

**Commission Meeting  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, August 9, 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. Consent Agenda
  - A. Approval of Minutes from July 12, 2023 Workshop and Regular Business Meeting and Workshop Minutes June 14, 2023 .....3-11
  - B. Approval & Ratification of Warrants .....12-42
  - C. Resolution 796-23 Authorizing Warrant Cancellation .....43-44
  - D. Authorize Amendment No. 2 for Gardiner Boat Ramp Reid Middleton Contract....45-49
  - E. Authorize Amendment No. 1 for Sims Way Gateway Plan Implementation and Boat Yard Expansion SCJ Alliance Contract.....50-59
  - F. Accounts Receivable Write-off/Collection Register ..... 60
- V. Second Reading ~ none
- VI. First Reading ~ none
- VII. Regular Business
  - A. June 2023 Year-to-Date Financials .....61-71
  - B. Quarter 2, 2023 IDD Levy Project Funding Report.....72-75
  - C. Point Hudson Jetty Update.....76
  - D. Follow up on Quilcene Report from Morning Workshop .....77
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meetings
  - Regular Business Meeting Wednesday, August 23, 2023 at 5:30 p.m. is cancelled.
  - Workshop and Regular Business Meeting on Wednesday, September 13, 2023 at 9:30 a.m. and 1 p.m.
- XI. Executive Session
- XII. Adjournment

<u>Informational Items</u> .....	78
• June 2023 Detailed Financials .....	79-82
• Contract Update/Lease Brief .....	83-88
• Puget Sound to Pacific RAISE Grant Success.....	89-129
• Port Commission Schedule .....	130-131

## PORT COMMISSION WORKSHOP MEETING – Wednesday, June 14, 2023

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

Present: Commissioners Petranek and Hasse with Commissioner Hanke excused.  
 Deputy Director Toews  
 Director of Finance and Administration Abigail Berg  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Capital Projects Engineer Dave Nakagawara  
 Operations Manager Sparks  
 Environmental Specialist Kimberlie Webber  
 Port Recorder Sanders

### I. CALL TO ORDER (Rec. 00:01:37)

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

### II. BOAT HAVEN STORMWATER IMPROVEMENT PROJECT (Rec. 00:02:40)

Director of Capital Projects and Port Engineer Matt Klontz gave a project update/presentation. Topics covered were the background, project drivers, challenges, two conceptual design alternatives, systems in other Port jurisdictions, estimated cost (construction \$5,168,000 and annual maintenance \$39,569), and proposed timeline (now estimated to be 2025).

Consultants assisting with the stormwater project Samantha Karpa and Ross Dunning of Kennedy Jenks were present. They assisted in responding to questions.

Commissioners: Discussion and questions related to location, additional staffing needed to maintain the system, and methods of collecting metals and contaminants going into the system. There was recognition of the notable benefits to the location in Alternative 2, including providing access to the location as an educational community resource.

### III. WPPA, GOVERNANCE AND MANAGEMENT GUIDE –CHAPTER 4 FINANCE & COMPLIANCE (Rec. 01:21:40)

Commissioners Hasse and Petranek discussed Chapter 4 in light of their attendance (along with Director of Finance and Administration Abigail Berg) at the June WPPA Finance & Administration Seminar. They spoke of grants, loans, and funding opportunities as well as the many resources available through the State Auditor's office including guidance on green energy grants and tax credits. They recognized the importance of communicating to the public the larger story of planning and budgeting capital projects as well as the need to seek funding beyond the IDD tax levy. There was a review of the WPPA guide sample budget calendar and questions about the value of Port property.

Regarding capital projects, Staff referred to strategic planning updates given at the annual retreat and also guidance in the Climate Action Plan and Comprehensive Scheme. Staff also recognized when the Commission adopts its capital budget and any amendments, the scheme is amended. There was interest in exploring a way to track/report capital project amendments.

IV. ADJOURNMENT (Rec. 02:00:57): The meeting adjourned at 11:30 a.m., there being no further business before the Commission.

ATTEST:

\_\_\_\_\_  
Peter W. Hanke, Secretary

\_\_\_\_\_  
Pamela A. Petranek, President

\_\_\_\_\_  
Carol L. Hasse, Vice President



# PORT COMMISSION WORKSHOP MEETING – Wednesday, July 12, 2023

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

Present: Commissioners Petranek and Hasse with Commissioner Hanke excused.  
 Executive Director Eron Berg  
 Deputy Director Eric Toews  
 Director of Capital Projects and Port Engineer Matt Klontz  
 Capital Projects Engineer Dave Nakagawara  
 Operations Manager Chris Sparks  
 Harbormaster Kristian Ferrero  
 Port Recorder Joanna Sanders

## I. CALL TO ORDER (Rec. 00:01:37)

Commissioner Petranek called the meeting to order at 9:34 a.m.

## II. WEST BOATYARD EXPANSION ALTERNATIVES (Rec. 00:05:00)

Director of Capital Projects and Port Engineer Matt Klontz distributed handouts and drawings reflecting a partial expansion in Option 2 and a full expansion in Option 4 (a wetland expansion and estuary).

Deputy Director Eric Toews spoke to the goal of completing a CERB feasibility study to expand the yard to increase capacity and usability. He reviewed the work ahead to understand the critical areas limitations and wetland delineation in light of Sackett v. EPA. Wetlands previously under federal authority would now be either U.S. Army Corps of Engineers or the City as lead agency and may be more stringent than federal regulations. Another option was eliminated by the stakeholder group that involved filling the larger wetland, was complex involving multiple jurisdictions in rerouting the trail, and would have resulted in a lower return on investment for the Port. A related challenge is where to site the stormwater infrastructure. He described widening the road to maintenance and the subarea to the maintenance facility for the placement of derelict vessels until demolition. The work would involve re-ballasting the lumberyard and local permitting.

Executive Director Eron Berg asked for Commission input on Option 2 if funding is available. A stakeholder concern on an expansion was from neighboring property owners. He noted the Puget Sound to the Pacific Partnership with the City of Port Angeles as lead agency secured RAISE planning grant dollars for Larry Scott Trail connector trail work to the Park and Ride (10% predesign and cost estimating).

Commissioners: Discussion and questions related to the property boundary and evaluation of the cost versus opportunity. There was support for expansion via Option 2 if funding were available with the potential to move toward Option 4.

## III. WPPA COMMISSIONER SEMINAR JULY 24-26 AGENDA DISCUSSION ITEM (01:00:41)

Commissioners: In preparation for the WPPA session by Ports of successes and challenges over the last year, Commissioner Petranek solicited input and recorded responses. Successes noted were the triple bottom line, Point Hudson's north jetty replacement, support and alignment of community/commission/staff on organizational structure, Short Farm acquisition and how the project came forward, voter approval of the IDD and leveraging the funding for transformation, public and leadership trusting staff to do the work, and perseverance. Noted challenges were sea level rise, the intimidating costs of capital projects, and keeping up morale as well as continued community, public and Commission moving in the same direction.

IV. WPPA, GOVERNANCE AND MANAGEMENT GUIDE –CHAPTER 5 CHAPTER 5  
PORT OPERATIONS (Rec. 1:21:40)

Commissioners: Commissioner Hasse led a discussion of Chapter 5. Noteworthy were the following: the distinction between lines of business and traditional government activities, ways to measure Port performance, and structuring of moorage rates. A suggestion for this year's budget document was to include a clearer way to see our return on investment for multiple locations.

Executive Director Eron Berg explained our Port's comparative performance, noting there are also activities where we lose money (public trail, restrooms, etc.) that tax revenues support. He recognized airport public engagement is desired and said a new masterplan is due to begin in 2024. Regarding rates, he referenced the multiple factors involved in how we set rates.

V. ADJOURNMENT (Rec. 01:42:50): The meeting adjourned at 11:14 a.m., there being no further business before the Commission.

ATTEST:

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

\_\_\_\_\_  
Carol L. Hasse, Vice President

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

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

Present: Commissioners Petranek and Hasse with Hanke excused  
 Executive Director Eron Berg  
 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. 00:00:09)  
 Commissioner Petranek called the meeting to order at 1:00 p.m.

**Unanimous approval of motion that Commissioner Hanke's absence be excused.**

- II. APPROVAL OF AGENDA (Rec. 00:01:19)  
 The agenda was approved by unanimous consent with the removal of Item E to regular business for Resolution #795-23, Authorizing Execution of Grant Agreements to Support the New Connector Taxiway A3 at the Jefferson County International Airport.

- III. PUBLIC COMMENTS – GENERAL (Rec. 00:02:44)  
 There were none.

- IV. SPECIAL PRESENTATION: Recognition of 10 Years of Service Donna Frary (Rec: 00:03:23)  
 Director of Finance and Administration Abigail Berg spoke of Donna Frary, the Port's Accountant - Payroll/Accounts Payable, and her years of experience, quality work, reliability, attention to detail, and her customer service skills.

- V. CONSENT AGENDA (Rec. 00:07:10)
  - A. Approval of Minutes from June 14, 2023
  - B. Approval & Ratification of Warrants
    - Void of Warrant #065277 in the amount of \$31.73
    - Warrant #067035 through #067038 and electronic payments in the total amount of \$128,828.09
    - Warrant #067039 through #067093 in the amount of \$164,169.62
    - Warrant #067094 through #067099 and electronic payments in the total amount of \$249,633.50

Warrant #067100 through #067157 in the amount of \$88,351.32

Electronic payment in the amount of \$9,304.31

- C. Resolution 793-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal of
- D. Resolution 794-23- Modifying the amount of the Auditor's Revolving Fund
- E. Accounts Receivable Write-Off Collection Register

**The Consent Agenda was approved as written by unanimous consent.** Director of Finance and Administration Abigail responded to Commissioner question about modifying the amount in the Auditor's Revolving Fund. There were also questions about the warrant expenses for the Daily Journal of Commerce, marine assist, and marine vacuum service.

VI. SECOND READING - None

VII. FIRST READING - none

VIII. REGULAR BUSINESS (Rec. 00:12:29)

A. May 2023 Year-to-Date Financials (Rec. 00:12:29)

Director of Finance and Administration Abigail Berg noted the capital budget reporting format was changed to make it more understandable. Project expenses to date were \$2.3 million, which was primarily the jetty project. Under capital purchases, the Zodiac pro boat was purchased to replace the Munson boat which was retrofitted to be the pump out skiff. Cash and Investments increased by \$3.2 million and the Port's overall cash position is strong. As of May, there are no debt service obligations. Ms. Berg also led a review of the comparative year-to-date report.

Commission: There were requests for clarification about the first taxiway connector versus the taxiway A3 design and questions about JCIA expenses. Staff fielded questions and comments about vessel relocation during the jetty project and the notes versus expense on the FEMA storm damage. There were suggestions to have three columns with one showing the origin of funds and to increase launch ramp revenues with an ad "it's time to get your launch ramp passes."

B. Review and Approve 2024 Budget Schedule and Process (Rec. 00:41:40)

Director of Finance and Administration Abigail Berg reported the schedule remains the same with only the dates changing to reflect the current year. There was Commission interest in a future discussion of Strategic Planning.

**There was unanimous approval to adopt the 2024 Budget Schedule as presented.**

- C. 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 Authorized. (Rec. 00:45:29)

Director of Capital Projects and Port Engineer Matt Klontz presented the engineering document that programmed and planned the airport taxiway connector. The cost is more

than originally estimated due to drainage challenges, but funding is secured to address those drainage issues.

Commission: There was a desire for a sustainable revenue stream at JCIA to fund required maintenance instead of using \$43,550 in Net Operating Income. Executive Director Eron Berg suggested either building an industrial park at the airport or building more rentable hangars. The Bipartisan Infrastructure Law (BIL) funding was earmarked for replacement of the fueling system next year, so it could not be used for the taxiway project.

**Unanimous approval of a motion to approve 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.**

- D. Commission Authorization to Award Bid and Execute Contract for the New Connector Taxiway A3, Install Signs Project (Rec. 01:17:40)

Director of Capital Projects and Port Engineer Matt Klontz presented the staff report. The Federal Aviation Administration and WSDOT will fund 95% or \$827,449 of the project.

**Unanimous approval of a motion to award the \$721,096.45 contract to Seton Construction. Unanimous approval of a motion to authorize the Port Director to enter into a contract with Seton Construction.**

IX. STAFF COMMENTS (Rec. 01:23:08)

Executive Director Eron Berg: *Gunther*, the whale skeleton was delivered to Union Wharf and should be complete in the next ten days. Floats at Union Wharf were re-galvanized and other maintenance done to City Dock. In July and August, a group of divers would move the marine life back to the north jetty. A crane barge will arrive on the Point Hudson waterfront before Wooden Boat Festival. He and Eric Toews met with Senator Patty Murray on the Boat Haven breakwater project.

Deputy Director Toews: The Port should receive a response to the Economic Development Administration grant application for a variable travel lift by the end of summer. Staff had a feedback interview on the lost MARAD grant application for the fixed width lift. With limited funding available in the highly recommended category, the application could be strengthened with a larger focus on return on investment, productivity, and efficiency. There are also no threshold eligibility requirements for Ports. Contamination at F Street and San Juan was pretty significant and extends to the Northeast corner as well.

Director of Finance and Administration Abigail Berg reported working on renewal applications for underground storage tanks at the airport. The two (2) year financial statement audit, one (1) year federal audit, and two (2) year accountability has begun. The Consumer Price Index was just released today, and the June to June number is 4.6%; this will be used for COLAs in 2024, and also for rates in the budget process.

Director of Capital Projects and Port Engineer Matt Klontz reported he and Dave Nakagawara would attend a City Planning Commission meeting on adopting the Port's north boatyard expansion into the Gateway Master Plan after which the Port can kick off the design of that project. Interviews with consultants on the Sea Level Rise project are on Thursday, July 27. Today at 2pm is the deadline for RFQs on the Herb Beck boat launch replacement. In August, a funding agreement should be available. Regarding a question about the timing of the removal of poplars, staff noted it would be winter or spring 2024 at the latest along with undergrounding of utilities. The expansion and right of way improvements are Phases I and II.

Operations Manager Chris Sparks: The foundation for the moorage office is complete and sewer and water connections should be finished by the first week of August. The Quilcene facility water system required a new water line and conduit with pumps allowing the system to function. In Boat Haven, the Enviro Centers and bathrooms are being repainted as are the Sperry Buildings.

Lease and Contracts Administrator Sue Nelson: Scow Bay exercised their last three-year option. A Washington Department of Fish and Wildlife lease extension will come forward to the Commission for approval. With Mike Johnson vacating his building, Haven Boatworks assumed the space and will make improvements. The Gathering Place has cleaned out the yard of the duplex at Point Hudson. Staff and Sea Marine continue working on terms for an agreement. PT Rigging is willing to work with the Port to seek green energy grants following successful efficiencies made to their building/operations.

Harbormaster Kristian Ferrero announced there is a lot of traffic coming into the facilities. A part-time pumpout skiff operator position is being advertised. The Point Hudson RV Park and Marina are full. The recreational salmon opening begins this week for 3 days.

X. COMMISSIONER COMMENTS (Rec. 01:57:08)

Commissioner Hasse asked for awareness of how to develop a nice maritime memorial after seeing others in Ketchikan, Wrangell, and Prince Rupert. The City Park at the ferry landing or courthouse lawn might be locations. The North Olympic Development Council is seeking a Recompete grant for better depicting what occurs on the Olympic Peninsula, including the working boatyard. She is involved with the Northwest Maritime Center in re-envisioning the Chandlery as a maritime museum where there is promotion of educational programs and maritime culture. She attended the Intergovernmental Collaborative Group meeting on housing.

Commissioner Petranek: The EDC meeting focused on budget and strategic planning. The next meeting would address the role EDC should play in housing and other local issues and would reference two important City reports on housing and financial sustainability. This Friday's *Our Working Waterfront* features long-term tenant Peter's Marine. The Alaska Chinook fishery opened July 1. Representatives from the State of Maine and a class from the Coastal and Ocean Studies Program will visit the Port October 2 and see how the Port is supporting our fishing fleet. There was a brief discussion of the shared responsibility at the Gardiner Boat Ramp pertaining to the July 4 fireworks.

XI. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 02:13:14)

Next Meetings: Washington Public Ports Commissioner Seminar, July 24-26 (with Commissioners Petranek and Hasse). Public Workshop and Regular Business Meeting on

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

XII. EXECUTIVE SESSION - none

XIII. ADJOURNMENT (Rec. 02:14:56)

The meeting adjourned at 3:15 p.m., there being no further business before the Commission.

ATTEST:

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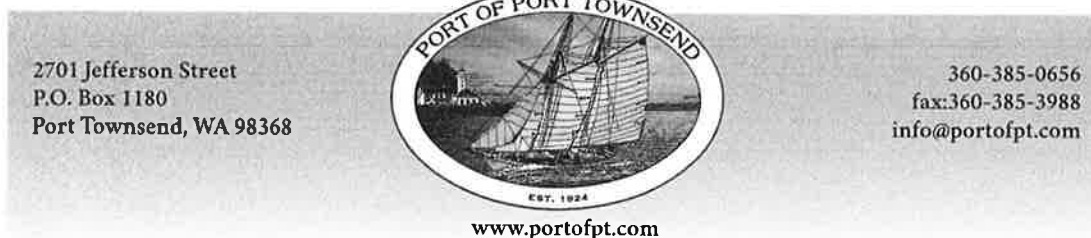
Peter W. Hanke, Secretary

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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. 063277 in the amount of \$79.57 is declared void on this on this 9th day of August, 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

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Journal Posting Date: 7/24/2023

Register Number: MC-000336

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
0000063227	REV 12/23/2020	DLL010			
Check Comment: Lost Warrant reissue 8/9/23					79.57-
CK000006322701					
	12/23/2020	79.57-	0.00		
G/L Account:	721-2900-02	UNIFORM EXPENSE: MOOR		39.79-	
G/L Account:	721-2900-05	UNIFORM EXPENSE: WORK YARD		39.78-	
Check 0000063227 Total:		79.57-	0.00	79.57-	79.57-
Bank W Total:		79.57-	0.00	79.57-	79.57-
Report Total:		79.57-	0.00	79.57-	79.57-

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Port Townsend, WA 98368



360-385-0656  
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info@portofpt.com

www.portofpt.com

## **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 **067039** generated on July 13th, 2023 in the amount of **\$82,077.37 are ratified.**

**Signed and Authenticated** on this **9th** day of **August**, 2023.

For: **Accounts Payable**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

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Commissioner Pete W. Hanke

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S. Abigail Berg, Director of Finance  
And Administration

## Check Register

Journal Posting Date: 7/13/2023

Register Number: CD-001011

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
0000067158	7/13/2023	KEN020	Kennedy Jenks				Check Entry Number: 001
			163163	5/8/2023	54,914.05	0.00	54,914.05
			163911	6/6/2023	27,163.32	0.00	27,163.32
Check 0000067158 Total:					82,077.37	0.00	82,077.37
Report Total:					82,077.37	0.00	82,077.37



## **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 067228 through No. 067233 generated on July 14th, 2023 in the amount of \$33,519.71 and Electronic Payment in the amount of \$205,475.84, for a total amount of \$238,995.55 is **ratified.**

**Signed and Authenticated** on this 9th day of August, 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 067235 through No. 067294, are approved for payment in the amount of \$498,928.57 on this 9th day of August, 2023.

**For: Accounts Payable**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000067234	8/9/2023	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			89762-1	6/14/2023	163.65	0.00	163.65
			90816-1	7/27/2023	853.71	0.00	853.71
Check 0000067234 Total:					1,017.36	0.00	1,017.36
0000067235	8/9/2023	ADD060	Patric Addy				Check Entry Number: 001
			REFUND 7/22/23	7/22/2023	150.94	0.00	150.94
0000067236	8/9/2023	ADL050	Ironclad Environmental				Check Entry Number: 001
			207985-0002	7/28/2023	2,139.58	0.00	2,139.58
0000067237	8/9/2023	AIR070	Airside Solutions, Inc				Check Entry Number: 001
			37628	7/27/2023	1,148.58	0.00	1,148.58
0000067238	8/9/2023	ALL025	Alliant Insurance Services, Inc - NPB Main				Check Entry Number: 001
			2067771	7/17/2023	15,040.00	0.00	15,040.00
0000067239	8/9/2023	ARR010	Arrow Lumber Port Townsend				Check Entry Number: 001
			7/28/23 STATEMENT	7/28/2023	1,770.31	0.00	1,770.31
0000067240	8/9/2023	ARR050	Arrow Launch Service, Inc				Check Entry Number: 001
			REFUND 8/1/23	8/1/2023	2,160.00	0.00	2,160.00
0000067241	8/9/2023	BER045	Eron Berg				Check Entry Number: 001
			7/2023 EXPENSE	7/31/2023	85.05	0.00	85.05
0000067242	8/9/2023	BRO070	William Broughton				Check Entry Number: 001
			REFUND 7/27/2023	7/27/2023	230.30	0.00	230.30
0000067243	8/9/2023	CAR001	Carl's Building Supply				Check Entry Number: 001
			7/31/23 STATEMENT	7/31/2023	371.84	0.00	371.84
0000067244	8/9/2023	CED005	CED				Check Entry Number: 001
			5948-1037094	7/26/2023	3,174.81	0.00	3,174.81
			5948-1039901	7/26/2023	672.06	0.00	672.06
			5948-1040643	7/26/2023	262.66	0.00	262.66
Check 0000067244 Total:					4,109.53	0.00	4,109.53
0000067245	8/9/2023	CIN020	Cintas				Check Entry Number: 001
			5168151214	7/24/2023	284.29	0.00	284.29
0000067246	8/9/2023	CIT001	City Of Port Townsend				Check Entry Number: 001
			7/23 STATEMENTS	7/31/2023	11,683.03	0.00	11,683.03
0000067247	8/9/2023	COA050	Mott MacDonald				Check Entry Number: 001
			107620-09	7/24/2023	11,237.15	0.00	11,237.15
0000067248	8/9/2023	COO050	Cooper Fuel				Check Entry Number: 001
			7/31/23 STATEMENT	7/31/2023	2,069.52	0.00	2,069.52
0000067249	8/9/2023	COW020	Cowling and Co. LLC				Check Entry Number: 001
			1000	4/30/2023	1,881.60	0.00	1,881.60
			1036	5/31/2023	588.98	0.00	588.98
			1037	5/31/2023	2,726.40	0.00	2,726.40
			1038	5/31/2023	1,372.30	0.00	1,372.30
			1072	6/30/2023	2,131.20	0.00	2,131.20
			1073	6/30/2023	2,763.75	0.00	2,763.75
			1074	6/30/2023	1,826.40	0.00	1,826.40
			904	1/31/2023	1,406.60	0.00	1,406.60
			996	4/30/2023	681.60	0.00	681.60
			997	4/30/2023	2,079.30	0.00	2,079.30
			998	4/30/2023	3,427.20	0.00	3,427.20
Check 0000067249 Total:					20,885.33	0.00	20,885.33
0000067250	8/9/2023	DES050	Lark Despain				Check Entry Number: 001
			REFUND 7/24/23	7/24/2023	74.80	0.00	74.80

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
0000067251	8/9/2023	DLL010	D L Logos				Check Entry Number: 001
			063227.2	12/23/2020	79.57	0.00	79.57
0000067252	8/9/2023	EAS070	Ryan Eason				Check Entry Number: 001
			REFUND 7/1/23	7/1/2023	18.00	0.00	18.00
0000067253	8/9/2023	ECO040	EcoLube Recovery LLC				Check Entry Number: 001
			13519072523	7/27/2023	89.00	0.00	89.00
0000067254	8/9/2023	ELL045	Bruce Ellingson				Check Entry Number: 001
			REFUND 7/7/23	7/7/2023	122.13	0.00	122.13
0000067255	8/9/2023	END040	enduris Washington				Check Entry Number: 001
			R24-318-1	7/27/2023	359,113.00	0.00	359,113.00
0000067256	8/9/2023	FER020	Ferguson Waterworks #3011				Check Entry Number: 001
			0009029	7/19/2023	1,131.42	0.00	1,131.42
0000067257	8/9/2023	GIR001	Giraffe Gutters				Check Entry Number: 001
			7/19/23	7/19/2023	2,203.82	0.00	2,203.82
0000067258	8/9/2023	GLO003	Global Diving & Salvage, Inc				Check Entry Number: 001
			137642	7/27/2023	2,763.50	0.00	2,763.50
0000067259	8/9/2023	GUA080	Guardian Security Systems, Inc.				Check Entry Number: 001
			13890199	8/1/2023	196.38	0.00	196.38
			1389196	8/1/2023	114.56	0.00	114.56
			1389197	8/1/2023	278.21	0.00	278.21
			1389198	8/1/2023	545.50	0.00	545.50
			1389200	8/1/2023	196.38	0.00	196.38
Check 0000067259 Total:					1,331.03	0.00	1,331.03
0000067260	8/9/2023	HAS020	Carol Hasse				Check Entry Number: 001
			7/2023 EXPENSE	7/31/2023	411.36	0.00	411.36
0000067261	8/9/2023	HEN002	Henery Hardware				Check Entry Number: 001
			756036	6/26/2023	30.54	0.00	30.54
			756068	6/27/2023	124.33	0.00	124.33
			756094	6/27/2023	63.66	0.00	63.66
			756097	6/27/2023	37.72	0.00	37.72
			756205	6/29/2023	111.25	0.00	111.25
			756221	6/29/2023	20.72	0.00	20.72
			756224	6/29/2023	17.94	0.00	17.94
			756283	6/30/2023	10.89	0.00	10.89
			756294	6/30/2023	57.39	0.00	57.39
			756400	7/3/2023	127.37	0.00	127.37
			756441	7/3/2023	30.54	0.00	30.54
			756514	7/5/2023	32.03	0.00	32.03
			756662	7/7/2023	23.54	0.00	23.54
			756690	7/7/2023	112.35	0.00	112.35
			756711	7/10/2023	19.63	0.00	19.63
			756837	7/11/2023	56.59	0.00	56.59
			756908	7/12/2023	30.53	0.00	30.53
			756943	7/12/2023	4.33	0.00	4.33
			757062	7/14/2023	41.45	0.00	41.45
			757066	7/14/2023	20.71	0.00	20.71
			757200	7/17/2023	40.36	0.00	40.36
			757235	7/17/2023	55.62	0.00	55.62
			757242	7/17/2023	23.31	0.00	23.31
			757245	7/17/2023	25.50	0.00	25.50

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
			757310	7/18/2023	59.52	0.00 59.52
			757373	7/19/2023	53.43	0.00 53.43
			757397	7/19/2023	31.38	0.00 31.38
			757463	7/20/2023	85.45	0.00 85.45
			757535	7/21/2023	54.98	0.00 54.98
			757546	7/21/2023	40.69	0.00 40.69
			757639	7/24/2023	16.34	0.00 16.34
			757685	7/24/2023	110.51	0.00 110.51
			757737	7/25/2023	32.77	0.00 32.77
			757747	7/25/2023	11.10	0.00 11.10
			757751	7/25/2023	67.11	0.00 67.11
			757756	7/25/2023	70.64	0.00 70.64
			757762	7/25/2023	81.03	0.00 81.03
Check 0000067261 Total:					1,833.25	0.00 1,833.25
0000067262	8/9/2023	HEN006	Quilcene Henery's Hardware			Check Entry Number: 001
			7/25/23 STATEMENT	7/25/2023	179.63	0.00 179.63
0000067263	8/9/2023	HRA030	HRA VEBA Trust			Check Entry Number: 001
			YA20407 BB 8/23	8/1/2023	812.42	0.00 812.42
			YA20407 KF 8/23	8/1/2023	852.72	0.00 852.72
Check 0000067263 Total:					1,665.14	0.00 1,665.14
0000067264	8/9/2023	INS070	Insight Strategic Partners, LLC			Check Entry Number: 001
			4901	7/31/2023	6,250.00	0.00 6,250.00
0000067265	8/9/2023	JAM040	Jamestown Networks			Check Entry Number: 001
			10089	8/1/2023	530.00	0.00 530.00
0000067266	8/9/2023	LAN001	Landau Associates			Check Entry Number: 001
			0054963	7/14/2023	4,157.50	0.00 4,157.50
0000067267	8/9/2023	MUR002	Murrey's Disposal Co. Inc.			Check Entry Number: 001
			7/2023 STATEMENT	8/1/2023	10,796.67	0.00 10,796.67
0000067268	8/9/2023	NEU040	James V. Neuman			Check Entry Number: 001
			REFUND 7/20/23	7/20/2023	208.70	0.00 208.70
0000067269	8/9/2023	OLY035	Olympic Peninsula Communications, LLC			Check Entry Number: 001
			34	7/26/2023	2,137.50	0.00 2,137.50
0000067270	8/9/2023	PAP020	Pape Machinery			Check Entry Number: 001
			319045 S	7/14/2023	4,800.39	0.00 4,800.39
0000067271	8/9/2023	PET025	Petrick Lock & Safe			Check Entry Number: 001
			21641	8/1/2023	75.00	0.00 75.00
0000067272	8/9/2023	PET065	Pam Petranek			Check Entry Number: 001
			7/2023 EXPENSE	7/31/2023	704.58	0.00 704.58
0000067273	8/9/2023	PIN010	Pinnacle Investigations Corp			Check Entry Number: 001
			86704	7/30/2023	36.00	0.00 36.00
0000067274	8/9/2023	POR017	Port Townsend Computers			Check Entry Number: 001
			INV-6878	7/20/2023	35.95	0.00 35.95
0000067275	8/9/2023	PUD005	PUD #1 of Jefferson County			Check Entry Number: 001
			7/18/2023 STMNT	7/18/2023	45.83	0.00 45.83
			7/18/23 STATEMENTS	7/18/2023	300.65	0.00 300.65
			7/25/23 STMNT	7/25/2023	550.00	0.00 550.00
Check 0000067275 Total:					896.48	0.00 896.48
0000067276	8/9/2023	QUI090	Quilcene Village Store			Check Entry Number: 001
			16768	6/22/2023	40.52	0.00 40.52
0000067277	8/9/2023	REI002	Reid Middleton Co			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	
0000067278	8/9/2023	RIG060	2307043	7/14/2023	5,762.93	0.00	5,762.93	
			Right! Systems Inc					Check Entry Number: 001
			SI-182144	7/14/2023	2,506.31	0.00	2,506.31	
			SI-182264	7/26/2023	576.44	0.00	576.44	
Check 0000067278 Total:					3,082.75	0.00	3,082.75	
0000067279	8/9/2023	ROL010	Aubri Rollins				Check Entry Number: 001	
			7/2023 EXPENSE	7/31/2023	35.37	0.00	35.37	
0000067280	8/9/2023	SAF001	Safeway, Inc.				Check Entry Number: 001	
			7/21/23 STATEMENT	7/21/2023	2,732.69	0.00	2,732.69	
0000067281	8/9/2023	SCH020	Schaeffer Mfg. Co				Check Entry Number: 001	
			AFG6308-INV1	7/17/2023	277.40	0.00	277.40	
0000067282	8/9/2023	SHO050	Robert Showler				Check Entry Number: 001	
			REFUND 7/15/23	7/15/2023	112.70	0.00	112.70	
0000067283	8/9/2023	SNE020	S-Net Communications				Check Entry Number: 001	
			182799	8/1/2023	581.68	0.00	581.68	
0000067284	8/9/2023	SUN020	Sunrise Coffee				Check Entry Number: 001	
			20230866	7/28/2023	49.25	0.00	49.25	
0000067285	8/9/2023	TOW001	Townsend Electric				Check Entry Number: 001	
			16459	7/24/2023	147.97	0.00	147.97	
0000067286	8/9/2023	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001	
			23-05688	7/31/2023	99.50	0.00	99.50	
			23-05698	7/31/2023	99.50	0.00	99.50	
			Check 0000067286 Total:			199.00	0.00	199.00
0000067287	8/9/2023	VER001	Verizon Wireless, Bellevue				Check Entry Number: 001	
			9939728706	7/15/2023	641.74	0.00	641.74	
0000067288	8/9/2023	WA0501	Employment Security Department				Check Entry Number: 001	
			Q2/2023	6/30/2023	5,118.93	0.00	5,118.93	
0000067289	8/9/2023	WAS003	Washington Public Ports Assn.				Check Entry Number: 001	
			023-480	7/31/2023	425.00	0.00	425.00	
0000067290	8/9/2023	WAS009	WA ST-Depart of Health				Check Entry Number: 001	
			2023 ANNUAL FEES	8/1/2023	248.90	0.00	248.90	
0000067291	8/9/2023	WES006	Westbay Auto Parts, Inc.				Check Entry Number: 001	
			7/25/23 STATEMENT	7/25/2023	2,979.75	0.00	2,979.75	
0000067292	8/9/2023	WES060	West Marine Pro				Check Entry Number: 001	
			7/29/23 STATEMENT	7/29/2023	188.22	0.00	188.22	
0000067293	8/9/2023	WES075	Erik Westman				Check Entry Number: 001	
			REFUND 7/31/23	7/31/2023	66.56	0.00	66.56	
0000067294	8/9/2023	WIN030	Donna Winslow Dombrock				Check Entry Number: 001	
			REFUND 7/24/23	7/24/2023	209.98	0.00	209.98	
			Report Total:		498,928.57	0.00	498,928.57	



## **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 067159 through No. 067162 generated on July 14th, 2023 in the amount of \$6,465.40 and Electronic Payment in the amount of \$117,986.68, for a total amount of \$124,452.08 is ratified.

**Signed and Authenticated** on this 9th day of August, 2023.

**For: Payroll and Benefits**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

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



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

www.portoft.com

## **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 **067163** generated on July 19th, 2023 in the amount of **\$36,181.09 is ratified.**

**Signed and Authenticated** on this **9th** day of **August**, 2023.

**For: Accounts Payable**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

Port of Port Townsend (PTA)

				Bank Code: W - WARRANTS PAYABLE			
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000067163	7/19/2023	AEG010	AEG Atlas, LLC				
		44236		7/19/2023	36,181.09	0.00	36,181.09
				Report Total:	36,181.09	0.00	36,181.09
				Check Entry Number: 001			



## **WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the 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 **067164** through No. **067225** generated on July 21th, 2023 in the amount of **\$308,173.68 are ratified.**

**Signed and Authenticated** on this **9th** day of **August**, 2023.

For: **Accounts Payable**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000067164	7/26/2023	48N010	48 North				Check Entry Number: 001
			104986	7/26/2023	1,779.00	0.00	1,779.00
0000067165	7/26/2023	A&A010	A&A Appliance Service Inc				Check Entry Number: 001
			WO-4523	6/15/2023	358.61	0.00	358.61
0000067166	7/26/2023	A+E001	A+ Equipment Rentals, Inc				Check Entry Number: 001
			90488-1	7/10/2023	41.46	0.00	41.46
0000067167	7/26/2023	A1C050	A-1 Coupling				Check Entry Number: 001
			K24581-001	7/14/2023	598.18	0.00	598.18
			K24581-002	7/14/2023	241.17	0.00	241.17
			K26405-001	7/18/2023	240.39	0.00	240.39
Check 0000067167 Total:					1,079.74	0.00	1,079.74
0000067168	7/26/2023	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			6/30/23 STATEMENT	6/30/2023	869.20	0.00	869.20
0000067169	7/26/2023	ARM030	Armstrong Consolidated LLC				Check Entry Number: 001
			5045	5/18/2023	295.01	0.00	295.01
0000067170	7/26/2023	ARX001	Arcis, Inc				Check Entry Number: 001
			1003365	6/26/2023	727.25	0.00	727.25
0000067171	7/26/2023	BAN005	Bank of America				Check Entry Number: 001
			7/5/23 STATEMENT	7/5/2023	4,418.76	0.00	4,418.76
0000067172	7/26/2023	BEA045	Joseph Bea				Check Entry Number: 001
			REFUND 7/18/23	7/18/2023	133.83	0.00	133.83
0000067173	7/26/2023	BEH045	Lawerence Behmer				Check Entry Number: 001
			REFUND 7/15/23	7/15/2023	182.85	0.00	182.85
0000067174	7/26/2023	BOY020	Charlie Boyte				Check Entry Number: 001
			REFUND 7/15/23	7/15/2023	68.80	0.00	68.80
0000067175	7/26/2023	BRO040	Brother's Plumbing, Inc				Check Entry Number: 001
			91535	3/7/2023	2,742.37	0.00	2,742.37
0000067176	7/26/2023	CED005	CED				Check Entry Number: 001
			5948-1039637	7/6/2023	85.82	0.00	85.82
			5948-1039715	7/6/2023	26.18	0.00	26.18
			5948-1039803	7/12/2023	436.40	0.00	436.40
Check 0000067176 Total:					548.40	0.00	548.40
0000067177	7/26/2023	CEN030	CenturyLink				Check Entry Number: 001
			7/1/23 STATEMENT	7/1/2023	190.00	0.00	190.00
0000067178	7/26/2023	CEN035	CenturyLink				Check Entry Number: 001
			7/8/23 STATEMENTS	7/8/2023	413.57	0.00	413.57
0000067179	7/26/2023	CHE020	Chemoptix				Check Entry Number: 001
			KJ PSDS 3	6/29/2023	600.00	0.00	600.00
0000067180	7/26/2023	CHM030	CSD Attomeys at Law				Check Entry Number: 001
			6/2023	7/20/2023	800.00	0.00	800.00
0000067181	7/26/2023	COO050	Cooper Fuel				Check Entry Number: 001
			7/17/23 STATEMENT	7/17/2023	493.04	0.00	493.04
0000067182	7/26/2023	DAV045	Katy Davis				Check Entry Number: 001
			REFUND 7/15/23	7/15/2023	500.00	0.00	500.00
0000067183	7/26/2023	DEL070	Delta Water Technologies, LLC				Check Entry Number: 001
			172005	6/8/2023	522.50	0.00	522.50
0000067184	7/26/2023	ECO002	EDC Team Jefferson				Check Entry Number: 001
			QTR 3 2023	7/20/2023	10,000.00	0.00	10,000.00
0000067185	7/26/2023	EDE005	Edensaw Woods, LTD				Check Entry Number: 001
			0000622954-001	7/17/2023	33.83	0.00	33.83

## Check Register

Journal Posting Date: 7/26/2023

Register Number: CD-001014

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
0000067186	7/26/2023	EXA030	Examintetics, Inc				Check Entry Number: 001
			391048	7/20/2023	2,075.00	0.00	2,075.00
0000067187	7/26/2023	FER001	Ferrellgas				Check Entry Number: 001
			5007856461	6/26/2023	416.18	0.00	416.18
0000067188	7/26/2023	FIN030	Fine Edge Nautical & Recreational Publishing				Check Entry Number: 001
			109584	7/13/2023	2,550.00	0.00	2,550.00
0000067189	7/26/2023	FRI045	Richard Friend				Check Entry Number: 001
			REFUND 07/13/23	7/13/2023	453.51	0.00	453.51
0000067190	7/26/2023	GOO002	Good Man Sanitation				Check Entry Number: 001
			7/17/23 STATEMENT	7/17/2023	2,941.89	0.00	2,941.89
0000067191	7/26/2023	GRE015	Greentree Communications Co				Check Entry Number: 001
			10573	7/1/2023	392.76	0.00	392.76
0000067192	7/26/2023	GRE030	John Green				Check Entry Number: 001
			7/2023 EXPENSE	7/14/2023	191.56	0.00	191.56
0000067193	7/26/2023	INS070	Insight Strategic Partners, LLC				Check Entry Number: 001
			4851	6/30/2023	6,250.00	0.00	6,250.00
0000067194	7/26/2023	JAM040	Jamestown Networks				Check Entry Number: 001
			INV-7587	5/1/2023	530.00	0.00	530.00
0000067195	7/26/2023	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			6/30/23 STATEMENT	7/6/2023	837.48	0.00	837.48
0000067196	7/26/2023	JEN045	Karen Jensen				Check Entry Number: 001
			REFUND 7/8/23	7/8/2023	70.09	0.00	70.09
0000067197	7/26/2023	KEN010	Kendrick Equipment				Check Entry Number: 001
			U51238	7/18/2023	3,094.57	0.00	3,094.57
			U51266	7/4/2023	2,816.93	0.00	2,816.93
			U51267	7/4/2023	658.48	0.00	658.48
			U51299	7/11/2023	2,503.86	0.00	2,503.86
			U51302	7/14/2023	4,677.55	0.00	4,677.55
Check 0000067197 Total:					13,751.39	0.00	13,751.39
0000067198	7/26/2023	KEN020	Kennedy Jenks				Check Entry Number: 001
			164666	7/10/2023	11,663.50	0.00	11,663.50
0000067199	7/26/2023	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4799886S185	7/1/2023	14.07	0.00	14.07
0000067200	7/26/2023	MAD045	Janet Maddox				Check Entry Number: 001
			REFUND 7/14/23	7/14/2023	251.20	0.00	251.20
0000067201	7/26/2023	NOR040	Northwest Maritime Center				Check Entry Number: 001
			105037	7/6/2023	6,900.00	0.00	6,900.00
0000067202	7/26/2023	NOR065	North Star Clinic, LLC				Check Entry Number: 001
			07	7/5/2023	86.00	0.00	86.00
0000067203	7/26/2023	OAS090	Oasis Well Drilling				Check Entry Number: 001
			1-743	7/3/2023	24,547.50	0.00	24,547.50
0000067204	7/26/2023	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			338349	7/13/2023	33.81	0.00	33.81
			338934	7/17/2023	3,742.12	0.00	3,742.12
Check 0000067204 Total:					3,775.93	0.00	3,775.93
0000067205	7/26/2023	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			6/30/2023 STMNT	6/30/2023	138.88	0.00	138.88
			6/30/23 STATEMENT	6/30/2023	19.53	0.00	19.53
Check 0000067205 Total:					158.41	0.00	158.41
0000067206	7/26/2023	PAC004	Pacific Office Equipment Co				Check Entry Number: 001

Run Date: 7/21/2023 2:41:27PM

A/P Date: 7/26/2023

Page: 2

User Logon: DLF

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	
0000067207	7/26/2023	PET025	7/1/23 STATEMENT	7/1/2023	466.28	0.00	466.28	
			Petrick Lock & Safe					Check Entry Number: 001
			21494	7/6/2023	85.46	0.00	85.46	
			21500	7/7/2023	2,435.33	0.00	2,435.33	
			21501	7/10/2023	482.58	0.00	482.58	
			21503	7/11/2023	10.58	0.00	10.58	
			21511	7/14/2023	1,026.72	0.00	1,026.72	
Check 0000067207 Total:				4,040.67	0.00	4,040.67		
0000067208	7/26/2023	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001	
			86382	7/16/2023	72.00	0.00	72.00	
0000067209	7/26/2023	POR002	Auditor's Revolving Fund - Kitsap Bank				Check Entry Number: 001	
			RES -794-23	7/12/2023	25,000.00	0.00	25,000.00	
0000067210	7/26/2023	POR005	Port Townsend Leader				Check Entry Number: 001	
			112712	7/3/2023	1,200.00	0.00	1,200.00	
0000067211	7/26/2023	POW070	Powerplan - OIB				Check Entry Number: 001	
			14591103	7/3/2023	604.03	0.00	604.03	
			14598477	7/7/2023	835.56	0.00	835.56	
			Check 0000067211 Total:				1,439.59	0.00
0000067212	7/26/2023	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001	
			7/11/2023 STMNT	7/11/2023	13,279.84	0.00	13,279.84	
			7/11/23 STATEMENT	7/11/2023	45.83	0.00	45.83	
Check 0000067212 Total:				13,325.67	0.00	13,325.67		
0000067213	7/26/2023	QUI001	Quill Corporation				Check Entry Number: 001	
			33353941	7/5/2023	315.68	0.00	315.68	
0000067214	7/26/2023	ROD030	Rodda Paint				Check Entry Number: 001	
			44177925	7/19/2023	192.43	0.00	192.43	
0000067215	7/26/2023	SEC010	Security Services				Check Entry Number: 001	
			129675	7/1/2023	202.30	0.00	202.30	
0000067216	7/26/2023	STI040	Kirk Sticks				Check Entry Number: 001	
			REFUND 7/3/23	7/3/2023	6.00	0.00	6.00	
0000067217	7/26/2023	SUM040	Summit Law Group PLLC				Check Entry Number: 001	
			146969	7/18/2023	2,485.00	0.00	2,485.00	
0000067218	7/26/2023	TAK040	Jennifer Takaki				Check Entry Number: 001	
			REFUND 7/11/23	7/11/2023	7.12	0.00	7.12	
0000067219	7/26/2023	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001	
			23-05194	7/14/2023	684.00	0.00	684.00	
			23-05255	7/17/2023	120.00	0.00	120.00	
			Check 0000067219 Total:				804.00	0.00
0000067220	7/26/2023	VEN070	VenTek International				Check Entry Number: 001	
			138915	7/10/2023	103.65	0.00	103.65	
0000067221	7/26/2023	WA0502	State of Washington				Check Entry Number: 001	
			16100004422	7/10/2023	65.00	0.00	65.00	
0000067222	7/26/2023	WA1803	State of Washington				Check Entry Number: 001	
			LET QTR 2 2023	7/26/2023	152,346.97	0.00	152,346.97	
0000067223	7/26/2023	WAS003	Washington Public Ports Assn.				Check Entry Number: 001	
			023-421	7/3/2023	1,380.00	0.00	1,380.00	
0000067224	7/26/2023	WEB030	Kimberlie Webber				Check Entry Number: 001	
			7/2023 EXP	7/12/2023	42.80	0.00	42.80	
0000067225	7/26/2023	WES060	West Marine Pro				Check Entry Number: 001	



## Check Register

Journal Posting Date: 7/26/2023

Register Number: CD-001014

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
			8340	6/27/2023	23.83	0.00	23.83
				<b>Report Total:</b>	<u>308,173.68</u>	<u>0.00</u>	<u>308,173.68</u>

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



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

www.portoftpt.com

## **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 **067226** generated on July 27th, 2023 in the amount of **\$57,738.85 is ratified.**

**Signed and Authenticated** on this **9th** day of **August**, 2023.

For: **Accounts Payable**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

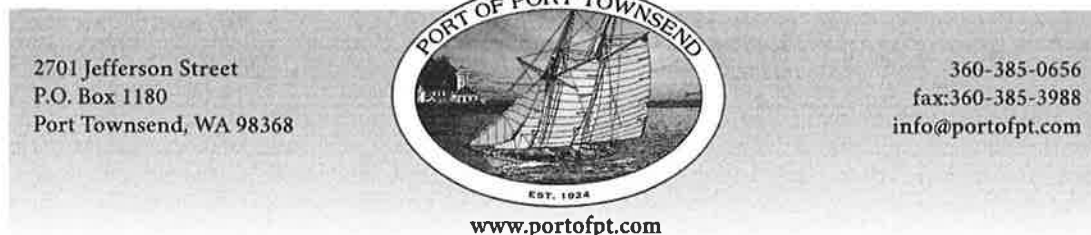
\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

Check Register  
 Journal Posting Date: 7/27/2023  
 Register Number: CD-001015

## Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE						
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied
0000067226	7/27/2023	AEG010	AEG Atlas, LLC			
			44209	5/25/2023	53,618.10	0.00
			44257	7/26/2023	4,120.75	0.00
Check 0000067226 Total:					57,738.85	0.00
Report Total:					57,738.85	0.00

Check Entry Number: 001



## **WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the 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 **067227** generated on July 27th, 2023 in the amount of **\$105.75** **is ratified.**

**Signed and Authenticated** on this **9th** day of **August**, 2023.

For: **Accounts Payable**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000067227	7/27/2023	CIT010	City of Port Townsend				
			HPC23-017	7/27/2023	105.75	0.00	105.75
Report Total:					105.75	0.00	105.75



### **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 **\$18,324.77 is ratified.**

**Signed and Authenticated** on this **9th** day of **August**, 2023.

For: Washington State, Department of Revenue  
Combined Excise Tax Return – for **June, 2023** in the amount of **\$18,324.77**

\_\_\_\_\_  
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 **0-034-419-955**

Below is information from your Monthly Return for the period ending June 30, 2023

<b>Filing Date</b>	July 17, 2023
<b>Account ID</b>	161-000-044
<b>Primary Name</b>	BOAT HAVEN FUEL DOCK
<b>Payment Method</b>	Bank Account (ACH Debit)
<b>Payment Effective</b>	July 18, 2023
<b>Total Tax</b>	18,543.27
<b>Total Credits</b>	218.50
<b>Total Due</b>	18,324.77



## Combined Excise Tax Return

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

**Filing Period:** June 30, 2023

**Due Date:** July 25, 2023

**Filing Frequency:** Monthly

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Other Public Service Business	8,373.14	0.00	8,373.14	0.019260	161.27
<b>Total Public Utility Tax</b>					161.27

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	146,486.58	0.00	146,486.58	0.065000	9,521.63
<b>Total State Sales and Use</b>					9,521.63

### Business & Occupation

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	146,486.58	0.00	146,486.58	0.004710	689.95
Service and Other Activities (\$1 million or greater in prior year)	164,179.98	0.00	164,179.98	0.017500	2,873.15
<b>Total Business &amp; Occupation</b>					3,563.10

### State Sales and Use

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Use Tax	49.25	0.00	49.25	0.065000	3.20
<b>Total State Sales and Use</b>					3.20

### Public Utility Tax

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Water Distribution	319.28	0.00	319.28	0.050290	16.06
<b>Total Public Utility Tax</b>					16.06

### Deductions

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Motor Vehicle Fuel Tax	0.00

### State Sales and Use



Retail Sales	Motor Vehicle Fuel Sales	0.00
--------------	--------------------------	------

<b>Credits</b>	<b>Amount</b>
Main Street Credit	218.50
<b>Total Credits</b>	<b>218.50</b>

### Local City and/or County Sales Tax

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	146,486.58	0.026000	3,808.65
<b>Total Local City and/or County Sales Tax</b>			<b>3,808.65</b>

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

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	49.25	0.026000	1.28
<b>Total Local City and/or County Use Tax/Deferred Sales Tax</b>			<b>1.28</b>

### Transient Rental Income

Location	Income
1601 - PORT TOWNSEND	74,403.87
<b>Total Transient Rental Income</b>	<b>74,403.87</b>

### Special Hotel/Motel

Location	Taxable Amount	Tax Rate	Tax Due
1601 - PORT TOWNSEND	73,403.87	0.020000	1,468.08
<b>Total Special Hotel/Motel</b>			<b>1,468.08</b>

<b>Total Tax</b>	<b>18,543.27</b>
<b>Total Credits</b>	<b>218.50</b>
<b>Subtotal</b>	<b>18,324.77</b>
<b>Total Amount Owed</b>	<b>18,324.77</b>

<b>Prepared By:</b>	Donna Frary
<b>E-Mail Address:</b>	donna@portofpt.com
<b>Submitted Date:</b>	7/17/2023

<b>Confirmation #:</b>	0-034-419-955
<b>Payment Type:</b>	Bank Account (ACH Debit)
<b>Amount:</b>	\$18,324.77
<b>Effective Date:</b>	7/18/2023



### **ELECTRONIC DEBIT – Kitsap Bank**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the obligation described below is a just and unpaid obligation of the Port of Port Townsend, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$37,591.26 is ratified.**

**Signed and Authenticated** on this **9th** day of **August, 2023.**

For: Washington State Department of Labor & Industries  
2nd Quarter Tax Return for April - June, 2023 in the amount of \$37,519.26

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration



**Submit Date:** 7/10/2023  
**Confirmation Number:** 9739079

## Quarterly Report

**2nd Quarter:** April 1, 2023 – June 30, 2023

**Due Date:** 7/31/2023

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

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

**Account Manager:** CHARLEEN GREGORY 360-902-4685

## Volunteer Reporting

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

## Worker Reporting

Class Code	Nature of Work	Gross Payroll (nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4201-02	Port Districts Incl Salesmen	\$492,395.00	13,573	2.6798	\$36,372.93
5306-07	Counties/Tax Dist Adm/Cl Offc	\$267,965.00	4,159	0.2846	\$1,183.65
6901-00	Volunteers-Excl Law Enf Offcrs	\$0.00	330	0.1051	\$34.68
<b>Total of Premiums</b>					<b>\$37,591.26</b>
<b>Grand Total</b>					<b>\$37,591.26</b>

## Preparer's Information

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

## Payment Information

Method of Payment:	eCheck
Bank routing information:	125102906
Bank account information:	XXXXXXXXXXXX5811
Bank account Type:	BusinessChecking
Payment Amount:	\$37591.26
Scheduled Payment Date:	7/10/2023

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



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

www.portofpt.com

### **ELECTRONIC DEBIT – Kitsap Bank**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$4,518.98 is ratified.**

**Signed and Authenticated** on this 9th day of August, 2023.

For: Washington State, Employment Security Department for  
WA State Paid Family Medical Leave – for ***Qtr 2, 2023*** in the amount of  
**\$4,518.98**

\_\_\_\_\_  
Commissioner Pam Petranek

\_\_\_\_\_  
Commissioner Carol Hasse

\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
And Administration

**Donna Frary**

---

**From:** do\_not\_reply@esd.wa.gov  
**Sent:** Tuesday, July 11, 2023 1:23 PM  
**To:** Donna Frary  
**Subject:** Payment Confirmation

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

Payment Application: Paid Family & Medical Leave Payment Status: Payment completed successfully.

Confirmation Number: 23071191302489

Payment Date: 07/11/2023

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

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

-----  
Payment Amount: 4518.98 USD  
Total Amount: 4518.98 USD  
-----

DO NOT REPLY DIRECTLY TO THIS EMAIL.

<b>MEETING DATE</b>	August 9, 2023
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV.C. Resolution 796-23 Authorizing Warrant Cancellation
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance and Administration
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Resolution 796-23 Authorizing Warrant Cancellation

No action needed if approved as part of the Consent Agenda.

Alternative Action: Move to approve Resolution 796-23 Authorizing Warrant Cancellation.

## RESOLUTION NO. 796 - 23

**A Resolution of the Commission of the Port of Port Townsend  
Authorizing Warrant Cancellation**

**WHEREAS:** The Port of Port Townsend issued the following warrants:

Warrant #	Dated	Amount	Issued To:
064560	12/8/2021	\$112.90	Matthew Patrick
064600	12/21/2021	\$236.76	Donielle Cossey
064810	2/9/2022	\$11.00	Clayton Slominski
064976	3/23/2022	\$69.82	Deep Green Wilderness
065002	3/23/2022	\$770.90	Veena Puccinelli
065454	7/13/2022	\$29.50	Nancy Farrelly
065457	7/13/2022	\$6.00	John Gannon
065459	7/13/2022	\$24.00	Phoebe Gilday
065507	7/13/2022	\$76.78	Hemant Surendran
065549	7/27/2023	\$6.00	Jordan Oliver

**WHEREAS:** The aforementioned warrants have been lost or destroyed, and have not been presented for payment; AND

**WHEREAS:** RCW 36.22.100 requires that any warrant not presented within one year of issue be canceled by the passage of a resolution of the governing body;

**NOW, THEREFORE BE IT RESOLVED:** that since the aforementioned warrants have not been presented for payment, those said warrants are canceled as of this date.

**ADOPTED** this **9th day of August 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:**

\_\_\_\_\_  
Pete W. Hanke, Secretary

\_\_\_\_\_  
Pam A. Petranek, President

\_\_\_\_\_  
Carol L. Hasse, Vice President

APPROVED AS TO FORM:

\_\_\_\_\_  
Port Attorney



# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 9, 2023
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. D. Amendment No. 2 for Gardiner Boat Ramp Reid Middleton Contract
<b>STAFF LEAD</b>	Matt Klontz, Director of Capital Projects and Port Engineer
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Informational Memorandum Amendment No. 2

If approved as part of the Consent Agenda, no further action is needed.

Alternative Action: Move to authorize the Port Director to execute Amendment No. 2 with Reid Middleton for \$13,404.

**DATE:** 8/9/2023  
**TO:** Commissioners  
**FROM:** Matt Klontz  
**CC:** Eron Berg, Eric Toews, Abigail Berg  
**SUBJECT:** Amendment No. 2 for Gardiner Boat Ramp Reid Middleton Contract

---

### **ISSUE**

Should the Port Commission authorize the Port Director to execute Amendment No. 2 with Reid Middleton for design engineering services related to the Gardiner Boat Ramp replacement project?

### **BACKGROUND**

The Port's boat launch in Gardiner is in a 40-foot-wide easement across privately owned beach and tideland. The Port owns a small portion of the right of way at the top of the launch adjacent to Gardiner Beach Road. Jefferson County is responsible for Gardiner Beach Road right-of-way, and the Washington State Department of Fish and Wildlife owns the parcel used for boat launch parking.

On March 23, 2022, the Port Commission authorized the Port Director to execute a professional services agreement with Reid Middleton to assist the Port in delivering a new boat launch at Gardiner. Reid Middleton is providing engineering design services and preparing contract documents for bidding and construction purposes. In November 2022, the Port Commission authorized Amendment No. 1 to the professional services agreement for additional design work for raising Gardiner Beach Road 18 inches at the boat launch to address tidal waters flooding the roadway. This roadway profile adjustment responds to the concern expressed at a community meeting held in May of 2022. Jefferson County has committed \$60,000 to fund the construction of roadway profile adjustments.

### **DISCUSSION**

Further coordination with the community revealed a concern about the public accessing the private beach. The beach owner requested the access wedge and handling float be located on the south side of the boat launch instead of the north to discourage public use of the private beach south of the launch (tidelands north and south of the launch have the same owner). The change necessitated revising the design.

Further, the Port design team held multiple meetings with the Washington State Department of Wildlife (WDFW) to coordinate the boat launch design with the upland parking slated to be improved by WDFW.

The coordination with WDFW, changing the float design, and continued coordination with the community have exceeded the effort the design team originally envisioned. Amendment 2 will supplement Reid Middleton's scope of work to account for the additional work and time needed to complete the project.

**FISCAL IMPACT**

The Port will use project funding to pay for the added design cost of \$13,404.

In June 2021, the Port secured grant funding through the Washington State Recreation and Conservation Office (RCO). The RCO grant provides \$539,877 of funding for a participation rate of 80%. The Port's match contribution is \$134,970, or 20% of the project costs. However, additional Port funds, ranging from \$100,000 to \$200,000, are anticipated to be necessary due to increased construction costs.

**ATTACHMENTS**

Attachment 1\_ Amendment No. 2\_ Gardiner Beach Boat Launch

**RECOMMENDATION**

Motion to authorize the Port Director to execute Amendment No. 2 with Reid Middleton for \$13,404.

## PROFESSIONAL SERVICES AGREEMENT AMENDMENT #2

**THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT #2** is entered into between the PORT OF PORT TOWNSEND, hereinafter referred to as the "PORT," and Reid Middleton, Inc., hereinafter referred to as "CONSULTANT," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

### WITNESSETH:

1. On the 30th day of March 2022, the parties entered into a Professional Services Agreement (the "Original Agreement") whereby the PORT retained CONSULTANT to provide professional engineering in connection with the design of the Gardiner Boat Launch replacement project.
2. On March 23, 2022, the Commission approved the Original Agreement.
3. The Original Agreement established a "not to exceed" compensation limit of \$116,000, consistent with the authority delegated to the Executive Director by the Port Commission.
4. Amendment #1 revised the "not to exceed" compensation limit of \$9,740 in additional budget to include roadway design services associated with raising the Gardiner Beach Road.
5. In response to concerns about the public accessing the privately owned beach at the boat launch the design for the replacement boat launch had to be revised. The parties agree that the scope of work should again be amended to establish supplemental scope (see attached) related design changes made.
6. The parties agree that the compensation of the Original Agreement inclusive of Amendment #1, should be increased from \$125,740 to \$139,144. Consistent with the supplemental scopes of work, \$13,404 in additional budget is allocated (see attached).

### NOW, THEREFORE:

This Amendment #2 to the Professional Services Agreement dated March 30, 2022, is effective immediately and approved this \_\_\_\_ day of \_\_\_\_\_ 2023, and shall read as follows:

2. Compensation. The Consultant shall be compensated for services provided and for expenses on the basis of the attached "Fee Schedule" attached hereto as **Exhibit "B."** The total expenditure by the Port for this Agreement shall not exceed ~~\$116,000~~ ~~\$125,740~~ \$139,144.

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

Consistent with Paragraph #24 of the Original Agreement, this Amendment #2 may be signed in counterparts. Electronic transmission of any signed original document, and retransmission of any signed electronic transmission shall be the same as delivery of an original document.

**DATED** this \_\_\_\_ day of \_\_\_\_\_ 2023.

**CONSULTANT – REID MIDDLETON, INC.**

**PORT OF PORT TOWNSEND**

\_\_\_\_\_  
Willy Ahn, Ph.D. P.E.

\_\_\_\_\_  
Eron Berg, Executive Director

**Approved as to Form:**

\_\_\_\_\_  
Port Attorney

<b>MEETING DATE</b>	August 9, 2023
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	IV. E. Amendment No. 1 for Sims Way Gateway and Boat Yard Expansion SCJ Alliance Contract
<b>STAFF LEAD</b>	Matt Klontz, Director of Capital Projects and Port Engineer
<b>REQUESTED</b>	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Informational Memorandum Amendment No. 2

If approved as part of the Consent Agenda, no further action is needed.

Alternative Action: Motion to authorize the Port Director to execute Amendment No. 1 with SCJ Alliance for \$8,569.

**DATE:** 8/9/2023  
**TO:** Commissioners  
**FROM:** Matt Klontz  
**CC:** Eron Berg, Eric Toews, Abigail Berg  
**SUBJECT:** Amendment No. 1 for Sims Way Gateway and Boat Yard Expansion SCJ Alliance Contract

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**ISSUE**

Should the Port Commission authorize the Port Director to execute Amendment No. 1 with SCJ Alliance for design engineering, landscaping, and arboriculture services related to the Sims Way Gateway and Boat Yard Expansion project?

**BACKGROUND**

In May 2022, the Port executed a professional services agreement with SCJ Alliance to augment the stakeholder working group with engineering, landscaping, and arboriculture professional services. The stakeholder process concluded in September 2022 by selecting a preferred alternative for the project. In sum, the preferred option widens the boat yard to the Port's property boundary along Sims Way, undergrounds the overhead power, constructs a pedestrian path/sidewalk, and landscapes the south side of Sims Way with a parkway-style tree planting arrangement.

**DISCUSSION**

During the engagement process, two additional stakeholder meetings and a public open house were held that were not originally budgeted for in the scope of work with SCJ Alliance. The extra work merits an equitable adjustment in their professional services agreement.

**FISCAL IMPACT**

The Port will use project funding to pay for the added design cost of \$8,569.

**ATTACHMENTS**

Attachment 1\_ Amendment No. 1\_Sims Way Gateway and Boat Yard Expansion

**RECOMMENDATION**

Motion to authorize the Port Director to execute Amendment No. 1 with SCJ Alliance for \$8,569.

## PROFESSIONAL SERVICES AGREEMENT AMENDMENT #1

**THIS PROFESSIONAL SERVICES AGREEMENT AMENDMENT #1** is entered into between the PORT OF PORT TOWNSEND, hereinafter referred to as the "PORT," and SCJ Alliance, hereinafter referred to as "CONSULTANT," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

### WITNESSETH:

1. On the 1st day of May 2022, the parties entered into a Professional Services Agreement (the "Original Agreement") whereby the PORT retained CONSULTANT to provide professional engineering, landscaping, and arboriculture in connection with the public engagement and stakeholder working meetings for the Sims Way Gateway and Boat Yard Expansion project.
2. The Executive Director approved the Original Agreement.
3. The Original Agreement established a "not to exceed" compensation limit of \$50,000, consistent with the authority delegated to the Executive Director by the Port Commission.
4. Amendment #1 revises the "not to exceed" compensation limit of \$8,569 in additional budget. Two additional stakeholder meetings and a public open house were held that were not originally budgeted for in the scope of work.
5. The parties agree that the compensation of the Original Agreement inclusive of Amendment #1, should be increased from \$50,000 to \$58,569. Consistent with the supplemental scopes of work, \$8,569 in additional budget is allocated (see attached).

### NOW, THEREFORE:

This Amendment #1 to the Professional Services Agreement dated May 1, 2022, is effective immediately and approved this \_\_\_\_ day of \_\_\_\_\_ 2023, and shall read as follows:

2. Compensation. The Consultant shall be compensated for services provided and for expenses on the basis of the attached "Fee Schedule" attached hereto as **Exhibit "B"**. The total expenditure by the Port for this Agreement shall not exceed ~~\$50,000~~ \$58,569.



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

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

**DATED** this \_\_\_\_ day of \_\_\_\_\_ 2023.

**CONSULTANT – REID MIDDLETON, INC.**

**PORT OF PORT TOWNSEND**

\_\_\_\_\_  
Scott Sawyer, P.E.

\_\_\_\_\_  
Eron Berg, Executive Director

**Approved as to Form:**

\_\_\_\_\_  
Port Attorney



**Exhibit A**  
**Amendment 1 – Phase 1 Added Scope**  
**Scope of Work**  
**Sims Way Gateway Plan Implementation & Boat Yard Expansion**  
**Port Townsend, WA**

**Prepared For:** Matt Klontz, PE, Port of Port Townsend

**Prepared By:** Scott Sawyer, PE, SCJ Alliance

**Date Prepared:** June 29, 2023

## Overview

The project is intended to address safety and reliability issues with Jefferson County Public Utility District's (PUD) power transmission lines feeding Port Townsend, implement the City of Port Townsend's Gateway Development Plan, and expand the Port of Port Townsend Boat Haven boat yard to the Port's northerly property line.

Improvements may include utility undergrounding (power), constructing a pedestrian walkway on the south side of Sims Way, replanting trees and landscaping along the Sims Way corridor, expanding the Boat Haven boat yard and fencing the boat yard with an aesthetically pleasing design.

This amendment consists of additional scope of work provided during Phase 1 work (public outreach) by SCJ and MacLeod Reckord.

## Materials Provided by the Port

- ◆ No change

## Scope of Work

**Task 1**     **Project Management – no change**

**Task 2**     **Stakeholder Engagement & Concept Development – added work**

***Subtask 1***   ***Stakeholder Advisory Group Meetings – added work***

- 1) Stakeholder Meetings: Plan, schedule, facilitate, and document two additional stakeholder meetings:
  - Meeting 6 (July 12) – Soil Testing and Arborist Review
  - Meeting 7 (July 26) – Final Review/Discussion of Alternatives & Vegetation Species/Forms



Scope of Work  
Sims Gateway Plan Implementation  
& Boatyard Expansion – Amendment 1  
June 29, 2023  
Page 2 of 2

- Added Open House Support (August 6) – Open House
  - Provide additional support for preparation of open house graphics/presentation boards.

*Subtask 2 Concept Development & Stakeholder Technical Support – no change*

END OF AMENDMENT

## Consultant Labor Hour Estimate

## SCJ Alliance



Client: Port of Port Townsend

Template Version: 4/4/2022

Project: Sims Way Gateway &amp; Boat Yard Expansion - Am

Contract Type: Billing Rate Schedule

Job #: 22-000257

File Name: 2023-0629\_budget\_\_Amend 1\_Sims Gateway.xlsm

		Scott Sawyer	Matt Weyrauch	Chelsea Lee	
Phase & Task No.	Phase & Task Title	Principal	Senior Technician	PC 1 Project Coordinator	Total Direct Labor Hours & Cost
TASK 1 PROJECT MANAGEMENT (SCJ) - no change					
Task 1.1	Management & Administration				
1	Management				
2	Progress Billings				
3	Filing				
4	Subconsultant Administration				
Subtotal Hours:					
Total Phase Hours:					
Total Phase Direct Labor:					
TASK 2 STAKEHOLDER ENGAGEMENT & CONCEPT DEVELOPMENT (SCJ, MR, and BARTLETT)					
Task 2.1	Stakeholder Advisory Group Meetings				
1	Stakeholder Meetings				
	Added Stakeholder Meeting (Meeting 6)	6.0			6.0
	Added Stakeholder Meeting (Meeting 7)	6.0			6.0
	Added Open House Support	2.0			2.0
Subtotal Hours:		14.0			14.0
Task 2.2	Concept Development & Stakeholder Technical Support - no change				
1	Alternative Concepts				
2	Technical Support				
3	Preferred Alternative Exhibits Renderings				
4	Alternatives Analysis Technical Memorandum				
Subtotal Hours:					
Total Phase Hours:		14.0			14.0
Total Phase Direct Labor:		\$4,004.00			\$4,004.00
Total Hours All Phases		14.0			14.0
Total Direct Labor Estimate All Phases		\$4,004.00			\$4,004.00

## Consultant Fee Determination Summary



## SCJ Alliance

Client: Port of Port Townsend

Project: Sims Way Gateway &amp; Boat Yard Expansio

Job #: 22-000257

File Name: 2023-0629\_budget\_\_Amend 1\_Sims Gateway.xlsm

Template Version: 4/4/2022

Contract Type: Billing Rate Schedule

## Consultant Fee Determination

*DIRECT SALARY COST*

<u>Classification</u>	<u>Hours</u>	<u>Fully Burdened Rate</u>	<u>Amount</u>
Principal	14.0	\$286.00	\$4,004.00
Senior Technician	0.0	\$149.00	\$0.00
PC 1 Project Coordinator	0.0	\$100.00	\$0.00

*TOTAL SALARY COST*Total Salary Cost **\$4,004.00***SUBCONSULTANTS*

MR	TASK 2	STAKEHOLDER ENGAGEMENT & COI	\$3,915
Bartlett	TASK 2	STAKEHOLDER ENGAGEMENT & COI	\$520

Subconsultant Fee Subtotal: \$0 **\$4,435.00**  
 Subconsultant Markup: 0% **\$0.00**

*REIMBURSABLE EXPENSES*

Copies, Printing, etc.	0.0%	of the Total Salary Costs	\$0.00
Mileage	200	miles at \$0.650 per mile	\$130.00
Expenses Subtotal:			<b>\$130.00</b>
Expenses Markup:	0%		<b>\$0.00</b>

*SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)*Subtotal (Salary, Subconsultants and Expenses) **\$8,569.00***MANAGEMENT RESERVE FUND (MRF)*Management Reserve: \$0 **\$0.00**


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**Total Estimated Budget: \$8,569.00**


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## Subconsultant Labor Hour Estimate

MR

Client: Port of Port Townsend

Template Version: 4/4/2022



Project: Sims Way Gateway &amp; Boat Yard Expansion - Am

Contract Type: Billing Rate Schedule

Job #: 22-000257

File Name: 2023-0629\_budget\_Amend 1\_Sims Gateway.xlsm

Phase & Task No.	Phase & Task Title	Conor Rickard	Arielle Foring-Williams	David Seaton	James Day	Chris Schofield	Total Direct Labor Hours & Cost
		Principal 1	Associate	Associate	Landscape Designer 1	Admin 1	
TASK 1	PROJECT MANAGEMENT (SCJ) - no change						
TASK 2	STAKEHOLDER ENGAGEMENT & CONCEPT DEVELOPMENT (SCJ, MR, and BARTLETT)						
Task 2.1	Stakeholder Advisory Group Meetings						
1	Stakeholder Meetings						
	Added Stakeholder Meeting (Meeting 6)	6.0	3.0				9.0
	Added Stakeholder Meeting (Meeting 7)	6.0	3.0				9.0
	Added Open House Support	1.0	1.0				2.0
	Subtotal Hours:	13.0	7.0				20.0
Task 2.2	Concept Development & Stakeholder Technical Support - no change						
1	Alternative Concepts						
2	Technical Support						
3	Preferred Alternative Exhibits Renderings						
4	Alternatives Analysis Technical Memorandum						
	Subtotal Hours:						
	Total Phase Hours:	13.0	7.0				20.0
	Total Phase Direct Labor:	\$2,730.00	\$1,120.00				\$3,850.00
	Total Hours All Phases	\$13.00	\$7.00				\$20.00
	Total Direct Labor Estimate All Phases	\$2,730.00	\$1,120.00				\$3,850.00

## Subconsultant Fee Determination Summary - Exhibit E-1

**MR**

Client: Port of Port Townsend  
 Project: Sims Way Gateway & Boat Yard Expansio  
 Job #: 22-000257  
 File Name: 2023-0629\_budget\_\_Amend 1\_Sims Gateway.xlsm

Template Version: 4/4/2022  
 Contract Type: Billing Rate Schedule

**Subconsultant Fee Determination*****DIRECT SALARY COST***

<u>Classification</u>	<u>Hours</u>	<u>Fully Burdened Rate</u>	<u>Amount</u>
Principal 1	13.0	\$210.00	\$2,730
Associate	7.0	\$160.00	\$1,120
Associate	0.0	\$160.00	\$0
Landscape Designer 1	0.0	\$125.00	\$0
Admin 1	0.0	\$135.00	\$0

***TOTAL SALARY COST***

**Total Salary Cost \$3,850**

***REIMBURSABLE EXPENSES***

Copies, Printing, etc.	0.0%	of the Total Salary Costs	\$0
Mileage	100	miles at \$0.650 per mile	\$65
<b>Expenses Subtotal:</b>			<b>\$65</b>
<b>Expenses Markup:</b>			<b>\$0</b>

***SUBTOTAL (SALARY AND EXPENSES)***

Subtotal (Salary and Expenses) **\$3,915**

**Total Estimated Budget: \$3,915**

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



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

www.portofpt.com

Name, Vessel	Department	Amount	Reason for write off
Steven Holt	Boat Haven	\$2,355.84	Non-responsive to Port staff. Repeated attempts to contact, certified letter sent.
North American Natural Seafoods	Boat Haven	1,269.15	Non-responsive to Port staff. Repeated attempts to contact, certified letter sent.
Herb Cole	Boat Haven	639.17	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
Ben Ives Jr.	Boat Haven	193.05	Non-responsive to Port staff. Repeated attempts to contact, certified letter sent.
Emerson Navas	Point Hudson	927.60	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
Riley McMath	Point Hudson	1,975.08	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
Chris Glass	Point Hudson	1,190.86	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
Austin Hicks	Point Hudson	3,903.27	Non-responsive to Port staff. Repeated attempts to contact, certified letter & email sent.
	Total	\$14,429.62	

Approved on August 9, 2023

\_\_\_\_\_  
Pam Petranek, President

\_\_\_\_\_  
Carol Hasse, Vice President

\_\_\_\_\_  
Pete W. Hanke, Secretary

\_\_\_\_\_  
S. Abigail Berg, Director of Finance  
and Administration

\_\_\_\_\_  
Eron Berg, Executive Director



<b>MEETING DATE</b>	August 1, 2023
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VII. A. June 2023 Financial Report
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance and Administration
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Informational Memorandum</li> <li>2. Financial Report</li> <li>3. Notes</li> <li>4. Five-Year Capital Improvement Program</li> </ol>

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

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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		Year-to-date
Runway Rehabilitation <sup>(a)</sup>	\$	-	\$ 15,166
2nd Connector Taxiway - design	\$	90,000	\$ 124,798
2nd Connector Taxiway - construction	\$	556,000	\$ -
FEMA - Storm Damaged Asbestos Roof <sup>(b)</sup>	\$	-	\$ 960
<b>Boat Haven</b>			
Main Breakwater Repairs	\$	400,000	\$ 5,450
Stormwater Treatment Compliance	\$	450,000	\$ 43,634
Moorage/Yard Office	\$	150,000	\$ 112,427
Northwest Yard Expansion	\$	200,000	\$ 1,608
West Yard Expansion	\$	80,000	\$ 29,270
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	\$ 12,888
FEMA - Pavement Repairs <sup>(c)</sup>	\$	-	\$ 55,898
<b>Point Hudson</b>			
Breakwater Replacement	\$	6,000,000	\$ 2,021,970
Bldg/Facility Preservation (Cupola Bldg. Remodel)	\$	450,000	\$ 23,683
FEMA - Emergency Repairs	\$	-	\$ 94,671
<b>Quilcene</b>			
Herb Beck Dredge	\$	20,000	\$ 3,487
Ramp Upgrade & Bathroom Remodel	\$	25,000	\$ 4,742
<b>Other Projects</b>			
Portwide Dock Reno - (City Dock/Union Wharf) <sup>(d)</sup>	\$	220,000	\$ 132,243
Portwide Dock Reno - (BH "D" Dock Transformer Retrofit) <sup>(d)</sup>	\$	30,000	\$ 10,782
Portwide Yard/Prkg/RV Rsrfcg (Long Term Yard Rehab)	\$	75,000	\$ 159,423
Gardiner Boat Launch w/seasonal float	\$	110,000	\$ 44,188
Clean Vessel Boat build & pump outs	\$	-	\$ 123,216
San Juan Grocery Prop. Enviro Assessmt <sup>(e)</sup>	\$	100,000	\$ 12,504
Short Farm purchase <sup>(f)</sup>	\$	1,400,000	\$ -
Water Walk feasibility <sup>(f)</sup>	\$	300,000	\$ 3,859
<b>Total</b>	<b>\$</b>	<b>10,731,000</b>	<b>\$ 3,038,719</b>

Non-projects

DNR – Vessel Destruction	<u>\$ 22,185</u>
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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 <sup>(g)</sup>	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) This is a capital “program” that includes any port-wide dock renovations as needed each year. This program has \$250,000 budgeted annually for the next 5 years. Here we split the budgeted amount as the estimate for each project, though the City Dock/Union Wharf project is not likely to reach the \$220,000 threshold.
- (e) 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.
- (f) These are projects added since the 2023 budget was adopted in November 2022.
- (g) It was determined the Zodiac would be a better purchase for Port staff use (rather than the Gator) since the conversion of the Munson boat into the Pump-out Skiff.

Ending Cash Balances YTD	2023	2022
Reserved Cash & Investments – Other*	\$ 3,578,788	\$ 2,952,627
Reserved Cash & Investments – IDD	6,167,914	3,519,023
Unreserved Cash & Investments	<u>2,027,062</u>	<u>1,837,332</u>
Total Cash & Investments	<u>\$ 11,773,764</u>	<u>\$ 8,308,982</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)	<u>1,298,222</u>	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	<b>PAID</b>
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	15,750
Total Debt Service for the year	<u>\$ 1,021,088</u>

#### 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
	<b>totals</b>	<b>\$ 3,823,644</b>	<b>\$ 423,734</b>	<b>\$ 3,399,910 *</b>	<b>\$ 16,481</b>

*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 June 2022	YTD June 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
<b>OPERATING REVENUES</b>						
Boat Haven Moorage	951,450	999,387	47,937		1,003,125	(3,738)
Yard Operations	1,371,193	1,521,122	149,929		1,345,697	175,425
Boat Haven Properties	445,925	503,733	57,808		460,867	42,866
Pt. Hudson Marina, RV & Prop	807,322	763,297	(44,024)		792,792	(29,495)
Quilcene Marina & Prop	84,448	100,395	15,947		87,089	13,306
Launch Ramps	23,375	17,946	(5,429)		24,362	(6,416)
Jeff Co Intl Airport	88,541	97,944	9,403		90,405	7,539
(Incr.)/Decr. In Accounts Receivable	183,014	246,763	63,749		-	246,763
<b>Total Operating Revenues</b>	<b>3,955,268</b>	<b>4,250,587</b>	<b>295,319</b>	<b>a</b>	<b>3,804,337</b>	<b>446,250</b>
<b>OPERATING EXPENDITURES</b>						
Salaries & Wages	1,328,083	1,364,584	36,501		1,426,460	(61,876)
Payroll Taxes	139,593	158,531	18,938		146,982	11,549
Employee Benefits	409,215	439,322	30,107		409,762	29,560
Uniform Expense	11,450	5,840	(5,610)		6,428	(588)
Contract Services	116,638	204,863	88,224		150,066	54,797
Legal & Auditing	24,216	23,317	(899)		15,996	7,321
Insurance	1,458	1,078	(380)		-	1,078
Facilities & Operations	477,299	459,701	(17,598)		402,854	56,847
Utilities	308,437	349,645	41,208		325,140	24,505
Marketing	34,620	56,420	21,800		34,870	21,550
Economic Development	15,000	20,045	5,045		32,500	(12,455)
Travel & Training	13,321	4,300	(9,020)		13,486	(9,186)
Community Relations	537	10,149	9,612		21,500	(11,351)
<b>Total Operating Expenditures</b>	<b>2,879,866</b>	<b>3,097,795</b>	<b>217,929</b>	<b>b</b>	<b>2,986,044</b>	<b>111,751</b>
<b>Net Operating Income (Expense)</b>	<b>1,075,402</b>	<b>1,152,792</b>	<b>77,390</b>		<b>818,293</b>	<b>334,499</b>
<b>Other Increases in Fund Resources</b>						
Deposits & Retainage Collected	37,276	24,691	(12,585)		43,178	(18,487)
Taxes Collected	363,138	376,464	13,327		341,596	34,868
Capital Contributions/Grants	13,625	3,250,839	3,237,215		704,006	2,546,833
Debt Proceeds - Line of Credit	-	-	-		-	-
Interest	30,244	232,320	202,076		17,266	215,054
Property & other taxes	2,234,672	2,396,625	161,953		1,992,625	404,000
Misc Other Incr. in Fund Resources	35,411	181,311	145,900		10,553	170,758
<b>Total Other Incr. in Fund Resources</b>	<b>2,714,365</b>	<b>6,462,251</b>	<b>3,747,886</b>	<b>c</b>	<b>3,109,224</b>	<b>3,353,027</b>
<b>Other Decr. In Fund Resources</b>						
Deposits & Retainage Paid	86,143	23,509	(62,634)		35,522	(12,013)
Taxes Remitted	333,563	369,547	35,984		328,678	40,869
Debt Principal & Interest	80,744	513,759	433,015		73,544	440,215
Debt Mgmt, Issuance & Misc Exp	40,279	49,877	9,598		740	49,137
Election Expense	17,561	-	(17,561)		-	-
<b>Total Other Decr. In Fund Resources</b>	<b>558,289</b>	<b>956,691</b>	<b>398,403</b>	<b>d</b>	<b>438,484</b>	<b>518,207</b>
<b>Incr. (Decr.) in Other Fund Resources</b>	<b>2,156,077</b>	<b>5,505,560</b>	<b>3,349,483</b>		<b>2,670,740</b>	<b>2,834,820</b>
<b>Net Income (Expense)</b>	<b>3,231,479</b>	<b>6,658,352</b>	<b>3,426,873</b>	<b>e</b>	<b>3,489,033</b>	<b>3,169,319</b>

Port of Port Townsend  
Notes to 2023 Summary of Fund Resources & Uses report  
As of June 30, 2023

- (a) Overall, Operating Revenues are more than YTD June 2022 by \$295,319, or 8%. 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 ongoing Jetty project. When compared to the YTD budget, Operating Revenues are up by \$446,250, though 55%, or \$246,763, of this is due to decreases in Accounts Receivable which are not budgeted.
- (b) Overall, Operating Expenses increased when compared to 2022 YTD by 8%, or \$217,929. When measuring performance against budget, Operating Expenses YTD are more by 4%, or \$111,751. This increase in actual over budget appears to align with the inflation we've been experiencing.
- (c) Total Other Increases in Fund Resources increased by 138%, or \$3,747,886, when compared to 2022. 65% 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. Year-to-date 57%, or \$122,208, of the investment interest is from the IDD and is part of that reserve balance.
- (d) Other Decreases in Fund Resources are more when compared to 2022 by 71%, or \$398,403. When reviewing this year-to-year comparison, the redemption in March of the 2021 LOC for \$440,215 makes up more than the variance. In other words, if you remove that redemption amount, 2023 is less than 2022. A similar large variance for the same reason is evident when comparing to the budget.
- (e) Overall, the difference in 2023 Net Income (Expense) when compared to 2022 is \$3,426,873, or a 106% 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 June 2022	YTD June 2023	Variance	notes	YTD Budget 2023	Variance
<b>Net Income (Expense)</b>	<b>3,231,479</b>	<b>6,658,352</b>	<b>3,349,483</b>	<b>e</b>	<b>3,489,033</b>	<b>3,169,319</b>
<b>Less: Commerce Grants (2)</b>	<b>-</b>	<b>(2,435,000)</b>	<b>(2,435,000)</b>		<b>-</b>	<b>(2,435,000)</b>
<b>Net Income (Expense)</b>	<b>3,231,479</b>	<b>4,223,352</b>	<b>914,483</b>		<b>3,489,033</b>	<b>734,319</b>

This shows the actual year-to-year variance as an increase in Net Income (Expense) of \$914,483, and an increase of \$734,319 when compared to YTD budget.

# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
<b>JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)</b>							
Airport Terminal	a	133,000	-	-	-	-	133,000
Fuel System Improvement							
<i>Phase 1 Design</i>		100,000	-	-	-	-	100,000
<i>Phase 2 Construction</i>		-	561,000	-	-	-	561,000
Renovate Port Owned Hangars	a	-	-	-	-	222,000	222,000
Connector Taxiway A2 and Sign Improvements							
<i>Phase 1 Design</i>		90,000	-	-	-	-	90,000
<i>Phase 2 Construction</i>		556,000	-	-	-	-	556,000
Airport Master Plan Update		-	333,000	-	-	-	333,000
Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)		-	-	556,000	-	-	556,000
Shift/Widen Parallel Taxiway							
<i>Phase 1 Enviromental Assessment</i>		-	-	-	333,000	-	333,000
<i>Phase 2 Design</i>		-	-	-	-	167,000	167,000
<i>Phase 3 Construction (2028 - \$6.1M)</i>		-	-	-	-	-	-
Maintenance Storage Building/County Building relocate	a	-	200,000	-	-	-	200,000
JCIA Stormwater Management	a	25,000	25,000	25,000	25,000	25,000	125,000
<b>BOAT HAVEN</b>							
BH Main Breakwater Repairs - Construction		400,000	-	-	-	-	400,000
BH Stormwater Treatment Compliance Upgrade		450,000	2,200,000	-	-	-	2,650,000
Moorage/Yard Office	a	150,000	-	-	-	-	150,000
70/75 Ton & 300 Ton Yard Electrical Upgrades		-	-	100,000	100,000	100,000	300,000
Northwest Boat Yard Expansion (along Sims Way)		200,000	800,000	-	-	-	1,000,000
Southwest Boat Yard Expansion and Structures (near shipyard)		80,000	50,000	50,000	400,000	10,000,000	10,580,000
Sperry Buildings Capital Maintenance (estimated 2 buildings/year)	a	50,000	50,000	75,000	-	-	175,000
BH Building/Facility Preservation	a	25,000	25,000	25,000	100,000	100,000	275,000
BH Linear Dock Replacement							
<i>Design</i>		125,000	275,000	125,000	-	-	525,000
<i>Construction</i>		-	-	1,000,000	1,200,000	-	2,200,000
BH Navigation Channel Marina Dredging		25,000	25,000	25,000	550,000	-	625,000

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

	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
<b>POINT HUDSON</b>							
PH Building/Facility Preservation (incl. roof replacements)		450,000	450,000	450,000	450,000	450,000	2,250,000
Replacement of North & South Jetties							
<i>Construction</i>		6,000,000	3,000,000	-	-	-	9,000,000
PH-RV Park Restoration	a	200,000	250,000	-	-	-	450,000
PH Cantilevered Esplanade		-	-	-	350,000	3,000,000	3,350,000
PH Pavement Preservation (Grind & Overlay)		-	-	-	500,000	-	500,000
<b>QUILCENE</b>							
Quilcene Marina Dredging		20,000	80,000	650,000	-	-	750,000
Quilcene Ramp Upgrade		25,000	275,000	950,000	-	-	1,250,000
Quilcene Bathroom Remodel	a	-	20,000	180,000	-	-	200,000
<b>OTHER CAPITAL</b>							
San Juan Property(s) Clean-up Assessment		100,000	-	-	-	-	100,000
Gardiner Launch Ramp w/Seasonal Float		110,000	800,000	-	-	-	910,000
Mats Mats Bay Facilities & Boat Ramp Rehab		30,000	-	-	-	300,000	330,000
Port Wide - Piling Replacement		150,000	150,000	150,000	150,000	150,000	750,000
Port Wide - Dock Rennovations	a	250,000	250,000	250,000	250,000	250,000	1,250,000
Port Wide - Yard/Parking/RV Resurfacing	a	75,000	75,000	75,000	75,000	75,000	375,000
Port Wide - Small Capital Projects	a	100,000	100,000	100,000	100,000	100,000	500,000
Port Equipment/Vehicle Replacement		175,000	200,000	170,000	175,000	2,680,000	3,400,000
<b>Total Estimated Project Expenses</b>		<b>10,094,000</b>	<b>10,194,000</b>	<b>4,956,000</b>	<b>4,758,000</b>	<b>17,619,000</b>	<b>47,621,000</b>



## Capital Funding Sources

FUNDING SOURCES	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
<b>GRANTS -- Secured</b>							
US Fish/RCO - PH North & South Jetties Replacement - Construction		(150,000)	(100,000)	-	-	-	(250,000)
Fed EDA - PH North & South Jetties Replacement - Construction		(2,925,000)	(1,450,000)	-	-	-	(4,375,000)
State Commerce - PH North & South Jetties Replcmt - Construction - <b>ALL 2022</b>		-	-	-	-	-	-
Fed/State - Stormwater Treatment Compliance Upgrade		(338,045)	(1,650,455)	-	-	-	(1,988,500)
FAA NPE - Connector Taxiway A2 and Sign Improvement							
<i>Phase 1 Design (FAA NPE fund)</i>		(81,000)	-	-	-	-	(81,000)
<i>Phase 1 Design (WSDOT funds)</i>		(4,500)	-	-	-	-	(4,500)
<i>Phase 2 Construction (FAA NPE fund)</i>		(150,000)	-	-	-	-	(150,000)
<i>Phase 2 Construction (FAA ST/DI fund)</i>		(350,000)	-	-	-	-	(350,000)
<i>Phase 2 Construction (WSDOT fund)</i>		(27,777)	-	-	-	-	(27,777)
Fuel System Improvement							
<i>Phase 1 Design (FAA BIL Funds)</i>		(90,000)	-	-	-	-	(90,000)
<i>Phase 2 Construction (FAA BIL Funds)</i>		-	(505,000)	-	-	-	(505,000)
FAA NPE - Airport Master Plan Update		-	(300,000)	-	-	-	(300,000)
FAA NPE - Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)		-	-	(528,200)	-	-	(528,200)
Shift/Widen Parallel Taxiway							
<i>Phase 1 Enviromental Assessment (FAA NPE funds)</i>		-	-	-	(300,000)	-	(300,000)
<i>Phase 2 Design (FAA NPE funds)</i>		-	-	-	-	(150,000)	(150,000)
<i>Phase 3 Construction (2028 - \$5.5M)</i>		-	-	-	-	-	-
Jefferson County PIF Grant - Northwest Boat Yard Expansion (along Sims Way)		(40,000)	(350,000)				(390,000)
CERB grant - Southwest Boat Yard Expansion and Structures		(80,000)	-	-	-	-	(80,000)
Ecology - San Juan Property(s) Clean-up Assessment		(100,000)					(100,000)
RCO - Gardiner Launch Ramp		(88,000)	(451,877)	-	-	-	(539,877)
RCO - BH Linear Dock Replacement		(40,000)	(88,000)	(360,000)	(384,487)		(872,487)
Renovate Port Owned Hangars (FAA BIL Funds)		-	-	-	-	(200,000)	(200,000)
<b>TOTAL PROJECTED GRANT FUNDS USE</b>		<b>(4,464,322)</b>	<b>(4,895,332)</b>	<b>(888,200)</b>	<b>(684,487)</b>	<b>(350,000)</b>	<b>(11,282,341)</b>
<b>PORT WIDE CAPITAL RESERVE</b>							
Airport Terminal		(133,000)	-	-	-		(133,000)
<b>BOAT HAVEN RESERVE</b>							
BH Main Breakwater Repairs - Construction		(400,000)	-	-	-		(400,000)
BH Linear Dock Replacement		-	(42,396)	-	-	-	(42,396)

## Capital Funding Sources, page 2

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

## Capital Funding Sources, page 3

FUNDING SOURCES	note	2023 estimate	2024 estimate	2025 estimate	2026 estimate	2027 estimate	Total 5 year estimate
<b>NET OPERATING INCOME (NOI)</b>							
FAA NPE - Connector Taxiway A2 and Sign Improvement							-
<i>Phase 1 Design (match to FAA NPE fund)</i>		(4,500)	-	-	-	-	(4,500)
<i>Phase 2 Construction (match to FAA NPE fund)</i>		(28,223)	-	-	-	-	(28,223)
Airport Master Plan Update ( <i>match to FAA NPE funds</i> )		-	(33,000)	-	-	-	(33,000)
Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes ( <i>match to FAA NPE funds</i> )		-	-	(27,800)	-	-	(27,800)
Shift/Widen Parallel Taxiway							-
<i>Phase 1 Environmental Assessment (match to FAA NPE funds)</i>		-	-	-	(33,000)	-	(33,000)
<i>Phase 2 Design (match to FAA NPE funds)</i>		-	-	-	-	(17,000)	(17,000)
<i>Phase 3 Construction (2028 - \$610K)</i>		-	-	-	-	-	-
Port Wide - Dock Renovations		(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(1,250,000)
Port Wide - Yard/Parking/RV Resurfacing		(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(375,000)
70/75 Ton & 300 Ton Yard Expansion Southwest		-	-	-	-	-	-
PH-RV Park Restoration		(200,000)	(250,000)	-	-	-	(450,000)
BH Building/Facility Preservation		(25,000)	(25,000)	(25,000)	(100,000)	(100,000)	(275,000)
Northwest Boat Yard Expansion (along Sims Way)		(56,000)	-	-	-	-	(56,000)
Gardiner Launch Ramp w/Seasonal Float		(22,000)	(348,123)	-	-	-	(370,123)
Southwest Boat Yard Expansion and Structures (near shipyard)		-	(50,000)	(50,000)	-	-	(100,000)
JCIA Stormwater Management		(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(125,000)
Port Wide Small Capital Projects		(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(500,000)
Port Equipment/Vehicle Replacement		(175,000)	(200,000)	(170,000)	(175,000)	(2,680,000)	(3,400,000)
<b>TOTAL PROJECTED NOI FUNDS USE</b>		<b>(960,723)</b>	<b>(1,356,123)</b>	<b>(722,800)</b>	<b>(758,000)</b>	<b>(3,247,000)</b>	<b>(7,044,646)</b>
<b>Total Funding Sources Secured</b>		<b>(10,069,000)</b>	<b>(9,919,000)</b>	<b>(4,256,000)</b>	<b>(4,008,000)</b>	<b>(4,619,000)</b>	<b>(32,871,000)</b>
<b>Unsecured Anticipated Grants and other funding</b>							
Quilcene Ramp Upgrade ( <i>pursuing BFP RCO funds</i> )		(25,000)	(275,000)	(700,000)	-	-	(1,000,000)
PH Cantilevered Esplanade		-	-	-	(350,000)	(3,000,000)	(3,350,000)
Southwest Boat Yard Expansion and Structures (near shipyard)		-	-	-	(400,000)	(10,000,000)	(10,400,000)
<b>Total Unsecured Anticipated Grants</b>		<b>(25,000)</b>	<b>(275,000)</b>	<b>(700,000)</b>	<b>(750,000)</b>	<b>(13,000,000)</b>	<b>(14,750,000)</b>
<b>Total Funding Sources Secured &amp; Unsecured</b>		<b>(10,094,000)</b>	<b>(10,194,000)</b>	<b>(4,956,000)</b>	<b>(4,758,000)</b>	<b>(17,619,000)</b>	<b>(47,621,000)</b>

<b>MEETING DATE</b>	August 9, 2023
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VII. B. Quarter 2, 2023 IDD Levy Project Funding Report
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance and Administration
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	Informational Memorandum IDD Levy Quarter-to-date Report

**DATE:** 7/31/2023  
**TO:** Port Commission  
**FROM:** Abigail Berg, Director of Finance & Administration  
**SUBJECT:** IDD Levy Financial Report, YTD Qtr. 2, 2023

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**ISSUE**

Provide a report to the Commission.

**BACKGROUND/DISCUSSION**

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

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

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

For reference, attached is a copy of 2023 Capital Budget (2023-2027) that lists the projects, and funding for each of them.

**FISCAL IMPACT**

The largest project planned for use of IDD levy funding this year is the Point Hudson Jetty replacement, in the 2<sup>nd</sup> year of this 2-year phased project, which is 71% of the IDD levy funded 2023 capital budget. Projects worked on this quarter include the reconstruction of the old Coast Guard Building, the BH Stormwater Compliance project, the Herb Beck Marina Boat Launch Replacement and separately, the Herb Beck Marina Dredge, as well as the two (2) Sperry buildings in Boat Haven, TAKU and Key City Fish, that are slated for capital maintenance work this year. Together the quarter 2 IDD contribution to these projects totaled \$110,240 for the quarter increasing the year-to-date total to \$200,810.

**RECOMMENDATION**

NA

**IDD Tax Levy Activity**  
as of end of Quarter 2, 2023

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

Approved by voters November 5, 2019

First year of collection 2020

Base Year AV 2019

Annual maximum millage rate per \$1,000

total estimated IDD Levy (updated April 2023)

\$ 5,988,145,402
\$ 0.45
\$ 16,902,767

Annual millage rate

Cumulative Receipts since start of levy <sup>(a)</sup>

Cumulative Budgeted since start of levy <sup>(a)</sup>

Estimated remaining balance to tax

\$ 0.13	\$ 0.26	\$ 0.26
\$ 868,941	\$ 2,543,225	\$ 5,375,711
\$ 809,354	\$ 2,443,643	\$ 5,077,932
\$ 16,093,413	\$ 14,459,124	\$ 11,824,835

\$ 0.26
\$ 7,185,894
\$ 7,712,221
\$ 9,190,546

	2020	2021	2022	2023	
Revenues	total for year	total for year	total for year	annual budget	ytd actual
Total IDD Revenue	868,941	1,674,283	2,832,486	2,634,289	1,810,184
<b>CAPITAL EXPENDITURES</b>					
<b>Jefferson County Int'l Airport</b>					
JCIA Underground Fuel Tank Replacement				10,000	
<b>Boat Haven</b>					
Boat Haven Linear Dock Electrical (55%)	22,899				
Main Stormwater Pump Station Repairs		53,497			
Sperry Bldgs. Capital Maintenance		30,117	30,783	50,000	1,851
Reconstruct Old Coast Guard Bldg. (Moorage/Yard office)		4,396	215,146	150,000	112,670
NORTHwest Yard Expansion (25-feet)			66,586	104,000	754
BH Stormwater Treatment Compliance Upgrade			6,334	111,955	50,679
BH Linear Dock Replacement				85,000	
BH Navigation Channel Marina Dredging				25,000	
<b>Point Hudson</b>					
PH Replacement of North & South Jetties	194,646	191,369	66,543	2,925,000	
PH Bldg. Preservation (Cupola Bldg. Remodel) <sup>(b)</sup>				450,000	23,683
<b>Quillcene</b>					
Herb Beck Marina Boat Launch Replacement <sup>(c)</sup>			16,412		4,742
Herb Beck Marina Maint. Dredge <sup>(c)</sup>			20,062	20,000	6,431
<b>Other Projects</b>					
Port-wide Piling Replacement <sup>(d)</sup>		8,622		150,000	
Mats Mats Bay Facilities & Boat Ramp Rehab				30,000	
<b>total IDD Capital Expenses</b>	<b>217,545</b>	<b>288,001</b>	<b>421,866</b>	<b>4,110,955</b>	<b>200,810</b>
<b>Unused Current Year Remaining Levy To Date</b>	<b>651,396</b>	<b>1,386,282</b>	<b>2,410,620</b>	<b>(1,476,666)</b>	<b>1,609,374</b>
<b>Ending IDD Reserve Account Balance</b>	<b>651,396</b>	<b>\$ 2,037,679</b>	<b>\$ 4,448,298</b>	<b>\$ 6,057,673</b>	

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

**Notes:**

*(a) The "Cumulative Receipts since start of levy," and the "Cumulative Budgeted since start of levy," will always vary since the total received includes other taxes as the result of the adopted levy, i.e. State Timber Tax, etc.*

*(b) This is a location specific placeholder in the budget for Point Hudson building preservation work, to included replacement of roofs, doors, windows, siding, and painting, etc. over the next 5 years. The Cupola building remodel is the first of these projects, and likely the only one for 2023. We don't anticipate the project reaching the amount budgeted for this year.*

*(c) In the summer of 2021 the Port carried out the "Quilcene, we're listening" survey to determine what improvements the community wanted at the Herb Beck Marina location. Subsequently, the 2022 budget included two (2) placeholders for \$100k each, one for dredging the marina entrance and one for, as then a yet unidentified project. Work was performed by Mott MacDonald in 2022 to include condition assessment of the floats, launch ramp, piles, breakwater, and marina entrance, as well as grant application assistance. The grantor is currently preparing the grant award. It appears the boat launch project is moving forward sooner than anticipated as it was budgeted for 2024/2025.*

*(d) In the 2020 budget, this was Port-wide Dock Renovation and Piling Replacement, this changed in 2023, and the Port-wide Dock Renovation is funded via NOI.*

<b>MEETING DATE</b>	August 9, 2023
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VII. C. Point Hudson Jetty Update
<b>STAFF LEAD</b>	Matt Klontz, Director of Capital Projects and Port Engineer
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	None

There are no materials or proposed action for this informational item.



<b>MEETING DATE</b>	August 9, 2023
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
<b>AGENDA TITLE</b>	VII. D. Follow up on Quilcene Report from Morning Workshop
<b>STAFF LEAD</b>	Eron Berg, Executive Director, Eric Toews, Deputy Director, Matt Klontz, Director of Capital Projects and Port Engineer
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	None

There are no materials or proposed action for this informational item.

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

<b>MEETING DATE</b>	August 9, 2023
<b>AGENDA ITEM</b>	<input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
<b>AGENDA TITLE</b>	Informational Items
<b>STAFF LEAD</b>	Eron Berg, Executive Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	<ul style="list-style-type: none"> <li>• June 2023 Detailed Financials</li> <li>• Contract Update/Lease Brief</li> <li>• Puget Sound to Pacific RAISE Grant Success</li> <li>• Port Commission Schedule</li> </ul>

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

	YTD June 2022	YTD June 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
<b>OPERATING REVENUES</b>						
PTBH - Permanent Moorage	638,699	664,823	26,125		654,000	10,823
PTBH - Liveaboard Fee	9,119	14,700	5,581		11,100	3,600
PTBH - Liveaboard Background Check	240	189	(51)		-	189
PTBH - Work Float/Lift Pier Usage	4,195	11,377	7,182		4,178	7,199
PTBH - Monthly Guest	128,505	119,126	(9,378)		137,633	(18,507)
PTBH - Nightly Guest	108,468	115,876	7,407		118,585	(2,709)
PTBH - Electric	50,290	57,892	7,602		61,650	(3,758)
PTBH - Miscellaneous Revenue	3,843	4,575	732		3,415	1,160
PTBH - Showers	4,037	4,079	42		5,631	(1,553)
PTBH - Restroom Key Fobs	310	116	(195)		880	(765)
PTBH - Laundry	3,346	2,886	(461)		4,173	(1,288)
PTBH - Promotional Sales	140	548	408		120	428
PTBH - Port Labor	145	-	(145)		1,760	(1,760)
PTBH - Kayak Racks	113	3,201	3,087		-	3,201
Boat Haven Moorage	951,450	999,387	47,937		1,003,125	(3,738)
Yard - 70/75 Ton Hoist Revenue	182,919	205,692	22,772		177,703	27,989
Yard - 70/75 Ton Yard Revenue	545,830	692,902	147,072		532,689	160,213
Yard - 70/75 Ton Yard Enviro Fee	39,463	41,283	1,820		39,719	1,564
Yard - 70/75 Ton Yard Electric	23,915	25,515	1,600		25,346	169
Yard - 70/75 Ton Yard Port Labor	6,290	6,093	(197)		5,009	1,084
Yard - 300 Ton Hoist Revenue	129,041	143,757	14,717		125,279	18,478
Yard - 300 Ton Yard Revenue	271,673	264,326	(7,347)		271,179	(6,853)
Yard - 300 Ton Yard Enviro Fee	10,976	12,619	1,644		10,450	2,169
Yard - 300 Ton Yard Electric	29,812	23,749	(6,063)		31,883	(8,134)
Yard - 300 Ton Yard Port Labor	5,615	6,593	978		5,596	997
Yard - L/T Storage	41,775	(393)	(42,169)		42,300	(42,693)
Yard - Blocking Rent	28,808	27,099	(1,709)		27,827	(728)
Yard - Off Port Property Tarp Fee	-	3,874	3,874		400	3,474
Yard - Washdown Revenue	51,324	61,835	10,511		45,451	16,384
Yard - Bilge Water Revenue	3,099	4,535	1,436		3,160	1,375
Yard - Liveaboard Fee	600	-	(600)		1,098	(1,098)
Yard - Enviro Violations & Clean up	-	210	210		204	6
Yard - Miscellaneous Revenue	53	421	368		404	17
Yard - Garbage	-	1,013	1,013		-	1,013
Yard Operations	1,371,193	1,521,122	149,929		1,345,697	175,425
PTBH Prop - Lease Revenue	410,777	466,195	55,419		419,628	46,567
PTBH Prop - Fuel Dock Lease	8,254	4,703	(3,551)		7,857	(3,154)
PTBH Prop - Garbage	1,891	1,946	54		7,000	(5,054)
PTBH Prop - Water	13,830	20,487	6,657		14,088	6,399
PTBH Prop - Stormwater	4,807	4,707	(100)		5,174	(467)
PTBH Prop - Electric	(50)	(1,527)	(1,477)		810	(2,337)
PTBH Prop - Storage Unit Revenue	6,042	6,409	368		5,910	499
PTBH Prop - Miscellaneous	375	814	439		400	414
Boat Haven Properties	445,925	503,733	57,808		460,867	42,866
Pt Hudson - Permanent Moorage	77,828	72,094	(5,734)		80,000	(7,906)

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

Summary of Fund Resources Uses, June 2023

	YTD June 2022	YTD June 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
Pt Hudson - Monthly Guest	83,903	9,352	(74,551)		73,768	(64,416)
Pt Hudson - Nightly Guest	91,562	92,193	630		84,671	7,522
City Pier & Union Wharf Usage	616	9,098	8,482		1,105	7,993
Cruise Ship Garbage	519	293	(226)		500	(207)
Pt Hudson - Monthly R.V.	60,446	43,227	(17,219)		56,012	(12,785)
Pt Hudson - Nightly R.V.	185,281	219,879	34,597		175,137	44,742
Pt Hudson - Kayak Racks	10,955	8,978	(1,977)		8,490	488
Pt Hudson - Electric	14,750	5,349	(9,401)		15,509	(10,160)
Pt Hudson - Reservation Fee	19,253	24,290	5,038		24,045	245
Pt Hudson - Liveaboard Fee	5,381	420	(4,961)		9,129	(8,709)
Pt Hudson - Liveaboard Backgrnd Ck	840	936	96		945	(9)
Pt Hudson - Showers	2,503	2,155	(348)		2,227	(72)
Pt Hudson - Laundry	4,521	3,753	(767)		4,698	(945)
Pt Hudson - Passenger Fee	3,752	5,964	2,212		2,500	3,464
Pt Hudson - Miscellaneous	1,828	159	(1,668)		1,438	(1,279)
Pt Hudson - Promotional Sales	588	494	(94)		482	12
Pt Hudson - Building Leases	213,023	230,273	17,249		221,796	8,477
Pt Hudson - Property Utilities	21,945	23,132	1,187		23,190	(58)
Pt Hudson - Event Facility Rev	1,050	3,850	2,800		350	3,500
Pt Hudson - Parking	6,778	7,144	366		6,800	344
Pt Hudson - Keys, & Key Fobs	-	265	265		-	265
Pt. Hudson Marina, RV & Prop	807,322	763,297	(44,024)		792,792	(29,495)
Quilcene - Permanent Moorage	29,436	38,926	9,491		31,219	7,707
Quilcene - Nightly Moorage	687	4,646	3,959		700	3,946
Quilcene - Showers	1,040	1,050	10		1,040	10
Quilcene - Electric	1,596	1,103	(493)		1,723	(620)
Quilcene - Kayak Rack Storage	169	-	(169)		81	(81)
Quilcene - Reservations	176	-	(176)		209	(209)
Quilcene - Recreational Ramp Fees	4,600	5,889	1,289		4,406	1,483
Quilcene - Commercial Use Fees	5,030	5,400	370		4,602	798
Quilcene - Miscellaneous Revenue	609	-	(609)		224	(224)
Quilcene - Lease Revenue	35,003	37,989	2,986		36,096	1,893
Quilcene - Water	5,953	4,919	(1,034)		6,414	(1,495)
Quilcene - Empty Trailer Strg	150	473	323		375	98
Quilcene Marina & Prop	84,448	100,395	15,947		87,089	13,306
Ramp Fees	17,849	16,955	(894)		19,470	(2,515)
PTBH Ramp - Commercial Use Fees	4,515	630	(3,885)		4,181	(3,551)
PTBH Ramp - Dinghy Float Revenue	1,011	362	(650)		711	(349)
Launch Ramps	23,375	17,946	(5,429)		24,362	(6,416)
JCIA - Lease Revenue	66,286	72,307	6,021		67,782	4,525
JCIA - Hangar Revenue	19,188	22,092	2,905		19,722	2,370
JCIA - Vehicle Parking Revenue	400	580	180		400	180
JCIA - Aircraft Parking	482	1,813	1,331		387	1,426
JCIA - Fuel Lease Revenue	752	652	(100)		903	(251)
JCIA - Electric	1,135	-	(1,135)		881	(881)
JCIA - Miscellaneous Revenue	300	500	200		330	170
Jeff Co Intl Airport	88,541	97,944	9,403		90,405	7,539
(Incr.)/Decr. In Accounts Receivable	183,014	246,763	63,749		-	246,763
<b>Total Operating Revenues</b>	<b>3,955,268</b>	<b>4,250,587</b>	<b>295,319</b>	<b>a</b>	<b>3,804,337</b>	<b>446,250</b>

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

Summary of Fund Resources Uses, June 2023

	YTD June 2022	YTD June 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
<b>OPERATING EXPENDITURES</b>						
Salaries & Wages	1,328,083	1,364,584	36,501		1,426,460	(61,876)
Payroll Taxes	139,593	158,531	18,938		146,982	11,549
Employee Benefits	409,215	439,322	30,107		409,762	29,560
Uniform Expense	11,450	5,840	(5,610)		6,428	(588)
Contract Services	116,638	204,863	88,224		150,066	54,797
Legal & Auditing	24,216	23,317	(899)		15,996	7,321
Insurance	1,458	1,078	(380)		-	1,078
Office/Computer Supplies	15,944	9,467	(6,477)		10,765	(1,298)
Operating Supplies	70,521	62,737	(7,784)		43,210	19,527
Enviro Materials/Supplies	8,847	1,078	(7,769)		4,394	(3,316)
Tarp Pool Expense	14,742	24,580	9,838		16,730	7,850
Empl Recog/Relations	6,960	2,732	(4,228)		3,550	(818)
Postage	2,909	3,013	105		2,941	72
Janitorial Supplies	8,151	8,707	556		13,135	(4,428)
Fuel & Lubricants	27,513	27,226	(287)		23,445	3,781
Permits & Licenses	5,256	7,934	2,678		4,489	3,445
Equipment Rental	33,259	54,330	21,071		17,258	37,072
Claims & Damages	5,536	6,091	555		257	5,834
Membership & Dues	17,206	23,231	6,025		18,710	4,521
Bank Charges	86,340	71,587	(14,753)		79,019	(7,432)
Excise Tax	6,329	10,047	3,718		11,678	(1,631)
Miscellaneous Expense	884	2,354	1,471		1,216	1,138
Repair & Maintenance Supplies	166,903	144,586	(22,316)		152,057	(7,471)
Facilities & Operations	477,299	459,701	(17,598)		402,854	56,847
Utilities	308,437	349,645	41,208		325,140	24,505
Advertising (Legal 2018)	9,197	6,153	(3,044)		6,684	(531)
Marketing	20,788	34,190	13,403		22,901	11,289
Promotion	4,635	16,077	11,442		5,285	10,792
Marketing	34,620	56,420	21,800		34,870	21,550
Economic Development	15,000	20,045	5,045		32,500	(12,455)
Travel & Training	13,321	4,300	(9,020)		13,486	(9,186)
Community Relations	537	10,149	9,612		21,500	(11,351)
<b>Total Operating Expenditures</b>	<b>2,879,866</b>	<b>3,097,795</b>	<b>217,929</b>	<b>b</b>	<b>2,986,044</b>	<b>111,751</b>
<b>Net Operating Income (Expense)</b>	<b>1,075,402</b>	<b>1,152,792</b>	<b>77,390</b>		<b>818,293</b>	<b>334,499</b>
<b>Other Increases in Fund Resources</b>						
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	9,680	17,031	7,352		9,568	7,463
Deposits & Retainage Collected	37,276	24,691	(12,585)		43,178	(18,487)
Sales Tax Collected	48,783	53,607	4,824		39,244	14,363
Leasehold Tax Collected	311,615	318,510	6,894		299,382	19,128
Hotel/Motel Tax Collected	2,739	4,347	1,608		2,970	1,377
Taxes Collected	363,138	376,464	13,327		341,596	34,868
Grants - FAA	-	428,283	428,283		428,283	(0)

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

Summary of Fund Resources Uses, June 2023

	YTD June 2022	YTD June 2023	Variance to prior year	notes	YTD Budget 2023	Variance to Budget YTD
Grants - Dept. of Defense - FEMA	-	65,051	65,051		-	65,051
Grants - Federal Indirect - Dept. of Interior	13,625	186,147	172,522		202,000	(15,853)
Grants - Federal Indirect - EPA	-	11,613	11,613		-	11,613
Grants - WSDOT - JCIA	-	-	-		(8,277)	8,277
Grants - WA State	-	2,559,746	2,559,746		107,000	2,452,746
Grants - Jefferson County	-	-	-		(25,000)	25,000
Capital Contributions/Grants	13,625	3,250,839	3,237,215		704,006	2,546,833
Debt Proceeds - Line of Credit	-	-	-		-	-
ARRA Bond Interest Subsidy	16,476	16,476	-		16,000	476
Investment Interest	13,769	215,845	202,076		1,266	214,579
Interest	30,244	232,320	202,076		17,266	215,054
Operating Tax Levy	622,028	632,421	10,394		621,472	10,949
IDD Tax Levy	1,580,846	1,688,277	107,430		1,350,826	337,451
State Forest Revenues	4,306	41,601	37,295		4,500	37,101
State Timber Excise Tax	21,622	28,250	6,628		11,000	17,250
Leasehold Excise Tax	5,870	6,076	206		4,827	1,249
Property & other taxes	2,234,672	2,396,625	161,953		1,992,625	404,000
Insurance Recovery	-	140,632	140,632		-	140,632
Finance Charges	23,016	28,816	5,800		9,983	18,833
Other Non-Operating Revenues	12,395	11,862	(533)		570	11,292
Misc Other Incr. in Fund Resources	35,411	181,311	145,900		10,553	170,758
<b>Total Other Incr. in Fund Resources</b>	<b>2,714,365</b>	<b>6,462,251</b>	<b>3,747,886</b>	<b>c</b>	<b>3,109,224</b>	<b>3,353,027</b>
<b>Other Decr. In Fund Resources</b>						
Retainage Paid	1,970	-	(1,970)		-	-
Yard Deposits Refunded	61,922	-	(61,922)		30,500	(30,500)
PTBH Prop Lease Deposits Returned	21,025	18,048	(2,977)		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	86,143	23,509	(62,634)		35,522	(12,013)
Sales Tax Remitted	25,348	40,302	14,954		27,396	12,906
Leasehold Tax Remitted	306,731	326,361	19,630		298,900	27,461
Hotel/Motel Tax Remitted	1,483	2,884	1,401		2,382	502
Taxes Remitted	333,563	369,547	35,984		328,678	40,869
Interest Pmt - 2010 LTGO Bond	80,744	73,544	(7,200)		73,544	(0)
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	80,744	513,759	433,015		73,544	440,215
Bond Management Fees	241	170	(71)		500	(330)
Investment Fees	386	600	214		240	360
Other Non-Oper Exp	39,651	49,107	9,456		-	49,107
Debt Mgmt, Issuance & Misc Exp	40,279	49,877	9,598		740	49,137
Election Expense	17,561	-	(17,561)		-	-
<b>Total Other Decr. In Fund Resources</b>	<b>558,289</b>	<b>956,691</b>	<b>398,403</b>	<b>d</b>	<b>438,484</b>	<b>518,207</b>
<b>Incr. (Decr.) in Other Fund Resources</b>	<b>2,156,077</b>	<b>5,505,560</b>	<b>3,349,483</b>		<b>2,670,740</b>	<b>2,834,820</b>
<b>Net Income (Expense)</b>	<b>3,231,479</b>	<b>6,658,352</b>	<b>3,426,873</b>	<b>e</b>	<b>3,489,033</b>	<b>3,169,319</b>

**DATE:** 8/3/2023  
**TO:** Commission  
**FROM:** Sue Nelson, Lease & Contracts Administrator  
**SUBJECT:** August 9, 2023 Lease Update

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### **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, **40** rentals.

### **DISCUSSION**

Leases expiring in 2023:

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

*New Agreements:*

- Haven Boatworks, Boat Haven Rental Agreement for the back half of the building they currently rent (taking over Johnson Fabrication's former space). Mr. Johnson left everything in the building without cleaning it out. A Rent-Free Access Memo was written up for July 1-31, 2023 allowing Haven time to clean out and organize space prior to the August 1, 2023 rental agreement inception. Haven paid the Leasehold Excise Tax, as required, during the Rent-Free period.
- Northwest Maritime Center, 4400 sf of land, Point Hudson back 40 north of Commanders Beach House, for storage and campsites during WBF, 8/18/23-9/15/23.

*Lease/Rental Amendments:*

- Alan Katz, increased footprint from 5,037 sf to 5,517 sf

*Exercising Options:*

*Assignments/Assumptions:*

*Terminated/Expired Agreements:*

*License & Use Agreements:*

- Rebecca Welti, Art installation at pocket park near former Commission Building, Benedict St.

***August Rent Increases:***

- **CPI Increase (9%):** Brooks, Cindy; Dow, Jeffrey (D Hangar); Pete's Marine Metal; Best Coast Canvas
- **Market Rate Increase:** Fortune Teller Art; Whittiker, LLC; Mark Kielty Design
- **Step Increase:**
- **Recurring Annual License Fee:** Browning, Scott & Lori

*Miscellaneous:*

- Advertising former MRW sit for rent.
- Received a new lease proposal from Dept of Enterprise Services for Fish & Wildlife, Point Hudson; current lease expires 3/31/24. When finalized, a new lease will be presented to the Commission for approval.
- Director Berg and I met with Sarah Kolbeck of PTR. Toured their facility, learned more about their green investments in the building, and discussed PTR's future lease needs.

**ATTACHMENTS**

1. 2023 Lease List

**RECOMMENDATIONS**

For information only.



Boat Haven - PROPERTY		AUGUST 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.
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 CP
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.
Haven Boatworks	1,701.29	Mo/Mo	8/1/2023	Back half J&S (former Johnson Fab). Rent-free access+ LET, 7/1-7/15/23 to clean bldg.
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.
Katz, Alan	1,081.33	Mo/Mo	6/1/2024	Land lease, business w/temporary shelters. Amended agreement-incr land by 480 sf/
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.
Octopus Gardens Diving	1,232.00	6/30/2026	7/1/2024	24 mo. stepped rent to achieve market rate.
Olympic Boat Transport LLC	54.72	Mo/Mo	2/1/2024	Relocated crane next to Pete's Marine.
Pete Stein & Compass Woodwork	107.17	Mo/Mo	6/1/2024	40'x8' land & 7'x8' land for equipment.
Pete's Marine Metals	1,706.29	7/31/2024*	8/1/2024	*One 1-yr option remaining. CPI applied
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.
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.
Welti, Rebecca	\$105.00/1xfee	7/31/24*		*auto-renews. Art installation, pocket park off of Benedict

Point Hudson - PROPERTY		AUGUST 2023		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ STEP Incr.	REMARKS
<b>Best Coast Canvas</b>	<b>2,154.87</b>	7/31/2024*	8/1/2024	Armory Bldg. *Exercised last 1-yr option thru 7/31/24. <b>CPI applied</b>
Brion Toss Yacht Rigging	887.76	8/31/2024	9/1/2023	Armory Bldg. 5-yr lease, no options.
<b>Brooks, Cindy</b>	<b>41.20</b>	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.
<b>Fortune Teller Art</b>	<b>385.50</b>	Mo/Mo	8/1/2024	Office #2, Main Bldg., Point Hudson. 30 day notice increases. <b>MR applied</b>
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: <del>6/22</del> , <del>6/23</del> , 6/24.
Hudson Point Café	1,727.14	6/30/2025*	7/1/2024	Main Bldg. *One 5-yr option available.
Hudson Point Café Office #10, Main Bldg.	283.80	Mo/Mo	7/1/2024	Main Bldg. Restaurant view office.
Hudson Point Café Office #8	270.60	Mo/Mo	7/1/2024	Main Bldg. Restaurant storage, non-view office.
Hudson Point Café	117.73			Main Bldg - common area fee-restroom cleaning/stocking
Impact Naval Architects, LLC	279.50	Mo/Mo	12/1/2023	Upstairs office, N. half PH Duplex.
Marine Resources Consultants Inc.	514.44	9/30/2024*	10/1/2023	Armory Bldg. *Used last option.
Marine Science Center	105.00/1 x fee	auto-renew	N/A	Use of Union Wharf for "Guenther" whale display. One-time license fee.
<b>Mark Kielty Design</b>	<b>283.80</b>	Mo/Mo	8/1/2024	Main Bldg., small view office. <b>MR applied.</b>
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.
Northwest Maritime Center (Swan Hotel)	516.00/yr	auto renew	6/1/2024	License-encroachment. MR every 3-ys. Port may term w/180-day notice
<b>Northwest Maritime Center (back 40)</b>	<b>1,188.00</b>	<b>9/15/2023</b>	<b>N/A</b>	<b>One-month land agreement, PH back 40, for WBF storage and camping.</b>
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.
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.
<b>Whittiker, LLC</b>	<b>\$ 283.80</b>	Mo/Mo	8/1/2024	Office #1, Main Bldg., Point Hudson. 30 day notice increases. <b>MR applied</b>

JCIA - PROPERTY	AUGUST 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	8/1/2024	Periodic tree & shrub removal.
Dow Jeffery & Jorja	394.76	12/31/2028	8/1/2024	Land lease. Hangar 'D'. <b>CPI applied</b>
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.
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.
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	lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	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	lease
Port Townsend Aero Museum	430.98	7/31/2052*	5/1/2024	*One 25-yr option. Museum bldg- <b>land lease</b> .
Port Townsend Aero Museum	369.40	7/31/2052*	5/1/2024	*One 25-yr opt. Museum bldg- <b>land lease</b> (expan.).
Port Townsend Aero Museum	635.38	7/31/2052*	5/1/2024	*One-25 yr option. Maintenance bldg- <b>land lease</b> .
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.
Pratt Sr., David	80.00	Mo/Mo	3/1/2024	(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	applied
Station Prairie	336.00	Mo/Mo	30-day	#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'.

QUILCENE - PROPERTY		AUGUST 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.

**From:** [Steve Durrant](#)  
**To:** [Joanna Sanders](#)  
**Subject:** Fwd: Puget Sound to Pacific success!  
**Date:** Friday, June 23, 2023 2:52:05 PM  
**Attachments:** [tiny.png](#)  
[PS2P FY23 Co-Applicant summary V1 info.pdf](#)

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Joanna, FYI since Erin is out.

### Steve Durrant, FASLA

Project Director  
 Puget Sound to Pacific Collaborative  
[info@PS2P.org](mailto:info@PS2P.org)  
[www.ps2p.org](http://www.ps2p.org)

Begin forwarded message:

**From:** Steve Durrant <[info@ps2p.org](mailto:info@ps2p.org)>  
**Subject:** Puget Sound to Pacific success!  
**Date:** June 23, 2023 at 2:45:07 PM PDT  
**To:** Steve Durrant <[info@ps2p.org](mailto:info@ps2p.org)>  
**Cc:** Barb Trafton <[barb@biparksfoundation.org](mailto:barb@biparksfoundation.org)>, Jeff Bohman  
 <[jrbhman@icloud.com](mailto:jrbhman@icloud.com)>, Don Willott <[dwillott@mac.com](mailto:dwillott@mac.com)>, Steve Durrant  
 <[scdurrant@mac.com](mailto:scdurrant@mac.com)>, Mike Healy <[Mhealy@cityofpa.us](mailto:Mhealy@cityofpa.us)>, Jonathan Boehme  
 <[Jboehme@cityofpa.us](mailto:Jboehme@cityofpa.us)>

### **We want to be sure you are among the first to know that Puget Sound to Pacific has been awarded a \$16.13M RAISE Grant from the US Department of Transportation**

The City of Port Angeles and the Puget Sound to Pacific Collaborative (PS2Pc) are very excited to confirm that the [PS2P RAISE Grant Application](#) was successful. [Representative Derek Kilmer](#) and [Senator Patty Murray](#) issued press releases yesterday announcing the selection by USDOT.

The PS2P Grant funds all 34 components for all 13 applicants for a total of \$16.13million to be spent by 2032. Please review your proposed components in the application ([www.ps2p.org](http://www.ps2p.org)) and in the summary attached below. The federal grant will fund planning and design for 100 miles of trail projects and safety improvements along the western end of the Great American Rail-Trail from Bainbridge Island to LaPush, as well as network connections Port Townsend and Kingston, and to residential and business areas and transit.

Please share this happy news with your leadership.

Mike Healy and Jonathan Boehm from the City of Port Angeles, the Lead Recipient, will be in touch with the co-recipients next week to start the internal organization process.

Representative Kilmer's quote reflects a lot of what we know PS2P will mean to

our communities:

*“This is a big deal,” said Rep. Kilmer. “This investment in the Puget Sound to Pacific network will help connect workers to jobs, local residents to essential services, and folks looking for recreation to some of our region’s natural treasures ... That’s a huge win for our region.”*

We also know the benefits of improvements to trails include health, economic, transportation equity, and conservation of greenways and open spaces.

On behalf of PS2Pc congratulations!

Barb Trafton:

[Bainbridge Island Parks & Trails Foundation](#)

Jeff Bohman:

[Peninsula Trails Coalition](#)

Don Willott:

[North Kitsap Trails Association](#)



**Steve Durrant, FASLA**

Project Director

Puget Sound to Pacific Collaborative

[\*info@PS2P.org\*](mailto:info@PS2P.org)

[\*www.ps2p.org\*](http://www.ps2p.org)

# Quileute Tribe

PS2P FY23 Co-Applicant

Contact: Annie Foster/grant.writer@quileutetribe.com  
Larry Burtness/larry.burtness@quileutetribe.com

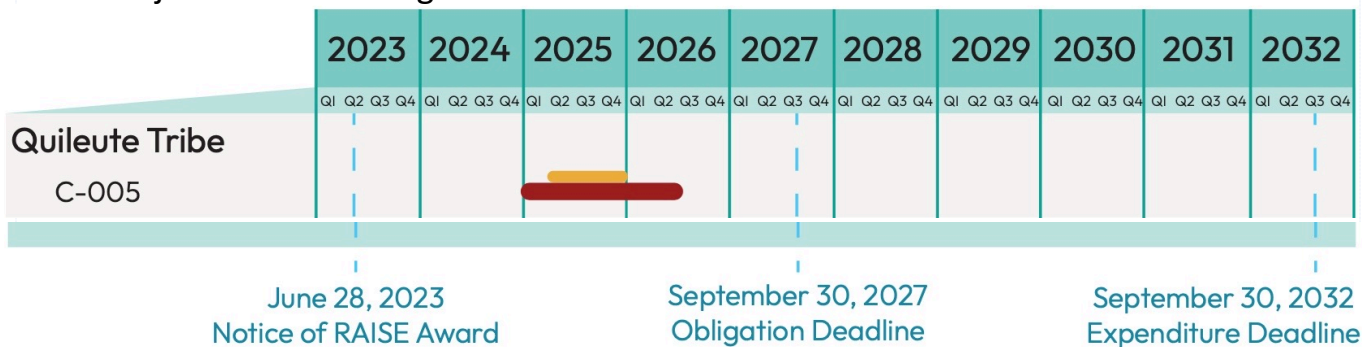
## From Component List Page 1

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
C-005	La Push Tribal Trail Network	Quileute Tribe	4	0.3	Predesign (10%) Study
<i>Description:</i> Predesign Study for extension of separated path into the town center and community connectors to Quileute Tribe community facilities.					

## From Budget Page 2

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 4			Total: 1,800			
C-005	La Push Tribal Trail Network Quileute Tribe	0.3	250			

## From Project Readiness Page 3



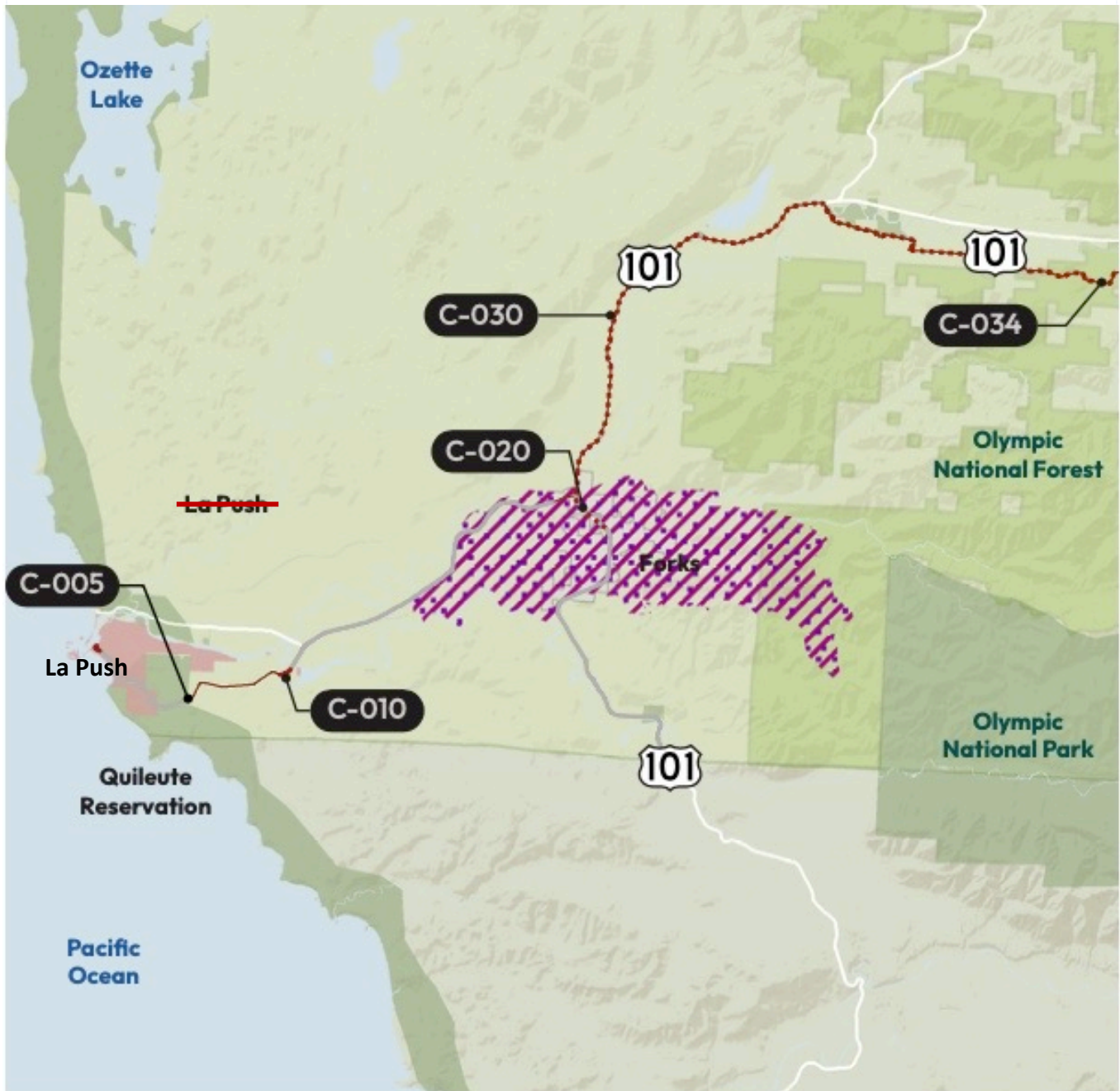


# Quileute Tribe

PS2P FY23 Co-Applicant

DRAFT

Contact: Annie Foster/grant.writer@quileutetribe.com  
Larry Burtness/larry.burtness@quileutetribe.com



Key Map



Legend

- 30-100% Design Component
- - - Pre-Design Component
- Trail System
- Area of Persistent Poverty Tract
- ▨ Historically Disadvantaged Community Tract



## FY2023 RAISE Planning Grant Request

For Gaps, Community Connections & Safety Improvements on the Olympic Discovery Trail and Sound to Olympics Trail, the western end of the Great American Rail-Trail  
Submitted February 28, 2023

DRAFT



# City of Forks

PS2P FY23 Co-Applicant

DRAFT

Contact: Rod Fleck/rodf@forkswashington.org

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
C-020	City of Forks Trail Segment	City of Forks	4	1.0	Predesign (10%) Study
<i>Description:</i> Connector trail paralleling US101 from Forks' northern city limit to Tillicum Park in Forks.					

## From Component Budgets

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
C-020	City of Forks Trail Segment (US101) City of Forks	1.0	200			

## From Component Readiness

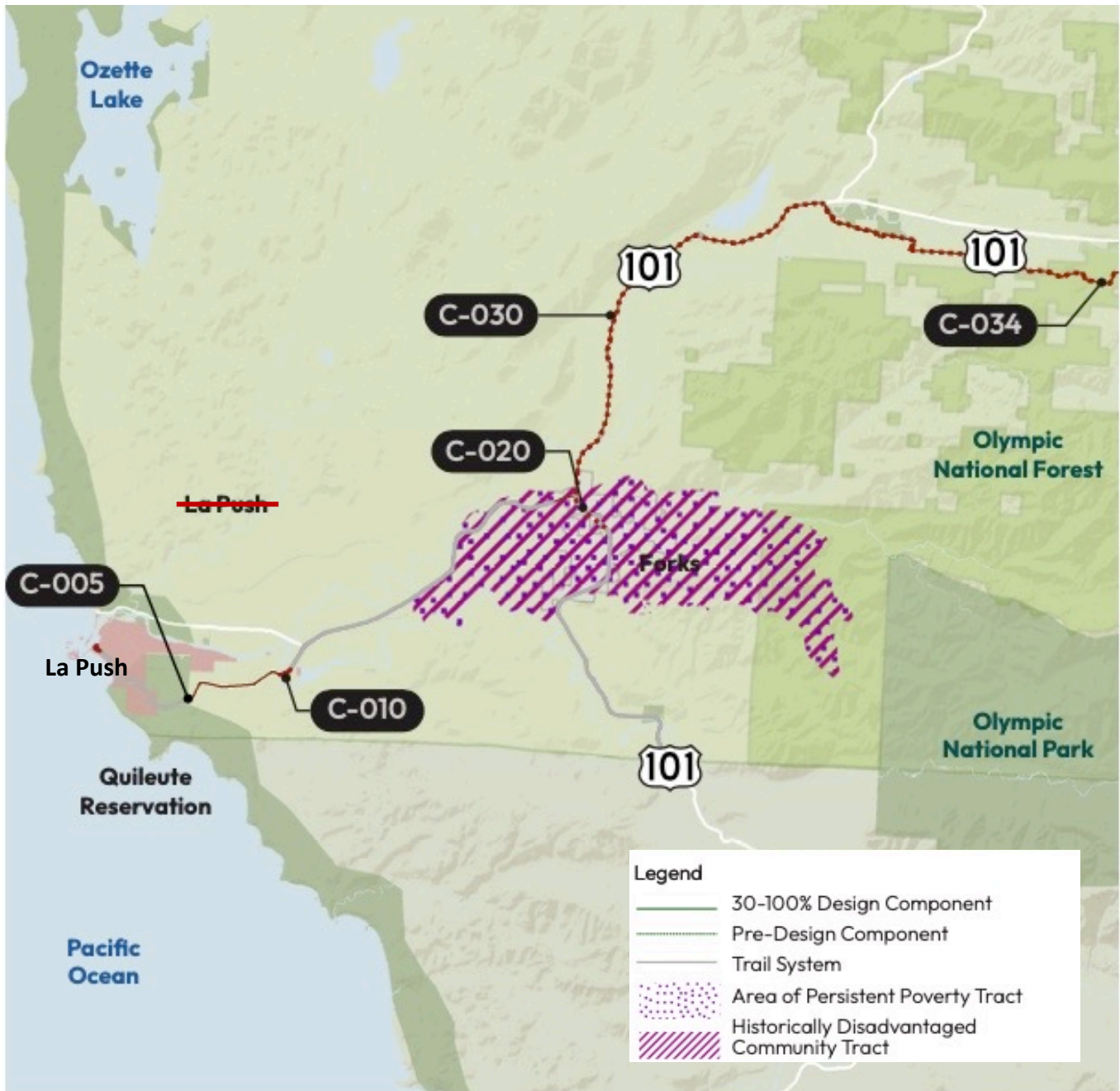


# City of Forks

PS2P FY23 Co-Applicant

DRAFT

Contact: Rod Fleck/rod@forkswashington.org



DRAFT

**Clallam County**

PS2P FY23 Co-Applicant

Contact: Steve Gray/steve.gray@clallamcountywa.gov

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
C-010	Bogachiel River Crossing	Clallam County Public Works	4	0.1	TSL
	<b>Description:</b> RAISE funds are proposed for a Type Size Location (TSL) Study of the Bogachiel River crossing within the larger proposed 13 mile separated share use trail project between SR110 and La Push. The 13-mile stretch along SR110 (La Push Road) between La Push and US101 is characterized by narrow road shoulders.				
C-030	Forks City Limit to Sappho Trail Segment US101	Clallam County Public Works	4	11.0	Preliminary (30%) Design
	<b>Description:</b> Trail alignment paralleling US101 between the north limits of the City of Forks and Mary Clark Rd near Sappho.				
C-034	Sappho to Camp Creek Trailhead Trail Segment (US101)	Clallam County Public Works	4	8.2	Predesign (10%) Study
	Trail alignment along US 101 between Sappho and the Camp Creek Trailhead in Olympic National Forest.				
C-040	Waterline Rd Trail Segment	Clallam County Public Works	6	5.0	Preliminary (30%) Design and Final (100%) Design
	<b>Description:</b> Olympic Discovery Trail connection along Department of Natural Resources service road from SR112 on the north to the north shore of Lake Crescent at the mouth of the Lyre River, where it connects to the recently completed Spruce Railroad Trail.				



**Clallam County**

PS2P FY23 Co-Applicant

Contact: Steve Gray/steve.gray@clallamcountywa.gov

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
C-060	Gossett Rd to Thompson/Onella Rd Trail Segment (SR112)	Clallam County Public Works	6	7.0	Preliminary (30%) Design
	<b>Description:</b> Trail segment parallel to State Route 112 north of Olympic National Park. The project flanks the town of Joyce, with west project boundary at Gossett Road and the east project boundary at Thompson/Onella Road. State Route 112 is the Strait of Juan de Fuca Highway extending from Port Angeles to Neah Bay at the northwestern corner of the State of Washington.				
C-080	Freshwater Bay Rd to Elwha River Trail Segment (SR305)	Clallam County Public Works	6	5.0	Preliminary (30%) Design
	<b>Description:</b> Trail segment paralleling SR112 between Freshwater Bay Rd and the Elwha River. State Highway 112 is the Strait of Juan de Fuca Highway extending from Port Angeles to Neah Bay at the northwestern corner of the State of Washington,				
C-200	Bagley Creek Bridge Replacement	Clallam County Public Works	14	0.1	TSL
	Type Size Location (TSL) Study of the Bagley Creek Bridge Replacement				

**Clallam County**

PS2P FY23 Co-Applicant

Contact: Steve Gray/steve.gray@clallamcountywa.gov

## From Component Budgets

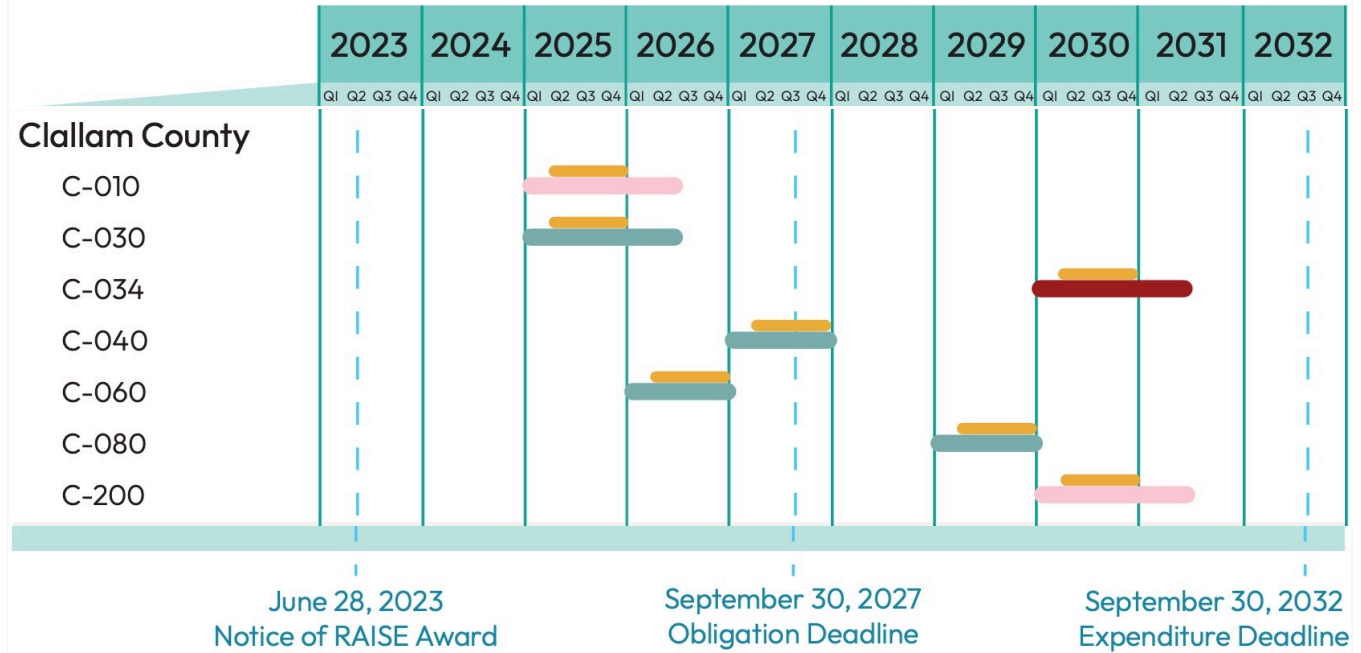
Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
C-010	Bogachiel River Crossing (SR110) Clallam County Public Works	0.1				600
C-030	Forks City Limit to Sappho Trail Segment (HW110) Clallam County Public Works	11.0		500		
C-034	Sappho to Camp Creek Trailhead Trail Segment (HW110) Clallam County Public Works	8.2	250			
C-040	Waterline Rd Trail Segment Clallam County Public Works	5.0		450	600	
C-060	Gossett Rd to Thompson/Onella Rd Trail Segment Clallam County Public Works	7.0		500		
C-080	Freshwater Bay Rd to Elwha River Trail Segment Clallam County Public Works	4.5		400		
C-200	Bagley Creek Bridge Replacement Clallam County Public Works	0.1				450

# Clallam County

PS2P FY23 Co-Applicant

Contact: Steve Gray/steve.gray@clallamcountywa.gov

## From Component Readiness

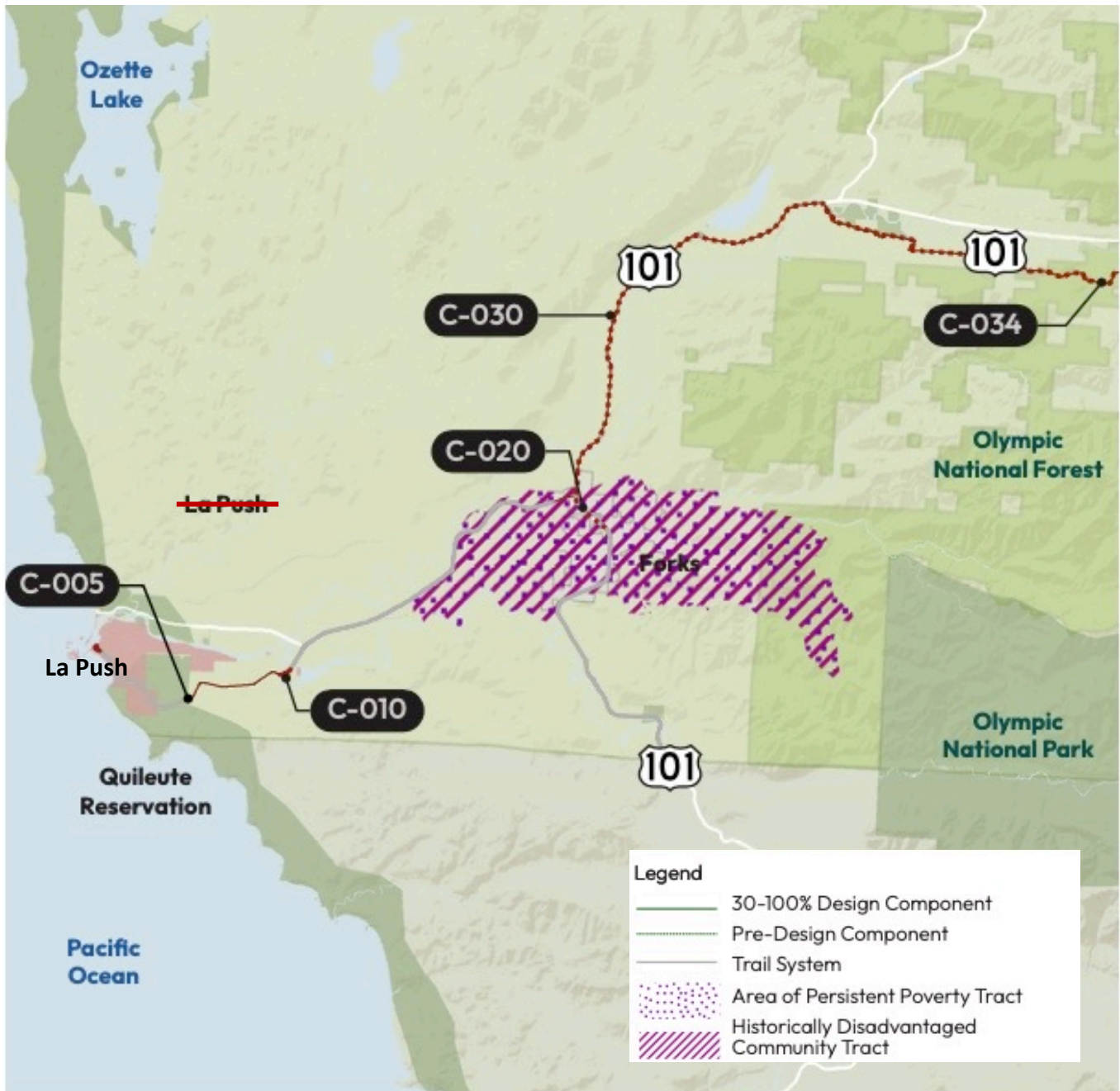


# Clallam County

PS2P FY23 Co-Applicant

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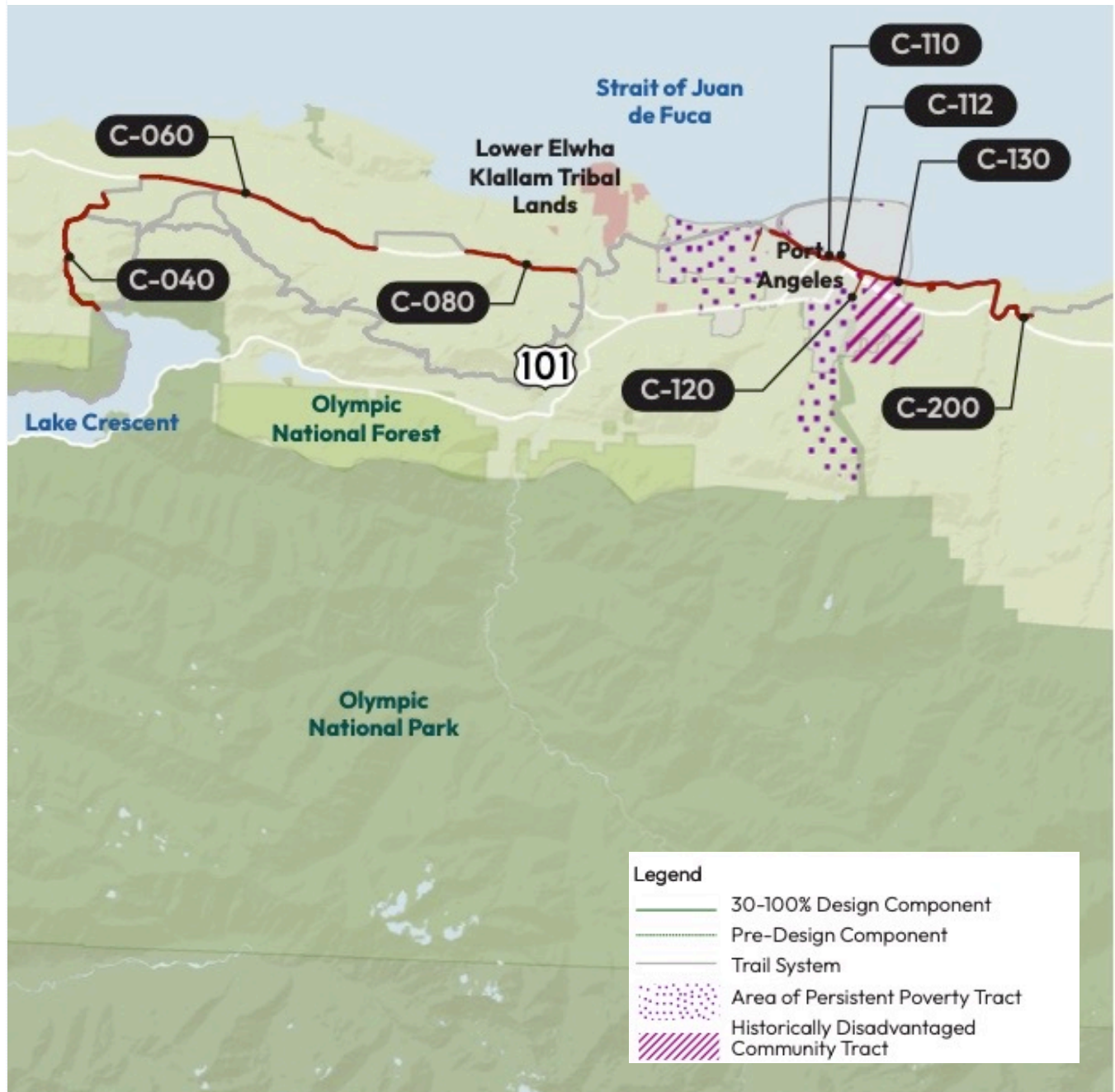


# Clallam County

PS2P FY23 Co-Applicant

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Contact: Steve Gray/steve.gray@clallamcountywa.gov



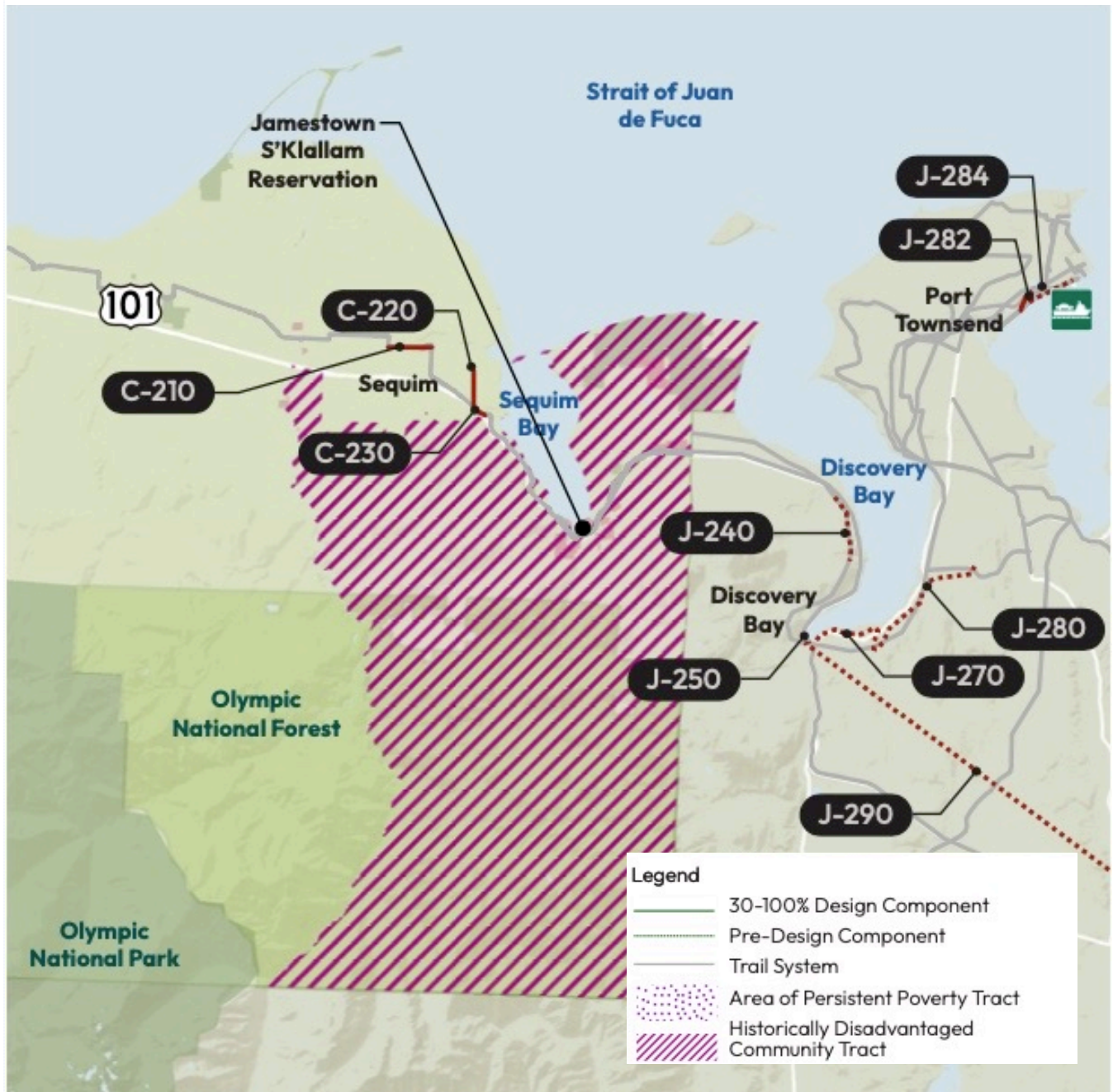


# Clallam County

PS2P FY23 Co-Applicant

Contact: Steve Gray/[steve.gray@clallamcountywa.gov](mailto:steve.gray@clallamcountywa.gov)

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## City of Port Angeles

PS2P FY23 Lead-Applicant

Contact: Jonathan Boehme/Jboehme@cityofpa.us  
Mike Healy/Mhealy@cityofpa.us

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
C-110	Race Street Complete Street Ph II: 8th St to Front St	Port Angeles	10	0.55	Preliminary (30%) Design and Final (100%) Design
	<b>Description:</b> Race Street Complete Streets project between 8th St and Front St. Race Street is an important gateway to Olympic National Park, and one of the City's most active arterials. Through grant funding, the City has taken the initiative to develop Race Street into a multi-modal corridor bringing safety and equity for all pedestrians, bicyclists, vehicles and transit users. The first and second phases extend from Front Street to the Olympic National Park Visitor Center in an effort to improve the connection between the ODT and the Hurricane Ridge Visitor Center.				
C-112	Race Street Complete Street Ph III: Front St to Olympic Discovery Trail (ODT)	Port Angeles	10	0.3	Predesign (10%) Study and Preliminary (30%) Design
	<b>Description:</b> Continuation of Race St Complete Streets project north of Front St to connect to Olympic Discovery Trail (ODT) on the city's waterfront.				
C-120	Gales Addition Connector	Port Angeles	13	0.3	Predesign (10%) Study and Preliminary (30%) Design
	<b>Description:</b> The City has identified a need for a plan for an additional alternate route for the Olympic Discovery Trail (ODT) in the event of a large and lengthy closure of the waterfront portion of the trail. This project explores the options and needs for such an alternate route and allow for connection from the Gales Addition to the ODTI.				

## City of Port Angeles

PS2P FY23 Lead-Applicant

Contact: Jonathan Boehme/Jboehme@cityofpa.us  
Mike Healy/Mhealy@cityofpa.us

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
C-130	Port Angeles Waterfront Trail Renovation and Sustainability Study, City Pier to Morse Creek	Port Angeles	12	3.5	Predesign (10%) Study, Preliminary (30%) Design
<i>Description:</i> Renovation and sustainability improvements of the Olympic Discovery Trail along the waterfront of Port Angeles					

## From Component Budgets

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
C-110	Race Street Complete Street Ph II: 8th St to Front St Port Angeles	0.55		400	800	
C-112	Race Street Complete Street Ph III: Front St to ODT Port Angeles	0.3	200	400		
C-120	Gales Addition Connector	0.3	200	400		
C-130	Port Angeles Waterfront Trail Renovation and Sustainability Study Port Angeles	3.5	400	600		

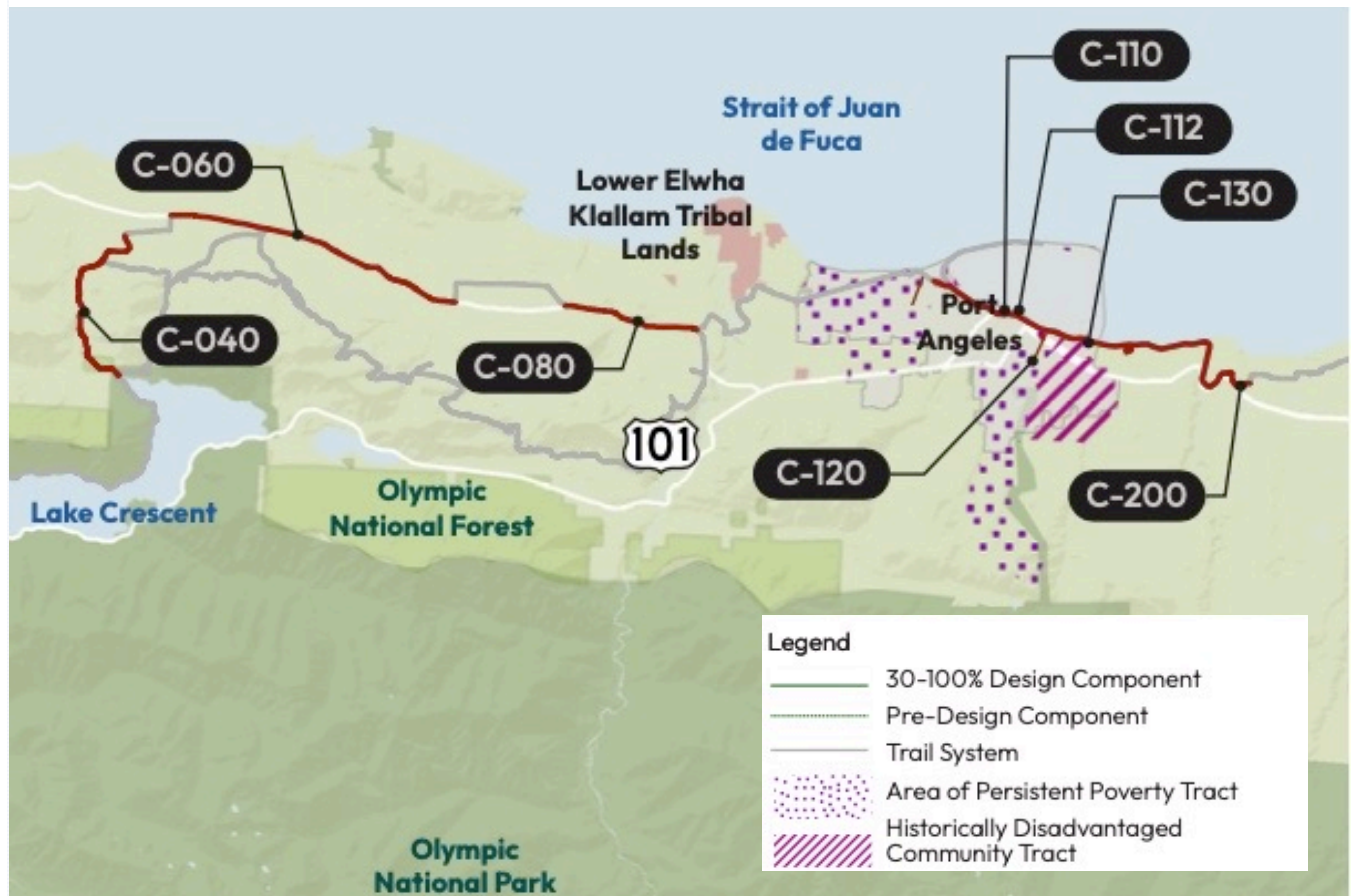
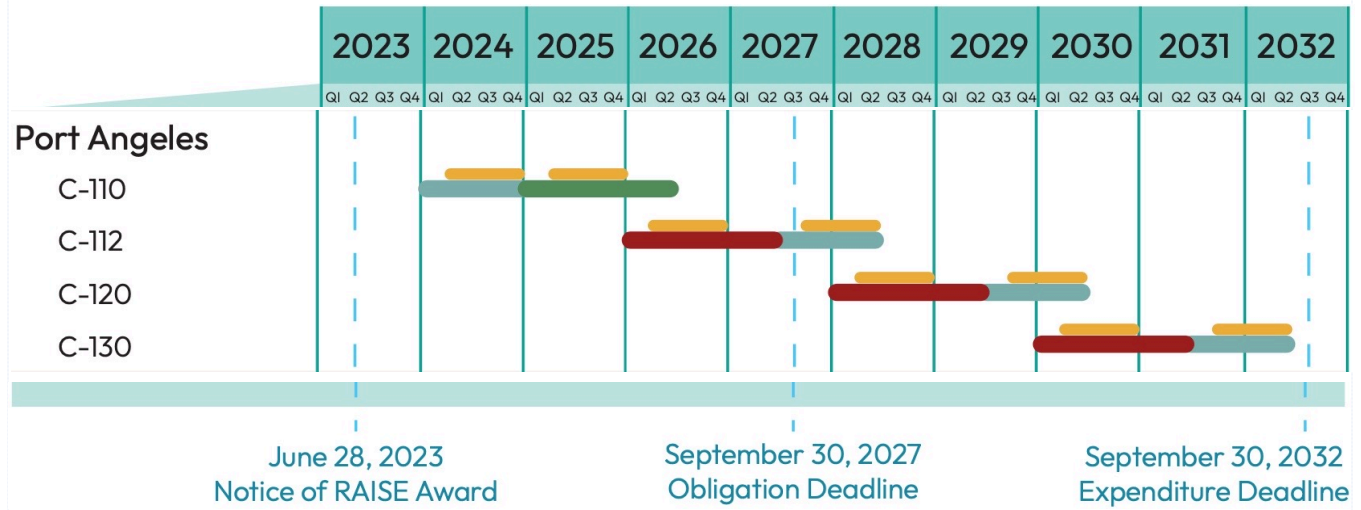


# City of Port Angeles

PS2P FY23 Lead-Applicant

Contact: Jonathan Boehme/Jboehme@cityofpa.us  
Mike Healy/Mhealy@cityofpa.us

## From Component Readiness



## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
C-210	East Fir St Trail Rehabilitation	City of Sequim	21	0.6	Preliminary (30%) Design and Final (100%) Design
	<b>Description:</b> E. Fir St. from Sequim Avenue to Blake Avenue The project is for the rehabilitation of a 3,290 linear foot trail segment on East Fir St. between Blake Avenue and Sequim Ave. This segment is currently an on-street section of the Olympic Discovery Trail (ODT). This segment also provides an improved route from the Sequim School District Campus to Carrie Blake Park, a popular community park with amenities including a skate park, playgrounds and various sports fields and courts				
C-220	Keeler Road Multi-Use Path	City of Sequim	20	0.8	Preliminary (30%) Design and Final (100%) Design
	<b>Description:</b> This multi-use trail segment is on Keeler Rd. between W. Sequim Bay and Olympic Discovery Trail (ODT) in east-central Sequim. This project phase would design a 4,175 linear foot multi-use trail to provide a safe feeder route for Sequim pedestrians and bicyclists from residential and commercial areas of northeast Sequim and greater Clallam County to the Olympic Discovery Trail				
C-230	Johnson Creek Bridge Replacement	City of Sequim	23	0.1	TSL
	<b>Description:</b> The Johnson Creek Trestle is an old railroad trestle bridge and now a part of the Olympic Discovery Trail (ODT) that spans Johnson Creek located east of Sequim. The 410-foot-long trestle was refurbished in 2003 from a former railroad span and opened to pedestrian traffic. A 2022 inspection & analysis report puts a high priority on replacement of bridge components for ongoing safe use.				

# City of Sequim

PS2P FY23 Co-Applicant

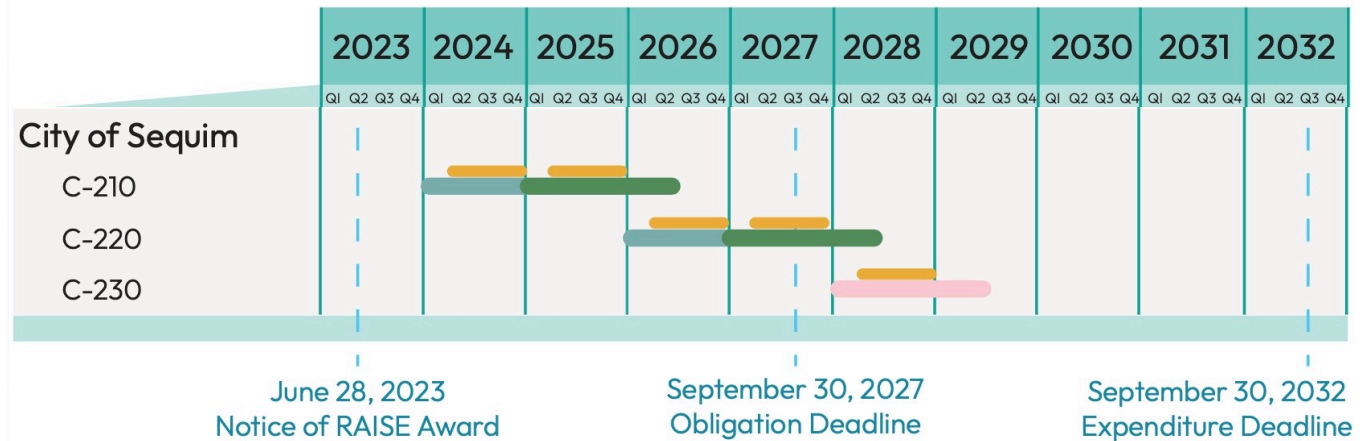
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Contact: Meggan Uecker/muecker@sequimwa.gov  
Charisse Deschenes/cdeschenes@sequimwa.gov  
Sarah VanAusdle/svanausdle@sequimwa.gov

## From Component Budgets

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 21			Total: 750			
C-210	East Fir St Trail Rehabilitation City of Sequim	0.6		300	450	
Census Tract No. 20			Total: 250			
C-220	Keeler Road Multi-Use Path City of Sequim	0.8		100	150	
Census Tract No. 23			Total: 400			
C-230	Johnson Creek Bridge Replacement City of Sequim	0.1				400

## From Component Readiness



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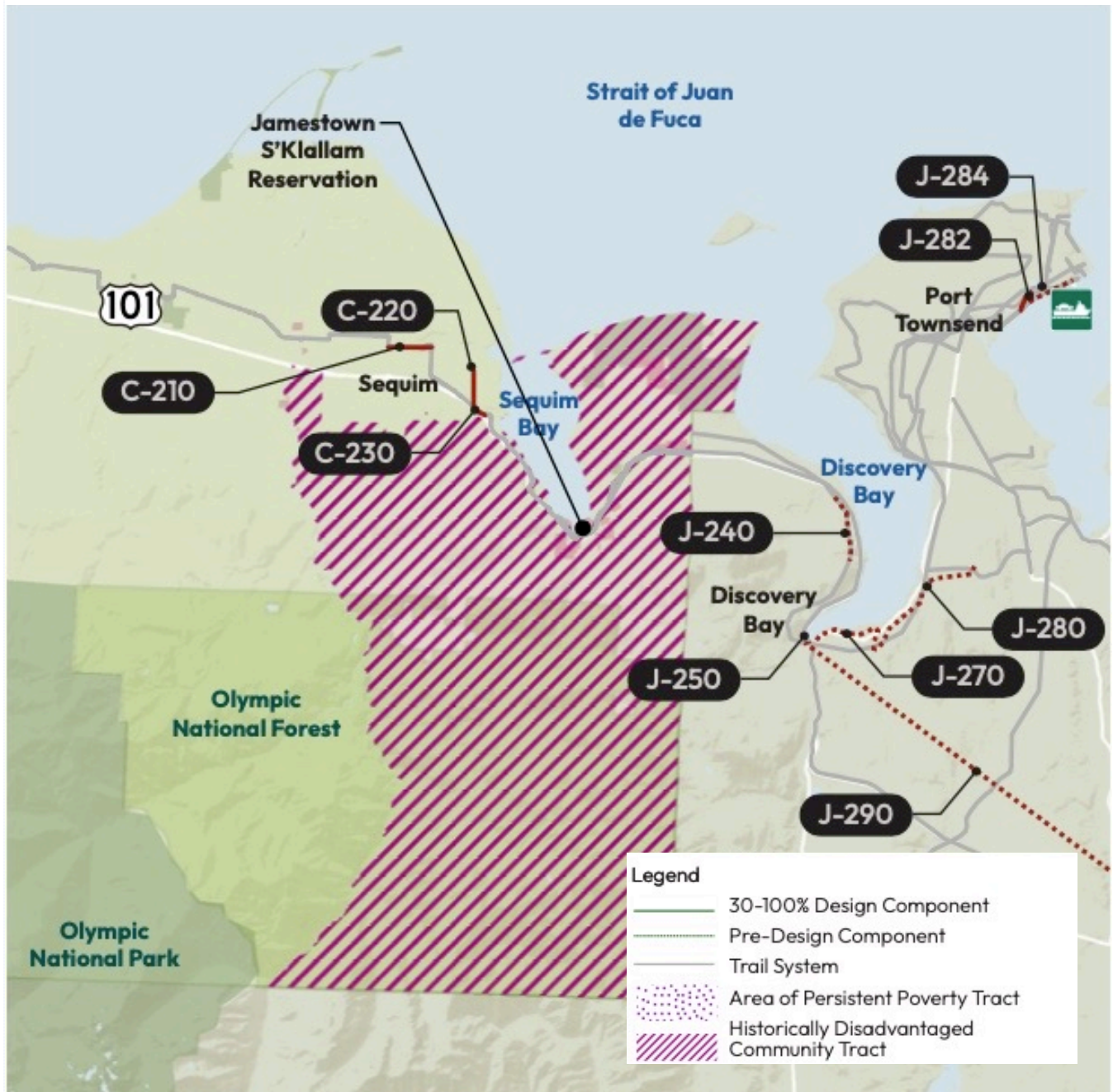


# City of Sequim

PS2P FY23 Co-Applicant

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Sarah VanAusdle/svanausdle@sequimwa.gov



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## Jefferson County

PS2P FY23 Co-Applicant

DRAFT

Contact: John Fleming/JFleming@co.jefferson.wa.us  
Eric Kuzma/ekuzma@co.jefferson.wa.us  
Monte Reinders/MReinders@co.jefferson.wa.us

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
J-240	Old Highway 9 Trail Segment (US101)	WSDOT/ Jefferson Co Public Works	9505	1.6	Preliminary (30%) Design, Final (100%) Design
	<p><b>Description:</b> This segment of the Olympic Discovery trail on the west side of Discovery Bay reroutes the trail onto abandoned Highway 9 alignment, offset from the heavy traffic of US Highway 101. Current trail users need to walk and ride the shoulder of busy US Highway 101, or use alternative transportation like public transit.</p> <p>This component proposes separated trail within state and county right-of-way. Retaining wall structures will be required where the separated trail is located over existing highway embankments. Existing streams that were culverted by US Highway 101 construction will need to be addressed by either partnering with fish passage projects or by spanning the streams with bridge structures.</p>				
J-250	Discovery Bay Trail Gap at Salmon Creek (US101)	Jefferson Co Public Works	9505	0.3	Preliminary (30%) Design
	<p><b>Description:</b> Continuation of Olympic Discovery Trail (ODT) in state ROW crossing Salmon Creek and Snow Creek. The west end connects to a trail on old railroad grade completed in 2019 by Jefferson County. East project extent is Fairmount Road at southeast corner of Discovery Bay.</p>				
J-270	Fairmount Road Trail Gap (SR20)	Jefferson Co Public Works	9505	1.9	Pre-design (10%) Study
	<p><b>Description:</b> The Fairmount Road Trail gap extends from US101 (J-250) to the Eaglemount Trail Gap (J-280). Non-motorized users at this time need to use the travel lane of SR20. The design will need to include a crossing of SR20 at or near Eaglemount Road.</p>				

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## Jefferson County

PS2P FY23 Co-Applicant

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Contact: John Fleming/JFleming@co.jefferson.wa.us  
Eric Kuzma/ekuzma@co.jefferson.wa.us  
Monte Reinders/MReinders@co.jefferson.wa.us

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
J-280	Eaglemount Trail Gap (SR20)	Jefferson Co Public Works & City of Port Townsend	9505	3.4	Predesign (10%) Study
	<b>Description:</b> The Eaglemount Trail gap connects Anderson Lake State Park to Eaglemount Road through Department of Natural Resources land, City of Port Townsend water resources land and county right-of-way. This trail is intended to bypass the heavy traffic on SR20, where non-motorized users at this time need to use the shoulder or travel lane.				
J-290	West Sound to Olympics (STO): Jefferson County Hood Canal Bridge to Olympic Discovery Trail (ODT)	Jefferson County Public Works	9506.01	20.0	Predesign (10%) Study
	<b>Description:</b> This Alignment Alternatives study will define a preferred route to connect the Hood Canal Bridge with the Olympic Discovery Trail. The current unsigned route uses shoulders on SR104, US101 and/or unsigned county roads. The study will include identifying the most advantageous point of connection with the Olympic Discovery Trail. 16-22 miles.				

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**Jefferson County**

PS2P FY23 Co-Applicant

Contact: John Fleming/JFleming@co.jefferson.wa.us

Eric Kuzma/ekuzma@co.jefferson.wa.us

Monte Reinders/MReinders@co.jefferson.wa.us

**From Component Budgets**

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 9506.1			Total: 1,830			
J-240	Old Highway 9 Trail Segment Jefferson County Public Works	1.6		500	700	
J-250	Discovery Bay Trail Gap at Salmon Creek Jefferson County Public Works	0.3		80		
J-270	Fairmount Road Trail Gap Jefferson County Public Works	1.9	250			
J-280	Eaglemount Trail Gap Jefferson County Public Works & City of Port Townsend	3.4	300			
Census Tract No. 9505, 9503			Total: 250			
J-290	West STO: Jefferson County Hood Canal Bridge to ODT (SR104) Jefferson County Public Works	20.0	250			

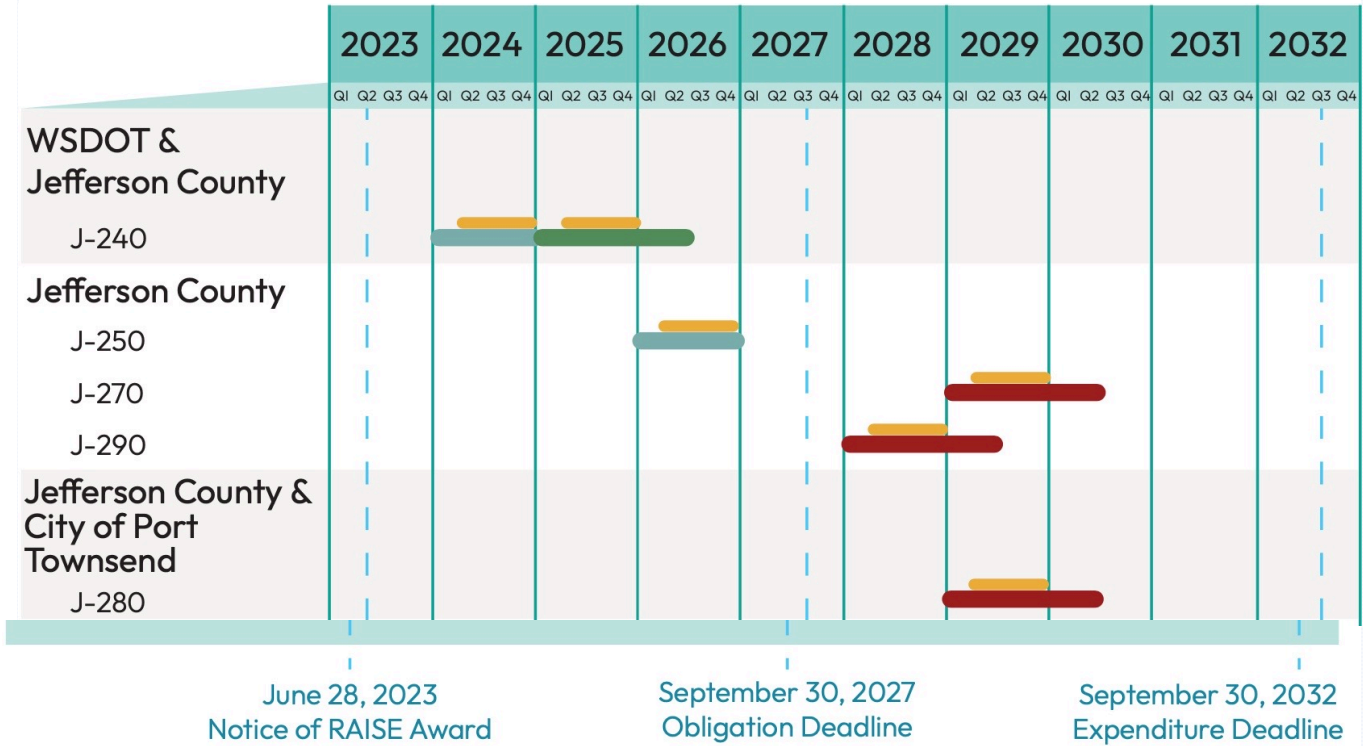
# Jefferson County

PS2P FY23 Co-Applicant

DRAFT

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Eric Kuzma/ekuzma@co.jefferson.wa.us  
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## From Component Readiness



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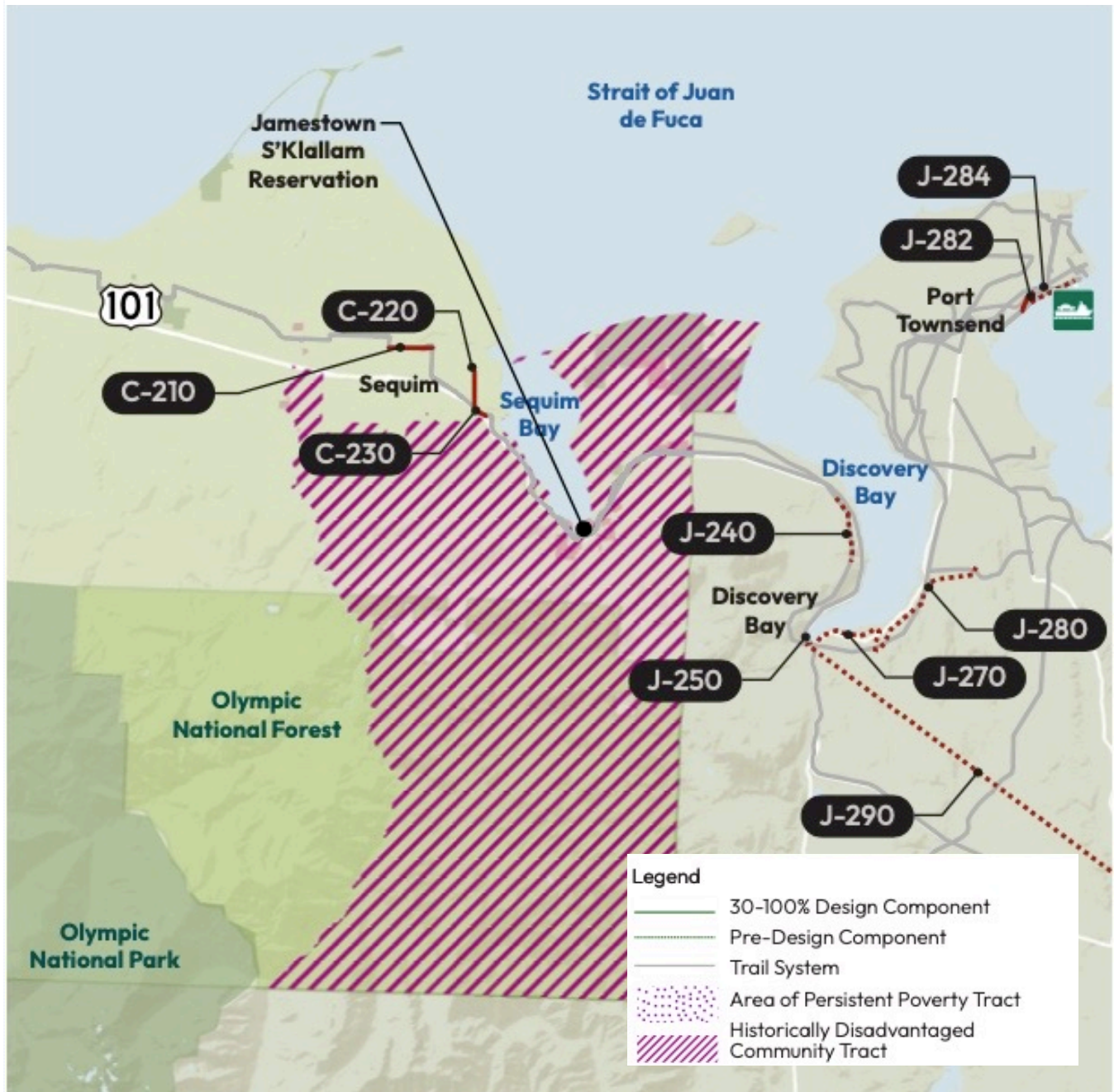


# Jefferson County

PS2P FY23 Co-Applicant

DRAFT

Contact: John Fleming/JFleming@co.jefferson.wa.us  
Eric Kuzma/ekuzma@co.jefferson.wa.us  
Monte Reinders/MReinders@co.jefferson.wa.us



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# Port of Port Townsend

PS2P FY23 Co-Applicant

Contact: Eron Berg/Eron@portofpt.com

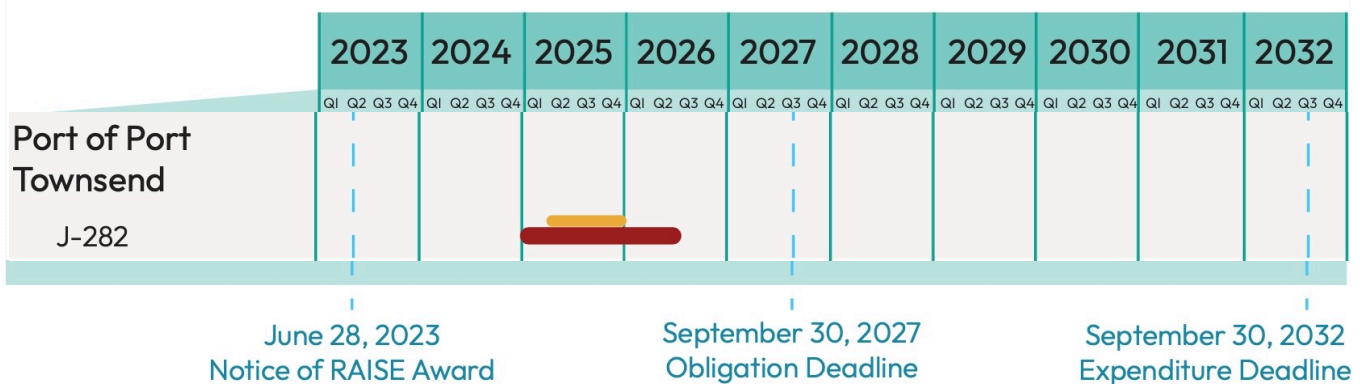
## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
J-282	Port Townsend Connector: Larry Scott Trail to Park-n-Ride	Port of Port Townsend	9506.01	0.7	Predesign (10%) Study
<i>Description:</i> The connector in the Port of Port Townsend Marina area extends the existing Larry Scott Trail into Marina with connector to Park-n-Ride and local business district					

## From Component Budgets

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 9506.01			Total: 800			
J-282	Port Townsend Connector: Larry Scott Trail to Park-n-Ride, Port of Port Townsend City of Port Townsend	0.7	250			

## From Component Readiness



## FY2023 RAISE Planning Grant Request

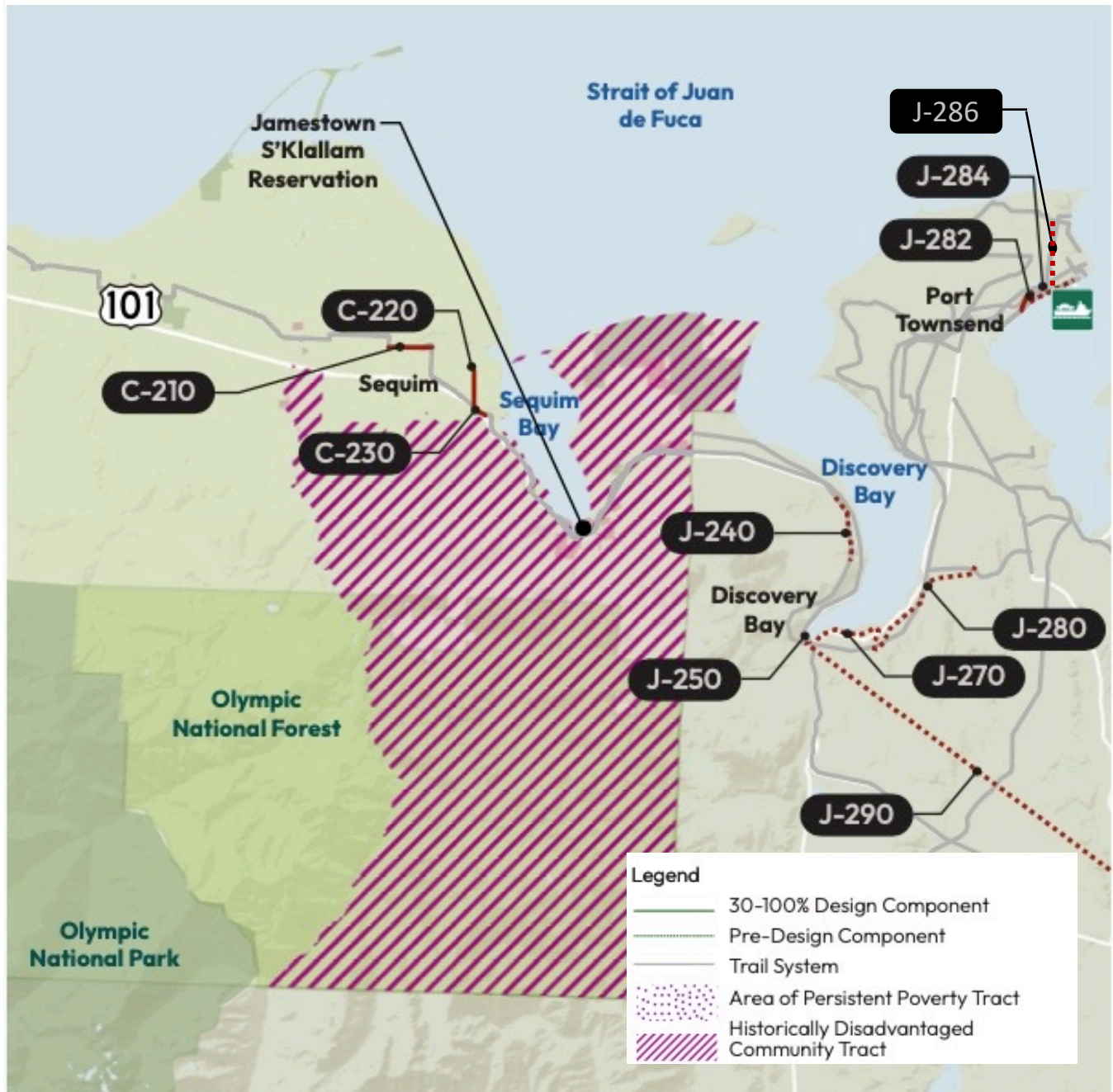
For Gaps, Community Connections & Safety Improvements on the Olympic Discovery Trail and Sound to Olympics Trail, the western end of the Great American Rail-Trail  
Submitted February 28, 2023



# Port of Port Townsend

PS2P FY23 Co-Applicant

Contact: Eron Berg/Eron@portofpt.com



## City of Port Townsend

PS2P FY23 Co-Applicant

Contact: Steve King/sking@cityofpt.us

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
J-284	Port Townsend Waterfront Trail Segment: Port of Port Townsend Marina to Ferry	City of Port Townsend	9506.01	1.0	Predesign (10%) Study
	<b>Description:</b> This multi-use trail connects the north end of the Larry Scott Trail at the Port of Port Townsend Marina to the Washington State Ferry dock in Port Townsend's historical waterfront business district. The multi-use trail will be routed along the waterfront along the Puget Sound				
J-286	Port Townsend Trail Segment to Fort Warden State Park	City of Port Townsend	9506.01	1.7	Predesign (10%) Study
	<b>Description:</b> Alternatives analysis of trail from historic business district to Fort Warden State Park.				

# City of Port Townsend

PS2P FY23 Co-Applicant

Contact: Steve King/sking@cityofpt.us

## From Component Budgets

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 9506.01			Total: 800			
J-284	Port Townsend Waterfront Trail Segment: Port of Port Townsend Marina to Ferry City of Port Townsend	1.0	300			
J-286	Port Townsend Trail Segment to Fort Warden State Park City of Port Townsend	1.7	250			

## From Component Readiness

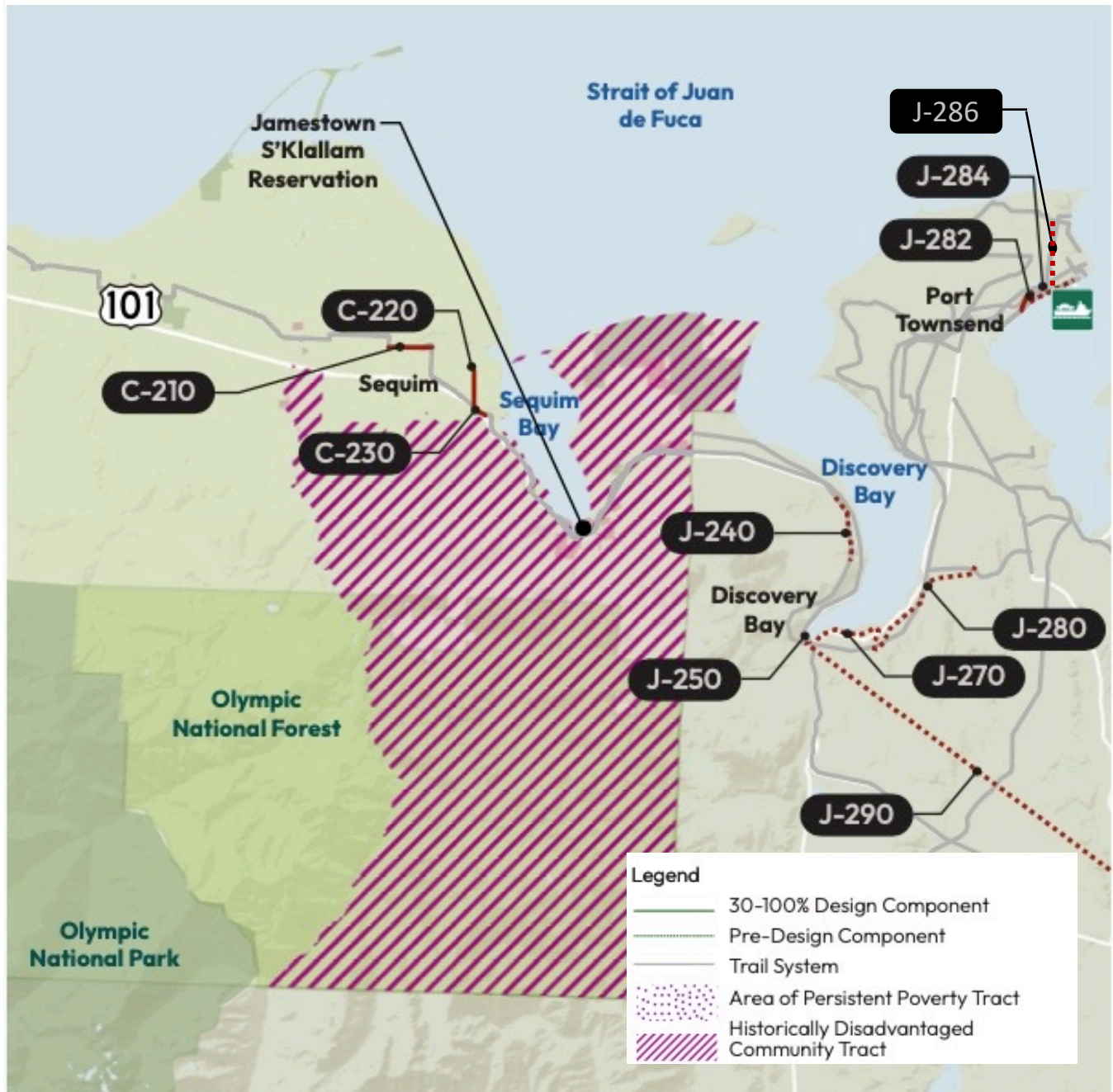




# City of Port Townsend

PS2P FY23 Co-Applicant

Contact: Steve King/sking@cityofpt.us



**Kitsap County/Suquamish Tribe**

PS2P FY23 Co-Applicant

Kitsap County Contact: Joe Rutan/JRutan@kitsap.gov  
Suquamish Tribe Contact: Tom Curley/tcurley@suquamish.nsn.us

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
K-330	Hansville Path from SR104 to the Casino	Port Gamble S'Klallam Tribe and Kitsap County	901.01	2.5	Predesign (10%) Study
	<i>Description:</i> This trail provides non-motorized access to tribal community facilities for both residents and the larger community.				
K-340	Little Boston Rd Trail: Port Gamble Tribal Community to Hood Canal Dr NE	Port Gamble S'Klallam Tribe and Kitsap County	901.01	1.0	Predesign (10%) Study
	<i>Description:</i> This community connector provides non-motorized access to tribal community facilities for both residents and the larger community.				
K-360	Central Sound to Olympics (STO): Poulsbo to Port Gamble Forest	Kitsap County	9401	3.0	Predesign (10%) Study
	<i>Description:</i> Alignment alternatives study for connecting existing Sound to Olympics Trail in Poulsbo to the trail networks in the Port Gamble Forest Heritage Park.				
K-370	Suquamish to Kingston Non-Motorized Community Connector Route	Kitsap County and Suquamish Tribe*	9401	6.5	Predesign (10%) Study
	<i>Description:</i> This trail provides non-motorized access to Kingston and Washington State Ferry terminal.				

\*edited 3/6/2023

**Kitsap County/Suquamish Tribe**

PS2P FY23 Co-Applicant

Kitsap County Contact: Joe Rutan/JRutan@kitsap.gov  
Suquamish Tribe Contact: Tom Curley/tcurley@suquamish.nsn.us

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
K-380	South Sound to Olympics (STO): Poulsbo to Agate Pass Bridge	Kitsap County <i>and Suquamish Tribe*</i>	9401	3.2	Predesign (10%) Study
<i>Description:</i> Alignment alternatives study for connecting the Agate Pass Bridge and Suquamish Tribal commercial center to the existing Sound to Olympics Trail at Johnson Parkway in Poulsbo. Serves as a community connector for Suquamish as well.					

*\*edited 3/6/2023*

## From Component Budgets

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 901			Total: 650			
K-330	Hansville Rd Trail, SR-104 to Casino Port Gamble S’Klallam Tribe and Kitsap County	2.5	475			
K-340	Little Boston Rd Trail Port Gamble Tribal Community to Hood Canal Drive NE Port Gamble S’Klallam Tribe and Kitsap County	1.0	175			
Census Tract No. 902			Total: 400			
K-360	Central STO – Poulsbo to Port Gamble Forest Kitsap County	3.0	400			



# Kitsap County/Suquamish Tribe

PS2P FY23 Co-Applicant

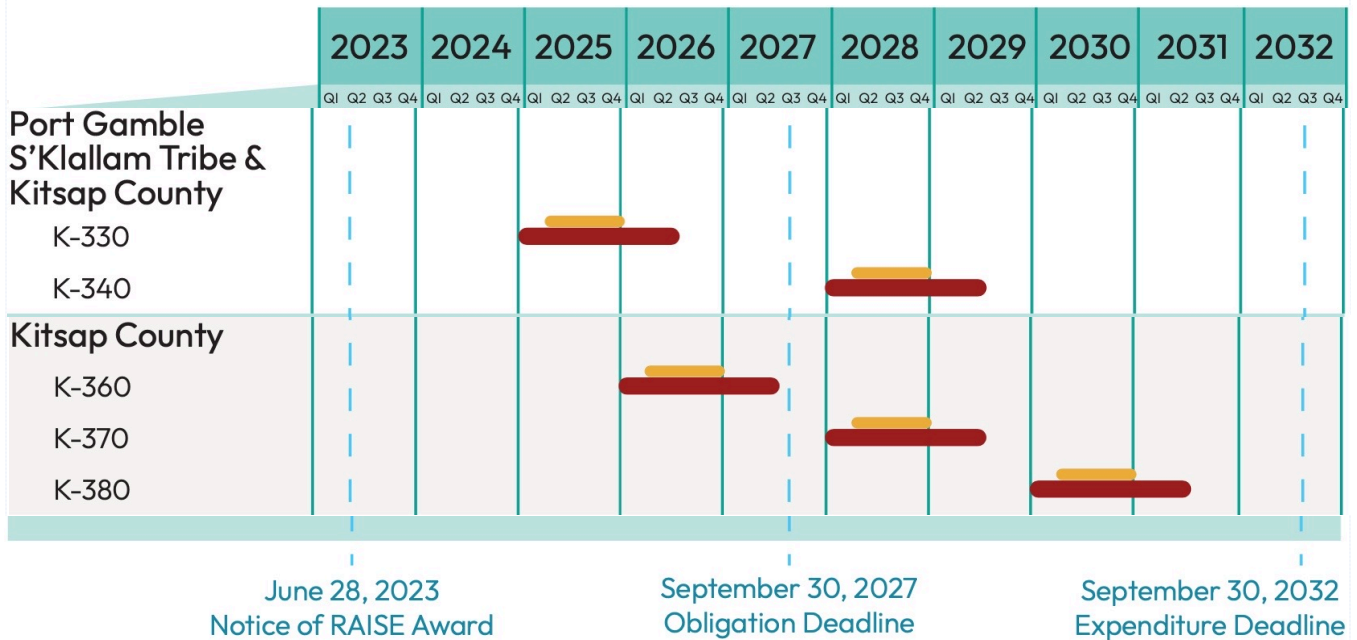
Kitsap County Contact: Joe Rutan/JRutan@kitsap.gov  
Suquamish Tribe Contact: Tom Curley/tcurley@suquamish.nsn.us

## From Component Budgets

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 9401			Total: 1,000			
K-370	Suquamish to Kingston Non-Motorized Community Connector Route Kitsap County <i>and Suquamish Tribe*</i>	6.5	500			
K-380	South STO – Poulsbo to Agate Pass Bridge Kitsap County <i>and Suquamish Tribe*</i>	3.2	500			

*\*edited 3/6/2023*

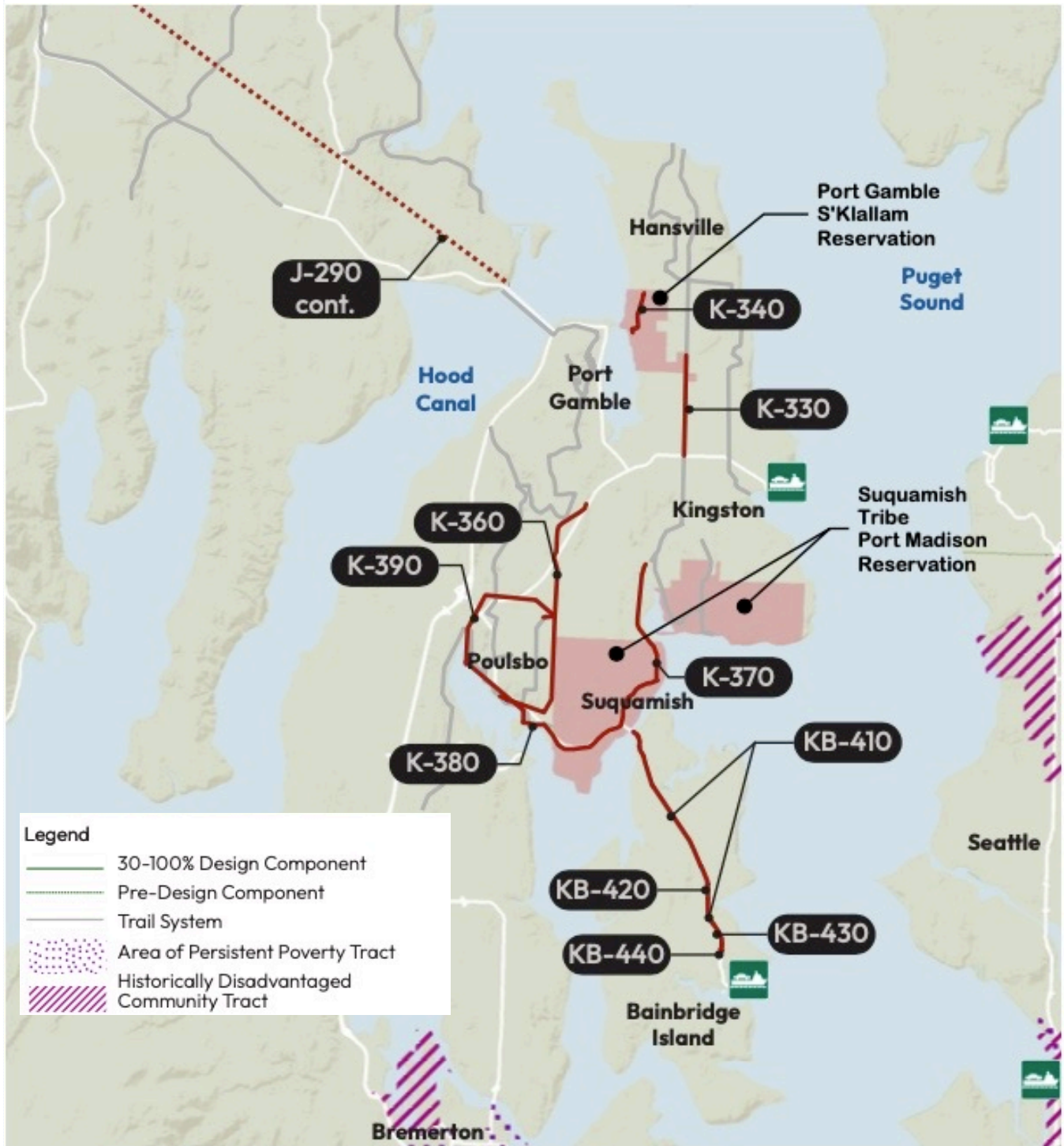
## From Component Readiness



# Kitsap County/Suquamish Tribe

PS2P FY23 Co-Applicant

Kitsap County Contact: Joe Rutan/JRutan@kitsap.gov  
Suquamish Tribe Contact: Tom Curley/tcurley@suquamish.nsn.us



## City of Poulsbo

PS2P FY23 Co-Applicant

Contact: Diane Lenius/dlenius@cityofpoulsbo.com

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
K-390	Poulsbo Sound to Olympics (STO) Connectors	City of Poulsbo	905.01	1.0	Predesign (10%) Study
	<b>Description:</b> The City of Poulsbo is proposing an Alternatives Analysis and Predesign Study for connections to and through historic downtown Poulsbo that enhances the Sound to Olympics (STO) trail system in North Kitsap. These connections will provide safe routes to schools, clustered near the STO and allow STO users to enhance their experience via access to major shopping, dining, and recreation opportunities in and around the historic downtown. This Component will provide seamless non-motorized access across the city.				

# City of Poulsbo

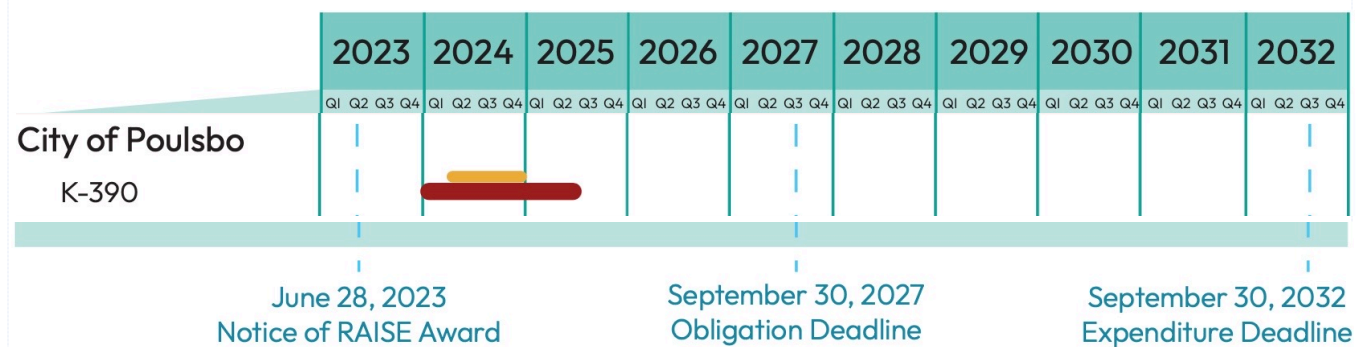
PS2P FY23 Co-Applicant

Contact: Diane Lenius/dlenius@cityofpoulsbo.com

## From Component Budgets

Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 905.01			Total: 500			
K-390	Poulsbo STO Segment City of Poulsbo	1.0	500			

## From Component Readiness



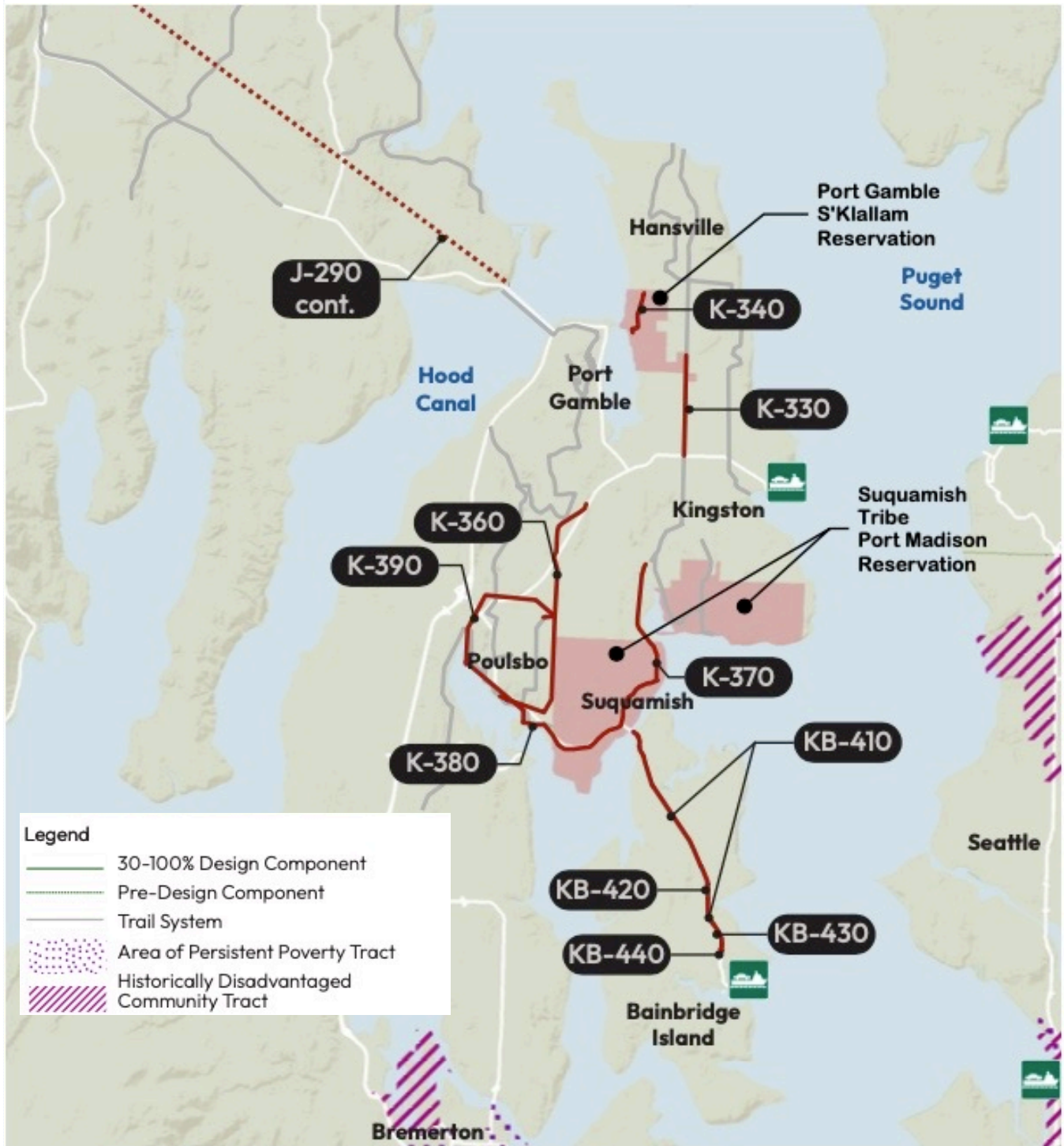


# City of Poulsbo

PS2P FY23 Co-Applicant

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## City of Bainbridge Island

PS2P FY23 Co-Applicant

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Blair King/bking@bainbridgewa.gov

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
KB-410	Sound to Olympics (STO): Agate Pass Bridge to Koura Rd, and Sportsman Club Rd to Madison Ave	City of Bainbridge Island	907, 908	4.5	Preliminary (30%) Design
	<p><b>Description:</b> The separated Sound to Olympics (STO) Trail on Bainbridge Island parallels SR305 with heavy motorized traffic from the Washington State Ferry Terminal to Agate Pass Bridge. Northwest of the Agate Pass Bridge is Kitsap County and then the Olympic Peninsula. This route is also heavily used by cyclist both local to the Island and those traversing from Seattle to the Olympic Peninsula. The City's Sustainable Transportation Plan has envisioned a separated trail parallel to SR305 with the following segments requiring Preliminary (30%) Design:</p> <ul style="list-style-type: none"> <li>- Madison/SR305 to Sportsman Club/305 (0.7 miles)</li> <li>- Koura to Lovgreen (0.6 miles)</li> <li>- Lovgreen to Day Road/305 (0.6 miles)</li> <li>- Day Road to Hidden Cove Road/305 (0.9 miles)</li> <li>- Hidden Cove Road to W. Port Madison Roundabout (0.8 miles)</li> <li>- W. Port Madison Roundabout to Ada Lane Roundabout (0.4 miles)</li> <li>- Ada Lane Roundabout to Agate Pass Bridge (0.6 miles)</li> </ul>				
KB-420	Sound to Olympics (STO): Koura Rd to Sportsman Club Rd	City of Bainbridge Island	907, 908	0.8	Final (100%) Design
	<p><b>Description:</b> This segment of the separated Sound to Olympics Trail will be designed within the SR305 ROW for approximately 1.5 miles and then cross a new WSDOT bridge currently being built to alleviate a culvert blocking fish passage. The route will continue within a City-held easement in Meigs Park, on a historic road bed, for the northern .7 miles.</p>				

## City of Bainbridge Island

PS2P FY23 Co-Applicant

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Blair King/bking@bainbridgewa.gov

## From Component List

Component Number	Component Title	Jurisdiction(s)	Census Tract	Length of Trail segment (miles)	Component Type
KB-430	Sound to Olympics (STO): Sakai Park to Madison Ave	City of Bainbridge Island	909	0.75	Final (100%) Design
	<b>Description:</b> The City of Bainbridge Island is currently (2023) developing a preliminary (20%) design for this 0.75 mile segment of the Sound to Olympics Trail. This shared use path will extend the previously constructed 1.0 mile of separated Sound to Olympics Trail that parallels busy State Route 305. This segment will provide a safe alternative for access to the high school and for visitors and commuters riding to/from the Bainbridge Island's commercial center and the Bainbridge Island ferry terminal.				
KB-440	Sound to Olympics (STO): Highschool Road Crossing (SR305)	City of Bainbridge Island with WSDOT	909	0.1	Final (100%) Design
	<b>Description:</b> An all-abilities bicycle and pedestrian crossing of State Route 305 at High School Road/SR305. This is the busiest intersection of the Sound to Olympics Trail on SR305 on Bainbridge Island, near schools, churches, library, recreation center and services areas.				

**City of Bainbridge Island**

PS2P FY23 Co-Applicant

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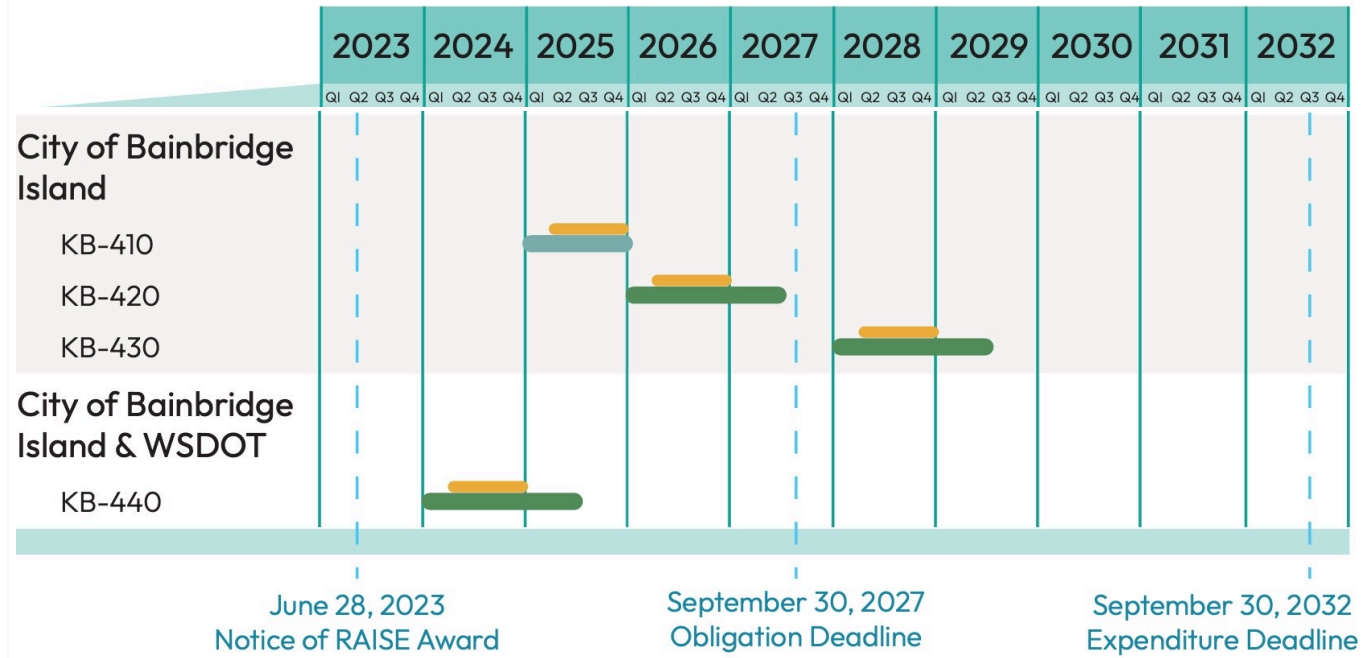
Component Number	Component Description and Jurisdiction(s)	Length of Trail Segment (miles)	Component Cost (in Thousands of Dollars)			
			Predesign (10%) Study	Preliminary (30%) Design	Final (100%) Design	TSL
Census Tract No. 907, 908			Total: 900			
KB-410	STO - Agate Pass Bridge to Koura Rd, and Sportsman Club Rd to Madison Ave (SR305) City of Bainbridge Island	4.5		500		
KB-420	STO - Koura Rd to Sportsman Club Rd (SR305) City of Bainbridge Island	0.8			400	
Census Tract No. 909			Total: 800			
KB-440	STO- Highschool Rd Crossing (SR305) City of Bainbridge Island with WSDOT	0.1			400	
KB-430	STO - Sakai Park to Madison Ave (SR305) City of Bainbridge Island	0.75			400	

# City of Bainbridge Island

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## From Component Readiness

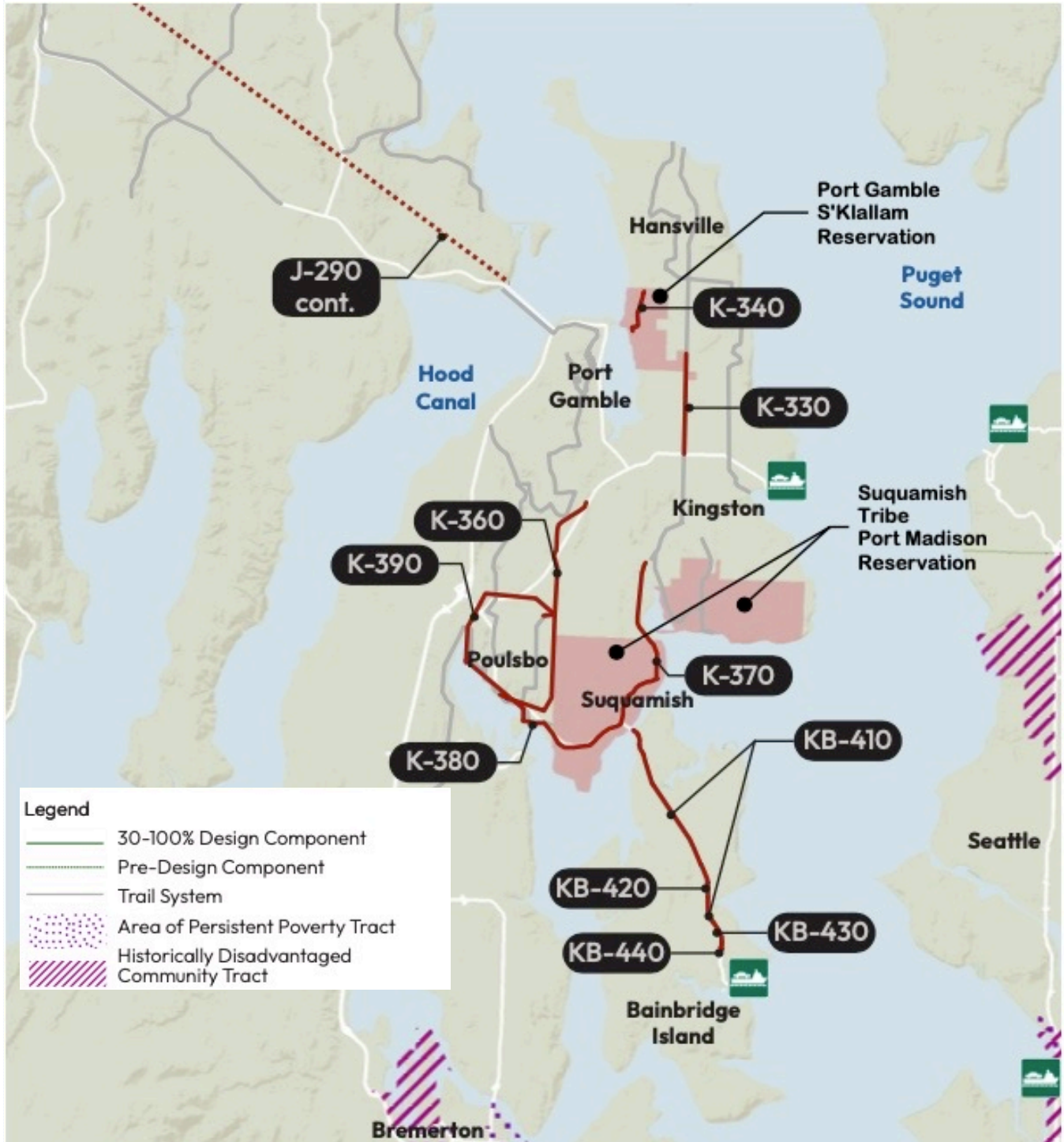




# City of Bainbridge Island

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

<b>Date/Time</b>		<b>Item/Topic</b>	<b>Location</b>	<b>Absent</b>
<b>Fri., Aug 11</b>		Meeting with U.S. Representative Derek Kilmer (potential quorum of Commission)	AdminBldg	
<b>Wed., Aug 23</b>	Meeting	CANCELLED		
<b>Mon., Sept. 4</b>		<i>Holiday – Port Offices Closed</i>		
<b>Wed., Sept. 13 9:30 am</b>	Workshop	2024 Budget - County Assessor presents recommendations for regular property tax levy and IDD tax levy San Juan and F Street Briefing, Next Steps/Options WPPA, Governance and Management Guide – Chapter 6 Economic Development	Pav	
<b>Wed., Sept. 13 1 pm</b>	Meeting	YTD Financial Report Contract Update/Lease Brief	Pav	
<b>Thur., Sept. 21 5 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	
<b>Wed., Sept. 27 5:30 pm</b>	Meeting	1 <sup>st</sup> Draft 2024 Budget with CIP and Proposed Rates Resolution Short Family Farm Stakeholders Point Hudson Jetty Project Update Contract Update	Pav	
<b>Wed., Oct. 11 9:30 am</b>	Workshop	WPPA, Governance and Management Guide – Chapter 7 Property Restoration and Reuse	Pav	
<b>Wed., Oct. 11 1 pm</b>	Meeting	2 <sup>nd</sup> Draft of 2024 Budget with CIP and Proposed Rates Contract Update/Lease Brief	Pav	
<b>Wed., Oct. 25 5:30 pm</b>	Meeting	Public Hearing Draft 2024 Operating & Capital Budget, Property Tax Levy and IDD tax levy Draft 2024 Rates Point Hudson Jetty Project Update	Pav	
<b>Oct. 26-27</b>		WPPA Commissioners’ Seminar	Campbell’s	
<b>Wed., Nov. 8 9:30 am</b>	Workshop	WPPA, Governance and Management Guide – Chapter 9 Port Purchasing and Contracting	Pav	
<b>Wed., Nov. 8 1 pm</b>	Meeting	2 <sup>nd</sup> 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	
<b>Fri., Nov. 10</b>		<i>Holiday – Port Offices Closed</i>		
<b>Wed., Nov. 16 5 pm</b>	Meeting	Intergovernmental Collaborative Group	Pav	

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

<b>Tues., Nov. 21 1 pm</b>	Meeting	Adopt 2024 Budget (and rates, resolutions), if not adopted in previous meeting Qtr. 3 IDD Levy report Point Hudson Jetty Project Update Contract Update	Pav	
<b>Thur-Fri. Nov. 23-24</b>		<i>Holiday – Port Offices Closed</i>		
<b>Dec. 6-8</b>		WPPA Annual Meeting	Pav	
<b>Dec. 13 9:30 am</b>	Workshop	WPPA, Governance and Management Guide – Chapter 10 Transparency and Ethics	Pav	
<b>Dec. 13 1 pm</b>	Meeting	Point Hudson Jetty Project Update Contract Update/Lease Brief	Pav	
<b>Mon-Tues, Dec. 25-26</b>		<i>Holiday – Port Offices Closed</i>		
<b>Mon., Jan. 1</b>		<i>Holiday – Port Offices Closed</i>		
<b>Wed., Jan. 10 9:30 am</b>	Workshop		Pav	
<b>Wed., Jan. 10 1 pm</b>	Meeting		Pav	
<b>Mon., Jan. 15</b>		<i>Holiday – Port Offices Closed</i>		
<b>Wed., Jan. 24 5:30 pm</b>	Meeting		Pav	