoor dining ara. CPI applies.
The Shop Cooperative	5,979.83	5/31/2026*	6/1/2024	*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	363.44	Mo/Mo	4/1/2024	Office 2-E, Nomura Bldg. Added 100 sf storage space.
U. S. Coast Guard	5,570.38	7/30/2024	10/1/2023	Annual leaseA29:E56 renewal & step increases. SLA 003 extends lease 10 mos thru 7/30/24.

Point Hudson - PROPERTY	JULY 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 1-yr option thru 7/31/24. Wants new lease
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	7/1/2024	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.
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.
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.	398.94	5/31/2024*	6/1/2024	Armory Bldg. *One 1-yr option remains: 6/22 , 6/23 , 6/24.
Hudson Point Café	1,727.14	6/30/2025*	7/1/2024	Main Bldg. *One 5-yr option available. CPI applied
Hudson Point Café Office #10, Main Bldg.	283.80	Mo/Mo	7/1/2024	Main Bldg. Restaurant view office. MR applied
Hudson Point Café Office #8	270.60	Mo/Mo	7/1/2024	Main Bldg. Restaurant storage, non-view office. MR applied
Hudson Point Café	117.73			Main Bldg - common area fee-restroom cleaning/stocking
Impact Naval Architects, LLC	279.50	Mo/Mo	12/1/2023	Upstairs office, N. half PH Duplex.
Marine Resources Consultants Inc.	514.44	9/30/2024*	10/1/2023	Armory Bldg. *Used last option.
Marine Science Center	105.00/yr	auto-renew	N/A	Use of Union Wharf for "Guenther" whale display. One-time license fee.
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	1,444.50	6/30/2051	7/1/2024	Former Landfall site-plan to build 3000 sf classroom. MR applied
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.
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)	2,556.36	6/30/2027	7/1/2024	Ground lease for SEA Marine facility. CPI applied
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 date
Washington Dept of Fish & Wildlife	15.32	Mo/Mo	6/1/2024	Small storage area in Sail Loft for spare boat motor.
Whittiker, LLC	\$ 275.88	Mo/Mo	8/1/2023	Office #1, Main Bldg., Point Hudson. 30 day notice for increases

JCIA - PROPERTY	JULY 2023			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,159.05	11/20/2045	12/1/2023	Land lease. Hangars 'E' & 'F'.
Aurora Aircraft Maint & Restoration	547.57	10/31/2026*	11/1/2023	*One 5-yr option remains.
Aurora Aircraft Maint & Restoration		12/31/2023	N/A	Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease.
Broderson, Dennis	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.	610.88	6/9/2047	7/1/2024	Land lease. CPI applied
Grandy, Richard	189.84	7/26/2057	3/1/2024	Land lease. Hangar '4-A'.
H-Hangar Corp., Inc.	567.84	6/22/2049	7/1/2024	Land lease. CPI applied
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.
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 (8¢/sf)
Morrison, Neil/Lark Leasing	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-North'.
Morrison, Neil	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-South'.
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.
Port Townsend Aero Museum	369.40	7/31/2052*	5/1/2024	*One 25-yr opt. Museum bldg-land lease (expan.).
Port Townsend Aero Museum	635.38	7/31/2052*	5/1/2024	*One-25 yr option. Maintenance bldg-land lease.
Port Townsend Aero Museum	252.64	4/30/2053	5/1/2024	M' Hangar. Separate land lease.
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2024	T-hangar pad, T-400(S).
Port Townsend Aircraft Services	319.47	6/30/2035*	7/1/2023	*Two 10-yr options. CPI applied
Pratt Sr., David	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-401(N). 2023 adopted rate applied (8¢/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'.

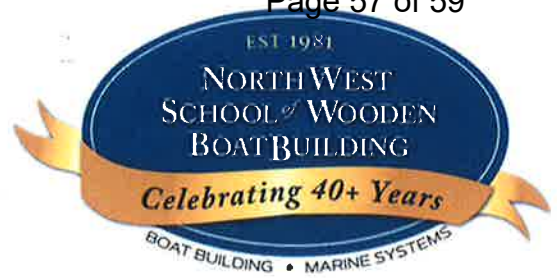
PORT OF PORT TOWNSEND LEASE LISTING

QUILCENE - PROPERTY	JULY 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.



RECEIVED
JUN 29 2023
Port of Port Townsend
Administration Office

June 1, 2023



Dear Eron,

Thank you so much for the Port of Port Townsend's support at our recent *Hull Raiser: Boat School Bash & Fundraiser*. **You helped us achieve something very special.** We've done the tally and with your support the Boat School community raised over \$140,000 for its education programs at the event!

It was a night filled with fun and laughter, great food and drinks, old and new friends, and a deep community spirit. Funds raised at this event help students write their own scripts: from high school graduates just learning a new skill to career changers and veterans looking for a new path. Your gift allows students to craft their future!

Thank you for your donation of:

Certificate for 1 round-trip haulout

The School's Tax ID #91-1122839.

With deep appreciation for your commitment to our students, to craftsmanship, and to community.

Sincerely,

Betsy Davis

**Betsy Davis, Executive
Director**

Northwest School of
Wooden Boatbuilding
42 N. Water Street
Port Hadlock, WA 98339



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

Date/Time		Item/Topic	Location	Absent
Wed., July 24-26		WPPA Commissioners' Seminar	Alderbrook	PH
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 Report IDD Quarter 2 Report Capital Projects Quarter 2 Update	Pav	
Wed., Aug 23	Meeting	CANCELLED		
Wed., Sept. 13 9:30 am	Workshop	2024 Budget - County Assessor presents recommendations for regular property tax levy and IDD tax levy WPPA, Governance and Management Guide – Chapter 6 Economic Development	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 2024 Budget with CIP and Proposed Rates Contract Update	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 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) Contract Update/Lease Brief	Pav	

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

Wed., Nov. 16 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Tues., Nov. 21 1 pm	Meeting	Adopt 2024 Budget (and rates, resolutions), if not adopted in previous meeting Qtr. 3 IDD Levy report Contract Update	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	