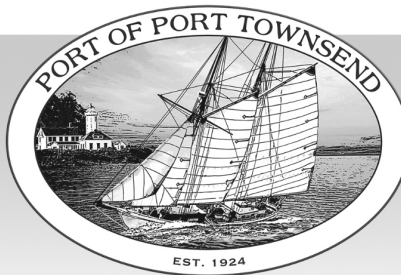


2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



www.portofpt.com

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

**Special Commission Meeting
2nd Monthly Meeting Agenda**

Tuesday, October 24, 2023, 5:30 p.m.

Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, & via Zoom

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Workshop & Business Meeting Minutes from October 11, 20235-11
 - B. Approval & Ratification of Warrants12-18
 - C. Appointment of Port Auditor.....19-20
- V. Public Hearing on Draft 2024 Operating & Capital Budget, rates, property tax levy and IDD tax levy21-107
 - A. 2024 Rate Cards75-85
 - B. Resolution 802-23 establishing the 2024 Operating and Capital Budgets86-87
 - C. Resolution 800-23 fixing the amount of general property tax to be levied for collection in the year 202488-89
 - D. Resolution 801-23 fixing the amount of IDD tax to be levied for collection in the year 202490-91
- VI. First Reading – none
- VII. Second Reading – none
- VIII. Regular Business
 - A. Point Hudson Jetty Project Update
 - B. Jefferson County International Airport (JCIA) A3 Taxiway Connector Project Update
- IX. Staff Comments
- X. Commissioner Comments
- XI. Next Public Workshop and Regular Business Meeting:

Thursday-Friday, October 26-27, 2023 Washington Public Ports' Seminar, Campbell's Resort in Lake Chelan

Wednesday, November 8, 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 – RCW 42.30.110(1)(i) Discussion with legal counsel about current or potential litigation.

Action is possible following the executive session

XIII. Adjournment

Informational Items92

- Personnel Policy Updates 93-101
- Amendment to Rules and Regulations Ultralight Operations at the Airport 102-104
- Commission Meeting Schedule..... 105-107

Joanna Sanders

From: Eron Berg
Sent: Thursday, October 19, 2023 8:20 AM
To: Joanna Sanders
Subject: FW: airport lease rate for 2024

From: Eric Taylor <spamcan57@gmail.com>
Sent: Thursday, October 19, 2023 7:52 AM
To: Pam Petranek <Pam@portofpt.com>; Carol Hasse <Carol@portofpt.com>; Pete Hanke <phanke@portofpt.com>; Eron Berg <Eron@portofpt.com>
Subject: airport lease rate for 2024

Hello Port Commissioners:

I watched the video recording of the Oct 11 2023 port meeting. and I realize that the discussion about airport lease rates was well over an hour long,

This issue is very important to the airport tenants, and I appreciate that the Port commissioners & staff are taking it seriously, and devoting the time to it that it deserves. Thank you! It seems to me that there are three separate but related issues to resolve.

1) First of all, what would be an appropriate rate? My lease says "the rental rate shall be adjusted every three years to the prevailing Port rate formally approved by the Port Commission for all comparable Port property." Unfortunately the Port of PT doesn't really own any comparable property--the only thing comparable to an airport is another airport, and for that matter only a similar airport located in a similar area. Mike Payne showed me some lease paperwork for the Aero Museum's lease, amendment # 1 says "the rental rate will be adjusted every three years to the rate then prevailing for comparable airport property in western Washington".

BINGO! This is the way to go, and is the route the Port took back in 2001 when they commissioned Shorett KMS Valuation Advisory Group to do a "Market Rent Study", after which they established the airport land lease rate at \$.43 per sq foot per year (which works out to \$.036 per month). Eron Berg recently got a comp from Anacortes airport, they charge \$.05 per square foot per month. I got a few comps myself: Lopez Island airport- \$.038. Pt Angeles airport - \$.10, Auburn airport - \$.079, Bellingham airport \$.05. The average of these five rates comes out to \$.063, so my suggested rate of \$.065 is right in the ballpark. I did get some comps from a few other airports, in the area of \$.025, but I believe these are rates applied to hangar pads (larger than hangar footprints), and so do not provide an apples-to-apples comparison.

2) How to apply the new rate? This seems like a no-brainer to me-- raise the lower rates & lower the higher rates. Eric Toews mentioned that "lease language would not allow that". My lease says "the rate shall be adjusted..."-- use of the word "adjusted" implies that the rate can go either up or down. However, amendment #2 to the Aero Museum's lease says essentially the same thing, but adds "in no event shall any rent adjustment result in a reduction of rent from the rate paid in the prior year".

Keep in mind this is a lease, not something on the stone tablets Moses carried down from the mountain.... since the Port issued that lease, if the Port Commission wants to lower a particular lease's rate, and the leaseholder agrees (and why wouldn't they?), then it should certainly be possible to do so.

I believe the Port commissioners, as well as the airport tenants, would like to see a uniform rate, applicable right across the board to all airport land leases. I don't see how parity can ever be achieved if the higher rates are not lowered-- esp if the Port would continue to apply a CPI increase every year to those higher rates. I don't see the problem with lowering the high rates, or at the minimum freezing those rates until the lower rates catch up, as long as the overall net revenue to the port increases.

3) How to go forward? My first thought is to just adjust the rate card rate each year by the same CPI used to adjust the individual lease rates, but I think that eventually the resulting increases will outrun the prevailing rates paid at other

similar local airports. The real answer to increasing airport revenue in the future is to market the existing empty building pads & get them built on and producing revenue. Additionally, to develop more hangar pads (preferably on the northeast corner of the airport) and get them built on also. Having lots of hangars is the reason why airports like Bellingham can keep lease rates reasonable.

I hope my comments will be helpful in determining the airport land lease rates, if I can answer any questions or clarify anything please contact me.

Thank you,

Eric Taylor

President, A Hangar Condo Assn.

PORT COMMISSION WORKSHOP MEETING – Wednesday, October 11, 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 Hanke excused
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Operations Manager Chris Sparks
 Capital Projects Engineer Dave Nakagawara
 Port Recorder Joanna Sanders

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

Commissioner Petranek called the meeting to order at 9:32 a.m.

II. WPPA, GOVERNANCE AND MANAGEMENT GUIDE – CHAPTER 6 ECONOMIC DEVELOPMENT AND CHAPTER 7 PROPERTY RESTORATION AND REUSE (Rec. 00:02:00)

Commissioner Hasse led a review of Chapter 6. There was some Commission discussion of inviting into Port workshop sessions representatives from the Economic Development Commission. Chapter 7 discussion centered on contaminated properties and action the Port could take to address stormwater runoff from the state highway as part of West Boatyard expansion.

III. COMMISSION ROUNDTABLE (01:03:00)

Discussed were the following: expanding opportunities for public comment on the Commission agendas; Frank Chmelik’s “Staying in your Lane” presentation at the WPPA Commissioner’s seminar on the importance of the Commission setting broad priorities when adopting the budget; and considering the tempo of Port projects from the perspective of the public.

IV. ADJOURNMENT (Rec. 02:00:00): The meeting adjourned at 10:55 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 REGULAR BUSINESS MEETING – Wednesday, October 11, 2023

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

Present: Commissioners Petranek, Hanke and Hasse
Executive Director Eron Berg
Deputy Director Eric Toews
Director of Finance and Administration Abigail Berg
Operations Manager Chris Sparks
Capital Projects Engineer David Nakagawara
Lease and Contracts Administrator Sue Nelson
Recorder Joanna Sanders
Via Zoom: Attorney Seth Woollen

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:08)

Commissioner Petranek called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (Rec. 00:00:57)

The agenda was approved by unanimous consent.

III. PUBLIC COMMENTS – GENERAL (Rec. 00:02:00)

Jack and Elizabeth Becker provided written comments in support of a steady 3% increase in permanent moorage rates.

Sheri Smith Suryan provided written comment in support of a \$0.06 per square foot increase rather than a higher \$.08 per square foot increase on airport hangar lease rates.

Warren Leslie provided written comment on hangar lease rates of \$0.08 as too high an increase.

Richard Grandy provided written comment agreeing with Eric Taylor's concerns on land lease rates as given at the September 27 Commission meeting.

Charley Kanieski provided written comment urging a stable 3% moorage rate for tenants versus using the fluctuating CPI.

Mike Payne provided written comment with concern about the \$0.08 per sq. ft. hangar lease rate and suggesting \$.065 per year instead would equate to 10%.

John Oliveira provided written comment with concern about the 2024 budget base hangar rate of \$0.08 per square foot and asks for analysis/lease comparison with other airports.

Glen Simecek of K Hangar Association provided written comment with concern of raising his rate from \$0.059 a square foot to \$0.08. Encourages setting a limit of no more than 10% and that tenants pay a proportionate share.

Sebastian Eggert provided written comment with concern that rate adjustment feels punitive.

Tom and Linda Lemanski provided written comments with concern about the unaffordable rates at JCIA, especially until the Port deals with providing improved facilities (cover from weather, bathrooms).

Jack Becker further provided written comment in favor of a 3% increase over five years for boat haven permanent moorage.

Skip Forster provided written comment concerning that any rate increase be based on an analysis of what is customary at other similar airports in western Washington State.

David Carbaugh provided written comment with concern about the \$0.08 per square foot increase on hangar leases.

Malcolm McKinnon provided written comment that a rate increase on the hangars is unreasonable at this time.

Peggy Thuotte provided written comment with concerns about a 36% rate increase to their hangar owners.

Gary Peterson provided written comment on the hangar rates being unaffordable.

Russell Ackland provided written comment about concerns about the per square foot rate being unreasonable.

Dennis Lenton provided written comment against the \$0.08 per square foot increase and instead recommended \$0.065.

Todd Uecker provided written comment agreeing with Eric Taylor's remarks.

Todd Hansen provided a written comment in favor of \$0.065 PER square foot rate as he is concerned about the dramatic rate increase.

Bertram Levy spoke with concern about moorage rates and asked to hold rates to a 3% increase.

John Oliveira spoke about the neglect in lease management by the Port and with concern about the rate increase.

Jack Gray affirmed that 3% is a reasonable moorage rate increase and in favor of a five-year plan versus unpredictable moorage rates.

Eric Taylor spoke about the JCIA land lease rates and comparable rates of other jurisdictions averaging \$0.059 cents per square foot. He requested fair and reasonable treatment and suggested building more hangar buildings.

Elizabeth Becker agreed with the concern requesting a stable and predictable increase.

Neil Morrison agreed with the consensus of other pilots on keeping the rate at an increase of \$0.065 per square foot.

Gary Lanthrum spoke about \$0.058 per square foot rate increases and urged keeping the rates comparable with other ports.

Anne Ricker spoke in favor of Port efforts at the Herb Beck Marina in Quilcene and gave the Port a painting of Pillar Point called “Morning Bite”.

Sebastian Eggert commented that the financial burden at the airport is being carried more by a smaller number of businesses and he believes the Port needs more commercial light industrial development to lighten the load on the smaller users.

Tom Lemanski has visited many airports noting this one isn’t being well run. He believes a much better set up and amenities are needed for traveling pilots.

IV. SPECIAL PRESENTATION: Recognition of 5 years’ employment for Chris Sparks Operations Manager (Rec. 00:37:28)

Staff and Commissioners spoke about Chris Spark’s experience as a manager of the maintenance and yard department. Staff in maintenance are very happy with his leadership and allowing them to do their good work. He was recognized for his many accomplishments, accessibility, good communications, and ability to see all components.

V. CONSENT AGENDA (Rec. 00:42:10)

A. Approval of Meeting Minutes from September 27, 2023 Regular Business Meeting

B. Approval & Ratification of Warrants

Warrant #066551 in the amount of \$534.04 is declared void

Warrant #067483 in the amount of \$25,000 is ratified

Warrant #067484 in the amount of \$105.75 is ratified

Warrant #067485 through #067489 and Electronic Payment in the total amount of \$230,278.48

Warrant #067490 through #067558 in the amount of \$141,577.51

Electronic Debit in the amount of \$19,041.62

C. Resolution 798-23 Authorizing Sale of Vessels – Life’s Dream (Johnson) and Wendy/Monocracy (McCartney)

D. Accounts Receivable Write-off/Collection Register

E. Resolution 799-23 Declaring Certain Items Surplus and Authorizing their Sale and/or Disposal

The Consent Agenda was approved as written by unanimous consent.

VI. SECOND READING ~ none

VII. FIRST READING~ none

VIII. REGULAR BUSINESS (Rec. 00:44:00)

A. Discussion with Enduris Insurance Policy, Risk, and Coverage (Rec: 00:44:00)

Joe Davis, Director of Risk Management and Member Relations at Enduris Insurance, was present to review coverage decisions, risks, and the costs of general liability, and property insurance coverage. He provided a schedule of property items covered by Enduris and the Port's claims history. Their insurance pool is comprised of 66 of the 75 Port Districts state-wide.

Commission: Discussion centered on questions about the value of Port property (estimated at \$61 million). Mr. Davis responded that the main concern in the marketplace is deferred maintenance, especially due to wind exposure. Enduris emphasizes having a maintenance schedule and capital funding for projects, and keeping replacement as close to full replacement value as possible.

B. 2nd Draft of 2024 Budget with Capital Improvement Program (CIP) and Proposed Rates (Rec. 01:23:30)

Executive Director Eron Berg led a Commission discussion of the concerns about the prevailing rate on airport land leases for 2024. Adjusting the rate lower now to the recommended rate of \$.065 cents and increasing a half percent a year would be rolling back to a prior year's prevailing rate. Some lease rates have already been adjusted. If the Commission does adjust downward, he suggested an adjustment back to the adopted rate in 2022 plus CPI (which would be a rate of \$0.073). This adjustment would mitigate the problem and yet not address the concern in the long term. It is not uncommon that different leases have varying lease rates and Staff applies rates equitably in accordance with the lease. Staff noted that across Port properties, a 9% increase is being applied as the CPI for 2023. A CPI is not applied in the same year as the market rate adjustment.

Commissioners requested an example of the impact on leases at the airport. Another suggestion was to negotiate all new leases. Staff agreed to provide a listing of all airport tenants with current rates, market rate due dates & rates, and their lease renewal date.

Turning to the budget memo, Executive Director Eron Berg noted that updates since the last memo are noted in green. He spoke against attempting to establish multi-year moorage rates. A 20-year capital improvement program is being planned in 2024 and would reflect associated costs for that period and be organized by cost center.

Commissioners discussed CPI increases for the Port's main sectors as it relates to setting the rates for permanent moorage tenants. References were made to the handout reflecting expenses. Also discussed was the IDD budget and expanding infrastructure to bring more revenue.

C. Point Hudson Jetty Project Update (Rec. 03:07:00)

Executive Director Eron Berg reported that Orion was able to pull creosote pilings. An outgoing barge filled with removed material was replaced with an empty barge. Another barge will arrive next with bedding stone.

IX. STAFF COMMENTS (Rec. 03:07:25)

Executive Director Eron Berg reported he has worked with MainStreet and the Creative District on the art park at Point Hudson. Designed as an art space on City property, it will

include a ramp and stairs leading to Port property. Also considered is an art wall to buffer the Armory Building from pedestrian access. He reported a successful Boatyard BBQ event, the first of its kind. He also emailed Commission a Healthier Together report.

Deputy Director Eric Toews reminded of the Drop-In Open House on October 18 for The Short Farm Project planning process at the Tri-Area Community Center.

Director of Finance and Administration Abigail Berg reported that the Short Farm operations would be added to the 3rd draft budget as a cost center.

Operations Manager Chris Sparks expressed appreciation on behalf of staff for the Commission's support over the last five years.

Capital Projects Engineer David Nakagawara reported that consultants are working on the Sea-Level Rise project and collecting data. Staff are preparing an application for a Building Resilient Infrastructure and Communities (BRIC) grant associated with that project. Contracts have been signed for Herb Beck marina and staff are preparing a schedule for community meetings.

Lease and Contracts Administrator Sue Nelson reported she and Eric Toews met with The Department of Enterprise Services on a new five-year lease with Fish and Wildlife, which will be presented at a near-future commission meeting.

X. COMMISSIONER COMMENTS (Rec. 03:16:00)

Commissioner Hasse reported Jeff Taylor is running a storm surge monitoring project and would provide info to Dave Nakagawara. A flyer is circulating about a free beach walk for shoreline landowners by the Jefferson County Marine Resources Committee. The NODC meeting focused on childcare and the submittal of the Recompete application. Local 20/20 would like to put dates on the Port website. The Climate Action Committee (CAC) is concerned about idling cruise ships at the wharf. City Senior Planner Judy Surber is working on a three-part grant related to the sea wall. CAC wants to know if the Port is installing or has future plans to install workplace charging stations. State Parks have a new tool that assesses sea level rise at all of their properties. PUD got a grant for a micro-hydro project on the Quilcene River.

Commissioner Hanke left the meeting at 4:20 p.m.

Commissioner Petranek commented that Boatyard BBQ was captured by Chris Bricker on KPTZ's *Our Working Waterfront*. The EDC new business class begins October 16.

XI. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 03:21:38)

Short Farm Community Drop-In Open House Wednesday, October 18 at 5:30 p.m. (Special Commission Business Meeting). Special Business Meeting Tuesday, October 24, 2023 at 5:30 p.m. Cancelled Meeting Wednesday, October 25.

XII. EXECUTIVE SESSION. There was none.

XIII. ADJOURNMENT (Rec. 03:22:35)

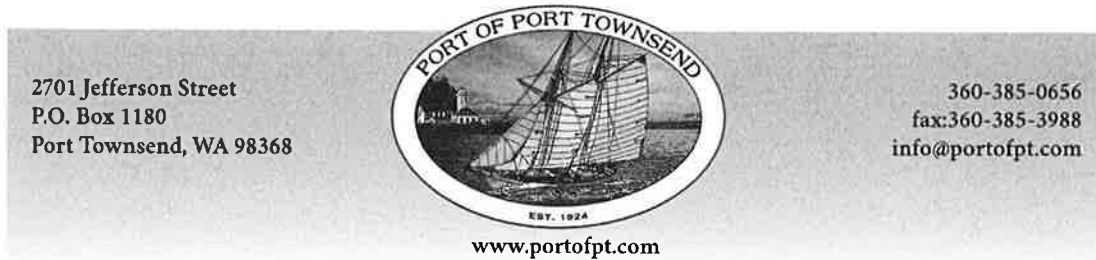
The meeting adjourned at 4:25 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President



WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 067559 through No. 067561 generated on October 16, 2023 in the amount of \$5,065.92 and Electronic Payment in the amount of \$115,456.71, for a total amount of \$120,522.63 is ratified.

Signed and Authenticated on this 24th day of October, 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@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 this claim, in Warrant No **067562** generated on October 17th, 2023 in the amount of **\$1,225.33 is ratified.**

Signed and Authenticated on this **24th** day of **October**, 2023.

For: **Accounts Payable**

Commissioner Pam Petranek

Commissioner Carol Hasse

Commissioner Pete W. Hanke

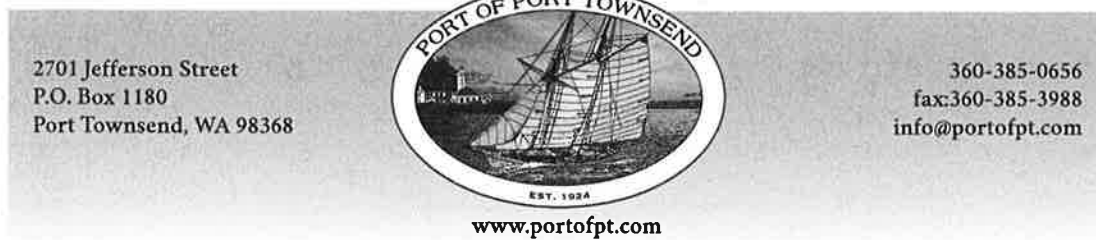
S. Abigail Berg, Director of Finance
And Administration

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
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				Report Total	1,225.33	0.00	1,225.33

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 067563 through No. 067612, are approved for payment in the amount of \$241,755.14 on this 24th day of October, 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							
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0000067565	10/24/2023	AIR010	Air Flo Heating Co.				Check Entry Number: 001
			100634683	10/18/2023	497.24	0.00	497.24
			73527873.2	3/10/2022	12,156.96	0.00	12,156.96
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			0075425-IN	10/6/2023	876.07	0.00	876.07
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			10/5/23 STATEMENT	10/5/2023	4,983.97	0.00	4,983.97
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			5948-1043615	10/4/2023	897.49	0.00	897.49
			5948-1043622	10/11/2023	493.13	0.00	493.13
			5948-1043741	10/4/2023	1,296.73	0.00	1,296.73
			5948-1043840	10/11/2023	654.60	0.00	654.60
			5948-1044220	10/12/2023	121.10	0.00	121.10
Check 0000067568 Total:					3,642.31	0.00	3,642.31
0000067569	10/24/2023	CEN010	Central Welding Supply				Check Entry Number: 001
			PT 151694	10/5/2023	166.06	0.00	166.06
0000067570	10/24/2023	CEN030	CenturyLink				Check Entry Number: 001
			10/1/23 STATEMENT	10/1/2023	195.00	0.00	195.00
0000067571	10/24/2023	CEN035	CenturyLink				Check Entry Number: 001
			10/8/23 STATEMENTS	10/8/2023	410.81	0.00	410.81
0000067572	10/24/2023	DIR070	DirecTV				Check Entry Number: 001
			075436554X230928	9/28/2023	436.25	0.00	436.25
0000067573	10/24/2023	ECO002	EDC Team Jefferson				Check Entry Number: 001
			2266	10/18/2023	10,000.00	0.00	10,000.00
0000067574	10/24/2023	FAR080	Farwest Steel Corporation				Check Entry Number: 001
			2034194	10/2/2023	772.60	0.00	772.60
0000067575	10/24/2023	FAS020	Fastenal				Check Entry Number: 001
			WAPOR94980	9/27/2023	139.19	0.00	139.19
			WAPOR95064	10/4/2023	389.09	0.00	389.09
			WAPOR95155	10/11/2023	127.11	0.00	127.11
Check 0000067575 Total:					655.39	0.00	655.39
0000067576	10/24/2023	FER001	Ferrellgas				Check Entry Number: 001
			5008039443	9/26/2023	423.81	0.00	423.81
0000067577	10/24/2023	FER020	Ferguson Waterworks #3156				Check Entry Number: 001
			0013879	10/2/2023	719.55	0.00	719.55
0000067578	10/24/2023	GOO002	Good Man Sanitation				Check Entry Number: 001
			10/9/23 STMNTS	10/9/2023	2,946.18	0.00	2,946.18
			CR039971	9/27/2023	412.14	0.00	412.14
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0000067580	10/24/2023	HIG020	Highway Specialties LLC				Check Entry Number: 001
			0009593-IN	10/5/2023	185.47	0.00	185.47

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
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			10/3/23 STATEMENT	10/3/2023	945.04	0.00	945.04
0000067582	10/24/2023	KEN010	Kendrick Equipment				Check Entry Number: 001
			U51450	10/5/2023	1,145.81	0.00	1,145.81
			U51463	10/12/2023	2,039.65	0.00	2,039.65
			Check 0000067582 Total:		3,185.46	0.00	3,185.46
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			492056	10/15/2023	7,690.50	0.00	7,690.50
0000067584	10/24/2023	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4811670S185	10/1/2023	15.84	0.00	15.84
0000067585	10/24/2023	NEL020	Timothy Nelson				Check Entry Number: 001
			10/23 UNIFORM EXP	10/24/2023	101.00	0.00	101.00
0000067586	10/24/2023	NOR040	Northwest Maritime Center				Check Entry Number: 001
			105435	10/24/2023	3,000.00	0.00	3,000.00
0000067587	10/24/2023	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			9/30/23 STATEMENT	9/30/2023	90.06	0.00	90.06
			9/30/23 STMNT	9/30/2023	29.29	0.00	29.29
			Check 0000067587 Total:		119.35	0.00	119.35
0000067588	10/24/2023	OLY005	Olympic Synthetic Products				Check Entry Number: 001
			344370	10/16/2023	648.74	0.00	648.74
0000067589	10/24/2023	OLY035	Olympic Peninsula Communications, LLC				Check Entry Number: 001
			36	10/3/2023	6,356.25	0.00	6,356.25
0000067590	10/24/2023	OLY060	Olympic Region Municipal				Check Entry Number: 001
			2023 MEMBERSHIP	3/22/2023	50.00	0.00	50.00
0000067591	10/24/2023	PAP020	Pape Machinery				Check Entry Number: 001
			323489 S	9/28/2023	3,027.53	0.00	3,027.53
0000067592	10/24/2023	PET075	PetroCard				Check Entry Number: 001
			0251467-IN	10/12/2023	1,676.15	0.00	1,676.15
0000067593	10/24/2023	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			88316	10/15/2023	36.00	0.00	36.00
0000067594	10/24/2023	POR005	Port Townsend Leader				Check Entry Number: 001
			SUBSCRIPTION RENEWAL	10/3/2023	70.00	0.00	70.00
0000067595	10/24/2023	POW070	Powerplan - OIB				Check Entry Number: 001
			14824350	10/10/2023	1,025.05	0.00	1,025.05
0000067596	10/24/2023	PRI001	The Printery				Check Entry Number: 001
			10/3/23 STATEMENT	10/3/2023	603.73	0.00	603.73
0000067597	10/24/2023	PRI005	Kees Prins				Check Entry Number: 001
			REFUND 9/12/23	9/12/2023	266.10	0.00	266.10
0000067598	10/24/2023	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			10/11/23 STATEMENT	10/11/2023	45.83	0.00	45.83
			10/11/23 STMNT	10/11/2023	12,285.10	0.00	12,285.10
			Check 0000067598 Total:		12,330.93	0.00	12,330.93
0000067599	10/24/2023	ROD030	Rodda Paint				Check Entry Number: 001
			44179719	10/11/2023	428.07	0.00	428.07
0000067600	10/24/2023	ROL010	Aubri Rollins				Check Entry Number: 001
			10/23 UNIFORM EXP	10/10/2023	87.51	0.00	87.51
0000067601	10/24/2023	SEC010	Security Services				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
			131317	10/1/2023	202.30	0,00	202.30
0000067602	10/24/2023	SHA030	Charlie Shaw				Check Entry Number: 001
			10/23 UNIFORM EXP	10/17/2023	184.70	0,00	184.70
0000067603	10/24/2023	SOU055	Sound Publishing, Inc				Check Entry Number: 001
			8114527	9/30/2023	1,597.72	0,00	1,597.72
0000067604	10/24/2023	SPA070	Chris Sparks				Check Entry Number: 001
			10/2023 EXP	10/18/2023	102.12	0,00	102.12
0000067605	10/24/2023	SUN020	Sunrise Coffee				Check Entry Number: 001
			20231146	9/29/2023	49.25	0,00	49.25
0000067606	10/24/2023	TWI001	Spectra Laboratories - Kitsap				Check Entry Number: 001
			23-07823	10/12/2023	73.00	0,00	73.00
0000067607	10/24/2023	ULI040	ULINE				Check Entry Number: 001
			169566412	10/11/2023	1,897.39	0,00	1,897.39
0000067608	10/24/2023	VEN070	VenTek International				Check Entry Number: 001
			140552	10/1/2023	103.65	0,00	103.65
0000067609	10/24/2023	WA0125	State of Washington				Check Entry Number: 001
			9130	10/10/2023	63.36	0,00	63.36
0000067610	10/24/2023	WA1803	State of Washington				Check Entry Number: 001
			QTR 3, 2023 LET	10/24/2023	152,174.22	0,00	152,174.22
0000067611	10/24/2023	WA1901	State of Washington				Check Entry Number: 001
			L157176	10/10/2023	768.60	0,00	768.60
0000067612	10/24/2023	WES060	West Marine Pro				Check Entry Number: 001
			003406	10/6/2023	43.62	0,00	43.62
			1157084	10/5/2023	234.80	0,00	234.80
			1157415	10/5/2023	44.97	0,00	44.97
			1161439	10/9/2023	89.94	0,00	89.94
Check 0000067612 Total:					413.33	0.00	413.33
Report Total:					241,755.14	0.00	241,755.14

MEETING DATE	October 24, 2023
AGENDA ITEM	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	IV. C. Appointment of Port Auditor
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion
ATTACHMENTS	Staff Memo

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

DATE: 10/24/2023
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Appointment of Port Auditor

ISSUE

Should the Commission appoint Connie Anderson as Port Auditor under RCW 53.36.010?

BACKGROUND

In preparation for Abigail's retirement in February of 2024, the Port updated the Director of Finance & Administration's job description and published an announcement. The announcement was open for the month of September with the goal of making a selection in October with a start date of January 1st.

DISCUSSION

With the help of a small interview committee (Amy Khile, Jeff Kelety, Abigail Berg, Donna Frary, Charley Kanieski and myself), Connie Anderson was unanimously recommended to follow Abigail as the Port's next Director of Finance & Administration. Because this role also fulfills the Port's internal auditor function under RCW 53.36.010, Commission appointment to that role is required.

FISCAL IMPACT

None outside of the proposed 2024 budget.

ATTACHMENTS

n/a

RECOMMENDATIONS

Motion to appoint Connie Anderson as Port Auditor effective January 1, 2024.

MEETING DATE	October 24, 2023		
AGENDA ITEM	<input checked="" type="checkbox"/> Public Hearing		
AGENDA TITLE	V. Draft 2024 Operating & Capital Budget, rates, property tax levy & IDD tax levy		
STAFF LEAD	Finance Director Abigail Berg		
REQUESTED	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Motion/Action	<input checked="" type="checkbox"/> Discussion
ATTACHMENTS	<ol style="list-style-type: none"> 1. Finance Director Memorandum Draft of the 2024 Budget 2. Executive Director Memorandum on Prevailing Ground Lease Rates at JCIA 3. Draft 2024 Operating & Capital Budget 4. Draft 2024 Rates (rate cards) 5. Resolution 802-23 establishing the 2024 Operating and Capital Budgets 6. Resolution 800-23 fixing the amount of general property tax to be levied for collection in the year 2024 7. Resolution 801-23 fixing the amount of IDD tax to be levied for collection in the year 2024 		

DATE: 10/21/2023
TO: Port Commission
FROM: Abigail Berg, Director of Finance & Administration & Eron Berg, Executive Director
SUBJECT: 3rd Draft of 2024 Operating and Capital Improvement Program (CIP) budgets, and Proposed Rates

*Note: Changes to the 1st Draft Informational Memo are noted in **bold green** font for this 2nd Draft budget. Changes to the 2nd Draft Informational Memo are noted in **bold orange** font for this 3rd Draft budget.*

ISSUE

What direction does the Commission have following its review of the third draft of the 2024 Budget, including assumptions, the 5 Year CIP, and the proposed 2024 Rate Cards?

BACKGROUND

The Commission adopted the 2024 Budget schedule on July 12, 2023, which included a subsequent workshop to discuss potential issues, goals, and assumptions to consider when developing the budget. The approved schedule included the 3rd Draft of the 2024 Budget to be presented at this meeting. Underlying assumptions and key objectives were discussed at previous Commission meetings.

DISCUSSION

2024 Budget Assumptions

As we head towards the end of 2023, it is clear that the impacts of inflation are being felt by everyone, including the Port. From 2021 to 2023, the June-to-June CPI has been 5.5%, 10.1%, and 4.6%. The Producers Price Index (PPI) during the same period, 2021 to 2023 June to June for all commodities, has been 5.8%, 21.1%, and 4.9%. In addition to inflation, supply chains are slower – impacting operations and capital projects, and the job market has been a real challenge since there are fewer candidates available, and for our area an additional challenge the difficulty for a candidate obtaining housing locally if they don't live here already.

An update to the Port's 10-year trend of operating revenues and expenses shows revenues are averaging 5.3% and expenses 6.5%. Having the growth in expenses exceed revenues cannot be sustained for a long period. Yet as we look to 2024, we continue to experience the longest moorage waitlists in port history, strong growth in yard activity, as well as continued 100% occupancy of leased properties. Our recommendation to the Commission for the 2024 budget is to continue to maintain a conservative approach, raise rates across the port by 4.6%, and attempt to find additional revenues. This means no significant changes in course but staying alert for mid-year course adjustments and being ready to move with alacrity, if needed.

Staff's primary focus for 2024 is to continue to prepare for and build the projects that are in the queue for construction phase work while simultaneously planning, designing, permitting, and funding projects for 2025, 2026 and 2027. Your port staff team is known for saying, "That's a great idea, let's do it!". While we will undoubtedly continue with that motto, we do need to temper our

appetite with the reality of managing an increased volume of projects, increased complexity in planning and permitting those projects and limited staff time. Our primary objectives for operations in the coming year are to continue to improve customer service, improve processes that better serve our tenants and customers all while maintaining our steady path to a higher level of service across the board. In both cases, it is our clear intent to spend more money, investing in capital projects to carry port facilities to future generations and in operations to improve the port's level of service. We remain laser focused on the generational viability of these remarkable and unique port facilities that are essential to the culture of this place.

OPERATING BUDGET

The attached is the **3rd** draft budget that shows actual activity for 2021 and 2022, the 2023 budget, the 2023 YTD July with remaining budget, and the 2024 projections.

OPERATING REVENUES:

1. As discussed at the last Commission meeting, we've implemented a 4.6% increase on most revenues port wide; this amount is the June-to-June 2023 CPI for Seattle-Tacoma-Bellevue. There are some rates proposed to remain the same from 2023; a more detailed discussion is included with the Rate Cards later in this memo.
2. The good news is the Point Hudson Jetty replacement project will be completed in early 2024, so Point Hudson revenues will begin to return to normal. This can be seen by 2024 projections being closer to 2021 actuals which were prior to the start of the jetty project.
3. Winter 2022, and spring 2023 proved quite successful in the Work Yard after the seasonal discount was ceased in early 2022. Not only did revenues increase, but more importantly, customers were better served and there was greater customer satisfaction. In addition, mid-year 2023 the Long-Term Yard was opened up to active projects and electric access was added. This increase in revenues should help mitigate a small loss in Yard revenue with the up-coming North Yard Expansion project construction in 2024. The 2024 projections have an increase of \$250,000 compared to the 2023 budget, and a \$72,000 increase compared to 2023 YTD July plus remaining budget.
4. At this juncture, there are no other significant operating revenues initiatives or changes to note.
5. **During the 2nd draft review, we noted there were minor adjustments needed to most YTD July plus remaining budget revenue numbers. This resulted in an increase in total operating revenue in the amount of \$269,967; all locations were impacted. This created an overall estimated increase of \$561,574 when compared to the July YTD with remaining budget for 2023.**
6. **At Point Hudson, added \$12,000 for Event Facility Revenue (Pavilion) for annual Coast Guard training for the next two years (two weeks of training each year). We also increased some other Point Hudson revenue to be closer to 2021 pre-Jetty project construction. The 3rd draft tempers revenues at PH by lowering by a total of \$45,000 as**

expected permanent moorage and monthly moorage is likely to be lower due to early 2024 construction completion.

7. We've added a placeholder for Short Farm activity expected in the last 4 months of 2024 when the planning process should be completed. This increased Port revenues by \$22,300.

OPERATING EXPENSES:

1. A 4.6% increase has been built into most of the operating expenditures port wide (*note that the 10-year average annual increase in operating expenses is 6.5%*).
2. In accordance with the 2023 budget, the Port has been staffed for the various initiatives important to our Commission, the community, and our customers. This included an additional FTE for the Manager of Capital Projects, a second engineer.
3. Compensation is estimated to increase with the 4.6% COLA, as well as step increases as applicable. In addition, the increase in compensation is impacted by having the aforementioned engineer for a full year, as well as a 2-month over-lap anticipated for the replacement of the Director of Finance, and her retirement cash out. There was an additional FTE added for a Financial Analyst to assist with the large number of capital projects in the queue as well; the majority of this cost will be directly impacted on the project costs, not operations.
4. As mentioned above, we are anticipating increased costs across the board for regular, and recurring operating costs, as well as capital costs. Much of this can be expected due to the increased cost of energy, construction materials, operating supplies, shipping materials, and travel costs for contractors, and most of these are not discretionary expenses. The port is also experiencing larger than typical increases in costs for insurance, which is a reflection of the industry and general economy.
5. Further review of compensation allowed a reduction to the estimate by just over \$18,000, payroll taxes were increased by about \$7,500, because the YTD taxes will come in higher than budgeted, we raised the percentage slightly.
6. Additional work was done on the Benefits estimates, which were increased by almost \$4,700 when compared to the YTD July + remaining budget. The YTD comparison is more relevant since the adopted budget figure appears to have been too low.
7. For Contract Services, we added \$6,000 to the services provided by the NWMC for their High School Dock Attendants summer program. NWMC is revamping the program that will include having 2nd year attendants be seniors and guides for the younger attendants with the idea of preparing graduates to move right into a seasonal moorage clerk for the Port. This expense is split between Boat Haven and Point Hudson.
8. On the consolidated budget, Economic Development was lowered from \$65,000 to \$42,000.
9. Overall, by going through the expenses while developing the dept. budgets, we were able to lower expenses from \$7,138,583 down to \$7,071,249, a savings of approximately

\$100,000. This included changes in Contract Services, Insurance, Utilities, Community Relations, Marketing & Advertising, Travel & Training, and Miscellaneous expenses.

- 10. By adding the Short Farm to Port operating activities, this increased expenses in some areas, while we were also able to fine tune and lower in other areas. Overall, Port wide expenses only increased by \$5,576 when compared to the 2nd draft budget.**

CAPITAL PROJECTS:

The draft updated capital program is attached and includes the estimated projects and costs for 2024 to 2028 as well as the anticipated funding of those projects. There are many projects in the queue, and many unsecured, but anticipated funding sources to support many of those projects. Port staff are pushing forward diligently and consistently with obtaining those funding dollars. Specific questions regarding any of these project costs, and/or funding can be addressed by other executive staff.

There were two (2) changes to the capital improvement program:

- 1. Identified the “small capital projects” to be used for the purchase of a card system for the Port’s showers, and laundry machines, and a software program for the maintenance department to use to manage and track the maintenance and repair of Port assets.**
- 2. Further discussion of item 1.) of this section in the 2nd draft, led to the decision to not name any “small capital projects” at this time, but to wait until more information is gathered.**
- 3. Altered funding of the Boat Haven Linear Dock, and the Boat Haven Main Breakwater projects (see yellow highlighted areas on CIP):**

project	1st draft	2nd draft
BH linear dock	\$ 400,000	\$ 400,000
RCO grant	(128,000)	(128,000)
BHR reserve	(272,000)	(236,068)
IDD reserve	-	(35,932)
total	\$ -	\$ -

BH breakwtr	\$ 500,000	\$ 500,000
Unsecured grant	(500,000)	-
BHR reserve	-	(200,000)
IDD reserve	-	(300,000)
	\$ -	\$ -

EQUIPMENT/VEHICLES:

These are part of the CIP and include the following:

1. A sprinter van to replace the 1999 Commercial Van (\$60,000 est.) – **in the 3rd draft, an estimate was obtained for this vehicle which led to a more realistic cost of \$70,000.**
2. A vacuum/dump trailer (\$60,000 est.)
3. An additional auxiliary vehicle (Gator, \$15,000 est.)
4. 300T variable width Travelift[™] (\$2,933,000 est.)

In addition, we are researching the possibility of moving to card-based access system for showers, and laundry thereby eliminating the use of quarters which is time consuming to manage (and uses

antiquated equipment that is increasingly a challenge to maintain). We hope to have that cost with the 2nd draft. **This changed in the 2nd, and then again in the 3rd draft.**

PORT RATES – No changes from 1st draft, except as noted below. No changes from the 2nd draft, however, there is a discussion regarding JCIA prevailing ground lease rate following the draft Operating and Capital budget document.

In the packet are the comparative rate cards for all Port locations that show the current rates alongside the proposed 2024 rates. As already mentioned, most rates have been increased by the June-to-June CPI increase of 4.6%, though there are some exceptions. On the rate cards we've highlighted **new or additions to current rates in blue** and **rates that are proposed for removal in red**. The following are the changes by location:

BOAT HAVEN:

1. Remove the "Over Wide Vessels (18' +)" rate since it doesn't support the shipyard traffic.
2. Hold on increase to Temporary Tie Ups.
3. Increase Permanent Moorage, just like the rest of moorage, by 4.6%. There's been some customers wanting a third year in a row at only a 3% increase, however, this doesn't appear fiducially responsible given the past three years of CPI increases of 5.5%, 10.1%, and 4.6%. Everyone is experiencing these cost increases, including the Port.
4. Under "Other Moorage" increase Limited Access and Undesirable Rates to be in alignment with Point Hudson since there's no reason for them to differ.
5. Currently, the Business rate indicates "same as perm. Rate /ft/mo"; however, the Port Rules state that a 25% premium should be paid by business owners with permanent moorage. Should staff change the Port Rules, or adjust this rate according to them? **This was not discussed during the meeting where the review of the 1st draft was performed.**
6. Hold on increase for Live-aboard Background Check Fee.
7. Temporary Tie Ups were kept at the same rate as the prior year.
8. Hold on increases to Nightly Electric, and Metered Electric Base Fee since these are in alignment with surrounding marinas.
9. Removed Dory on Dock rate since this location has no room for that option.
10. Added Mast Up on Trailer Storage rate.

YARD:

1. Hold on the Roundtrip Rate for Hang Overnight.
2. Increase the Environmental Fee to \$1.00/ft/mo with a minimum charge of \$25.00.
3. 70/75 Ton Repair Storage rates were not increased last year when the seasonal discount was ceased in March 2022. Here we've increased these rates to \$0.86/ft/day, and \$0.69/ft/mo; this is a 4.6% increase.
4. Maintaining the same fee for Covered Storage because the usage doesn't appear to be as frequent as initially contemplated. A second year at the same rate provides the opportunity to market the option.
5. Trailer Vessel – Non-working is a revived (and renamed) rate for the occasional trailered vessels parked in the Yard.
6. Removed the Trimaran Hulls rate since it doesn't take more to haul these as any other wide vessel.

7. Under “Other Fees”, we added the word “Workyard” to the “Misc. Storage” rate. This serves to clarify between non-lease related storage.
8. Off Port Property Tarp fees were rounded up to be more in alignment with the size availability and the cost.

POINT HUDSON

1. Hold on increases to Temporary Tie Up charges.
2. Currently, the Business rate indicates “same as perm. Rate /ft/mo”; however, the Port Rules state that a 25% premium should be paid by business owners with permanent moorage. Should staff change the Port Rules, or adjust this rate according to them? **This was not discussed during the meeting where the review of the 1st draft was performed.**
3. Hold on increases to Live-abroad Background Check Fee.
4. Hold on increases to Nightly Electric, and Metered Electric Base Fee since these are in alignment with surrounding marinas.
5. Remove Back Row rate under RV PARK – YEAR-ROUND and include with normal hook-up sites.
6. Change name of “Dry Camp” rate to “Partial Hookup”.

HERB BECK MARINA

1. Hold on increases to Nightly Moorage, and Temporary Tie Up, the latter of which was increased in 2023.
2. Hold on all electric fees except Kwh, as applicable to PUD actuals.
3. Hold on Daily and Annual Launch Ramp fees.

JCIA

1. Hold on Prevailing Ground Lease Rate. **Following the draft Operating and Capital budget document and before the draft Rate Cards, is an additional information memo regarding JCIA prevailing ground lease rate analysis and proposal.**
2. Hold on Overnight Tie Down rate.
3. Hold on all Vehicle Parking – weekly, monthly, annual.

UNION WHARF, CITY DOCK & EVENT FACILITIES

1. Hold on Temporary Tie Up rates.
2. Hold on Pavilion rental and damage, cleaning deposit fees.
3. Staff propose to continue to allow intergovernmental use of the Pavilion at no charge, as approved by the Executive Director.

MISCELLANEOUS RATES & FEES

1. Clarified the name for the rate, Miscellaneous Storage (with agreement), to Misc. Storage on leased prop. w/agrmt. This rate is only for current leasehold tenants that may need additional storage space on land not already leased.

2. Removed Kayak, Rowing Shell, and Wherry Parking since these are included in the location specific rate cards where these options are available.
3. Removed Non-Payment of Parking since the ability to collect has proved fruitless.
4. Replace section titled "GOODS & AMENITIES" with "Cost for Port goods and merchandise as established by staff." This provides the flexibility to quickly adjust charges when costs change. In addition, as mentioned previously, we are researching the possibility of moving to card-based access system for showers, and laundry thereby eliminating the use of quarters which is time consuming to manage (and uses antiquated equipment that is increasingly a challenge to maintain).
5. Moved Notary Service previously listed under GOODS & AMENITIES to LEASE AND LICENSE FEES.

RECOMMENDATION

Please provide any feedback on the 3rd draft operating and capital budget, and Rate Cards for inclusion in the 4th draft of the 2024 Budget to be presented for your review and consideration on November 8th.

DATE: 10/24/2023
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Prevailing ground lease rate at JCIA

ISSUE

What rate should the Commission include on the 2024 rate card for the prevailing ground lease rate at JCIA?

BACKGROUND

As part of the 2024 budget process, the Commission has twice discussed the prevailing ground lease rate at JCIA. At the October 11th meeting, the Commission asked for additional details on the current leases and rates. This memo is prepared to provide that information.

DISCUSSION

The prevailing ground lease rate is established annually by the Port Commission through the adoption of the JCIA rate card. Since 2020, those rates have been:

1/1/2020: \$.05 SF/month
1/1/2021: \$.06 SF/month
1/1/2022: \$.07 SF/month
1/1/2023: \$.08 SF/month

There are 31 ground lease tenants at JCIA. While the leases are not all the same, in nearly every case, JCIA tenants, like all other tenants of the Port, receive cost of living increases annually, except when they are due for an increase to the prevailing ground lease rate (or in some leases “market” rate). Of the 31 tenants, only one remains due for an increase in 2023 (in green on the attached spreadsheet); 25 are due next year (in blue); one in 2025 (yellow), three in 2026 (pink) and one in 2027 (purple).

Excluding the PTAM’s 50% rent rate, current per square foot rents range from \$.050 to \$.080. The average rent rate is \$.065 per square foot per month. The average rent paid is \$.061 (total monthly rent of \$12,738.92 divided by the total square footage rented of 210,302).

Three tenants on this list are due for CPI increases in 2023, prior to the adjustment to prevailing rate. Two are specifically identified here as examples of how the rates change over time (Aurora Aircraft is not included as it is considered an “unimproved building” lease under its agreement from 1992).

Example 1: A Hangar is currently paying \$1,159.05 for 20,188 SF (\$.057 SF/month). This amount will increase by 9% on 12/1/2023 to \$1,263.37 (\$.063 SF/month), an increase of \$104.32/month. That amount will then increase to the prevailing ground lease rate in effect for 2024 on 12/1/2024, one year after their last increase.

Example 2: JEFFCO Hangar Associates is currently paying \$713.52 for 11,369 SF (\$.063 SF/month). This amount will increase by 9% on 12/1/2023 to \$777.74 (\$.069 SF/month), an increase of \$64.22/month, with additional CPI increases due 12/1/2024 and 12/1/2025. The rent will increase to the prevailing ground lease rate in effect for 2026 on 12/1/2026.

Much of the discussion from the pilot community has been centered around the percentage increase in the rental rates versus the dollar increases per month. For six of the tenants, maintaining the currently adopted prevailing rate of \$.08 results in no increase; for the two used as examples above, the increase as expressed in a percentage is tempered by the yet-to-be applied CPI increases; for the five due for prevailing rate increases in 2025-2027, annual CPI increases will bring their rates closer to or over \$.08 by the time they are due for an increase (e.g., Station Prairie is currently paying \$.076 and assuming a CPI of 4% for next year, will increase to \$.079 on 5/1/2024). This is all to point out the obvious: rates differ from one another as does the range over time at the airport.

Many of the pilots have asked the Commission to approve a 2024 rate card that would reduce the prevailing ground lease rate from the current \$.08 SF/month to \$.065 SF/month. I believe this proposed rate is too low because it leaves too many tenants paying above for too long and fails to generate needed revenue to operate and maintain JCIA. My recommendation at the Commission meeting is to roll back the prevailing rate to the 2022 rate card and escalate for inflation (4.6%) to arrive at a 2024 prevailing rate of \$.073 SF/month. I believe this acknowledges the steep rise in rates from 2020-2023 and represents a fair compromise for 2024.

FISCAL IMPACT

In the current draft budget, JCIA is expected to have net operating revenue of -\$23,091, not including capital investments. Shifting from the currently adopted rate will reduce anticipated revenue at JCIA, however, adopting a new rate of \$.073 per square foot/month will result in increased revenue when compared to applying only a CPI increase or any number lower than \$.073.

ATTACHMENTS

1. Current tenants with rates spreadsheet

RECOMMENDATION

Direction to staff to include a rate of \$.073 per square foot as the prevailing ground lease rate at JCIA in the draft 2024 rate card.

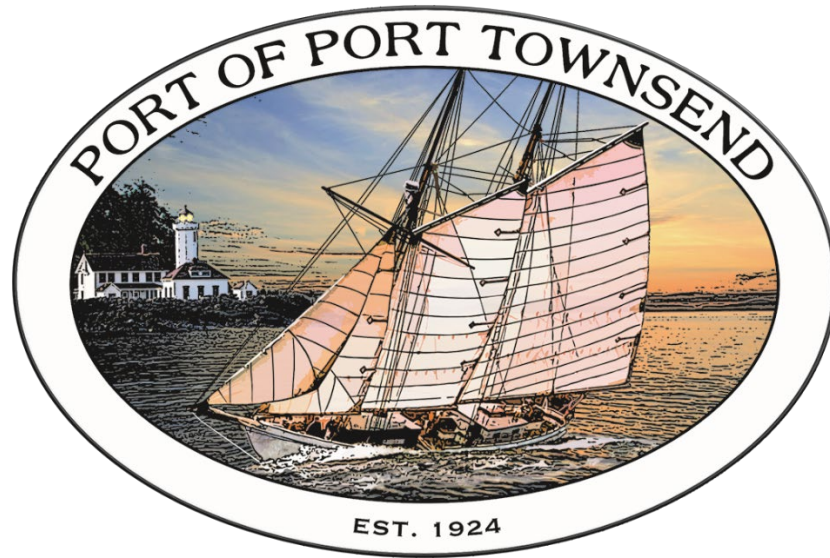
TENANT	MR DUE	SF	CURRENT RENT	CURRENT RATE/SF	RENT @ \$0.08/SF	RENT DIFFERENCE	LEASE EXP/OPTION
HANGAR C	12/1/2023	10375	\$ 542.64	\$ 0.052	\$ 830.00	\$ 287.36	4/30/2053
**EBER, LORENZ (portable t-hangar 404-P)	1/1/2024	1000	\$ 80.00	\$ 0.080	\$ 80.00	\$ -	Mo/Mo/portable t-hangar
BRODERSON, DENNIS (portable t-hangar 403-Q)	3/1/2024	1000	\$ 63.53	\$ 0.064	\$ 80.00	\$ 16.47	expired/portable t-hangar
ERICKSON, WARREN & KAREN (hangar 4-B)	3/1/2024	3208	\$ 189.28	\$ 0.059	\$ 256.64	\$ 67.36	7/26/2057
GRANDY, RICHARD (hangar 4-A)	3/1/2024	3208	\$ 189.84	\$ 0.059	\$ 256.64	\$ 66.80	7/22057
HOOD CANAL AVIATION (hangar 4-C)	3/1/2024	3208	\$ 189.28	\$ 0.059	\$ 256.64	\$ 67.36	7/26/2057
JEFF CO AP CONDO OWNERS ASSOC (hangars 7&8)	3/1/2024	32875	\$ 1,939.10	\$ 0.059	\$ 2,630.00	\$ 690.90	7/26/2057
**TOWNSHEND, BRENDON (portable t-hangar 402-O)	3/1/2024	1000	\$ 63.53	\$ 0.064	\$ 80.00	\$ 16.47	2/28/26 portable t-hangar
**LEMANSKI, TOM (portable t-hangar 405-R)	4/1/2024	1000	\$ 80.00	\$ 0.080	\$ 80.00	\$ -	Mo/Mo/portable t-hangar
**PRATT, DAVID (portable t-hangar 401-N)	4/1/2024	1000	\$ 80.00	\$ 0.080	\$ 80.00	\$ -	Mo/Mo/portable t-hangar
WEXMAN, SCOTT (O-Hangar)	4/1/2024	4235	\$ 275.20	\$ 0.065	\$ 338.80	\$ 63.60	3/31/2053
K HANGAR	5/1/2024	9737	\$ 578.34	\$ 0.059	\$ 778.96	\$ 200.62	12/9/2049
N HANGAR NO (Morrison)	5/1/2024	2940	\$ 189.85	\$ 0.065	\$ 235.20	\$ 45.35	4/30/2053
N HANGAR SO (Morrison)	5/1/2024	2940	\$ 189.85	\$ 0.065	\$ 235.20	\$ 45.35	4/30/2053
PT AERO MUSEUM (Maintenance hangars)	5/1/2024	9288	\$ 635.38	\$ 0.068	\$ 743.04	\$ 107.66	7/31/2052
*PT AERO MUSEUM (Museum building)	5/1/2024	12600	\$ 430.98	\$ 0.034	\$ 504.00	\$ 73.02	7/31/2052
PT AERO MUSEUM (Museum expansion)	5/1/2024	5400	\$ 369.40	\$ 0.068	\$ 432.00	\$ 62.60	7/31/2052
**PT AERO MUSEUM (portable t-hangar 400-S)	5/1/2024	1000	\$ 80.00	\$ 0.080	\$ 80.00	\$ -	Mo/Mo/portable t-hangar
PT AERO MUSEUM (M-Hangar)	5/1/2024	4265	\$ 252.64	\$ 0.059	\$ 341.20	\$ 88.56	4/30/2053
**ROETHLE, GARTH (portable t-hangar 406-M)	5/1/2024	1000	\$ 80.00	\$ 0.080	\$ 80.00	\$ -	Mo/Mo/portable t-hangar
G HANGAR	7/1/2024	10290	\$ 610.88	\$ 0.059	\$ 823.20	\$ 212.32	6/30/2047
H HANGAR	7/1/2024	9864	\$ 567.84	\$ 0.058	\$ 789.12	\$ 221.28	6/22/2049
PT AIRCRAFT SERVICES	7/1/2024	6382	\$ 319.47	\$ 0.050	\$ 510.56	\$ 191.09	6/30/2035 & two 10-yr
L HANGAR	10/1/2024	9761	\$ 667.38	\$ 0.068	\$ 780.88	\$ 113.50	10/31/2048
SPRUCE GOOSE CAFÉ	10/1/2024	3905	\$ 249.21	\$ 0.064	\$ 312.40	\$ 63.19	9/30/2029 & two 5-yr
A HANGAR	12/1/2024	20188	\$ 1,159.05	\$ 0.057	\$ 1,615.04	\$ 455.99	11/20/2045
**DOW, JEFFERY (D-Hangar)	8/1/2025	5168	\$ 394.76	\$ 0.076	\$ 413.44	\$ 18.68	12/31/2028
***PUGET SOUND EXPRESS (Hangar J)	10/1/2026	5000	\$ 400.00	\$ 0.080	\$ 400.00	\$ -	1/8/2050
***AURORA AIRCRAFT (Tailspin Tommy hangar)	11/1/2026	9096	\$ 547.57	\$ 0.060	\$ 727.68	\$ 180.11	10/31/26 & one 5-yr
***JEFFCO HANGAR ASSOCIATES (I-Hangar)	12/1/2026	11369	\$ 713.52	\$ 0.063	\$ 909.52	\$ 196.00	11/30/2041
***STATION PRAIRIE (hangar pad site #5)	5/1/2027	8000	\$ 610.40	\$ 0.076	\$ 640.00	\$ 29.60	4/30/2072
		210302	\$ 12,738.92	\$ 0.065			

*Per PTAM lease agreement, 12,600 sf @ 50% of published rate

**Month to month agreements. Annually, they are given either a MR or a CPI, depending on what they are paying psf

***Dow, Aurora AC, Jeffco Hangar, Puget Sound Express & Station Prairie will receive CPI increases in the years prior to the

NOTE: LBG has lease option for sites 1 & 3 / NW Custom Hangars has lease option for site 2. Options due 4/15/24



2024 OPERATING & CAPITAL BUDGET

Approved by Port Commission on **November x, 2023**

Resolution 802-23 Exhibit A

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MESSAGE FROM THE EXECUTIVE DIRECTOR

Introduction

2024 is the 100th year for the Port of Port Townsend which was created by vote of the people of Jefferson County on November 4, 1924, by a vote of 690 in favor and 414 opposed. Ports were created following the passage of the Port District Act by the legislature in 1911 as a way to stave off privatization of maritime thoroughfares and marine terminal infrastructure that were so vitally important to this region's economic success. The Port's first comprehensive scheme of harbor improvements was approved by the voters in 1926 and included five priorities: (1) an Overseas Dock, (2) the Whidbey Ferry, (3) the Quilcene Dock, (4) Farmers' Cold Storage, and (5) Fisherman's Haven. Some of these priorities have been realized while others remain unfulfilled or have been replaced by other priorities.

In 1911, the threat was privatization of waterways. Today the threats may be a changing climate, rising seas and privatization of other critical resources like drinking water and productive farmland. The Port plays a vital role in maintaining the fabric of this place, particularly as it relates to the working waterfront and maritime culture, and the Port will seek to serve the community in other areas where the Port's participation could make the difference for future generations. One such area is in supporting Jefferson County's agricultural sector both for the purpose of job creation and retention and resiliency through maintaining local capability to produce and process food. In 2023, the Port, with the help of the taxpayers of the State of Washington, purchased the 253-acre Short's Farm in Chimacum. In 2024, the Port will engage in a robust, farmer-heavy, community planning process to develop a farm plan to be implemented later in 2024 and beyond.

The Port welcomes and encourages your participation in the development of our priorities and I encourage your engagement.

Economic & Financial Outlook

It is really difficult to meaningfully forecast the future, particularly with so many challenges facing humanity today. With that in mind, the 2024 budget assumes steady growth in business at the Port, rate growth generally at 4.6% with additional growth in the Port Townsend Boat Yard. The Boat Yard remains a shining star in the region, both because of the large number of highly qualified marine tradespeople and the dwindling number of capable boat yards in Puget Sound.

Planned 2024 Capital Investments

The Port continues with its aggressive capital improvement program. The updated five-year plan starts on page 33; the 2024 projects are listed as follows:

• Construction of the North Point Hudson jetty	\$1,600,000
• Port Equipment/Vehicle Replacement.....	\$3,078,000
• Northwest Boatyard Expansion	\$1,000,000
• Gardiner Boat Launch Ramp w/Seasonal Float.....	\$800,000
• Boat Haven Main Breakwater – permitting/design	\$500,000
• Southwest Boat Yard Expansion.....	\$500,000
• Point Hudson Building/Facility Preservation (incl. Roofs, Cupola, Duplex).....	\$450,000
• Boat Haven Linear Dock Replacement (<i>design</i>):	\$400,000
• Boat Haven Treatment Compliance Upgrade – permitting/design	\$250,000
• Port Wide Dock Renovations.....	\$250,000
• Sealevel Rise Project	\$220,000
• JCIA Airport Master Plan Update.....	\$222,000
• JCIA Fuel System Improvement – design	\$200,000

• Quilcene Campground.....	\$200,000
• Boat Haven Bulkhead Repair/Replacement.....	\$200,000
• Quilcene Ramp Upgrade, Bathroom Remodel, Parking Improvements	\$170,000
• Point Hudson Shoreline Repair.....	\$150,000
• Point Hudson Marina Revetment Repair.....	\$150,000
• City Dock Repair.....	\$150,000
• JCIA Airport Terminal.....	\$140,000
• Small Capital Projects.....	\$100,000
• Boat Haven Pavement Repair.....	\$100,000
• Quilcene Marina Dredging.....	\$80,000
• Port Wide Piling Replacement.....	\$75,000
• Port Wide Yard/Parking/RV Resurfacing	\$75,000
• Boat Haven Sperry Buildings Capital Maintenance.....	\$50,000
• Mats Mats Facilities	\$30,000
• JCIA Stormwater Management	\$25,000
• Boat Haven Building/Facility Preservation.....	<u>\$25,000</u>

Total:..... \$11,190,000

Capital projects generally take years between the identification of need, project development, community engagement, permitting, funding, designing, bidding and construction. This year's budget adds one new employee to support capital projects in the engineering department, a financial analyst to manage grant reimbursements, publicly bid projects, assist with state and federal audits and direct project support.

2024 Budget Priorities

Our key priorities are becoming thematic and include:

1. Maintaining core lines of revenue for the Port by focusing on the basics (i.e., increasing business and holding the line on costs).
2. Faithfully executing IDD Levy funded and other planned capital projects.
3. Continuing and expanding the trend of enhanced maintenance at all Port properties to both keep our infrastructure working and sustainable, and to improve their appearance.
4. Maintaining strong customer service throughout the Port.
5. Celebrating the Port's 100th year, with the community, across Jefferson County.

This 2024 budget is again ambitious and on behalf of the staff team, we appreciate the help and support of our tenants and the community. It is truly felt as a tailwind on our mission.



INTRODUCTION

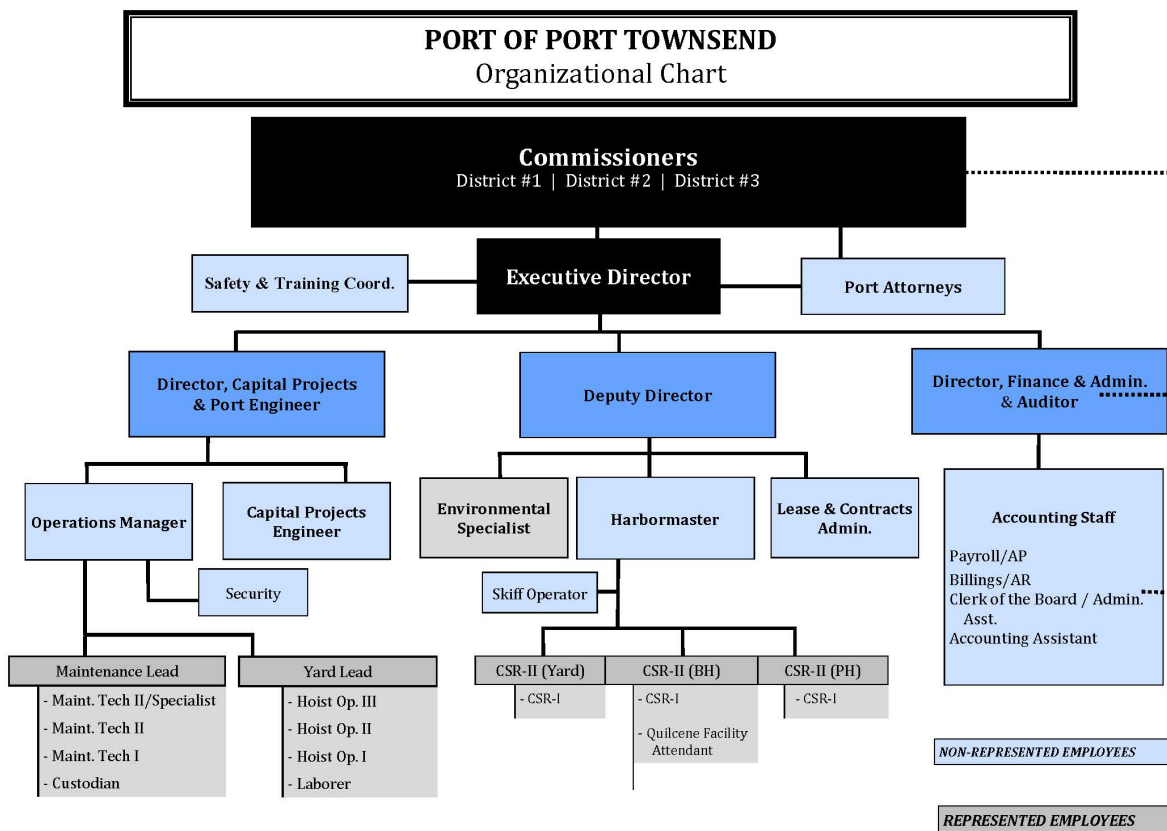
About Us

The Port of Port Townsend is a municipal corporation authorized by Washington State statute (Revised Code of Washington [RCW] Title 53) to provide for the development and maintenance of harbors and terminals and to promote tourism and foster economic activity. Created in 1924, the Port is a special purpose district independent from other local or state governments. The Port's geographical boundaries consist of all of Jefferson County, Washington.

The Port is governed by a 3-member Board of Commissioners; each elected to a 4-year term. The Commission delegates administrative authority to an Executive Director who manages staff to conduct operations of the Port. The County levies and collects taxes on the Port District's behalf, as determined by the Board of Commissioners, and acts as treasurer for the Port as defined under RCW 53.36.010.

Mission

The Mission of the Port of Port Townsend is to serve the citizens of Jefferson County by responsibly maintaining and developing property and facilities to promote sustainable economic growth, to provide community access to Port facilities and services, and to protect and maintain our community resources and maritime heritage.



Port Commissioners

District 1 Commissioner: *Pamela Petranek, President***Term of Office:** *January 1, 2020 – December 31, 2023*

A lifelong resident of Washington State, Commissioner Petranek settled in Port Townsend in 2006. Pam earned a BA in Education at Western Washington University and taught for 30 years, most recently as a music teacher for the Port Townsend School District. Pam earned her U.S. Coast Guard Captain's License in 2010 and teaches sailing lessons. Pam currently is a commercial fisherman with Cape Cleare Fishery; she delivers the fish by bicycle year-round to our community. In 2018, Pam was nominated for Citizen of the Year for co-leading the Jefferson County Maritime Trades Economic Study. Pam served four years on the board of the Port Townsend Marine Trades Association & has led several citizen advisory groups. She currently serves on the boards of the JC Marine Resource Committee and the JC Economic Development Council. Pam co-hosts a monthly KPTZ radio show called "Our Working Waterfront."

**District 2 Commissioner:** *Carol Hasse, Vice President***Term of Office:** *January 1, 2022 – December 31, 2025*

Carol Hasse sailed into Port Townsend in 1975, helped launch the Wooden Boat Festival and opened her business, Port Townsend Sails. In the ensuing four decades, she has become a well-known educator, teaching on vessels across the Puget Sound and Pacific Ocean, while serving on multiple nonprofit boards and turning her sail loft into an internationally renowned company.

She decided to become a Port of Port Townsend Port Commissioner because she is a passionate advocate for Jefferson County. She wants to promote our unique community of small businesses and marine trades, preserve the health of our environment, and protect our maritime heritage and world-class working waterfront.

District 3 Commissioner: *Peter W. Hanke, Secretary***Term of Office:** *January 1, 2022 – December 31, 2025*

Commissioner Hanke was elected Port Commissioner in 2013 and re-elected in 2017 and again in 2021. Mr. Hanke owns and operates Puget Sound Express, a family-owned passenger ferry and whale watch operation located at the Point Hudson marina. Besides being a boat captain and a business owner, Pete is also a pilot who has enjoyed flying out of Jefferson County International Airport since 1998.



OPERATING BUDGET 2024

Overview

The goal of the 2024 Operating Budget and 5-year Capital Improvement Program is to continue to align our business practices and objectives to support both our organizational capital needs and our short and long-term financial sustainability. The Port Commission has instructed staff to prepare a budget that supports economic vitality while increasing or at least maintaining our net cash position.

Organizational Initiatives

As part of our efforts to improve the Port's financial position over the coming year, we intend to:

- Update the Strategic Plan.
- Continue to modernize business and administrative procedures across our operations to both improve customer service and effectively utilize staff time.
- Implement our robust Capital Improvement Program while planning for successive projects in the future.
- Directly pursue and develop business to increase the Port's revenues by utilizing capacity in the boatyard, marinas, RV park, airport, and properties in Boat Haven and Point Hudson.
- Continue to maintain a communications plan regarding upcoming major capital projects and their potential timing and impact to tenants, customers, and the community.
- Develop marketing and brand strategies to better position the Port in successfully attracting businesses and customers.
- Continue to fine-tune the Port's existing pricing structures across all business operations.

Revenue from Operations

The 2024 budget reflects total revenue from operations of \$8,321,120, an 11.2% increase over the 2023 Budget. Most port rates will be increased by 4.6% for 2024. The long-awaited Point Hudson Jetty replacement project will be completed in early 2024 and Point Hudson operations should return closer to normal with similar activity to 2021. The goal is to continue to grow all Port revenue from operations while controlling expenses to contribute to our Capital Improvement Program. Overall, the Port's operating revenues are generated by Port departments with the Yard providing 35.4%, Boat Haven Moorage 25.9%, Point Hudson 20.6%, PTBH properties 12.6%, Airport 2.4%, Quilcene 2.3%, Ramps 0.6%, and Short Farm 0.3% of total operating revenue.

Expenses from Operations

The budget for port-wide operating expenses is \$7,084,694 in 2024, a 7% increase when compared to the 2023 YTD actuals plus remaining budget. Much of this increase is due to gaining capacity for planning and executing capital projects with an increase in FTE with a financial analyst, and the 4.6% COLA for port staff effective January 1, 2024. These personnel and compensation changes drive increases to payroll taxes, and benefits. Other increases in the 2024 operating expenses when compared to the YTD July plus remaining budget for 2023 include \$64,993 anticipated increase in insurance costs, \$20,705 increase in economic

development, a \$18,547 increase in community relations, and audit costs budgeted \$17,162 higher which is closer in alignment with the timing of the audit performed this year. Facilities and operations increased \$82,142 and includes a multitude of different line items, with the largest anticipated increases to be in bank charges (\$28,865), and repair & maintenance (\$22,000). General & Administrative (G&A) expenses total \$1,994,156 or 28% of total operating expenses, the same as the 2023 budget. G&A costs are allocated quarterly based on each department's weighted average percentage of total actual YTD operating revenues.

Net Operating Income

The 2024 budget reflects a net operating income of \$1,236,426, this is an increase of 6% when compared to the 2023 YTD actual plus remaining budget.

Other Increases & Decreases in Fund Resources

The 2024 budget includes \$1,134,000 in the general property tax levy, an increase of 2% from 2023. This is a 1% increase on the prior year plus new construction, as calculated by the County Assessor. The IDD tax levy will be \$2,634,289 for 2024, for the third consecutive year, to maintain the IDD reserve for capital projects. Interest income is budgeted at almost twice the 2023 budget at \$297,952 since interest rates have progressively risen over the past year. It also includes the American Recovery & Reinvestment Act (ARRA) Bond Interest Subsidy received semi-annually on the 2010 Limited Tax General Obligation (LTGO) bond (approximately \$32,000 annually). Grant revenue is budgeted at \$2,687,054; details can be seen on page 35 of this budget.

Other Increases in Fund Resources also include Deposits & Retainage Collected (\$80,254) and Taxes Collected (\$751,901). Taxes Collected include leasehold, sales, and hotel/motel taxes.

Other Decreases in Fund Resources include Deposits & Retainage Paid (\$26,198), Taxes Remitted (\$743,923 which are the remittances of leasehold, sales, and hotel/motel taxes collected), Bond Principal and Interest (\$1,020,788), Capital Expenses (\$6,967,000), Bond Management, Issuance & Investment (\$14,950), and Election costs (\$15,500).

Increase/(Decrease) in Cash

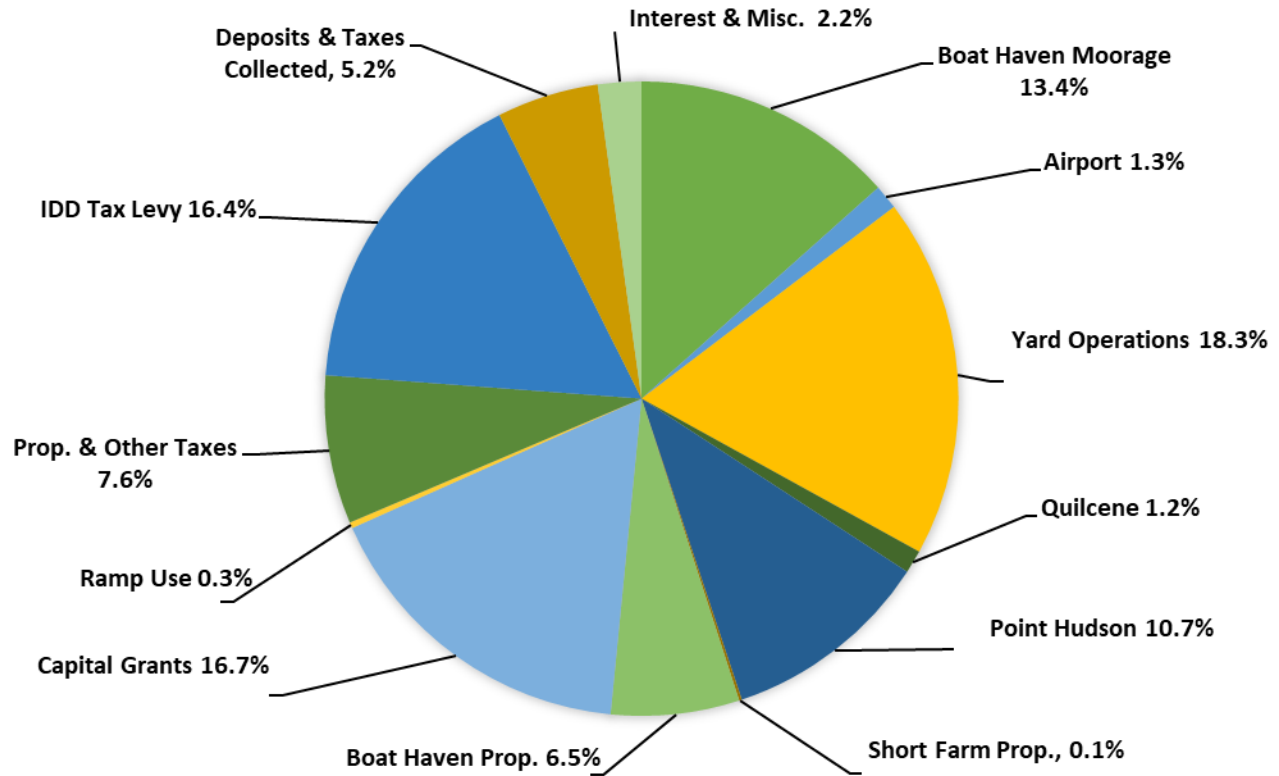
The budgeted number in the amount of \$169,842 as presented on page 12, represents the estimated increase in cash for 2024 port activity overall. This number is also reflected in the cashflow on page 38 as "Net Inflow/Outflow – Change in Cash Balance."

Estimated Ending Cash

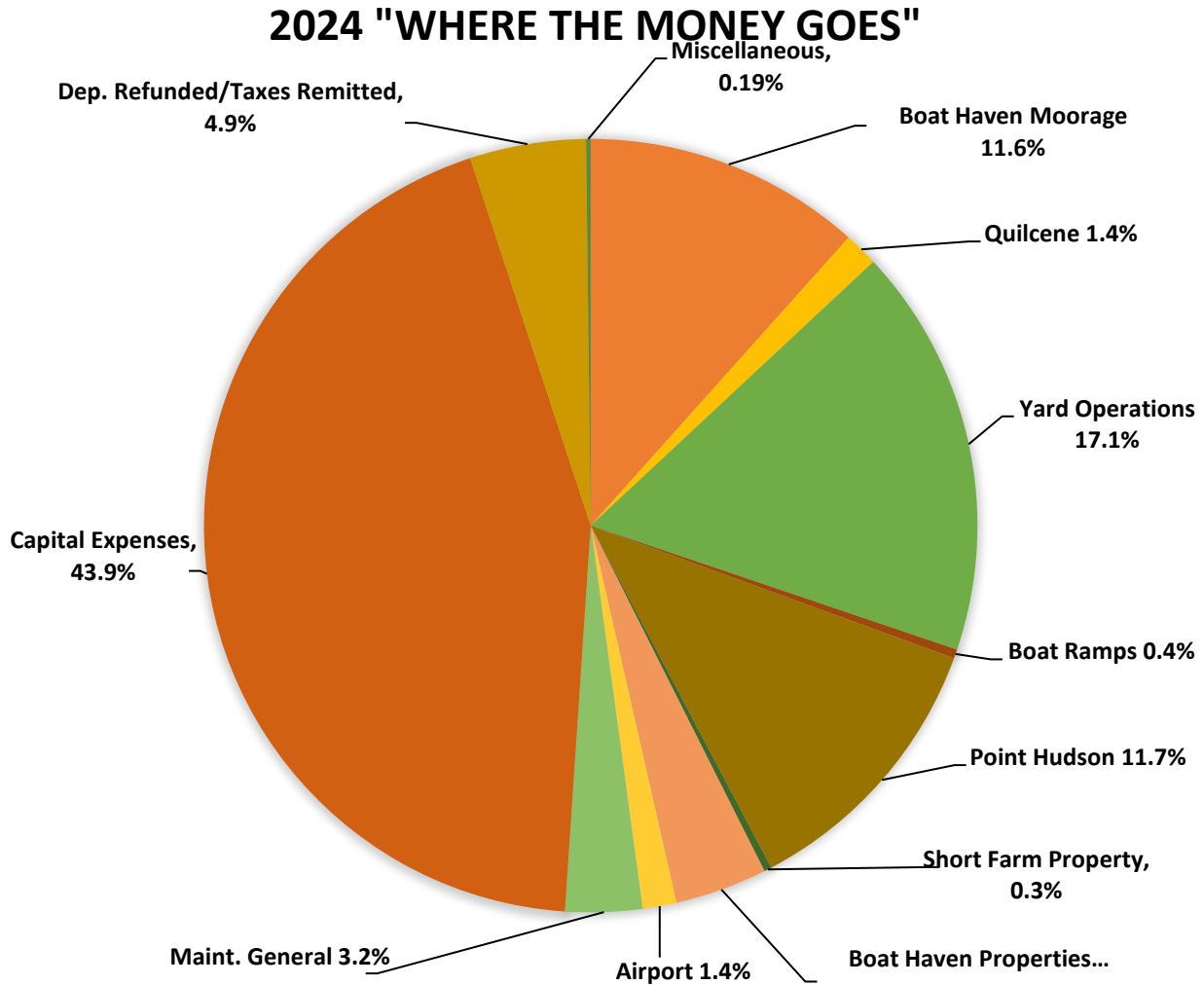
The ending cash balances are estimated to total \$10,272,116 that include \$8,787,605 in Reserves and \$1,484,511 in Unreserved Cash. The estimated composition of ending reserves is as follows:

<u>Estimated Ending Cash Reserves for 2024</u>	
IDD Levy Capital Reserve	\$6,314,993
Port-Wide Capital Reserve	191,438
Operations Reserve	1,771,174
Emergency Reserve	500,000
Unemployment Reserve	10,000
	<u>\$8,787,605</u>

Graphic Summary of Budget

2024 "WHERE THE MONEY COMES FROM?"**2024 Budget - All Incoming Resources**

Boat Haven Moorage	\$	2,152,585	13.4%
Yard Operations		2,942,641	18.3%
Point Hudson		1,715,272	10.7%
Boat Haven Prop.		1,050,151	6.5%
Quilcene	■	188,558	1.2%
Ramp Use		48,909	0.3%
Airport		200,703	1.3%
Short Farm Prop.		22,300	0.1%
Capital Grants		2,687,054	16.7%
Prop. & Other Taxes		1,213,272	7.6%
IDD Tax Levy		2,634,289	16.4%
Deposits & Taxes Collected		832,155	5.2%
Interest & Misc.		355,005	2.2%
	\$	16,042,894	



2024 Budget - All Outgoing Resources

Boat Haven Moorage *	\$ 1,844,698	11.6%
Yard Operations *	2,722,169	17.1%
Point Hudson *	1,856,902	11.7%
Boat Haven Properties	611,886	3.9%
Quilcene	226,072	1.4%
Boat Ramps	59,618	0.4%
Airport	224,652	1.4%
Short Farm Property	49,647	0.3%
Maint. General	509,835	3.2%
Capital Expenses	6,967,000	43.9%
Dep. Refunded/Taxes Remitted	770,121	4.9%
Miscellaneous	30,450	0.19%
	<u>\$ 15,873,050</u>	

* These include the debt services costs related to their departments which total \$1,020,788.

Consolidated Sources & Uses of Cash 2024 Budget

with comparison to Prior Years

3rd DRAFT

	2021 Actual	2022 Actual	2023 Budget	2023 YTD July + remaining budget	2024 Budget	2023 YTD-2024 Bdgt Variance
OPERATING REVENUES						
Boat Haven Moorage	1,917,967	2,015,492	2,048,710	2,057,921	2,152,585	94,664
Yard Operations	2,306,196	2,645,795	2,578,591	2,828,119	2,942,641	114,522
Point Hudson Marina/RV/Prop.	1,690,255	1,532,331	1,521,485	1,501,411	1,715,272	213,861
Boat Haven Properties	819,708	808,584	922,134	969,673	1,050,151	80,478
Quilcene Herb Beck Marina	172,256	175,104	175,567	188,055	188,558	503
Jefferson County Intl Airport	166,996	185,371	181,246	190,663	200,703	10,040
Short Farm Property	-	-	-	-	22,300	22,300
Ramp Use	52,437	48,277	52,367	46,404	48,909	2,505
Total Operating Revenues	\$ 7,125,815	\$ 7,410,955	\$ 7,480,100	\$ 7,782,246	\$ 8,321,120	\$ 538,874
OPERATING EXPENDITURES						
Salaries & Wages	2,339,530	2,656,298	2,897,787	2,831,091	3,120,651	289,560
Payroll Taxes	234,924	274,816	304,268	314,919	330,789	15,870
Employee Benefits	811,661	836,047	832,286	867,783	826,385	(41,398)
Uniform Expense	9,283	19,386	14,100	12,755	12,135	(620)
Contract Services	278,143	283,814	306,276	374,621	361,474	(13,147)
Legal fees	51,480	49,388	42,786	48,826	48,826	-
Audit	32,403	6,798	17,838	17,838	35,000	17,162
Insurance	365,552	453,023	451,442	452,520	517,513	64,993
Facilities & Operations	671,215	1,035,778	768,382	834,356	916,498	82,142
Utilities	605,456	648,719	631,227	660,245	662,851	2,606
Marketing & Advertising	52,608	62,705	69,465	95,089	94,545	(544)
Economic Development	15,000	30,000	65,000	46,295	67,000	20,705
Travel & Training	15,387	38,985	35,214	26,433	38,028	11,595
Community Relations	3,997	1,276	56,304	34,453	53,000	18,547
Total Operating Expenditures	\$ 5,486,640	\$ 6,397,033	\$ 6,492,375	\$ 6,617,224	\$ 7,084,694	\$ 467,470
NET OPERATING INCOME	\$ 1,639,174	\$ 1,013,923	\$ 987,725	\$ 1,165,022	\$ 1,236,426	71,404
OTHER INCREASES IN FUND RESOURCES						
Deposits & Retainage Collected	112,997	38,338	80,254	82,559	80,254	(2,305)
Taxes Collected	673,826	715,892	691,008	731,508	751,901	20,393
Capital Contributions/Grants	413,082	288,217	4,464,322	7,133,753	2,687,054	(4,446,699)
Interest	52,859	153,383	65,161	312,655	297,952	(14,703)
Debt Proceeds-20/21 LOC	-	-	-	-	-	-
Property & other taxes	2,764,518	3,912,590	3,785,061	4,176,647	3,847,561	(329,086)
Misc. Incr. in Fund Resources	57,215	122,956	55,553	196,143	57,053	(162)
Total Incr. in Other Fund Resources	\$ 4,074,496	\$ 5,231,377	\$ 9,141,359	\$ 12,633,265	\$ 7,721,775	\$ (4,772,562)
OTHER DECREASES IN FUND RESOURCES						
Deposits & Retainage Paid	26,221	92,269	55,164	36,707	26,198	(10,509)
Taxes Remitted	675,339	714,381	682,698	731,446	743,923	12,477
Bond Principal & Interest	1,280,328	1,025,338	1,021,088	1,461,303	1,020,788	(440,515)
Bond Mgmt, Issuance, Invstmnt	60,302	50,601	14,750	51,877	14,950	(36,927)
Capital Project Expenses	4,491,246	1,847,887	10,069,000	9,011,000	6,967,000	(2,044,000)
Election Expense	15,674	17,561	15,500	15,500	15,500	-
Total Other Decr. in Fund Resources	\$ 6,549,109	\$ 3,748,036	\$ 11,858,200	\$ 11,307,833	\$ 8,788,359	\$ 2,239,250
Net Other Incr./Decr. in Fund Resource	\$ (2,474,613)	\$ 1,483,341	\$ (2,716,841)	\$ 1,325,432	\$ (1,066,584)	\$ (7,011,812)
Increase/(Decrease) in Cash	\$ (835,438)	\$ 2,497,263	\$ (1,729,116)	\$ 2,490,454	\$ 169,842	\$ (6,940,408)

2024 DEPARTMENTAL OPERATING BUDGETS

Boat Haven Moorage

Boat Haven Moorage revenues are estimated to increase \$94,664 which is a 4.6% increase when compared to 2023 YTD July actuals plus remaining budget.

The two heavy revenue generators for the Port, Boat Haven Moorage and the Yard, have experienced significant increases in salaries and wages for 2024. They are higher than the 2023 budget but will not be significantly more than expected by year end 2023 when reviewing the actual trends YTD and projecting with those actuals, not the remaining budget numbers. In 2024, staff will receive a 4.6% COLA, potential step increases are budgeted, and an allocation of an additional ½ FTE (this represents a change in staff allocation, not an additional FTE). As with previous years, current debt service cost, both principal and interest, is included. For Boat Haven Moorage, this is 83% of the 2010 Limited Tax General Obligation (LTGO) Bond used for reconstruction of the A/B docks. Including this in the departmental budget allows management to see the true picture of the department's gain/loss in operations year after year. The total increase in estimated moorage expenses is \$158,197. Most of this is related to salaries & wages, general & administrative, maintenance costs, and contract services.



Boat Haven Moorage

3rd DRAFT

			2023 YTD July + remaining budget		2024 Budget	2023 YTD to 2024 Bdgt Variance
	2021 Actual	2022 Actual	2023 Budget			
OPERATING REVENUES						
PTBH - Permanent Moorage	1,215,832	1,285,755	1,292,556	1,305,760	1,365,825	60,065
PTBH - Monthly Guest	228,447	264,914	296,951	277,921	290,705	12,784
PTBH - Nightly Guest	290,585	306,607	290,227	293,011	306,490	13,479
PTBH - Electric	102,113	101,445	105,202	104,231	109,026	4,795
PTBH - Liveaboard Fee	21,209	21,219	22,403	26,163	27,366	1,203
PTBH - Liveaboard Background Ck Fe	60	480	-	189	198	9
PTBH - Work Float/Lift Pier Usage	15,698	8,816	252	13,404	14,021	617
PTBH - Miscellaneous Revenue	25,140	6,588	7,522	8,393	8,779	386
PTBH - Showers	9,228	9,433	12,829	10,823	11,321	498
PTBH - Laundry	7,511	7,709	9,773	8,262	8,642	380
PTBH - Kayak Racks	54	1,673	5,177	6,101	6,382	281
PTBH - Key Fobs	195	530	2,760	1,774	1,856	82
PTBH - Promotional Sales	257	387	298	889	930	41
PTBH - Port Labor	1,639	(63)	2,760	1,000	1,046	46
Total Operating Revenues	\$1,917,967	\$2,015,492	\$2,048,710	\$ 2,057,921	\$2,152,585	\$ 94,664
OPERATING EXPENSES						
Moorage Salaries & Wages	166,054	211,881	194,494	209,698	285,908	76,210
Moorage Payroll Taxes	18,247	25,696	23,151	27,310	30,306	2,996
Moorage Employee Benefits	57,888	66,298	61,699	70,885	75,712	4,827
Uniform Expense	668	1,963	1,200	1,458	1,650	192
Maint Salaries & Wages	28,808	29,410	34,412	31,453	27,203	(4,250)
Maint Payroll Taxes	3,295	3,562	3,613	3,857	2,883	(974)
Maint Employee Benefits	10,093	9,167	9,884	9,445	7,204	(2,241)
Enviro Salaries & Wages	1,939	824	1,000	420	-	(420)
Enviro Payroll Taxes	230	101	105	45	-	(45)
Enviro Employee Benefits	663	253	284	120	-	(120)
Contract Services	8,951	25,535	18,346	31,562	44,990	13,428
Insurance	93,338	114,889	127,500	127,552	127,308	(244)
Facilities & Operations	98,011	118,666	101,904	97,942	112,029	14,087
Utilities	178,494	185,851	178,226	193,993	188,768	(5,225)
Marketing & Advertising	12,784	12,544	16,294	23,631	22,000	(1,631)
Travel & Training	4,137	2,847	1,190	527	2,800	2,273
2010 LTGO Bond Princ/Int (83%)	402,914	399,635	400,133	400,133	400,070	(63)
General & Administrative	403,904	317,445	475,272	456,470	515,867	59,397
Total Operating Expenses	\$1,490,415	\$1,526,566	\$1,648,707	\$ 1,686,501	\$1,844,698	\$ 158,197
NET OPERATING INCOME	\$ 427,552	\$ 488,926	\$ 400,003	\$ 371,420	\$ 307,887	\$ (63,533)

Boat Haven Yard

Overall, Yard revenue is expected to increase by \$114,522 over 2023 YTD July actuals plus remaining budget. Demand for the Yard has continued to be strong during 2023. The old “long-term yard” storage area was converted to active working yard space in 2023 and will help maintain strong revenues even with the Northwest Yard Expansion project planned for 2024.

The two heavy revenue generators for the Port, Boat Haven Moorage, and the Yard, have experienced significant increases in salaries and wages for 2024. They are higher than the 2023 budget but will not be significantly more than expected by year end 2023 when reviewing the actual trends YTD and projecting with those actuals, not the remaining budget numbers. In 2024, staff will receive a 4.6% COLA and potential step increases are also budgeted. Comparing the 2024 budget to 2023 YTD plus remaining budget reflects full staff in 2024. As with previous years, the current debt service cost, both principal and interest, is included. For the Yard, this is 17% of the 2010 Limited Tax General Obligation (LTGO) Bond used for the 80-ton Lift Pier. Including this in the departmental budget allows management to see the true picture of the department’s gain/loss in operations year after year. An increase in operating expenses of \$219,536 is projected in the 2024 budget, and with the estimated increase in operating revenue, the net effect is a profit of \$220,472.



Boat Haven Yard

3rd DRAFT	2023 YTD July +					2023 YTD to 2024 Bdgt Variance
	2021 Actual	2022 Actual	2023 Budget	remaining budget	2024 Budget	
OPERATING REVENUES						
Yard - 70/75 Ton Yard Revenue	934,644	1,174,655	1,017,215	1,235,353	1,327,179	91,826
Yard - 70/75 Ton Hoist Revenue	337,016	355,988	362,052	388,907	406,797	17,890
Yard - 300 Ton Yard Revenue	455,530	479,899	506,702	510,901	534,402	23,501
Yard - 300 Ton Hoist Revenue	204,905	235,758	224,965	250,139	261,645	11,506
Yard - Washdown Revenue	78,798	85,991	100,070	119,403	124,896	5,493
Yard - Bilge Water Revenue	3,750	5,257	6,000	7,251	6,000	(1,251)
Yard - L/T Storage	75,812	68,930	84,601	34,858	-	(34,858)
Yard - Blocking Rent	46,197	50,883	56,673	57,062	56,673	(389)
Yard - 70/75 Ton Electric	36,990	41,102	47,560	48,154	42,560	(5,594)
Yard - 300 Ton Electric	26,589	25,613	53,840	48,243	50,462	2,219
Yard - Off Port Prop. Tarp Fee	1,009	1,434	815	4,381	4,381	-
Yard - Liveaboard Fee	2,811	600	2,205	924	600	(324)
Yard - Miscellaneous Revenue	1,200	368	701	718	751	33
Yard - 70/75 Ton Port Labor	6,769	13,584	9,577	10,173	10,641	468
Yard - 300 Ton Port Labor	2,486	9,539	6,931	8,348	8,732	384
Yard - Environmental Fee	90,390	96,218	98,272	101,933	106,622	4,689
Yard - Garbage	-	-	-	1,013	200	(813)
Yard - Enviro Clean-Up Fee	1,300	(24)	412	358	100	(258)
Total Operating Revenues	\$2,306,196	\$2,645,795	\$2,578,591	\$ 2,828,119	\$2,942,641	\$ 114,522
OPERATING EXPENSES						
Yard Salaries & Wages	554,648	628,743	648,893	646,640	768,718	122,078
Yard Payroll Taxes	62,789	74,034	70,863	79,691	81,484	1,793
Yard Employee Benefits	197,397	196,144	186,371	195,478	203,566	8,088
Uniform Expense	4,281	6,260	6,650	5,296	4,800	(496)
Maint Salaries & Wages	60,119	93,220	103,235	82,351	62,566	(19,785)
Maint Payroll Taxes	6,847	10,976	10,840	12,609	6,632	(5,977)
Maint Employee Benefits	21,038	28,953	24,313	21,602	16,568	(5,034)
Enviro Salaries & Wages	23,444	20,317	26,188	26,615	39,774	13,159
Enviro Payroll Taxes	2,804	2,721	2,750	3,484	4,216	732
Enviro Employee Benefits	8,197	6,244	7,522	7,948	10,533	2,585
Contract Services	26,597	32,089	43,373	65,176	35,139	(30,037)
Insurance	86,891	107,963	101,580	101,580	102,468	888
Facilities & Operations	242,832	450,072	391,747	411,630	425,857	14,227
Utilities	130,829	137,949	146,023	154,233	156,643	2,410
Marketing & Advertising	12,048	11,151		9,501	13,079	3,578
Travel & Training	483	5,554	1,902	1,005	2,980	1,975
2010 LTGO Bond Princ/Int (17%)	82,524	81,853	81,955	81,955	81,942	(13)
General & Administrative	493,391	423,494	525,524	595,839	705,204	109,365
Total Operating Expenses	\$2,017,157	\$2,317,737	\$2,379,729	\$ 2,502,633	\$2,722,169	\$ 219,536
NET OPERATING INCOME	\$ 289,039	\$ 328,058	\$ 198,862	\$ 325,486	\$ 220,472	\$ (105,014)

Point Hudson

Overall, Point Hudson revenue is expected to increase by \$213,861 over the 2023 YTD July actuals plus remaining budget. With the completion of the full replacement of both the north and south jetties at Point Hudson in early 2024, we should start to return to more normal revenue amounts similar to before the construction commenced, yet still not fully back in business for the year.

Total estimated increases in operating expenses, when compared to 2023 YTD July actuals plus remaining budget, is estimated at \$85,771, most of which is due to increased general & administrative costs, contract services, general liability, property, and marina insurance, repair & maintenance costs though there are many other reductions that off-set those increases.



Point Hudson

3rd DRAFT

	2021 Actual	2022 Actual	2023 Budget	2023 YTD July + remaining budget	2024 Budget	2023 YTD to 2024 Bdgt Variance
OPERATING REVENUES						
Pt Hudson - Building Lease Revenue	422,218	442,756	443,596	453,827	464,703	10,876
Pt Hudson - Parking	19,267	15,644	18,048	19,270	21,238	1,968
Pt Hudson - Event Facility Rev	949	26,449	30,675	34,770	48,369	13,599
Pt Hudson - Janitorial	35,643	15,120	15,781	15,473	16,185	712
Pt Hudson - Water, Sewer, Storm	-	27,287	30,602	31,036	32,464	1,428
Pt Hudson - Permanent Moorage	157,330	104,511	133,347	119,682	132,330	12,648
Pt Hudson - Liveaboard Fee	8,743	5,381	9,129	420	8,500	8,080
Pt Hudson - Liveaboard Backgrnd Ck Fe	2,700	1,980	945	1,125	2,100	975
Pt Hudson - Monthly Guest	126,449	93,274	97,427	15,301	96,000	80,699
Pt Hudson - Nightly Guest	247,981	198,751	198,587	209,423	225,590	16,167
City Pier & Union Wharf Usage	16,920	19,157	5,195	14,239	14,894	655
Pt Hudson - Monthly R.V.	72,824	78,662	67,461	54,676	75,191	20,515
Pt Hudson - Nightly R.V.	436,538	382,320	364,580	430,693	439,151	8,458
Pt Hudson - Kayak Racks	19,571	16,480	16,065	16,320	20,250	3,930
Pt Hudson - Reservation Fee	49,058	43,937	35,277	40,681	46,156	5,475
Pt Hudson - Showers	6,677	5,983	6,015	5,783	6,049	266
Pt Hudson - Laundry	10,626	8,108	7,616	6,133	6,415	282
Pt Hudson - Key Fobs	-	-	-	265	500	235
Pt Hudson - Passenger Fee	19,544	20,595	14,568	17,578	21,554	3,976
Union Wharf - Cruise Ship Garbage	2,085	1,039	1,269	1,123	1,175	52
Pt Hudson - Promotional Sales	538	1,328	1,212	1,173	1,227	54
Pt Hudson - Miscellaneous Rev	2,923	6,087	3,188	1,490	1,559	69
Pt Hudson - Electric	31,673	17,484	20,902	10,930	33,673	22,743
Total Operating Revenues	\$1,690,255	\$1,532,331	\$1,521,485	\$ 1,501,411	\$1,715,272	\$ 213,861
OPERATING EXPENSES						
Point Hudson Salaries & Wages	156,701	188,897	221,585	201,154	202,092	938
Point Hudson Payroll Taxes	18,921	21,983	23,267	26,119	21,422	(4,697)
Point Hudson Employee Benefits	54,690	52,714	63,642	63,232	53,516	(9,716)
Uniform Expense	300	987	800	1,221	600	(621)
Maint Salaries & Wages	110,051	124,710	137,647	124,832	106,091	(18,741)
Maint Payroll Taxes	13,444	16,442	14,453	16,443	11,246	(5,197)
Maint Employee Benefits	38,533	38,999	39,534	36,791	28,094	(8,697)
Enviro Salaries & Wages	1,070	2,714	4,872	4,603	4,045	(558)
Enviro Payroll Taxes	127	365	512	581	429	(152)
Enviro Employee Benefits	364	842	1,399	1,385	1,071	(314)
Contract Services	31,038	27,690	15,503	38,655	53,127	14,472
Insurance	56,117	71,013	88,196	88,196	98,584	10,388
Facilities & Operations	104,324	141,168	84,436	79,923	97,987	18,064
Utilities	200,350	212,825	198,754	203,268	204,754	1,486
Marketing & Advertising	12,537	14,194	15,837	23,862	22,204	(1,658)
Travel & Training	389	1,222	525	200	1,800	1,600
2015 LTGO Principal & Int pmts	543,325	543,850	539,000	539,000	538,775	(225)
General & Administrative	355,950	273,774	309,058	321,666	411,065	89,399
Total Operating Expenses	\$1,698,230	\$1,734,389	\$1,759,020	\$ 1,771,131	\$1,856,902	\$ 85,771
NET OPERATING INCOME	\$ (7,976)	\$ (202,058)	\$ (237,535)	\$ (269,720)	\$ (141,630)	\$ 128,090

Boat Haven Properties

Properties at Boat Haven are expected to have an increase in revenues of \$80,478 when compared to the 2023 YTD July actuals plus remaining budget, primarily due to the occasional leasehold step increases, market rate adjustments, and CPI increases. Most properties are marine dependent or related uses for manufacturing, warehousing, and office requirements.

Overall, operating expenses are expected to increase by \$2,297 when compared to the 2023 YTD July actuals plus remaining budget. Most expenses are expected to be lower, except for the larger dollar amounts for G&A and general liability, and property insurance. The anticipated lower costs for salaries and wages (and the related payroll taxes and benefits) are based on actual work percentages YTD in 2023.

	2023 YTD July + remaining budget 2024 Budget					2023 YTD to 2024 Bdgt Variance
	2021 Actual	2022 Actual	2023 Budget			
3rd DRAFT						
OPERATING REVENUES						
PTBH Prop - Lease Revenue	746,964	725,035	839,257	889,972	967,893	77,921
PTBH Prop - Fuel Dock Lease	20,239	19,758	20,531	16,512	20,531	4,019
PTBH Prop - Electric	2,819	(443)	1,623	(1,095)	(1,145)	(50)
PTBH Prop - Garbage	28,141	3,550	14,114	8,137	4,142	(3,995)
PTBH Prop - Water	-	-	23,297	32,476	33,970	1,494
PTBH Prop - Stormwater	9,727	9,519	10,667	9,975	10,434	459
PTBH Prop - Storage Unit Revenue	11,196	12,035	11,820	12,402	12,972	570
PTBH Prop - Miscellaneous	623	750	825	1,294	1,354	60
Total Operating Revenues	\$ 819,708	\$ 770,203	\$ 922,134	\$ 969,673	\$ 1,050,151	\$ 80,478
OPERATING EXPENSES						
PTBH Property Salaries & Wages	60,929	70,110	72,085	71,304	66,614	(4,690)
PTBH Property Payroll Taxes	5,399	6,316	2,366	4,669	7,061	2,392
PTBH Property Employee Benefits	21,300	21,901	20,704	21,590	17,640	(3,950)
Maint Salaries & Wages	72,403	76,839	96,353	77,427	68,007	(9,420)
Maint Payroll Taxes	10,574	10,523	10,117	10,036	7,209	(2,827)
Maint Employee Benefits	25,632	24,496	27,674	23,230	18,009	(5,221)
Enviro Salaries & Wages	22,714	16,824	22,534	18,823	16,179	(2,644)
Enviro Payroll Taxes	2,716	2,247	2,608	2,350	1,715	(635)
Enviro Employee Benefits	7,977	5,166	6,472	5,671	4,284	(1,387)
Contract Services	1,167	2,060	5,775	34,484	18,014	(16,470)
Insurance	26,061	34,738	45,100	45,100	51,751	6,651
Facilities & Operations	23,273	55,553	32,848	35,494	33,906	(1,588)
Utilities	43,136	57,952	46,883	48,607	49,453	846
Marketing & Advertising	43	331	155	100	155	55
Travel/Training	80	155	120	189	220	31
General & Administrative	172,622	142,623	200,426	210,515	251,669	41,154
Total Operating Expenses	\$ 496,026	\$ 527,834	\$ 592,220	\$ 609,589	\$ 611,886	\$ 2,297
NET OPERATING INCOME	\$ 323,682	\$ 242,369	\$ 329,914	\$ 360,084	\$ 438,265	\$ 78,181

Quilcene

Quilcene revenues are projected to increase by \$503 in 2024 when compared to the 2023 YTD July actuals plus remaining budget estimates.

Overall, operating expenses are budgeted to increase by \$7,108. Most of this increase is in departmental staffing costs, general & administrative costs. There are no other significant increases in costs estimated for the facility in 2024, though both the marina dredge, and ramp upgrade, bathroom remodel, and parking improvement projects are on the docket.



Quilcene

3rd DRAFT

	2023 YTD July +					2023 YTD to 2024
	2021 Actual	2022 Actual	2023 Budget	remaining budget	2024 Budget	Bdgt Variance
OPERATING REVENUES						
Quilcene - Lease Revenue	65,936	70,832	72,192	74,443	77,279	2,836
Quilcene - Permanent Moorage	67,051	67,435	63,443	71,638	73,272	1,634
Quilcene - Liveaboard Fee	2,590	-	-	-	-	-
Quilcene - Nightly Moorage	1,876	1,878	1,687	5,711	1,887	(3,824)
Quilcene - Showers	2,521	2,262	2,812	2,486	2,812	326
Quilcene - Reservations	352	198	277	35	-	(35)
Quilcene - Miscellaneous Revenue	240	980	673	799	200	(599)
Quilcene - Water	12,835	11,274	12,922	11,242	12,922	1,680
Quilcene - Electric	3,971	2,653	3,680	2,742	2,371	(371)
Quilcene - Recreational Ramp Fees	11,300	11,622	10,913	11,680	10,913	(767)
Quilcene - Commercial Use Fees	2,200	5,030	5,702	6,100	5,702	(398)
Quilcene - Empty Trailer Parking	1,196	687	1,059	1,080	1,200	120
Quilcene - Kayak Racks	189	254	207	99	-	(99)
Total Operating Revenues	\$ 172,256	\$ 175,104	\$ 175,567	\$ 188,055	\$ 188,558	\$ 503
OPERATING EXPENSES						
Quilcene Salaries & Wages	29,327	37,156	56,742	62,408	76,258	13,850
Quilcene Payroll Taxes	3,267	4,615	5,958	7,603	8,083	480
Quilcene Employee Benefits	10,284	11,632	16,297	17,494	20,194	2,700
Quilcene Uniforms	66	710	300	150	300	150
Maint Salaries & Wages	16,743	10,771	20,647	13,020	10,881	(2,139)
Maint Payroll Taxes	1,961	1,336	2,168	1,894	1,153	(741)
Maint Employee Benefits	5,819	3,511	5,930	4,856	2,881	(1,975)
Enviro Salaries & Wages	743	614	-	230	674	444
Enviro Payroll Taxes	89	83	-	34	71	37
Enviro Employee Benefits	263	187	-	73	178	105
Contract Services	8,843	8,240	8,917	17,586	10,207	(7,379)
Insurance	8,309	9,691	9,295	9,295	11,903	2,608
Facilities & Operations	30,304	25,018	16,130	20,483	14,535	(5,948)
Utilities	14,512	13,534	14,045	14,277	15,741	1,464
Marketing & Advertising	1,425	4,597	1,400	7,512	7,200	(431)
Travel & Training	400	219	325	435	625	190
General & Administrative	36,275	28,481	39,024	41,495	45,188	3,693
Total Operating Expenses	\$ 168,630	\$ 160,395	\$ 197,178	\$ 218,845	\$ 226,072	\$ 7,108
NET OPERATING INCOME	\$ 3,626	\$ 14,710	\$ (21,611)	\$ (30,790)	\$ (37,514)	\$ (6,605)

Ramps

The Port has boat launch ramps located in Port Townsend, Port Hadlock, Gardiner, Quilcene* and Mats Mats in Port Ludlow. (*The Quilcene ramp is listed under the Quilcene facility.) All these boat ramps are single ramps, except for the one in Port Townsend at Boat Haven, which is a double ramp. These revenues are expected to increase by \$2,505 when compared to 2023 YTD July actuals plus remaining budget.

Increased operating expenses are expected for Ramps in the amount of \$4,744. Most of that increase is for general liability, property, and marina insurance.



3rd DRAFT	2023 YTD July +					2023 YTD to 2024
	2021 Actual	2022 Actual	2023 budget	remaining budget	2024 Budget	Bdgt Variance
OPERATING REVENUES						
Ramp Fees	42,901	40,154	45,229	43,098	45,229	2,131
PTBH - Commercial Use Fees	8,682	7,030	5,581	1,430	2,123	693
Dinghy Float Revenue	854	1,093	1,557	1,876	1,557	(319)
Total Operating Revenues	\$ 52,437	\$ 48,277	\$ 52,367	\$ 46,404	\$ 48,909	\$ 2,505
OPERATING EXPENSES						
Ramps Salaries & Wages	2,767	3,516	4,500	5,982	7,318	1,336
Ramps Payroll Taxes	363	472	473	831	776	(55)
Ramps Employee Benefits	984	1,118	1,292	1,836	1,938	102
Maint Salaries & Wages	9,545	6,431	6,882	7,996	8,161	165
Maint Payroll Taxes	1,107	813	723	1,027	865	(162)
Maint Employee Benefits	3,341	1,860	1,977	2,432	2,161	(271)
Enviro Salaries & Wages	610	1,795	2,654	3,101	3,371	270
Enviro Payroll Taxes	73	242	279	415	357	(58)
Enviro Employee Benefits	210	542	766	943	893	(50)
Contract Services	3,241	3,159	2,510	3,541	2,968	(573)
Insurance	5,705	7,439	6,590	6,590	9,315	2,725
Facilities & Operations	10,457	11,726	5,021	4,033	4,613	580
Utilities	2,448	4,837	5,261	4,276	3,961	(315)
Marketing & Advertising	1,700	300	-	1,097	1,200	103
General & Administrative	11,043	8,894	13,688	10,774	11,721	947
Total Operating Expenses	\$ 53,593	\$ 53,145	\$ 52,616	\$ 54,874	\$ 59,618	\$ 4,744
NET OPERATING INCOME	\$ (1,156)	\$ (4,868)	\$ (249)	\$ (8,470)	\$ (10,709)	\$ (2,239)

Jefferson County International Airport (JCIA)

JCIA revenues are estimated to increase by \$10,040 when compared to 2023 YTD July actuals plus remaining budget. The largest increase is anticipated in Lease revenue.

Expenses are estimated to be less by \$6,122, when compared to the 2023 YTD July actuals plus remaining budget. Departmental salaries and wages are estimated to slightly increase, but maintenance salaries and wages are anticipated to drop, these are based on current YTD actual activity.



3rd DRAFT	2023 YTD July +					2023 YTD to 2024
	2021 Actual	2022 Actual	2023 Budget	remaining budget	2024 Budget	Bdgt Variance
OPERATING REVENUES						
JCIA - Lease Revenue	120,582	136,074	135,560	141,657	153,367	11,710
JCIA - Hangar Revenue	34,414	38,890	39,449	41,951	41,028	(923)
JCIA - Fuel Lease Revenue	2,159	2,054	1,699	1,543	1,699	156
JCIA - Electric	1,570	1,220	1,746	703	-	(703)
JCIA - Vehicle Parking Revenue	736	800	1,062	1,242	1,062	(180)
JCIA - Aircraft Parking	1,402	1,588	1,100	2,662	2,642	(20)
JCIA - Miscellaneous Revenue	6,133	4,746	630	905	905	-
Total Operating Revenues	\$ 166,996	\$ 185,371	\$ 181,246	\$ 190,663	\$ 200,703	\$ 10,040
OPERATING EXPENSES						
JCIA Salaries & Wages	9,603	13,944	8,565	14,215	17,414	3,199
JCIA Payroll Taxes	1,228	1,682	899	1,771	1,846	75
JCIA Employee Benefits	3,356	4,364	2,460	4,139	4,611	472
Maint Salaries & Wages	47,294	30,228	55,059	45,821	38,084	(7,737)
Maint Payroll Taxes	5,381	3,762	5,781	5,128	4,037	(1,091)
Maint Employee Benefits	16,517	9,353	15,815	12,602	10,085	(2,517)
Enviro Salaries & Wages	1,538	2,331	3,654	3,364	3,371	7
Enviro Payroll Taxes	183	313	384	436	357	(79)
Enviro Employee Benefits	529	715	1,050	1,015	893	(122)
Contract Services	19,084	21,120	20,683	17,893	14,235	(3,658)
Insurance	34,164	40,487	50,500	50,500	52,786	2,286
Facilities & Operations	18,743	16,140	11,675	16,683	12,280	(4,403)
Utilities	16,414	15,101	15,472	14,774	14,830	56
Marketing & Advertising	-	-	2,048	1,710	1,725	15
General & Administrative	35,168	28,465	38,554	40,723	48,098	7,375
Total Operating Expenses	\$ 209,201	\$ 188,005	\$ 232,599	\$ 230,774	\$ 224,652	\$ (6,122)
NET OPERATING INCOME	\$ (42,206)	\$ (2,633)	\$ (51,353)	\$ (40,111)	\$ (23,949)	\$ 16,162

Short Farm Property

The Port purchased the Short Farm on September 1, 2023. A planning process involving the community and key agricultural and environmental stakeholders with the hope of being ready to lease parts of the property to farmers by September 1, 2024. The 2024 budget below shows the activity anticipated for the last four (4) months of 2024.

3rd DRAFT	2023 YTD July +					2023 YTD to 2024
	2021 Actual	2022 Actual	2023 Budget	remaining budget	2024 Budget	Bdgt Variance
OPERATING REVENUES						
SHORT FARM - AG Leases	-	-	-	-	7,500	7,500
SHORT FARM - Leases (w/Shorts)	-	-	-	-	4,800	4,800
SHORT FARM - WDFW License Fee	-	-	-	-	10,000	10,000
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -	\$ 22,300	\$ 22,300
OPERATING EXPENSES						
Salaries & Wages	-	-	-	-	5,078	5,078
Payroll Taxes	-	-	-	-	538	538
Employee Benefits	-	-	-	-	1,345	1,345
Maint Salaries & Wages	-	-	-	-	10,881	10,881
Maint Payroll Taxes	-	-	-	-	1,153	1,153
Maint Employee Benefits	-	-	-	-	2,881	2,881
Insurance	-	-	-	-	19,927	19,927
Utilities	-	-	-	-	2,500	2,500
Marketing & Advertising	-	-	-	-	-	-
General & Administrative	-	-	-	-	5,344	5,344
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ 49,647	\$ 49,647
NET OPERATING INCOME	\$ -	\$ -	\$ -	\$ -	\$ (27,347)	\$ (27,347)



Maintenance – General

Most of the Port's Maintenance department activity is recorded to the Port department in which the maintenance work is performed. Maintenance costs not tied to a specific department are included here under Maintenance - General. Variances between 2024 budget and 2023 YTD July actuals plus remaining budget show year-to-year activity variances for non-specific departmental maintenance activity, however the most significant cost increases are in staffing, facilities and operations, and general liability and property insurance.



3rd DRAFT

	2021 Actual	2022 Actual	2023 Budget	2023 YTD July + remaining budget	2024 Budget	2023 YTD to 2024 Budget variance
OPERATING EXPENSES						
Salaries & Wages	187,865	226,207	234,000	225,440	252,322	26,882
Payroll Taxes	17,370	22,234	24,070	23,286	26,746	3,460
Employee Benefits	57,706	71,178	67,208	69,083	66,818	(2,265)
Uniform Expense	3,968	9,466	5,150	4,630	4,785	155
Contract Services	909	1,314	859	2,316	3,244	928
Insurance	26,565	30,774	10,300	11,326	28,463	17,137
Facilities & Operations	75,729	122,217	51,885	79,162	114,704	35,542
Utilities	6,661	7,137	7,370	8,895	10,673	1,778
Advertising (legal)	544	-	300	2,237	300	(1,937)
Travel & Training	162	3,176	400	100	1,780	1,680
Total Operating Expenses	377,478	493,703	401,542	426,475	509,835	83,360

CAPITAL BUDGET 2024

Overview

Capital projects maintain, improve, and create new infrastructure within the Port. The Port has been successful in obtaining grant funding for capital projects and we will continue to look for funding assistance whenever feasible. We have 28 planned projects in various stages of development. The budget for 2024 Capital projects is just over \$11,190,000 with \$4,773,000 in unsecured anticipated grants and other funding. We have \$4,279,946 in local funding used to leverage \$2,687,054 in funding from Federal, State, and Local grants. If a project can be funded through rents or on a reimbursement basis and will break even or better with the current fiscal year, it may be considered. Below is a summary of the 2024 budgeted projects.

Jefferson County International Airport

Airport Terminal

The airport is a precious, under-utilized asset of the Port. Although there are many private pilots who utilize this facility, those more transient pilots are unable to do more than a simple, one-day fly-in because there are no facilities where they can rest, make flight plans, use the bathroom and or wait for transportation to take them to local restaurants, hotels, or shops. The Port is planning to build a new airport terminal building for \$140,000.

Fuel System Improvement

The underground fuel tank is approaching the end of its useful life and becoming more difficult to meet current insurance standards. The Port plans to use Federal Aviation Administration (FAA) Bipartisan Infrastructure Law (BIL) funding to design the replacement fueling system, and construct in 2025. The design cost estimate is \$200,000 and replacement work is estimated to cost \$572,000.

Stormwater Management

The Stormwater system at JCIA requires regular maintenance. This program budgets funding to repair damaged facilities, replace existing failed infrastructure, or install new facilities necessary to maintain proper airfield drainage. The cost over the next 5 years is estimated at \$25,000 annually.

Boat Haven Marina

Boat Haven Main Breakwater Repairs

The eastern 600 feet of the main breakwater at Boat Haven was originally constructed in 1935. This portion of the breakwater suffered considerable damage during a storm on December 20, 2018. The damage is similar in nature to storm damage that occurred in 2016. The permitting process took much longer to complete than anticipated but was finally issued in 2022. Repair construction is planned for 2024 and estimated to be \$500,000, funded by the Boat Haven Renovation Reserve and the IDD.

Boat Haven Stormwater Treatment Compliance Upgrade

Boat Haven Yard stormwater is regulated by the Department of Ecology (DOE) under a Boatyard General Permit. The existing permit under which we operate was issued July 6, 2016, and expired July 31, 2021. We are operating under a temporary permit extension and a new permit is under consideration by DOE. The proposed permit reduces the allowable discharge limits for copper and adds new testing and reporting requirements for pH, turbidity, and oil. The proposed copper maximum benchmark is 15 ppb reduced from a seasonal benchmark of 50 ppb. Project design started in 2023 and will continue in 2024 and 2025, both years for \$250,000 each. Construction is scheduled for 2025, estimated at \$4.7m. Funding was obtained in the amount of \$1,988,500 in federal grant funds appropriated through the Washington State Capital Budget. Additional funding is being sought.



Northwest Boat Yard Expansion (along Sims Way)

The Yard expansion to the northwest adjacent to Sims Way (SR 20) is a partnership project with the PUD and City to remove the hazardous trees, underground the power and expand the Yard to fully utilize Port property. The Port's portion of the project is estimated at \$1m in 2024. The Port, PUD, and City obtained a grant through the County Public Infrastructure Fund (PIF) to assist in funding this project; the Port's portion of the \$1m grant is \$450,000.

Southwest Boat Yard Expansion and Structures

The boat yard would fill the low land area north of the maintenance yard access road to allow for an additional 4.16 acres of usable Yard area. With the help of a Community Economic Revitalization Board (CERB) grant, the preliminary design/planning was completed in 2023. Permitting and design is estimated in both 2024 and 2025 for \$500,000 each year. During that time, we'll seek funding for construction.

Sperry Buildings Capital Maintenance

The Sperry buildings are the original Port Townsend Industrial Park buildings constructed in the early 1970's. Many have moderate to substantial condition issues and require repair. This is an annual repair program scheduled over several years. We plan to repair two (2) buildings per year. In 2024, the planned work is estimated to cost \$50,000 with most of the work to be performed by Port staff.

Boat Haven Building/Facility Preservation

The buildings and facilities at Boat Haven require regular upkeep to ensure they are safe and suitable for continued use, and viable assets for the Port's operation. This program budgets funding to renovate and refresh facilities periodically (once every ten years). The cost for 2024 – 2025 is estimated at \$25,000 per year, and in 2026 – 2028 this will increase to \$100,000 per year, to be funded through the IDD.

Boat Haven Linear Dock Replacement

The Linear Dock was constructed in the 1970's and needs replacement. The floats are at the end of their useful life. Project design is planned for 2024 in the amount of \$400,000. The Port has been awarded a federal Boating Infrastructure Grant (BIG) Tier II grant, administered by the Washington State Recreation & Conservation Office (RCO) to help fund replacement of this dock in the amount of \$872,487.

Point Hudson

Building/Facility Preservation (incl. roof replacements)

The historic buildings that occupy Point Hudson were built in the 1930's. Repair work is needed to extend their useful life and protect this historic property. This is an annual repair program scheduled over several years to address building repair. This program will be funded by the IDD reserve. Replacement of the original roofing, which was made with asbestos-laden materials, is a high priority for preservation of these buildings. In 2024, this project is estimated to cost \$450,000 and includes roof replacements, and remodel of the Cupola, and Duplex buildings.

North & South Jetties Replacement

The replacement of the Point Hudson Jetty is among the Port's highest capital priorities due to the importance of Point Hudson to the community's economic vitality and maritime character. The jetty was originally built in the 1930s with subsequent repairs in the 1960s and 1990s. Permits were obtained in 2022 and construction commenced September 2022. Funding in 2023 and 2024 includes grants from the Economic Development Administration (EDA), and Recreational Conservation Office (RCO). Prior funding also included money from Jefferson County's Public Infrastructure Fund (PIF), as well as capital appropriation from the Washington State Legislature. The 2024 budget for the project construction completion is \$1,600,000 with an overall project construction cost estimate of \$14,100,000.

Quilcene

Campground

Marina Dredging

The marina channel requires periodic dredging to ensure vessel access during the full range of tide cycles. This project plans for a future dredge at the Herb Beck Marina. In 2024, we plan to spend \$80,000 for this project, and will fund it through the IDD Levy Reserve and NOI.

Ramp Upgrade

The boat launch replacement project at Herb-Beck marina aims to construct a wider and slightly less steep boat launch that includes a handling float. The improved facility will provide ADA access and improve the ease of launching a boat at that facility. The project is estimated to cost \$2,136,400, and an RCO boating facility grant has been awarded for \$1,000,000; the remainder to be paid by the IDD. In 2024, we plan to spend \$170,000 on this project.

Other Capital

Sealevel Rise Project

The Sea Level Rise Project aims to provide protection for Boat Haven and the low-lying "Flats District" from the bluff west of Boat Haven northeastward to the Port Townsend-Coupeville Ferry from coastal flooding due to king-tides and other storm events. The project is to follow the City of Port Townsend's Shoreline Master Program and will incorporate a pedestrian facility referred to as the "Waterwalk" along the entire project's coastal frontage. In 2024, we expect to spend \$220,000

on this project which will be funded by the IDD. Currently, a grant application for Building Resilience in Communities (BRIC) is being prepared to fund the design and construction.

Gardiner Launch Ramp with Seasonal Float

The boat launch replacement project in Gardiner aims to replace the deteriorated boat launch with a new launch that includes a handling float. The new facility will provide ADA access and improve the ease of launching a boat at that location. The cost estimated for 2024 is \$800,000; the RCO grant award is \$539,877 and the match for the project is NOI.

Mats Mats Bay Facilities & Boat Ramp Rehab

This project aims to repurpose an existing outbuilding for kayak storage. The building is currently in need of refreshment and renovation. Estimated cost in 2024 is \$30,000, with funding from the IDD Levy Reserve. In later years, the plan is to rehabilitate the existing boat ramp and to secure an RCO grant as funding.

Port-wide Piling Program

This program aims to replace piles at Port-owned marina properties nearing the end of their service life as part of ongoing asset management. The estimated cost starting in 2024 is \$75,000 per year for the next 5 years; funding is planned from the IDD Levy Reserve.

Port-wide Dock Renovations

This is an ongoing capital program that aims to replace marina piles at Port-owned properties nearing the end of their service life as part of ongoing capital asset management. The estimated cost starting in 2024 is \$250,000 per year for the next 5 years with funding from NOI.

Port-wide – Yard/Parking/RV Resurfacing

Another ongoing capital program that aims to grade, resurface with gravel, or repave with asphalt various Port-owned properties as part of continued capital asset management. The estimated cost starting in 2024 is \$75,000 per year for the next 5 years with funding from NOI.

Equipment & Vehicles

In 2024, we plan to continue to update the Port fleet with a sprinter van, a vacuum/dump trailer, and another gator with an enclosed cab; these are budgeted for \$145,000. In addition, we are waiting for a response on an EDA grant to fund the purchase of a 300T variable width Travelift for the Yard; the cost was originally estimated at \$2,932,292, but the manufacturer has notified the Port that the price will rise soon. The grant is for \$2,345,833. We are also researching the possibility of moving to a card-based access system for showers and laundry thereby eliminating the use of quarters which is time consuming to manage and uses antiquated

equipment that is increasingly a challenge to maintain. There is no estimate in the budget for a card-based, or card/phone-based system.

Unplanned / Emergency Repairs

Small Capital projects

This is a placeholder for small, unidentified projects that may arise during the year and are often performed by Port maintenance staff. Examples may include replacing the coin-based laundry and shower payment system with a card/phone-based payment system, or a sound system upgrade at the Pavilion building.

BH Bulkhead Repair/Replacement

In 2022, prolonged king tide events caused inundation of the Port of Port Townsend bulkhead. Flood waters flooded the upland areas behind the bulkhead, causing the soil to become overly saturated. Then, the tide surge receded piping of the soil behind the bulkhead, resulting in subgrade failures along the bulkhead. This project repairs the marina bulkhead.

BH Pavement Repair

In 2022, prolonged king tide events caused both surface flooding and supersaturated subsurface conditions at the Boat Haven Marina Parking lot. The Port has monitored the effects of the conditions and has determined damage occurred to sections of the parking lot and subsurface. Damage to the subsurface material has caused the asphalt to settle, creating dips in the parking lot surface. This project repairs the damaged pavement.

PH Shoreline Repair

In 2023, extreme winter wind activity caused intense wave action to beat against the shoreline adjacent to the Port's Point Hudson RV campsites and the Rotary Centennial Beach Trail, washing away and exposing the bank. This project repairs the damaged shoreline.

PH Marina Revetment Repair

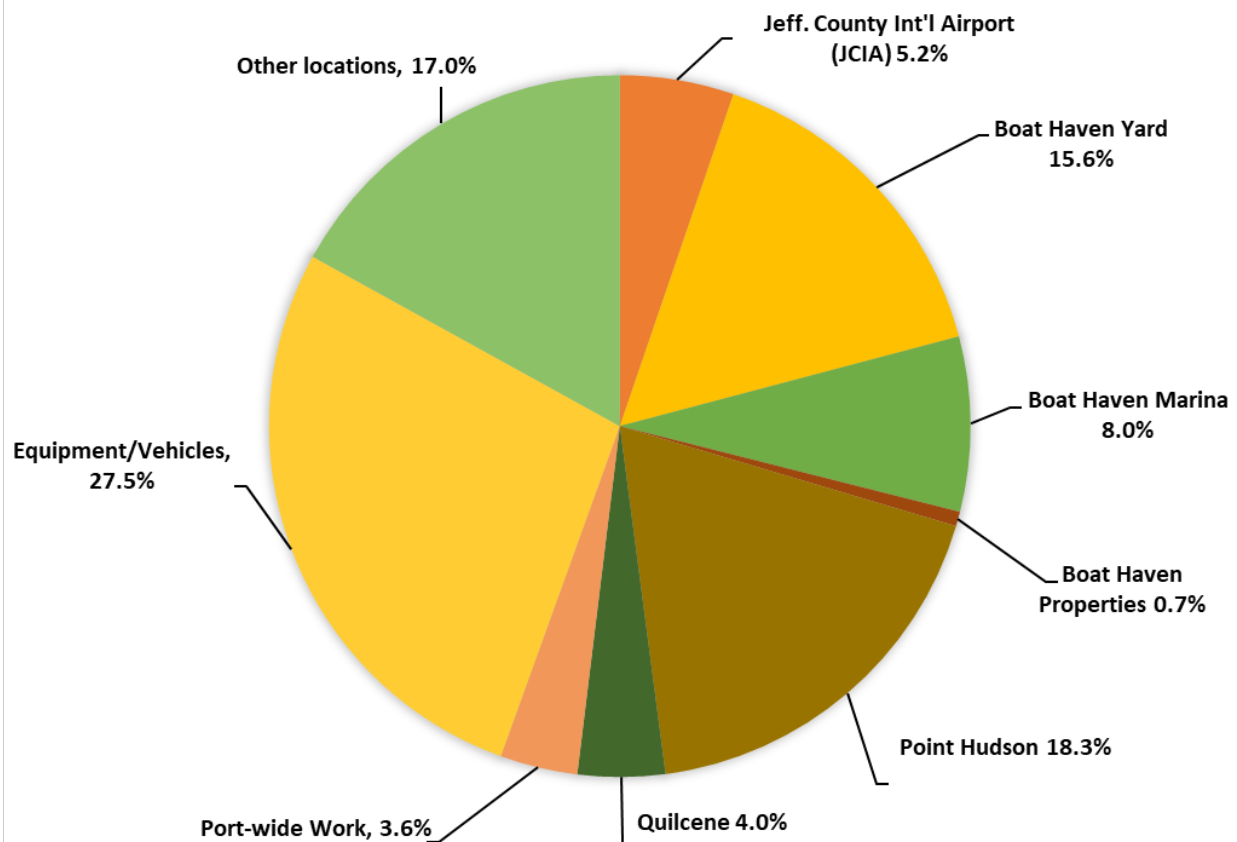
In 2023, sections of the bulkhead in the Point Hudson marina washed away during severe winter storms. This project repairs the damaged revetment (retaining wall) slopes.

City Dock Repair

In 2021, dock support piles, beams, and connections to the decking were damaged at City Dock, which is owned by the Port, causing the entire end section of the facility to sway laterally, compromising the structural integrity of the facility. This project repairs the damaged dock.

CAPITAL PROJECTS FOR 2024

2024 "WHERE ARE THE PROJECTS WE ARE DOING?"



2024 Budget - Capital Projects

Jeff. County Int'l Airport (JCIA)	\$	587,000	5.2%
Boat Haven Yard		1,750,000	15.6%
Boat Haven Marina		900,000	8.0%
Boat Haven Properties		75,000	0.7%
Point Hudson		2,050,000	18.3%
Quilcene		450,000	4.0%
Port-wide work ¹		400,000	3.6%
Equipment/Vehicles ²		3,078,000	27.5%
Other locations ³		1,900,000	17.0%
		\$ 11,190,000	

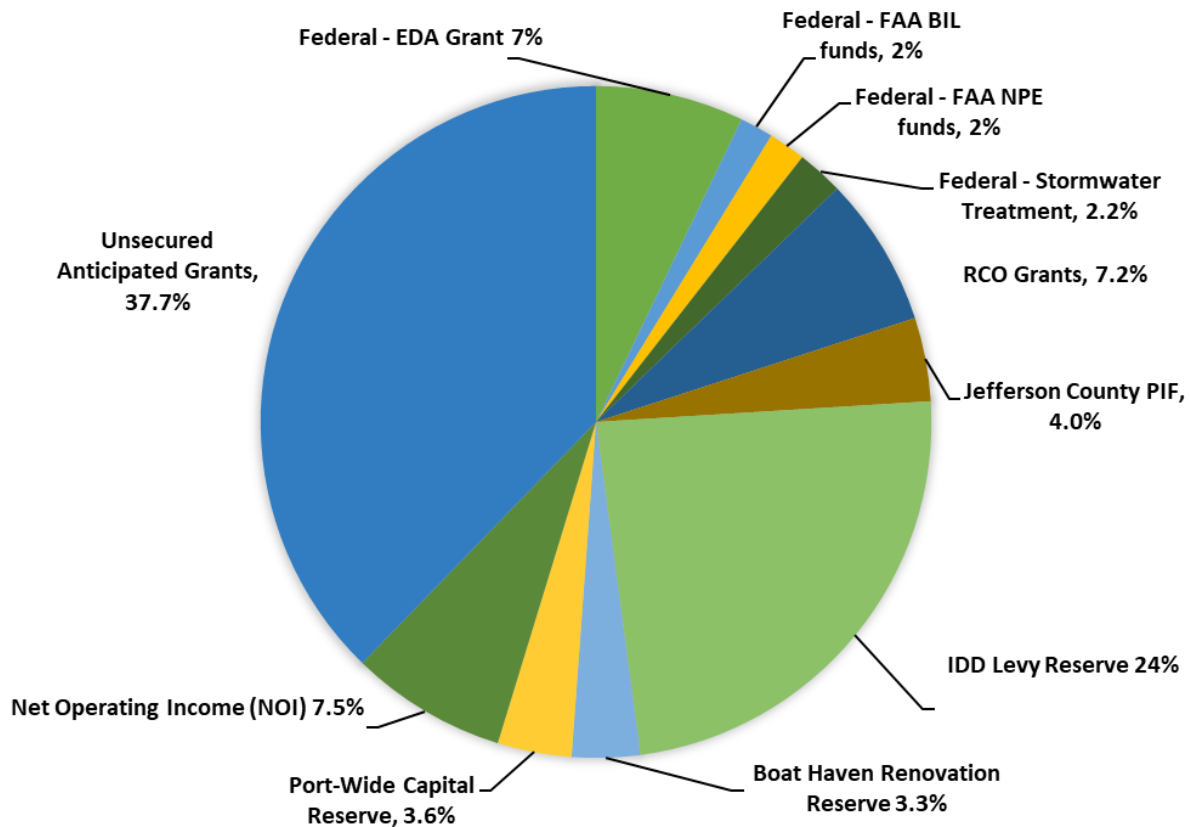
¹ Includes piling replacement, dock renovations, and yard, parking and RV resurfacing.

² An EDA grant was applied for and the Port is being considered to partially fund the Travelift for \$2,933,000. Other equipment include a Sprinter van, Vacuum/Dump Trailer, and an Auxiliary vehicle.

³ Includes Sealevel Rise project, Gardiner Boat Launch w/Seasonal Float, and various unplanned/emergency repair projects.

CAPITAL PROJECT FUNDING FOR 2024

2024 "HOW ARE PROJECTS FUNDED?"



2024 Budget - Capital Project Funding

Federal - EDA Grant	\$	800,000	7.1%
Federal - FAA BIL funds		180,000	1.6%
Federal - FAA NPE funds		199,800	1.8%
Federal - Stormwater Treatment		250,000	2.2%
RCO Grants		807,254	7.2%
Jefferson County PIF		450,000	4.0%
IDD Levy Reserve		2,670,685	23.9%
Boat Haven Renovation Reserve		367,061	3.3%
Port-Wide Capital Reserve		400,000	3.6%
Net Operating Income (NOI)		842,200	7.5%
Unsecured Anticipated Grants		4,223,000	37.7%
	\$	11,190,000	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

10/17/2023 - 3rd DRAFT

	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year estimate
JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)							
Airport Terminal	a	140,000	-	-	-	-	140,000
Fuel System Improvement							
<i>Phase 1 Design</i>		200,000	-	-	-	-	200,000
<i>Phase 2 Construction</i>		-	572,000	-	-	-	572,000
Airport Master Plan Update		222,000	111,000	-	-	-	333,000
Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)		-	556,000	-	-	-	556,000
Shift/Widen Parallel Taxiway							
<i>Phase 1 Environmental Assessment</i>		-	-	333,000	-	-	333,000
<i>Phase 2 Design</i>		-	-	-	300,000	-	300,000
<i>Phase 3 Construction (2028 - \$6.1M)</i>		-	-	-	-	6,100,000	6,100,000
Renovate Port Owned Hangars	a	-	-	-	225,000	-	225,000
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
BOAT HAVEN							
BH Main Breakwater Project						-	
<i>Permitting & Design</i>		500,000	500,000	-	-	-	1,000,000
<i>Construction</i>		-	-	6,700,000	-	-	6,700,000
BH Stormwater Treatment Compliance Upgrade						-	
<i>Permitting & Design</i>		250,000	250,000	-	-	-	500,000
<i>Construction</i>		-	-	4,668,000	-	-	4,668,000
70/75 Ton & 300 Ton Yard Electrical Upgrades		-	100,000	100,000	100,000	-	300,000
Northwest Boat Yard Expansion (along Sims Way -- Boat Yard Construction)		1,000,000	-	-	-	-	1,000,000
Southwest Boat Yard Expansion and Structures (near shipyard)							
<i>Permitting & Design</i>		500,000	500,000	-	-	-	1,000,000
<i>Construction</i>		-	-	8,600,000	-	-	8,600,000
Sperry Buildings Capital Maintenance (estimated 2 buildings/year)	a	50,000	75,000	25,000	-	-	150,000
BH Building/Facility Preservation	a	25,000	25,000	100,000	100,000	100,000	350,000
BH Linear Dock Replacement							
<i>Design</i>		400,000	125,000	-	-	-	525,000
<i>Construction</i>		-	1,000,000	1,200,000	-	-	2,200,000
BH Marina Dredging		-	-	-	-	700,000	700,000

5 Year Capital Improvement Program, years 2024-2028 as of November x, 2023

POINT HUDSON							
PH Building/Facility Preservation (incl. roof replacements, Cupola, Duplex)		450,000	450,000	450,000	450,000	450,000	2,250,000
Replacement of North & South Jetties							
<i>Construction</i>		1,600,000	-	-	-	-	1,600,000
PH-RV Park Restoration	a	-	500,000	-	-	-	500,000
PH Utility Rehabilitation (Mains)		-	500,000	-	-	-	500,000
PH Pavement Preservation (Grind & Overlay)		-	-	650,000	-	-	650,000
PH Cantilevered Esplanade		-	-	-	375,000	3,275,000	3,650,000
QUILCENE							
Quilcene Campground	a	200,000	-	-	-	-	200,000
Quilcene Marina Dredging		80,000	210,000	210,000	-	-	500,000
Quilcene Ramp Upgrade, Bathroom Remodel, Parking Improvements		170,000	1,072,500	902,500	-	-	2,145,000
OTHER CAPITAL							
Sealevel Rise Project							
<i>Planning/Engagement/Preliminary Design</i>		220,000	550,000	550,000	-	-	1,320,000
<i>Design Development/Permitting</i>		-	-	3,750,000	3,750,000	-	7,500,000
<i>Right-of-Way Acquisition</i>		-	-	-	1,500,000	1,500,000	3,000,000
<i>Construction</i>		-	-	-	-	55,000,000	55,000,000
Gardiner Launch Ramp w/Seasonal Float - <i>Construction</i>		800,000	-	-	-	-	800,000
Mats Mats Bay Facilities	a	30,000	-	-	-	-	30,000
Port Wide - Piling Replacement		75,000	75,000	75,000	75,000	75,000	375,000
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 Equipment/Vehicle Replacement (Incl. New 300T-Lift)		3,078,000	-	120,000	100,000	160,000	3,458,000
UNPLANNED / EMERGENCY REPAIRS							
Small Capital Projects		100,000	100,000	100,000	100,000	100,000	500,000
Boat Haven Bulkhead Repair/Replacement		200,000	300,000	4,000,000	-	-	4,500,000
Boat Haven Pavement Repair		100,000	-	-	-	-	100,000
Point Hudson Shoreline Repair		150,000	250,000	2,600,000	-	-	3,000,000
Point Hudson Marina Revetment Repair		150,000	250,000	1,600,000	-	-	2,000,000
City Dock Repair		150,000	350,000	3,500,000	-	-	4,000,000
Mats Mats Bulkhead Repair		-	100,000	200,000	1,200,000	-	1,500,000
Quilcene Marina Revetment Repair		-	100,000	200,000	1,000,000	-	1,300,000
Total Estimated Project Expenses		11,190,000	9,171,500	40,983,500	9,625,000	67,810,000	138,780,000

a - all or portion of work done by Port Maintenance Staff

Capital Funding Sources

10/17/2023 - 3rd DRAFT

FUNDING SOURCES	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year estimate
GRANTS -- Secured							
Fuel System Improvement							
Phase 1 Design (FAA BIL funds)		(180,000)	-	-	-	-	(180,000)
Phase 2 Construction (FAA BIL funds)		-	(514,800)	-	-	-	(514,800)
WSDOT Construction match (to FAA BIL funds)		-	(28,600)	-	-	-	(28,600)
FAA NPE - Airport Master Plan Update		(199,800)	(99,900)	-	-	-	(299,700)
FAA NPE - Airport Wide Rehabilitate Apron, Taxiways, and Taxilanes (Crack/Slurry Seal)		-	(500,400)	-	-	-	(500,400)
Shift/Widen Parallel Taxiway							
Phase 1 Environmental Assessment (FAA NPE funds)		-	-	(299,700)	-	-	(299,700)
Phase 2 Design (FAA NPE funds)		-	-	-	(270,000)	-	(270,000)
Phase 3 Construction (2028 - \$6.1M)		-	-	-	-	(5,490,000)	(5,490,000)
WSDOT Construction match (to FAA NPE funds)		-	-	-	-	(305,000)	(305,000)
Renovate Port Owned Hangars (FAA BIL Funds)		-	-	-	(44,200)	-	(44,200)
Fed/State - Stormwater Treatment Compliance Upgrade		(250,000)	(250,000)	(1,500,000)	-	-	(2,000,000)
Jefferson County PIF Grant - Northwest Boat Yard Expansion (along Sims Way)		(450,000)	-	-	-	-	(450,000)
US Fish/RCO - PH North & South Jetties Replacement - Environmental Monitoring		(200,000)	-	-	-	-	(200,000)
Fed EDA - PH North & South Jetties Replacement - Construction		(800,000)	-	-	-	-	(800,000)
RCO - BH Linear Dock Replacement		(128,000)	(360,000)	(384,000)	-	-	(872,000)
RCO - Quil. Ramp Upgrade, Bathroom Remodel, Parking Improvements		(79,254)	(500,000)	(420,746)	-	-	(1,000,000)
RCO -Gardiner Launch Ramp - Construction		(400,000)	-	-	-	-	(400,000)
Fed EDA - 300T Lift (anticipated/unsecured)		-	-	-	-	-	-
TOTAL PROJECTED GRANT FUNDS USE		(2,687,054)	(2,253,700)	(2,604,446)	(314,200)	(5,795,000)	(13,654,400)
PORT WIDE CAPITAL RESERVE							
Gardiner Launch Ramp w/Seasonal Float - Construction		(400,000)	-	-	-	-	(400,000)
BOAT HAVEN RESERVE							
BH Main Breakwater Project		(200,000)	-	-	-	-	(200,000)
BH Linear Dock Replacement		(167,061)	-	-	-	-	(167,061)

Capital Funding Sources, page 2

10/17/2023 - 3rd DRAFT

FUNDING SOURCES	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year estimate
IDD LEVY RESERVE							
Airport Terminal		(140,000)	-	-	-	-	(140,000)
Fuel System Improvement							
<i>Phase 1 Design (match to FAA BIL funds)</i>		(20,000)	-	-	-	-	(20,000)
<i>Phase 2 Construction (Match to FAA BIL funds)</i>		-	(28,600)	-	-	-	(28,600)
Renovate Port Owned Hangars (<i>match to FAA BIL Funds</i>)		-	-	-	(180,800)	-	(180,800)
Maintenance Storage Building/County Building relocate		-	(200,000)	-	-	-	(200,000)
BH Main Breakwater Project		(300,000)	-	(661,500)	-	-	(961,500)
70/75 Ton & 300 Ton Yard Electrical Upgrades		-	(100,000)	(100,000)	(100,000)	-	(300,000)
Northwest Boat Yard Expansion (along Sims Way -- Boat Yard Construction)		(550,000)	-	-	-	-	(550,000)
Sperry Buildings Capital Maintenance (estimated 2 buildings/year)		(50,000)	(75,000)	(25,000)	-	-	(150,000)
BH Linear Dock Replacement		(104,939)	(765,000)	(816,000)	-	-	(1,685,939)
PH Building Preservation (including roofs)		(450,000)	(450,000)	(450,000)	(450,000)	(450,000)	(2,250,000)
PH North & South Jetties Replacement							
<i>Construction</i>		(600,000)	-	-	-	-	(600,000)
PH-RV Park Restoration		-	(500,000)	(150,000)	-	-	(650,000)
PH Utility Rehabilitation (Mains)		-	-	-	-	-	-
PH Pavement Preservation (Grind & Overlay)		-	-	-	-	-	-
Quilcene Marina Dredging		(40,000)	(105,000)	(105,000)	-	-	(250,000)
Quilcene Ramp Upgrade, Bathroom Remodel, Parking Improvements		(90,746)	(572,500)	(481,754)	-	-	(1,145,000)
Sealevel Rise Project		(220,000)	-	-	-	-	(220,000)
Mats Mats Bay Facilities		(30,000)	-	-	-	-	(30,000)
Port Wide - Piling Replacement		(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(375,000)
TOTAL PROJECTED IDD LEVY FUNDS USE		(2,670,685)	(2,871,100)	(2,864,254)	(805,800)	(525,000)	(9,736,839)
NET OPERATING INCOME (NOI)							
Airport Master Plan Update (<i>match to FAA NPE funds</i>)		(22,200)	(11,100)	-	-	-	(33,300)
Airport Wide Rehabilitate Apron, Taxiways, and Taxiways (<i>match to FAA NPE funds</i>)		-	(55,600)	-	-	-	(55,600)
Shift/Widen Parallel Taxiway							
<i>Phase 1 Environmental Assessment (match to FAA NPE funds)</i>		-	-	(33,300)	-	-	(33,300)
<i>Phase 2 Design (match to FAA NPE funds)</i>		-	-	-	(30,000)	-	(30,000)
<i>Phase 3 Construction (2028 - \$610K)</i>		-	-	-	-	(305,000)	(305,000)
JCIA Stormwater Management		(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(125,000)
BH Building/Facility Preservation		(25,000)	(25,000)	(100,000)	(100,000)	(100,000)	(350,000)
Quilcene Campground		(200,000)	-	-	-	-	(200,000)
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)
Port Equipment/Vehicle Replacement (NOT Travelift)		(145,000)	-	(120,000)	(100,000)	(160,000)	(525,000)
Small Capital Projects		(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(500,000)
TOTAL PROJECTED NOI FUNDS USE		(842,200)	(541,700)	(703,300)	(680,000)	(1,015,000)	(3,782,200)
Total Funding Sources Secured		(6,967,000)	(5,666,500)	(6,172,000)	(1,800,000)	(7,335,000)	(27,940,500)

Capital Funding Sources, page 3

10/17/2023 - 3rd DRAFT

FUNDING SOURCES	note	2024 estimate	2025 estimate	2026 estimate	2027 estimate	2028 estimate	Total 5 year estimate
Unsecured Anticipated Grants and other funding							
BH Breakwater - design (Congressional Designated Spending)		-	(500,000)				(500,000)
BH Breakwater project - construction		-	-	(6,700,000)	-		(6,700,000)
BH Stormwater Treatment Compliance Upgrade - construction		-	-	(2,506,500)	-	-	(2,506,500)
Southwest Boat Yard Expansion and Structures (near shipyard)		(500,000)	(500,000)	(8,600,000)	-	-	(9,600,000)
BH Marina Dredging		-	-	-	-	(700,000)	(700,000)
PH-RV Park Restoration	Seeking RCO grant for \$1M for these projects combined.	-	(500,000)	(500,000)			(1,000,000)
PH Utility Rehabilitation (Mains)		-					-
PH Pavement Preservation (Grind & Overlay)		-					-
PH Cantilevered Esplanade		-	-	-	(375,000)	(3,275,000)	(3,650,000)
Sealevel Rise Project		-	(550,000)	(4,300,000)	(5,250,000)	(56,500,000)	(66,600,000)
Quilcene Marina Revetment Repair		-	(100,000)	(200,000)	(1,000,000)	-	(1,300,000)
Quilcene Marina Dredging		(40,000)	(105,000)	(105,000)	-	-	(250,000)
Port Equipment/Vehicle Replacement - grant for New 300T lift		(2,345,833)	-	-	-	-	(2,345,833)
Port Equipment/Vehicle Replacement - match for grant for New 300T lift		(587,167)	-	-	-	-	(587,167)
Boat Haven Bulkhead Repair/Replacement		(200,000)	(300,000)	(4,000,000)	-	-	(4,500,000)
Boat Haven Pavement Repair		(100,000)	-	-	-	-	(100,000)
Point Hudson Shoreline Repair		(150,000)	(250,000)	(2,600,000)	-	-	(3,000,000)
Point Hudson Marina Revetment Repair		(150,000)	(250,000)	(1,600,000)	-	-	(2,000,000)
City Dock Repair		(150,000)	(350,000)	(3,500,000)	-	-	(4,000,000)
Mats Mats Bulkhead Repair		-	(100,000)	(200,000)	(1,200,000)	-	(1,500,000)
Total Unsecured Anticipated Grants		(4,223,000)	(3,505,000)	(34,811,500)	(7,825,000)	(60,475,000)	(110,839,500)
Total Funding Sources Secured & Unsecured		(11,190,000)	(9,171,500)	(40,983,500)	(9,625,000)	(67,810,000)	(138,780,000)

5 Year Capital Improvement Plan Notes:

a.) Port maintenance staff will be involved in the project.

5-Year Projected Cash Flow

5 YEAR PROJECTED CASHFLOW**10/17/2023 3rd DRAFT**

		2024	2025	2026	2027	2028
	note	Projection	Projection	Projection	Projection	Projection
Revenues - Operations	a	8,321,120	8,762,139	9,226,533	9,715,539	10,230,463
Revenues - General Property Tax Levy	b	1,134,000	1,145,340	1,156,793	1,168,361	1,180,045
Revenues - IDD Tax Levy	b	2,634,289	2,634,289	2,634,289	1,287,679	-
Revenues - Other Increases in Fund Resources	c	3,953,486	3,440,860	3,791,606	1,501,360	6,982,160
Total INFLOW		16,042,895	15,982,628	16,809,221	13,672,939	18,392,667
Expenses - Operations	d	7,084,694	7,545,199	8,035,637	8,557,953	9,114,220
Expenses - Bond Principal & Interest	e	1,020,788	1,024,288	484,838	1,399,350	-
Expenses - Capital Projects (secured funding)	f	6,967,000	5,666,500	6,172,000	1,800,000	7,335,000
Expenses - Other Decreases in Fund Resources	g	800,571	816,582	832,914	849,572	866,564
Total OUTFLOW		15,873,053	15,052,570	15,525,389	12,606,876	17,315,784
Net INFLOW / OUTFLOW -- Change in Cash Balance		169,842	930,059	1,283,832	1,066,064	1,076,883
Projected Beginning Year Cash		10,057,274	10,227,116	11,157,175	12,441,007	13,507,070
Total Ending Year Cash & Investments		10,227,116	11,157,175	12,441,007	13,507,070	14,583,954
Total Ending Cash Reserves		8,787,605	8,915,920	9,058,564	9,921,022	9,785,089
Total Unreserved Cash		1,439,511	2,241,255	3,382,443	3,586,048	4,798,864
RESERVE BALANCES	IDD Levy Reserve	h	6,314,993	6,078,182	5,848,217	6,330,096
	Port Wide Capital Reserve	i	191,438	441,438	691,438	941,438
	Boat Haven Renovation	j	-	-	-	-
	Operating Reserve	k	1,771,174	1,886,300	2,008,909	2,139,488
	Emergency Reserve	l	500,000	500,000	500,000	500,000
	Unemployment Reserve		10,000	10,000	10,000	10,000

5 Year Projected Cashflow Notes:

- a.) Revenues - Operating were increased each year by 5.3% after 2024, based on averaging the Port's most recent update to it's 10 year historical activity.
- b.) Revenues - General Property Tax Levy was increased annually by 1.0% as allowed by statute (actual may vary due to changes in the AV and new construction estimates calculated annually by County Assessor). The IDD levy is held at the proposed 2022 level to support significant capital projects until it is anticipated to expire in 2027.
- c.) Revenues - Other Increases in Fund Resources in all periods, are based on the previous years similar regular recurring revenues less prior year projected grants and adding the current year's projected grants, per the 5 Year Capital Improvement Program.
- d.) Expenses - Operating is increased annually at 6.5% after 2024, based on averaging the Port's most recent update to it's 10 year historical activity. Given the current economic uncertainty, these numbers may increase.
- e.) Expenses - Bond Principal & Interest is based on bond amortization schedules of current debt. Due to the uncertainty of grant reimbursement timing, the Port obtained a \$7 million Line of Credit in 2021 as a bridge.
- f.) Expenses - Capital Projects are shown separately from the "Other" category so as to be easily identified and matched to the 5 Year Capital Improvement Program, as projected.
- g.) Expenses - Other Decreases in Fund Resources start with 2024 budget estimates. Subsequent years are based on non-capital costs that are known, regular and recurring expenses increased annually by 2%, based on the Port's most recent 10 year historical average.
- h.) In November 2019, Jefferson County voters approved the Industrial Development District Levy for the Port's use in most of Jefferson county's Port projects; the Gardiner area is not in the Industrial Development District. This reserve is a restricted.
- i.) In January 2019, the Commission passed Res. 693-19, establishing the Port-Wide Capital Reserve. It currently extends only through 2023 to be funded \$250,000 per year. Here we have extended that through 2027, however, a planned revision will be prepared for the 2025 budget.
- j.) If the capital expenditures on the Boat Haven centric projects planned in 2024 reach or exceed the funding amounts budgeted for 2024, this reserve should be extinguished.
- k.) In January 2019, the Port commission approved a minimum cash reserve for operations to ensure the long term sustainability of the Port. The target is 25% of annual operating expenses. With progressive savings, we anticipate that this reserve will be fully funded by the end of 2024, with small annual increases to keep up with the target as operations expenses increase.
- l.) In November 2020, the Port commission passed resolution 730-20 to fund an Emergency Fund for \$500,000.

PROPERTY TAX LEVY

Regular Tax Levy

The preliminary total assessed value (AV) for the Port District for 2024, as of this budget version, is \$9,192,675,404. Per the County Assessor, the total recommended general tax levy to budget for 2024 is projected to be approximately \$0.12 per \$1,000 of AV, which calculates to \$1,134,000, including estimations for new construction, utilities, and refunds.

The Jefferson County Treasurer acts as an agent to collect property taxes levied in the County for all taxing authorities. Taxes are levied annually on January 1 on the property value listed as of the prior year. Assessed values are established by the County Assessor at 100% of fair market value. A revaluation of all property is required annually, which includes physical inspections every six years while the remainder is performed with a combination of statistics, sales studies, and inspections.

The Port is permitted by law to levy up to 45 cents per \$1,000 of assessed valuation for general port purposes. The rate may be reduced for either of the following reasons:

1. Washington State Law in Revised Code (RCW) 84.55.010 limits tax growth to 1% per year, plus adjustments for new construction.
2. If the assessed valuation increases by more than the tax limitations due to revaluation, the levy rate is decreased accordingly so that no more than the tax limit is collected.

Special Tax Levies

Special levies approved by the voters are not subject to the above limitation. The Port can levy property taxes for dredging, canal construction, leveling or filling upon majority voter approval within the Port District, not to exceed \$0.45 per \$1,000 of AV of taxable property. The Port currently has no such levies.

Industrial Development District (IDD) Tax Levy

The Port may also levy property taxes for Industrial Development Districts (under a comprehensive scheme of harbor improvements), for up to 3 multiyear levy periods. (A third multiyear levy is allowed for counties bordering the Pacific Ocean, such as Jefferson County, but first must be brought to the voters for approval.) The IDD levy may not exceed the sum of \$2.70 per \$1,000 of AV for taxable property in the Port District for taxes collected in the base year and the maximum allowable amount that could have been collected under RCW 84.55.010 for the first six (6) collection years of the levy period. The levy period may not exceed 20 years from the date of the initial levy, and the levy rate in any year may not exceed \$0.45 per \$1,000 of AV.

Jefferson County voters authorized the Port's 2nd IDD levy by a 53% to 47% margin in November of 2019. In consequence, 2019 is the base year from which the total permissible levy amount is calculated and is anticipated to generate up to \$16,902,767 in revenue during the allowable levy period (i.e., up to 20 years). Each year during the budget process, the Commission determines the amount to be levied (if any) during the following year. The total IDD levies to date are:

Year 1 (2020)	\$ 809,054
Year 2 (2021)	1,634,289
Year 3 (2022)	2,634,289
Year 4 (2023)	<u>2,634,289</u>
Total to date:	\$7,712,221

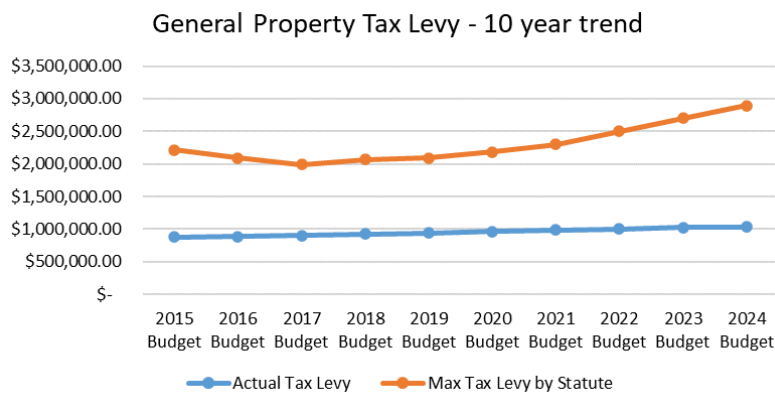
The Port Commission has decided to levy the same amount in 2024 as for the prior two (2) years - \$2,634,289. The same AV is used for purposes of calculating the IDD levy; the levy rate is estimated to be \$0.287 per \$1,000 of AV.

Tax Levy Uses

The Port Commission has directed that the funds collected by the regular tax levy will be used for debt service for general obligation bonds. It is anticipated that this use will result in zero long-term debt by the end of 2027, freeing these dollars for reinvestment in capital improvements, economic development, or other commission-approved Port purposes.

Tax Levy Graph

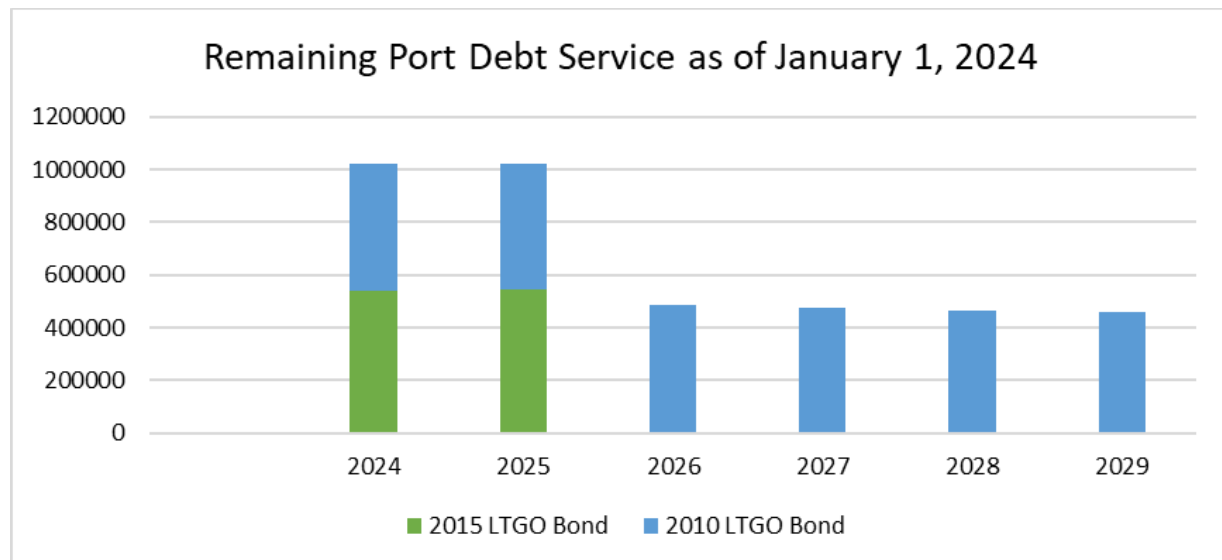
The following graph depicts the actual regular property tax levy for the last 10 years (blue line) as compared to the statutory maximum rate for the same period. This maximum by statute depicted by the graph's orange line, would require approval of the Port District's voters, as discussed above. Annually, the Port is restricted to increases in the levy by 1% (RCW 84.55.010) or more if there is banked capacity. A banked capacity can only occur when a taxing district opts not to take an increase in any given tax year. The Port does not have any banked capacity.



DEBT SERVICE (*legal obligation*)

Balances remaining as of January 1, 2024

Name of Debt	Principal balance	Interest balance	Retirement
2015 LTGO Refunding Bond	\$ 1,050,000	\$ 31,800	December 2025
2010 LTGO Bond	2,345,000	502,463	December 2029
totals	\$ 3,395,000	\$ 534,263	
collective total		\$ 3,929,263	



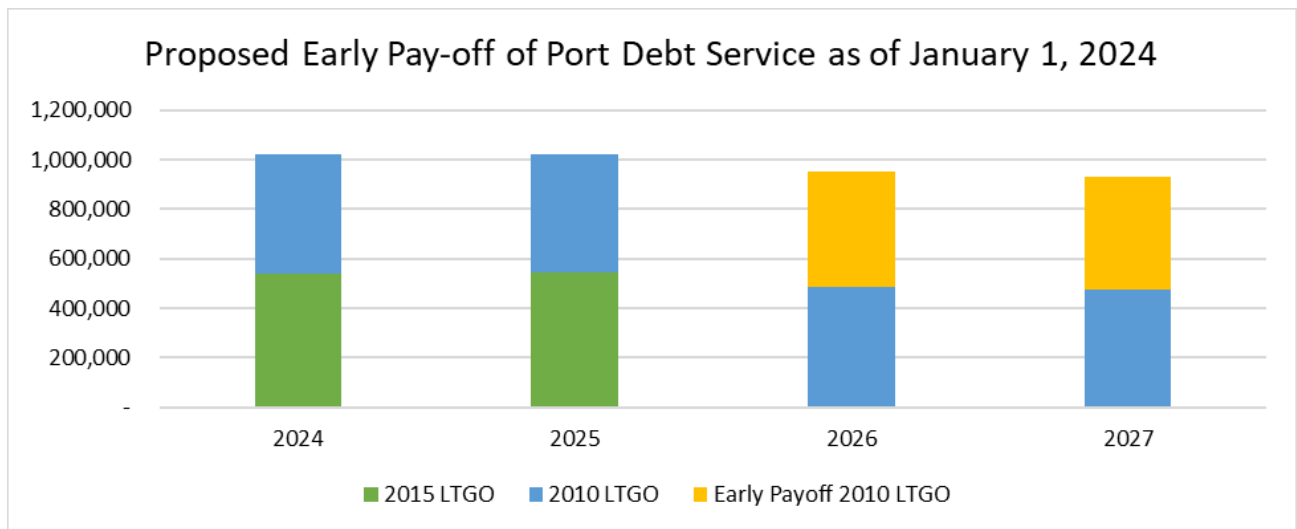
Schedule and Purpose of Debt:

2015 LTGO Bond – Refunding of 2005 LTGO Bond used for Point Hudson Marina Reconstruction

2010 LTGO Bond – Reconstruction of Boat Haven A/B Dock (83%) and 80-Ton Lift Pier (17%)

DEBT SERVICE RETIREMENT TARGET

As an alternative to paying off currently obligated debt in accordance with the amortization schedules, staff recommends the Port move more quickly to extinguish that debt. Starting in 2026, if the Port were to continue to use the general property tax levy receipts received annually (which will be just over \$1 million) to pay down current debt, it could be paid off by the end of 2027. Starting in 2028, this would free up those tax dollars to use on capital projects, community economic development, etc. to better serve the community and maintain or increase the Port's infrastructure.



Port of Port Townsend			
2023 Rate Schedule - FINAL			
BOAT HAVEN			
360.385.6211			
Service Rates – Effective January 1, 2023			
Approved by Port Commission on 11/09/2022			
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.			
	2023 Rates		
<u>YEAR-ROUND NIGHTLY MOORAGE</u>			
Vessels Under 18’ Wide	\$	1.57	/ft/nt
Over Wide Vessels (18’ +)	\$	2.16	/ft/nt
<u>TEMPORARY TIE-UP</u>			
		under 35'	over 35'
up to 4 hours	\$	15.00	\$25.00
<u>PERMANENT MOORAGE</u>			
25' slip	\$	241.70	/mo*
27' slip	\$	267.80	/mo*
30' slip	\$	302.69	/mo*
34' slip	\$	343.03	/mo*
35' slip	\$	369.90	/mo*
40' slip	\$	423.65	/mo*
42' slip	\$	445.13	/mo*
45' slip	\$	504.32	/mo*
50' slip	\$	560.92	/mo*
Linear Rate Under 25'	\$	9.67	/ft/mo*
Linear rate 51'+	\$	12.09	/ft/mo*
<i>Note: Receive 5% discount on annual permanent tenancy if total year is prepaid in cash or check on or before Jan. 16, 2023. Must be received by then.</i>			
<u>ACTIVE COMMERCIAL FISHING</u>			
Up to 70’	\$	8.13	/ft/mo*
71'+	\$	9.25	/ft/mo*
<u>OTHER MOORAGE</u>			
Limited Access	\$	8.04	/ft/mo*
Undesirable	\$	6.97	/ft/mo*
Business	same as perm. rate /ft/mo*		
Overwide Vessels (18'+ wide)	length + 1/2 beam x estab. rate*		
<u>FEES</u>			
Live-aboard Fee	\$	105.00	/month*
Live-aboard Background Check Fee	\$	63.00	

Port of Port Townsend			
2023 Rate Schedule - 3rd DRAFT			
BOAT HAVEN			4.6%
360.385.6211			
Service Rates – Effective January 1, 2024			
Approved by Port Commission on xx/xx/2023			
MOORAGE RATE IS BASED ON OVERALL LENGTH		new or additions to current	
OR SLIP LENGTH, WHICHEVER IS GREATER.		removed or proposed removal	
	2023 Rates		increase
<u>YEAR-ROUND NIGHTLY MOORAGE</u>			
Vessels Under 18' Wide	\$	1.64 /ft/nt	\$ 0.07
Over Wide Vessels (18' +)	\$	2.26 /ft/nt	\$ 0.10
<u>TEMPORARY TIE-UP</u>			
	under 35' over 35'		
up to 4 hours	\$	15.00 \$ 25.00	\$ - \$ -
<u>PERMANENT MOORAGE</u>			
25' slip	\$	252.82 /mo*	\$ 11.12
27' slip	\$	280.12 /mo*	\$ 12.32
30' slip	\$	316.61 /mo*	\$ 13.92
34' slip	\$	358.81 /mo*	\$ 15.78
35' slip	\$	386.91 /mo*	\$ 17.02
40' slip	\$	443.14 /mo*	\$ 19.49
42' slip	\$	465.61 /mo*	\$ 20.48
45' slip	\$	527.51 /mo*	\$ 23.20
50' slip	\$	586.73 /mo*	\$ 25.80
Linear Rate Under 25'	\$	10.11 /ft/mo*	\$ 0.44
Linear rate 51'+	\$	12.64 /ft/mo*	\$ 0.56
Note: Receive 5% discount on annual permanent tenancy if total year is prepaid in cash or check on or before Jan. 16, 2024. Must be received by then.			
<u>ACTIVE COMMERCIAL FISHING</u>			
Up to 70'	\$	8.50 /ft/mo*	\$ 0.37
71'+	\$	9.67 /ft/mo*	\$ 0.43
<u>OTHER MOORAGE</u>			
Limited Access	\$	9.13 /ft/mo*	\$ 1.09
Undesirable	\$	7.43 /ft/mo*	\$ 0.46
Business	same as perm. rate /ft/mo*		
Overwide Vessels (18'+ wide)	length + 1/2 beam x estab. rate*		
<u>FEES</u>			
Live-aboard Fee	\$	110.00 /month*	\$ 5.00
Live-aboard Background Check Fee	\$	63.00	\$ -

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9% WA State Sales Tax

Port of Port Townsend	
2023 Rate Schedule - FINAL	
BOAT HAVEN	
360.385.6211	
Service Rates – Effective January 1, 2023	
Approved by Port Commission on 11/09/2022	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2023 Rates
ELECTRICAL FEES	
Nightly Electric - under 55'	\$ 6.00
Nightly Electric - over 55'	\$ 12.00
Electric Connect Fee	\$ 31.50
Metered Electric/Base Fee	\$ 11.00 /mo + KWHs used
Electric Charges @	\$ 0.1082 per KWH
<i>(subject to change with utility increases) - INCR. EFF. 7/5/2023 TO \$0.1082</i>	
Non-metered Electrical	\$ 1.72 ft/mo
WINTER GUEST MONTHLY, based on availability <i>(Oct. 1 – Apr. 30:)</i>	
25' slip	\$ 290.56 /month*
27' slip	\$ 321.17 /month*
30' slip	\$ 363.18 /month*
34' slip	\$ 411.59 /month*
35' slip	\$ 441.21 /month*
40' slip	\$ 507.57 /month*
42' slip	\$ 532.97 /month*
45' slip	\$ 601.39 /month*
50' slip	\$ 697.83 /month*
Linear Rate Under 25'	\$ 11.61 /ft/mo*
Linear Rate 51'+	\$ 15.07 /ft/mo*
SUMMER GUEST MONTHLY, based on availability <i>(May 1 – Sept. 30:)</i>	
25' slip	\$ 353.96 /month*
27' slip	\$ 389.95 /month*
30' slip	\$ 441.09 /month*
34' slip	\$ 500.02 /month*
35' slip	\$ 538.24 /month*
40' slip	\$ 615.28 /month*
42' slip	\$ 646.42 /month*
45' slip	\$ 733.62 /month*
50' slip	\$ 815.72 /month*
Linear Rate Under 25'	\$ 14.15 /ft/mo*
Linear Rate 51'+	\$ 18.22 /ft/mo*
STORAGE ONLY	
Kayak or rowing shell storage	\$ 29.77 /mo*
Top rack kayak storage	\$ 22.05 /mo*
Dory on dock	\$ 71.66 /mo*
Wherry parking	45 /mo*
Also see Miscellaneous Rates and Fees for other fees that apply.	
*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30	

Port of Port Townsend		
2023 Rate Schedule - 3rd DRAFT		
BOAT HAVEN	4.6%	
360.385.6211		
Service Rates – Effective January 1, 2024		
Approved by Port Commission on xx/xx/2023		
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	new or additions to current removed or proposed removal	
	2023 Rates	increase
ELECTRICAL FEES		
Nightly Electric - under 55'	\$ 6.00	\$ -
Nightly Electric - over 55'	\$ 12.00	\$ -
Electric Connect Fee	\$ 33.00	\$ 1.50
Metered Electric/Base Fee	\$ 11.00 /mo + KWHs used	\$ -
Electric Charges @	\$ 0.1082 per KWH	\$ -
(subject to change with utility increases) - INCR. EFF. 7/5/2024 TO \$0.1112		
Non-metered Electrical	\$ 1.80 ft/mo	\$ 0.08
WINTER GUEST MONTHLY, based on availability (Oct. 1 – Apr. 30:)		
25' slip	\$ 303.93 /month*	\$ 13.37
27' slip	\$ 335.95 /month*	\$ 14.77
30' slip	\$ 379.88 /month*	\$ 16.71
34' slip	\$ 430.52 /month*	\$ 18.93
35' slip	\$ 461.51 /month*	\$ 20.30
40' slip	\$ 530.92 /month*	\$ 23.35
42' slip	\$ 557.49 /month*	\$ 24.52
45' slip	\$ 629.06 /month*	\$ 27.66
50' slip	\$ 729.94 /month*	\$ 32.10
Linear Rate Under 25'	\$ 12.15 /ft/mo*	\$ 0.53
Linear Rate 51'+	\$ 15.76 /ft/mo*	\$ 0.69
SUMMER GUEST MONTHLY, based on availability (May 1 – Sept. 30:)		
25' slip	\$ 370.24 /month*	\$ 16.28
27' slip	\$ 407.88 /month*	\$ 17.94
30' slip	\$ 461.38 /month*	\$ 20.29
34' slip	\$ 523.02 /month*	\$ 23.00
35' slip	\$ 563.00 /month*	\$ 24.76
40' slip	\$ 643.58 /month*	\$ 28.30
42' slip	\$ 676.15 /month*	\$ 29.74
45' slip	\$ 767.37 /month*	\$ 33.75
50' slip	\$ 853.25 /month*	\$ 37.52
Linear Rate Under 25'	\$ 14.80 /ft/mo*	\$ 0.65
Linear Rate 51'+	\$ 19.06 /ft/mo*	\$ 0.84
STORAGE ONLY		
Kayak or rowing shell storage	\$ 31.14 /mo*	\$ 1.37
Top rack kayak storage	\$ 23.06 /mo*	\$ 1.01
Dory on dock	\$ 74.96 /mo*	\$ 3.30
Wherry parking	\$ 47.07 /mo*	\$ 2.07
Mast-up on trailer storage	\$ 100.00 /mo*	
Also see Miscellaneous Rates and Fees for other fees that apply.		

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9% WA State Sales Tax

Port of Port Townsend	
2023 Rate Schedule - FINAL	
YARD RATES	
360.385.6211	
Service Rates – Effective January 1, 2023	
Approved by Port Commission on 11/09/2022	
	2023 Rates
70/75 TON LIFTS	
31' or less	\$ 10.32 /ft**
32'-41'	\$ 11.47 /ft**
42'-51'	\$ 12.62 /ft**
52'-61'	\$ 13.76 /ft**
62'+	\$ 16.06 /ft**
Minimum Hoist	\$ 242.55 **
Off-Port Blocking (subject to Tarp Fee)	\$ 2.54 /ft/mo*, **
One-way Haul Out	75% RT or Min. Hoist**
One-way Launch	50% RT or Min. Hoist**
Re-block Fee	75% RT or Min. Hoist**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate + \$150.00
Owner Wash Down	\$ 2.54 /ft/30 minutes**
Port Wash Down	\$ 2.54 /ft/30 minutes** + Labor
Environmental Fee	\$ 0.83 /ft/haul/mo or min. \$21
Delay of Lift	\$ 74.97 /half hour
Labor Rate	\$ 76.07 /person/hour **
Overtime Rate & Call-in Labor Rate	\$ 114.66 /person/hour **
70/75 TON REPAIR STORAGE	
Daily	\$ 0.82 /ft/day
Monthly	\$ 0.66 /ft/day*
Covered Storage	
70' Covered Shed	\$ 75.00 /day*
Electrical Rate:	\$ 5.25 /day
Electrical Rate:	
(applicable year-round)	\$ 1.68 /day
	\$ 33.30 /mo*
300 TON TRAVEL LIFT	
70' or less	\$ 20.49 /ft**
71'-89'	\$ 22.05 /ft**
90' or over	\$ 27.25 /ft**
Minimum Hoist	\$ 917.54 *
Off-Port Blocking (subject to Tarp Fee)	\$ 3.31 /ft/mo*, **
Trimaran hulls	150% RT or minimum**
One-way Haul Out/Reblock	75% RT or minimum**
Inspections	Roundtrip Rate**
Hang Overnight	Roundtrip Rate + \$150.00
Owner Wash Down	\$ 3.64 /ft/hr
Port Wash Down	\$ 3.64 /ft/hr* + Labor
Delay of Lift	\$ 74.97 /half hour
Labor Rate	\$ 76.07 /person/hour**
Overtime & Call-in Labor Rate	\$ 114.66 /person/hour**
300 TON REPAIR YARD	
Daily	\$ 1.31 /ft/day
Monthly	\$ 1.06 /ft/day*
300 TON ELECTRIC	
Metered Electric	\$ 5.00 /day + KWH
KWH (subject to utility increases)	\$ 0.1055
INCR. EFF. 7/5/2023 TO \$0.1082	

Port of Port Townsend			
2024 Rate Schedule - 3rd DRAFT			
YARD RATES			4.6%
360.385.6211			
Service Rates – Effective January 1, 2024			new or additions to current
Approved by Port Commission on xx/xx/2023			removed or proposed removal
	2024 Rates		increase
70/75 TON LIFTS			
31' or less	\$	10.79 /ft**	\$ 0.47
32'-41'	\$	12.00 /ft**	\$ 0.53
42'-51'	\$	13.20 /ft**	\$ 0.58
52'-61'	\$	14.39 /ft**	\$ 0.63
62'+	\$	16.80 /ft**	\$ 0.74
Minimum Hoist	\$	260.00 **	\$ 17.45
Off-Port Blocking (subject to Tarp Fee)	\$	2.66 /ft/mo*, **	\$ 0.12
One-way Haul Out	75% RT or Min. Hoist**		
One-way Launch	50% RT or Min. Hoist**		
Re-block Fee	75% RT or Min. Hoist**		
Inspections	Roundtrip Rate**		
Hang Overnight	Roundtrip Rate + \$150.00		\$ 150.00
Owner Wash Down	\$	2.66 /ft/30 minutes	\$ 0.12
Port Wash Down	\$	2.66 /ft/30 minutes** + Labor**	\$ 0.12
Environmental Fee	\$	1.00 /ft/haul/mo or min. \$25	\$ 0.17
Delay of Lift	\$	79.00 /half hour	\$ 4.03
Labor Rate	\$	80.00 /person/hour **	\$ 3.93
Overtime Rate & Call-in Labor Rate	\$	120.00 /person/hour **	\$ 5.34
70/75 TON REPAIR STORAGE			
Daily	\$	0.86 /ft/day	\$ 0.04
Monthly	\$	0.69 /ft/day*	\$ 0.03
Covered Storage:			
70' Covered Shed	\$	75.00 /day*	\$ -
Electrical Rate	\$	5.49 /day	\$ 0.24
Trailer Vessel - non-working		\$ 10.00 /ft/mo*	
Electrical Rate:			
	\$	2.00 /day	\$ 0.32
(applicable year-round)	\$	42.00 /mo*	\$ 8.70
300 TON TRAVEL LIFT			
70' or less	\$	21.43 /ft**	\$ 0.94
71'-89'	\$	23.06 /ft**	\$ 1.01
90' or over	\$	28.50 /ft**	\$ 1.25
Minimum Hoist	\$	960.00 *	\$ 42.46
Off-Port Blocking (subject to Tarp Fee)	\$	3.46 /ft/mo*, **	\$ 0.15
Trimaran hulls		150% RT or minimum**	
One-way Haul Out/Reblock	75% RT or minimum**		
Inspections	Roundtrip Rate**		
Hang Overnight	Roundtrip Rate + \$150.00		\$ 150.00
Owner Wash Down	\$	3.81 /ft/hr	\$ 0.17
Port Wash Down	\$	3.81 /ft/hr** + Labor**	\$ 0.17
Delay of Lift	\$	79.00 /half hour	\$ 4.03
Labor Rate	\$	82.00 /person/hour**	\$ 5.93
Overtime & Call-in Labor Rate	\$	120.00 /person/hour**	\$ 5.34
300 TON REPAIR YARD			
Daily	\$	1.37 /ft/day	\$ 0.06
Monthly	\$	1.11 /ft/day*	\$ 0.05
300 TON ELECTRIC			
Metered Electric	\$	5.00 /day + KWH	\$ -
KWH (subject to utility increases)	\$	0.1082	
INCR. EFF. 7/5/2024 TO \$0.1112			

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9.1% WA State Sales Tax

Port of Port Townsend

2023 Rate Schedule - FINAL

YARD RATES

360.385.6211

Service Rates – Effective January 1, 2023

Approved by Port Commission on 11/09/2022

OTHER STORAGE

Misc. Storage	\$	0.98	/sq ft/mo*
Mast Storage	\$	0.86	/sq ft/mo*
Bilge Water	\$	1.25	/gallon

TARP FEES (Off Port Property)

16 x 20	\$	26.40
20 x 30	\$	40.79
20 x 40	\$	51.82
30 x 40	\$	80.48
30 x 50	\$	115.76
40 x 60	\$	156.56

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

** Subject to WA State Sales Tax of 9.1%

Port of Port Townsend

2024 Rate Schedule - 3rd DRAFT

YARD RATES

360.385.6211

Service Rates – Effective January 1, 2024

Approved by Port Commission on xx/xx/2023

4.6%

new or additions to current

removed or proposed removal

OTHER FEES

Misc. Workyard Storage	\$	1.03	/sq ft/mo*
Mast Storage	\$	0.90	/sq ft/mo*
Bilge Water	\$	1.25	/gallon

TARP FEES (Off Port Property)

16 x 20	\$	28.00
20 x 30	\$	43.00
20 x 40	\$	54.00
30 x 40	\$	84.00
30 x 50	\$	121.00
40 x 60	\$	164.00

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** Subject to WA State Sales Tax of 9.1%

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9.1% WA State Sales Tax

Port of Port Townsend

2023 Rate Schedule - FINAL

POINT HUDSON

360.385.2828

Service Rates – Effective January 1, 2023

Approved by Port Commission on 11/09/2022

MOORAGE RATE IS BASED ON OVERALL LENGTH
OR SLIP LENGTH, WHICHEVER IS GREATER.

2023 Rates

YEAR-ROUND NIGHTLY MOORAGE

Vessels under 18' in width	\$ 1.57 /ft/nt
Overwide Vessels (18'+)	\$ 2.16 /ft/nt

TEMPORARY TIE-UP (up to 4 hours)

Boats under 35'	\$ 15.00
Boats over 35'	\$ 25.00

WINTER MONTHLY MOORAGE (October 1 – April 30)

25' slip	\$ 290.56 /mo*
27' slip	\$ 321.17 /mo*
30' slip	\$ 363.18 /mo*
35' slip	\$ 441.21 /mo*
40' slip	\$ 507.57 /mo*
45' slip	\$ 601.39 /mo*
50' slip	\$ 697.83 /mo*
Linear Rate Under 25'	\$ 11.61 /ft/mo*
Linear Rate 51'+	\$ 15.07 /ft/mo*

LIMITED ACCESS MOORAGE \$ 8.73 /ft/mo*UNDESIRABLE MOORAGE \$ 7.10 /ft/mo*BUSINESS MOORAGE same as Boat Haven permanent rate /ft/mo*STORAGE ONLY

Kayak or rowing shell storage	\$ 29.77 /mo*
Top rack kayak storage	\$ 22.05 /mo*
Dory on dock	\$ 71.66 /mo*

FEES

Reservation Fee	\$ 11.50 /reservation
Live-aboard Fee	\$ 105.00 /mo*
Live-aboard Background Check Fee	\$ 63.00
Commercial Vessel Passenger Fee	- See Miscellaneous Rates

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%

Port of Port Townsend

2024 Rate Schedule - 3rd DRAFT

POINT HUDSON

4.6%

360.385.2828

Service Rates – Effective January 1, 2024

Approved by Port Commission on xx/xx/2023

MOORAGE RATE IS BASED ON OVERALL LENGTH
OR SLIP LENGTH, WHICHEVER IS GREATER.

new or additions to current
removed or proposed removal

2024 Rates

increase

YEAR-ROUND NIGHTLY MOORAGE

Vessels under 18' in width	\$ 1.64 /ft/nt	\$ 0.07
Overwide Vessels (18'+)	\$ 2.26 /ft/nt	\$ 0.10

TEMPORARY TIE-UP (up to 4 hours)

Boats 35' and under	\$ 15.00	\$ -
Boats over 35'	\$ 25.00	\$ -

WINTER MONTHLY MOORAGE (October 1 – April 30)

25' slip	\$ 303.93 /mo*	\$ 13.37
27' slip	\$ 335.94 /mo*	\$ 14.77
30' slip	\$ 379.89 /mo*	\$ 16.71
35' slip	\$ 461.51 /mo*	\$ 20.30
40' slip	\$ 530.92 /mo*	\$ 23.35
45' slip	\$ 629.05 /mo*	\$ 27.66
50' slip	\$ 729.93 /mo*	\$ 32.10
Linear Rate Under 25'	\$ 12.14 /ft/mo*	\$ 0.53
Linear Rate 51'+	\$ 15.76 /ft/mo*	\$ 0.69

LIMITED ACCESS MOORAGE \$ 9.13 /ft/mo* \$ 0.40UNDESIRABLE MOORAGE \$ 7.43 /ft/mo* \$ 0.33BUSINESS MOORAGE same as Boat Haven permanent rate /ft/mo*STORAGE ONLY

Kayak or rowing shell storage	\$ 31.14 /mo*	\$ 1.37
Top rack kayak storage	\$ 23.06 /mo*	\$ 1.01
Dory on dock	\$ 74.96 /mo*	\$ 3.30

FEES

Reservation Fee	\$ 11.50 /reservation	\$ -
Live-aboard Fee	\$ 110.00 /mo*	\$ 5.00
Live-aboard Background Check Fee	\$ 63.00	\$ -
Commercial Vessel Passenger Fee	- See Miscellaneous Rates	

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%

Port of Port Townsend

2023 Rate Schedule - FINAL

POINT HUDSON

360.385.2828

Service Rates – Effective January 1, 2023

Approved by Port Commission on 11/09/2022

MOORAGE RATE IS BASED ON OVERALL LENGTH
OR SLIP LENGTH, WHICHEVER IS GREATER.

2023 Rates

ELECTRICAL FEES

Nightly Electric	\$	6.00
Nightly Electric over 55'	\$	12.00
Electric Connect Fee	\$	31.50
Electric Base Fee + KWHs Used	\$	11.00 /mo
Electric Charges @	\$	0.1055 /KWH
<i>(subject to change w/utility rate increases) INCR. EFF. 7/5/2023 TO \$0.1082</i>		
Non-metered Electrical	\$	1.72 /ft/mo

RV PARK - SUMMER (May 1 – September 30)

Nightly – Premium Waterfront	\$	70.35	\$	80.85
Nightly - Hookup	\$	58.80	\$	69.30

RV PARK – WINTER (October 1 – April 30)

Nightly – Premium Waterfront	\$	47.93	\$	58.43
Nightly - Hookup	\$	42.32	\$	50.71

RV PARK – WINTER GUEST MONTHLY

Oct. 1 to June 1, back row only	\$	699.30 /month*
Nov. 1 to Apr. 1, front row	\$	793.80 /month*

RV PARK – YEAR ROUND

Back Row	\$	50.72 /night ¹
Dry Camp	\$	36.38 /night ¹
Extra Vehicle in RV Space	\$	6.83 /night
RV Holding Tank Dump Fee	\$	13.00

EVENT PARKING - "Back 40 Lot"

Daily:	\$	7.35 /day
Weekly:	\$	34.65 /week
Monthly:	\$	78.75 /month*

"Landfall Site" Parking (next to Puget Sound Express):

Daily (April 1–September 30):	\$	11.00 /day
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*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%

Port of Port Townsend

2024 Rate Schedule - 3rd DRAFT

POINT HUDSON

4.6%

360.385.2828

Service Rates – Effective January 1, 2024

Approved by Port Commission on xx/xx/2023

MOORAGE RATE IS BASED ON OVERALL LENGTH
OR SLIP LENGTH, WHICHEVER IS GREATER.new or additions to current
removed or proposed removal

2024 Rates

increase

ELECTRICAL FEES

Nightly Electric	\$	6.00	\$	-
Nightly Electric over 55'	\$	12.00	\$	-
Electric Connect Fee	\$	33.00	\$	1.50
Electric Base Fee + KWHs Used	\$	11.00 /mo	\$	-
Electric Charges @	\$	0.1082 /KWH		
<i>(subject to change w/utility rate increases) INCR. EFF. 7/5/2024 TO \$0.1112</i>				
Non-metered Electrical	\$	1.80 /ft/mo	\$	0.08

RV PARK - SUMMER (May 1 – September 30)

Nightly – Premium Waterfront (range) ¹	\$	73.00	\$	86.00	\$6.00	\$9.00
Nightly - Hookup (range) ¹	\$	61.00	\$	75.00	\$5.00	\$9.00

RV PARK – WINTER (October 1 – April 30)

Nightly – Premium Waterfront (range) ¹	\$	50.00	\$	62.00	\$4.35	\$6.35
Nightly - Hookup (range) ¹	\$	44.00	\$	53.00	\$3.70	\$4.70

RV PARK – WINTER GUEST MONTHLY

Oct. 1 to April 30, back row loop	\$	731.47 /month*	\$	32.17
Nov. 1 to March 31, front row loop	\$	830.31 /month*	\$	36.51

RV PARK – YEAR-ROUND

	\$	53.05 /night ¹	\$	2.33
Dry Camp Partial Hookup	\$	38.05 /night ¹	\$	1.67
Extra Vehicle in RV Space	\$	7.14 /night	\$	0.31
RV Holding Tank Dump Fee	\$	15.00	\$	2.00

PARKING - BACK 40

Daily	\$	10.00 /day	\$	2.65
Weekly	\$	40.00 /week	\$	5.35
Monthly	\$	100.00 /month*	\$	21.25

"Landfall Site" Parking (next to Puget Sound Express):

Daily year-round	\$	12.00 /day	\$	1.00
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*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Sales Tax of 9.1% and Hotel/Motel Tax of 2%

Port of Port Townsend	
2023 Rate Schedule - FINAL	
HERB BECK MARINA - QUILCENE	
360.765.3131 or 360.385.6211	
Service Rates – Effective January 1, 2023	
Approved by Port Commission on 11/10/2021	
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.	
	2023 Rates
NIGHTLY MOORAGE	\$ 1.00 ft/nt
TEMPORARY TIE-UP	\$ 7.00
	\$ 13.00 over 35'
<u>PERMANENT MOORAGE</u>	<i>6 month Minimum</i>
Up to 26 ft.	\$ 7.55 ft/mo*
27-29 ft.	\$ 8.14 ft/mo*
30-34 ft.	\$ 8.70 ft/mo*
35-39 ft.	\$ 9.31 ft/mo*
40-50 ft.	\$ 10.47 ft/mo*
Limited Access – Up to 18'	\$ 5.24 ft/mo*
<u>GUEST MONTHLY</u>	<i>1 mo. min. - 6 month max</i>
Up to 26 ft.	\$ 9.35 ft/mo*
27-29 ft.	\$ 10.08 ft/mo*
30-34 ft.	\$ 10.78 ft/mo*
35-39 ft.	\$ 11.53 ft/mo*
40-50 ft.	\$ 12.96 ft/mo*
<u>ELECTRICAL FEES</u>	
Nightly Electric	\$ 6.00
over 55'	\$ 12.00
Connect Fee	\$ 31.50
Base Electric Fee	\$ 11.00 /mo
Metered Electric @	\$ 0.1055 per KWH
<i>(subject to change with utility rate increase) INCR. EFF. 7/5/2023 TO \$0.1082</i>	
<u>WATER FEES</u>	
Residential	
Base	\$ 40.83
Usage - Tier I (0-5,000 gal.) per 100 gallons	\$ 0.36 per gallon
Usage - Tier II (5,001-10,000 gal.), per 100 gal.	\$ 0.50 per gallon
Commercial	
Base	\$ 40.83
Usage - per 100 gallons	\$ 0.50 per gallon
<i>(subject to change with utility rate increase)</i>	
<u>LAUNCH RAMP</u>	
Launch ramp fee	\$ 15.00 per day**
<i>(Daily Launch pass includes 1 day of boat trailer parking)</i>	
Annual Ramp Pass (Rolling Calendar)	\$ 105.00 per year**
<i>**Free with verified DVA determination</i>	
<u>STORAGE</u>	
Empty Boat Trailer	
Daily	\$ 7.35
Weekly	\$ 34.65
Monthly	\$ 78.75
Kayak/ Rowing Shell*	\$ 29.77
Top Rack Kayak/ Rowing Shell*	\$ 22.05
<i>* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.</i>	
<i>** Subject to WA State Sales Tax of 9.1%</i>	

Port of Port Townsend		
2024 Rate Schedule - 3rd DRAFT		
HERB BECK MARINA - QUILCENE		4.6%
360.765.3131 or 360.385.6211		new or additions to current removed or proposed removal
Service Rates – Effective January 1, 2024		
Approved by Port Commission on xx/xx/2023		
MOORAGE RATE IS BASED ON OVERALL LENGTH OR SLIP LENGTH, WHICHEVER IS GREATER.		
	2024 Rates	increase
NIGHTLY MOORAGE	\$ 1.00 ft/nt	\$ -
TEMPORARY TIE-UP	\$ 7.00	\$ -
	\$ 13.00 over 35'	\$ -
<u>PERMANENT MOORAGE</u>	6 month Minimum	
26 ft. and under	\$ 7.90 ft/mo*	\$ 0.35
27-29 ft.	\$ 8.51 ft/mo*	\$ 0.37
30-34 ft.	\$ 9.10 ft/mo*	\$ 0.40
35-39 ft.	\$ 9.74 ft/mo*	\$ 0.43
40-50 ft.	\$ 10.95 ft/mo*	\$ 0.48
Limited Access – Up to 18'	\$ 5.48 ft/mo*	\$ 0.24
<u>GUEST MONTHLY</u>	1 mo. min. - 6 month max	
Up to 26 ft.	\$ 9.78 ft/mo*	
27-29 ft.	\$ 10.54 ft/mo*	
30-34 ft.	\$ 11.28 ft/mo*	
35-39 ft.	\$ 12.06 ft/mo*	
40-50 ft.	\$ 13.56 ft/mo*	
<u>ELECTRICAL FEES</u>		
Nightly Electric	\$ 6.00	\$ -
over 55'	\$ 12.00	\$ -
Connect Fee	\$ 33.00	\$ 1.50
Base Electric Fee	\$ 11.00 /mo	\$ -
Metered Electric @	\$ 0.1029 per KWH	
(subject to change with utility rate increase) INCR. EFF. 7/5/2023 TO \$0.1082		
<u>WATER FEES</u>		
Residential		
Base	\$ 42.61	\$ 1.78
Usage - Tier I (0-5,000 gal.)	\$ 0.38 /100 gallons	\$ 0.02
Usage - Tier II (5,001-10,000 gal.)	\$ 0.52 /100 gallons	\$ 0.02
Commercial		
Base	\$ 42.61	\$ 1.78
Usage	\$ 0.52 /100 gallons	\$ 0.02
(subject to change with utility rate increase)		
<u>LAUNCH RAMP</u>		
Launch ramp fee	\$ 15.00 per day**	\$ -
(Daily Launch pass includes 1 day of boat trailer parking)		
Annual Ramp Pass (Rolling Calendar)	\$ 105.00 per year**	\$ -
**Free with verified DVA determination		
<u>STORAGE</u>		
Empty Boat Trailer		
Daily	\$ 8.00	\$ 0.65
Weekly	\$ 40.00	\$ 5.35
Monthly	\$ 100.00	\$ 21.25
Kayak/ Rowing Shell*	\$ 31.14	\$ 1.37
Top Rack Kayak/ Rowing Shell*	\$ 23.06	\$ 1.01
* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.		
** Subject to WA State Sales Tax of 9.1%		

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9.1% WA State Sales Tax

Port of Port Townsend
2023 Rate Schedule - **FINAL**

**JEFFERSON COUNTY
INTERNATIONAL AIRPORT**

360.385.6211

Service Rates – Effective January 1, 2023
Approved by Port Commission on 11/09/2022

	2023 Rates
Prevailing Ground Lease Rate	\$ 0.08 /sq ft/mo*
<u>TIE-DOWNS</u>	
Overnight	\$ 10.00
Monthly Grass	\$ 47.00 *
Annual Grass (<i>must pay in advance</i>)	\$ 485.00 *
Monthly Paved	\$ 65.00 *
Monthly Hangar	\$ 263.00 *
Commercial Landing Fee	\$ 0.34
/1000 # of max loaded gross weight	
<u>VEHICLE PARKING</u>	
Weekly (7 or more days)	\$ 35.00 1.
(rate includes WA State Sales Tax)	
Monthly	\$ 80.00 *
(rate includes Leasehold Tax)	
Annual	\$ 420.00 *

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Subject to WA State Sales Tax of 9.1%

Port of Port Townsend
2024 Rate Schedule - 3rd DRAFT

**JEFFERSON COUNTY
INTERNATIONAL AIRPORT**

4.6%

new or additions to current
removed or proposed removal

360.385.6211

Service Rates – Effective January 1, 2024
Approved by Port Commission on xx/xx/2023

	2024 Rates	increase
Prevailing Ground Lease Rate	\$ 0.08 /sq ft/mo*	\$ -
<u>TIE-DOWNS</u>		
Overnight	\$ 10.00	\$ -
Monthly Grass	\$ 50.00 *	\$ 3.00
Annual Grass (<i>must pay in advance</i>)	\$ 510.00 *	\$ 25.00
Monthly Paved	\$ 68.00 *	\$ 3.00
Monthly Hangar	\$ 275.00 *	\$ 12.00
Commercial Landing Fee	\$ 0.36	\$ 0.02
/1000 # of max loaded gross weight		
<u>VEHICLE PARKING</u>		
Weekly (7 or more days)	\$ 35.00 1.	\$ -
(rate includes WA State Sales Tax)		
Monthly	\$ 80.00 *	\$ -
(rate includes Leasehold Tax)		
Annual	\$ 420.00 *	\$ -

* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

1. Subject to WA State Sales Tax of 9.1%

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9% WA State Sales Tax.

Port of Port Townsend 2023 Rate Schedule - FINAL	
UNION WHARF, CITY DOCK & EVENT FACILITIES	
360-385-2828 or 360-385-6211	
Service Rates – Effective January 1, 2023 Approved by Port Commission on 11/09/2022	
	2023 Rates
<u>NIGHTLY MOORAGE (3 night maximum stay)</u>	
Vessels up to 35'	\$ 31.00 /night
Vessels 35'-79'	\$ 47.00 /night
Vessels over 80' (<i>Union Wharf only, advanced notice required</i>)	\$ 2.10 /ft/nt
<u>TEMPORARY TIE-UP (up to 4 hours)</u>	
Under 35' length	\$ 10.00
Over 35' length	\$ 20.00
<u>COMMERCIAL VESSEL PASSENGER FEES</u> - See Miscellaneous Rates	
<u>EVENT FACILITIES RENTAL – UNION WHARF & CITY DOCK</u>	
Daily Rental Fee ¹	\$ 345.00 /day
<u>EVENT FACILITIES -POINT HUDSON MARINA ROOM</u>	
Daily ¹ Rental Fee	\$ 150.00 /day
<u>EVENT FACILITIES - Point Hudson Pavillion</u>	
5 Hour Rental	\$ 500.00
Full Day 8am-11pm	\$ 1,000.00
Damage & Cleaning Deposit (refundable)	\$ 500.00
<i>(All Pavilion rental rates for RV & Yacht groups 50%)</i>	
¹ 8:00 a.m. to 11:00 p.m.	

Port of Port Townsend 2024 Rate Schedule - 3rd DRAFT		
UNION WHARF, CITY DOCK & EVENT FACILITIES		4.6% new or additions to current removed or proposed removal
360-385-2828 or 360-385-6211		
Service Rates – Effective January 1, 2024 Approved by Port Commission on xx/xx/2023		
	2024 Rates	increase
<u>NIGHTLY MOORAGE (3 night maximum stay)</u>		
Vessels under 35'	\$ 35.00 /night	\$ 4.00
Vessels 35'-79'	\$ 50.00 /night	\$ 3.00
Vessels over 80' (<i>Union Wharf only, advanced notice required</i>)	\$ 2.20 /ft/nt	\$ 0.10
<u>TEMPORARY TIE-UP (up to 4 hours)</u>		
Under 35'	\$ 10.00	\$ -
35' and over	\$ 20.00	\$ -
<u>COMMERCIAL VESSEL PASSENGER FEES</u> - See Miscellaneous Rates		
<u>EVENT FACILITIES RENTAL – UNION WHARF OR CITY DOCK</u>		
Daily Rental Fee ¹	\$ 361.00 /day	\$ 16.00
<u>EVENT FACILITIES -POINT HUDSON MARINA ROOM</u>		
Daily Rental Fee ¹	\$ 157.00 /day	\$ 7.00
<u>EVENT FACILITIES - Point Hudson Pavillion</u>		
5 Hour Rental	\$ 500.00	\$ -
Daily Rental Fee ¹	\$ 1,000.00	\$ -
Damage & Cleaning Deposit (refundable)	\$ 500.00	\$ -
<i>(All Pavilion rental rates for RV & Yacht Clubs 50%)</i>		
¹ 8:00 a.m. to 11:00 p.m.		

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**Subject to 9% WA State Sales Tax.

Port of Port Townsend 2023 Rate Schedule - FINAL			Port of Port Townsend 2024 Rate Schedule - 3rd DRAFT					
MISCELLANEOUS RATES & FEES			MISCELLANEOUS RATES & FEES			4.6%		
Service Rates – Effective January 1, 2023			Service Rates – Effective January 1, 2024			new or additions to current		
Approved by Port Commission on 11/10/2022			Approved by Port Commission on xx/xx/2023			removed or proposed removal		
PORT LABOR RATES & FEES			PORT LABOR RATES & FEES			change		
Port Labor Rate	\$	76.07 /hr/person	Port Labor Rate	\$	80.00 /hr/person	\$	3.93	
Overtime Labor Rate	\$	114.66 /hr/person	Overtime Labor Rate	\$	120.00 /hr/person	\$	5.34	
Docking Fee	\$	2.50 /ft/day	Docking Fee	\$	2.62 /ft/day	\$	0.12	
Relocate Vessel by Hand	\$	86.00	Relocate Vessel by Hand	\$	89.96	\$	3.96	
Relocate Vessel w/ Port Skiff	\$	173.09	Relocate Vessel w/ Port Skiff	\$	181.05	\$	7.96	
Emergency Pumps	\$	144.43	Emergency Pumps	\$	151.07	\$	6.64	
Bail Skiff Fee	\$	58.43	Bail Skiff Fee	\$	61.12	\$	2.69	
MISCELLANEOUS RATES & FEES			MISCELLANEOUS RATES & FEES					
Miscellaneous Storage (with agreement)	\$	0.27 /sq ft*	Misc. Storage on leased prop. w/agmt	\$	0.28 /sq ft*	\$	0.01	
Mini Storage Units	\$	1.17 /sq ft/mo*	Mini Storage Units	\$	1.22 /sq ft/mo*	\$	0.05	
Food Truck Rate (may be subject to tax)	\$	39.69 /day	Food Truck Rate (may be subject to tax)	\$	41.52 /day	\$	1.83	
Commercial Vessel Pass. Fee	\$	1.21 /person	Commercial Vessel Pass. Fee	\$	1.27 /person	\$	0.06	
(payable monthly in season)			(payable monthly in season)					
Kayak or Rowing Shell	\$	29.77 /mo*	Kayak or Rowing Shell	\$	31.14 /mo*	Listed on location specific rate cards.		
Top rack kayak or rowing shell	\$	22.05 /mo*	Top rack kayak or rowing shell	\$	23.06 /mo*			
Wherry Parking - Boat Haven	\$	45.00 /mo*	Wherry Parking - Boat Haven	\$	47.07 /mo*			
WORK FLOAT MOORAGE/LIFT PIER ACCESS (Reserve with Yard Office)			WORK FLOAT MOORAGE/LIFT PIER ACCESS (Reserve with Yard Office)					
Daily Rate, includes Top Side Access	\$	2.37 /ft/day, \$50 min	Daily Rate, includes Top Side Access	\$	2.48 /ft/day, \$50 min	\$	0.11	
Lift Pier Access/Top Side Usage	\$	55.13 2 hours	Lift Pier Access/Top Side Usage	\$	57.67 2 hours	\$	2.54	
LAUNCH RAMP			LAUNCH RAMP					
Daily Pass	\$	15.00	Daily Pass	\$	15.00	\$	-	
(includes 1 day of boat trailer parking)			(includes 1 day of boat trailer parking)					
Annual Pass (Rolling Calendar)	\$	105.00 /year	Annual Pass (Rolling Calendar)	\$	105.00 /year	\$	-	
(free with DAV determination)			(free with DAV determination)					
COMMERCIAL TRUCK FEE			COMMERCIAL TRUCK FEE					
Daily	\$	210.00 **	Daily	\$	220.00 **	\$	10.00	
Monthly	\$	630.00 **	Monthly	\$	660.00 **	\$	30.00	
Annual (Rolling Calendar)	\$	1,590.00 **	Annual (Rolling Calendar)	\$	1,660.00 **	\$	70.00	
PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP			PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP					
Dock	\$	28.67 \$ 166.48	Dock	\$	30.00 \$ 175.00	\$	1.33	\$ 8.52
Beach	\$	23.15 \$ 103.64	Beach	\$	25.00 \$ 110.00	\$	1.85	\$ 6.36

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**Subject to 9.1% WA State Sales Tax.

Port of Port Townsend				Port of Port Townsend						
2023 Rate Schedule - FINAL				2024 Rate Schedule - 3rd DRAFT						
MISCELLANEOUS RATES & FEES				MISCELLANEOUS RATES & FEES				4.6%		
Service Rates – Effective January 1, 2023				Service Rates – Effective January 1, 2024				new or additions to current		
Approved by Port Commission on 11/10/2022				Approved by Port Commission on xx/xx/2023				removed or proposed removal		
	1st Offense	2nd Offense	3rd Offense		1st Offense	2nd Offense	3rd Offense			
<u>VIOLATION FEES</u>				<u>VIOLATION FEES</u>						
Best Management Practices	\$ 210.00	\$ 525.00	\$ 1,050.00	Best Management Practices	\$ 220	\$ 550	\$ 1,100	\$ 10.00	\$ 25.00	\$ 50.00
Chain-up Fee	\$ 157.50	\$ 262.50	\$ 420.00	Chain-up Fee	\$ 165	\$ 275	\$ 440	\$ 7.50	\$ 12.50	\$ 20.00
Impound Fee	\$ 210.00	\$ 315.00	\$ 525.00	Impound Fee	\$ 220	\$ 330	\$ 550	\$ 10.00	\$ 15.00	\$ 25.00
Non-payment of Parking	\$ 31.50	\$ 105.00		Non-payment of Parking	\$ 32.95	\$ 109.83				
Illegal Garbage Dump	\$ 375.00	/occurrence		Illegal Garbage Dump	\$ 375	/occurrence		\$ -		
Late Payment	\$ 25.00	min. or 5%		Late Payment	\$ 25	min. or 5%		\$ -		
NSF Check	\$ 50.00	/occurrence		NSF Check	\$ 50	/occurrence		\$ -		
<u>WAIT LIST FEES</u>				<u>WAIT LIST FEES</u>						
Sign-up Fee	\$ 100.00			Sign-up Fee	\$ 100.00			\$ -		
Renewal Fee or Pass Fee	\$ 50.00			Renewal Fee or Pass Fee	\$ 50.00			\$ -		
<u>GOODS & AMENITIES</u>				<u>GOODS & AMENITIES</u>						
Notary Service	\$ 13.00			Cost for Port goods and merchandise as established by staff.				\$ -		
Laundry Soap	\$ 1.00	/ea**		Laundry Soap	\$ 1.75	/ea**		\$ 0.75		
Dryer Sheets	\$ 1.00	/ea**		Dryer Sheets	\$ 1.75	/ea**		\$ 0.75		
	Wash	Dry			Wash	Dry				
Laundry	\$ 2.75	\$ 2.00		Laundry	\$ 2.75	\$ 2.00		\$ -		
	90 sec.	3 mins.			90 sec.	3 mins.				
Showers	25c	50c		Showers	25c	50c				
<u>RESTROOM/LAUNDRY KEY FOBS (tenants only)</u>				<u>RESTROOM/LAUNDRY KEYS & FOBS (tenants only)</u>						
1st Fob issued	\$ 10.50			1st Fob issued	\$ 11.00			\$ 0.50		
2nd Fob issued (max. of 2)	\$ 26.25	each		2nd Fob issued (max. of 2)	\$ 27.50	each		\$ 1.25		
Replacement, Additional bldg. keys	\$ 26.25	each		Replacement fob, addtl bldg keys	\$ 27.50	each		\$ 1.25		
<u>LEASE & LICENSE FEES</u>				<u>LEASE & LICENSE FEES</u>						
Lease Assignment Review & Approval	\$ 288.75			Lease Assignment Review & Approval	\$ 302.00			\$ 13.25		
Use License preparation fee	\$ 105.00			Use License preparation fee	\$ 110.00			\$ 5.00		
Use License	varies by location, space & duration			Use License	varies by location, space, and duration					
Pay or Vacate Legal Notices	\$ 250.00			Pay or Vacate Legal Notices	\$ 260.00			\$ 10.00		
				Notary Service (moved from above)	\$ 13.00			\$ -		
* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.				* 12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.						
** Subject to WA State Sales Tax of 9.1%				** Subject to WA State Sales Tax of 9.1%						

*12.84% WA State Leasehold Excise Tax (LHT) assessed in addition to Port charges for stays of 30 days or more. If stay exceeds 30 days, the LHT will be added to the first 29 days.

**Subject to 9.1% WA State Sales Tax.

RESOLUTION NO. 802-23

A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND ESTABLISHING THE YEAR 2024 OPERATING AND CAPITAL BUDGETS AND AUTHORIZING CERTAIN DISBURSEMENTS TO MEET EXPENSES OF THE PORT OF PORT TOWNSEND FOR THE YEAR 2024

WHEREAS, under the provisions of RCW 53.35.030 the Port Commission of the Port of Port Townsend is authorized to adopt final operating and capital budgets for the year 2024; and

WHEREAS, notice of a public hearing for this action was published on October 11, 2023, and again on October 18, 2023, and a public hearing was held on October 24, 2023 and November 8, 2023; and

WHEREAS, following the public hearing conducted on November 8, 2023, the Port Commission voted unanimously to approve the 2024 Operating and Capital Budgets by way of a motion and vote, and now wishes to formalize and affirm that decision by way of this Resolution; and

WHEREAS, the required filing, notice and public hearing on the preliminary operating budget, as provided in RCW 53.35.020 and RCW 53.35.045 have been met; and

WHEREAS, the 2024 Operating and Capital Budgets describe and provide budget authorization for day-to-day operations and specific capital projects throughout the Port;

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend, that estimated receipts and disbursements for the Port of Port Townsend operations and capital activities, for the year 2024 shall be as per the attached marked “Exhibit A,” Port of Port Townsend 2024 Operating and Capital Budgets.

ADOPTED this 8th day of November 2023, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

RESOLUTION NO. 800-23

A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND FIXING THE AMOUNT OF TAX TO BE LEVIED AND LEVYING THE TAX UPON TAXABLE PROPERTY IN THE PORT OF PORT TOWNSEND DISTRICT, BOTH REAL, PERSONAL AND UTILITIES TO MEET EXPENSES OF SAID PORT OF PORT TOWNSEND FOR COLLECTION IN THE YEAR 2024.

WHEREAS, the Port Commission properly gave notice of the public hearing held October 24, 2023, and November 8, 2023, to consider the Port of Port Townsend's current expense budget for the calendar year 2024, pursuant to RCW 53.35.020; and

WHEREAS, the Port Commission, after hearing and duly considering all relevant evidence and testimony presented, has determined that the Port of Port Townsend requires an increase in property tax revenue from the previous year, other than the increase resulting from the addition of new construction and improvements to property, and any increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere under Chapter 84.55 RCW for purposes of providing an additional dollar amount, whether classified as real or personal property, and refunds from the previous year, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations for the Port of Port Townsend and in its best interest;

NOW, THEREFORE BE IT HEREBY RESOLVED by the Port Commission of the Port of Port Townsend that a tax levy in the amount of \$1,103,239.14 is authorized for collection in the year 2024, which is an increase of one (1.0) percent (\$10,923.16) from the previous year's levy.

ADOPTED this 8th day of November 2023, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

RESOLUTION NO. 801-23

A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND AUTHORIZING AN INDUSTRIAL DEVELOPMENT DISTRICT (IDD) TAX LEVY FOR COLLECTION IN THE YEAR 2024

WHEREAS, on September 13, 1966, the Commission of the Port of Port Townsend established an industrial development district (IDD) by way of Resolution No. 194, the boundaries of which were amended on December 13, 1966, by way of Resolution No. 196; and

WHEREAS, following the adoption of Resolutions No. 194 and 196, the Port levied an initial multi-year IDD tax levy pursuant to RCW 53.36.100; and

WHEREAS, on March 27, 2019, the Commission of the Port of Port Townsend adopted Resolution No. 698-19 approving the use of a second multi-year IDD levy period of up to twenty years under the authority of RCW 53.36.160; and

WHEREAS, on November 5, 2019, a special election was held in which the voters of Jefferson County ratified Commission Resolution No. 698-19, consistent with the procedures set forth in RCW 53.36.160(2); and

WHEREAS, having complied with all the requirements of the law relating to the adoption of a second multiyear IDD levy period the Commission of the Port of Port Townsend adopted Resolution No. 711-19 which resulted in the commencement of the collection of the IDD tax levy in the year 2020; and

WHEREAS, the Port Commission has met and considered the Port's preliminary budget for the 2024 calendar year; and

WHEREAS, the Port Commission wishes to authorize an IDD tax levy in the amount of \$2,634,289 for collection in 2024, which the same amount authorized for the 2022 and 2023 IDD levy rates;

NOW, THEREFORE, BE IT RESOLVED that pursuant to RCW 53.36.100, the Port Commission hereby authorizes an industrial development district levy in the amount of \$2,634,289 (with a current estimated levy rate of \$0.287 per \$1,000 dollars of assessed value on all taxable property within the Port district) for collection in the year 2024.

ADOPTED this 8th day of November 2023, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

APPROVED AS TO FORM:

Port Attorney

MEETING DATE	October 24, 2023
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Personnel Policy Updates • Amendment to Rules and Regulations Ultralight Operations at the Airport • Port Commission Schedule

DATE: 10/24/2023
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: Personnel Policy Updates

ISSUES

1. Does the Commission desire to modify the proposed draft Drug and Alcohol Policy before I implement it on November 1st?

BACKGROUND

The Commission has delegated authority to the Executive Director to adopt personnel policies. Attached is an updated Drug and Alcohol Policy presented in draft form to provide the Commission with an opportunity to modify or address concerns prior to adoption.

DISCUSSION

The Port's current Drug and Alcohol-Free Workplace Policy (Page 24 of the Handbook) is outdated. Working with our shop stewards, outside legal counsel and senior staff, the attached revised policy was crafted and is ready for adoption.

FISCAL IMPACT

n/a

ATTACHMENTS

1. Drug and Alcohol Policy (updated)

RECOMMENDATIONS

Informational only, unless the Commission desires to provide any feedback or make any modifications.

DRUG AND ALCOHOL POLICY

B.1 Statement of Purpose - The workplace should be free from the risks posed by the use of alcohol and controlled substances in order to protect the safety of employees and the public. The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. Drug and alcohol dependency are illnesses and major health problems. Employees needing help in dealing with such problems are encouraged to use the Port's health insurance plans or employee assistance programs, as appropriate. Conscientious efforts to seek such help and efforts to seek help made in advance of any accident or incident will not jeopardize any employee's job and will not be noted in any personnel record.

This policy applies to all full- and part-time, regular employees; casual, intermittent, or occasional employees; additional conditions apply to those who perform safety sensitive functions (CDL holders).

B.1.1 Definitions

B.1.1.1 Accident: Accident means an incident:

- a) resulting in the death of a human being; or
- b) resulting in bodily injury to a person; or
- c) resulting in one or more vehicles incurring damage (a minimum of \$1,000 to each vehicle)
- d) or causing other property damage as a result of the accident;

For the purposes of this sub-section, accident does not include incidents such as:

- damage occurring as the result of thrown rocks from the normal use of equipment
- damage to unmarked or improperly marked utilities.

B.1.1.2 Blood Alcohol Concentration: or BAC is the amount of alcohol in the bloodstream or on one's breath. BAC is expressed as the weight of ethanol, in grams, in 100 milliliters of blood, or 210 liters of breath. BAC can be measured by breath, blood, or urine tests.

B.1.1.3 Commercial motor vehicle: A motor vehicle or combination of vehicles used in commerce if the motor vehicle:

- 1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- 2) Has a gross vehicle weight rating of 26,001 or more pounds; or
- 3) Is designed to transport 16 or more passengers, including the driver; or
- 4) Is of any size used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded.

B.1.1.4 Driver: Any person who operates a commercial motor vehicle, including but not limited to full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operated contractors who are either employed by or under lease to an employer or who operate a commercial motor vehicle at the direction or with the consent of the Employer.

B.1.1.5 Performing: (a safety-sensitive function). A driver is considered to be performing a safety-sensitive function during periods in which he or she is actually performing, ready to perform, or immediately available to perform any of those on-duty functions (a) through (g) listed in the definition of safety-sensitive function.

B.1.1.6 Safety-sensitive function: Any of those on-duty functions listed below. These functions are duties performed by a holder of a Commercial Driver's License. On-duty time means all time from the time the driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and includes:

- a. All time at a facility waiting to be dispatched, unless the driver has been relieved from duty;
- b. All time inspecting equipment as required by federal regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- c. All time driving;
- d. All time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth;
- e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving receipts for shipments loaded or unloaded.
- f. All time spent performing the driver requirements related to an accident; and
- g. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

B.1.2 Prohibitions

B.1.2.1 Alcohol: With respect to alcohol use, no employee shall:

- a) Report to duty or remain on duty while having an alcohol concentration of 0.04 or higher;
- b) Possess alcohol while on duty;
- c) Use alcohol while performing safety-sensitive functions while performing Port duties;
- d) Within 4 hours after using alcohol;
- e) Use alcohol for 8 hours after an accident, or until he/she undergoes an alcohol test; or
- f) Refuse to submit to a required drug and/or alcohol test.

B.1.2.2 Controlled Substances - An employee is not allowed to possess a controlled substance, or report to duty when he/she uses any controlled substance, except when the use is prescribed by a physician who has advised the employee the substance does not adversely affect the ability to operate a vehicle or machinery.

As used in this policy, prohibited substances include:

- a. **Prohibited Substances**
- 2. Any controlled substance under state or federal law including, but not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the USDA or the USFDA.
- 3. Any prescription or non-prescription drugs misused by an employee. Misuse includes the use of prescription drugs by an employee when used other than as prescribed.
- 4. As used in this policy, alcohol includes any beverage or mixture, including any medication, containing alcohol.
- 5. The appropriate use of legally prescribed or non-prescription drugs is not prohibited. However, the use of any substance which carries a warning label indicating that mental functioning, motor

skills, or judgment will be adversely affected MUST be reported to supervisory personnel prior to beginning work. It is the responsibility of employees to remove themselves from service if they are experiencing any adverse effects from medication.

b. Effects of prohibited substances

Many substances can impair driving, including alcohol, some over-the-counter and prescription drugs, and illegal drugs. Driving while impaired by alcohol or drugs, either legal or illegal, poses a significant threat to public safety. Substance use can impair perception, cognition, attention, balance, coordination, and other brain functions necessary for safe driving. Driving while impaired by drugs or alcohol has been linked to reckless driving, car crashes, and fatal accidents.

- Alcohol, marijuana, and other drugs can impair the ability to drive because they affect vision, coordination, and emotions, aggressiveness, judgment, and reaction times. These substances can cause erratic behavior, impaired signal detection, and altered reality.
- Cocaine and amphetamines can create a false sense alertness and potential hallucinations, paranoia, and mood swings, These substances can make drivers more aggressive, risky, and reckless.
- Some prescription and over-the-counter medicines such as cold and allergy medicines, sleep aids, may cause extreme drowsiness, nausea, blurred vision, dizziness, and other side effects. Read and follow all warning labels before driving and note that warnings against “operating heavy machinery” include driving a vehicle. If your physician prescribes you a medication, be sure they know you drive with a CDL for a living and verify the prescription will not impair your ability to drive safely or legally.
- Using two or more drugs at the same time, including alcohol, can amplify the impairing effects of each drug a person has consumed.
- The hangover effect of drugs and alcohol can also cause fatigue, depression, tiredness, and inattentiveness.

Impaired drivers can’t accurately assess their own impairment – which is why no one should drive after using any impairing substances. Remember: If you feel differently, you drive differently.

B.1.3 Required Alcohol and Controlled Substances Tests - Employees will be tested for alcohol and/or controlled substances use under the following circumstances:

B.1.3.1 Pre-employment: Prior to the first time an employee performs a “safety sensitive” (CDL) function, the individual must undergo testing.

B.1.3.2 Post-accident: Following an incident that meets the definition of an accident as used in B1.1.1 above, each surviving driver (CDL or non-CDL holder), Travelift Operator, ground guide (CDL or non-CDL holder), or any other employee involved in the accident will submit to a post-accident test.

B.1.3.3 Reasonable Suspicion (applicable to all employees):

- a) Employer representatives may direct an employee to submit to an alcohol and/or controlled substances test when that supervisor has reasonable suspicion to believe an employee has violated any of the prohibitions in the Prohibition section above, or appears to be under the influence of drugs and/or alcohol. The belief must be based on specific, contemporaneous, articulable observations made by two or more employer representatives

making the reasonable suspicion determination concerning the appearance, behavior, speech, or body odors of the employee.

b) Document reasonable suspicion: Designated employer representatives' recommendations to test employees will be in writing and describe the behavior and circumstances observed by that employer representative that is the basis for recommending that an employee be tested. The record of facts and observations will be made as soon as is practical and without delaying the testing process. The record will include a description of the factors such as the employee's appearance, behavior, speech, and witnesses to these factors.

B.1.3.4 Return-to-duty: An employee who has violated a prohibition in the Prohibition section must undergo a return-to-duty alcohol test with a result of under 0.02 before returning to duty if the violation was for alcohol; and/or must undergo a controlled substances test with a result indicating a negative result if the violation was for controlled substances use.

B.1.3.5 Follow-up testing: An employee who has been identified as needing assistance in resolving problems associated with alcohol ~~misuse~~ or controlled substance(s) misuse is subject to follow-up testing. Follow-up testing consists of at least six unannounced tests in the first 12 months following the employee's return to duty. Additional testing during the initial 12-month period or additional testing during a period as long as 60 months may be required by a substance abuse professional.

B.1.4 Alcohol Testing Procedures: All alcohol tests, except for post-accident tests, shall be conducted by a breath alcohol technician (BAT) using an evidential breath testing device (EBT) that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on its Conforming Products List of Evidential Breath Measurement Devices For post-accident tests, alcohol tests may be conducted using an evidential breath testing device as described above or by a blood test. The Port will use a third-party testing company/occupational medicine provider for testing.

B.1.5 Controlled Substances Testing Procedures:

B.1.5.1 Tests for controlled substances shall be conducted only by urinalysis, except for post-accident tests, and shall be performed by a laboratory certified by the Department of Health and Human Services (DHHS) to conduct such testing. For post-accident tests, tests for controlled substances may be conducted by urinalysis or by a blood test.

B.1.5.2 Specimens will only be tested for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

B.1.5.3 Urination will not be observed except as required by federal regulations. When visual observation is required, the observer shall be of the same sex as the employee.

B.1.5.4 The Employer shall pay for all controlled substances testing, except re-testing of the split sample requested by an employee unless the second test invalidates the original test.

B.1.5.5 The Employer shall not require an employee to inform the Employer of any over-the-counter medication or other therapeutic drug use except when the use of a controlled substance is prescribed by a physician who has advised the employee that the substance may adversely affect the employee's ability to operate a vehicle or other machinery. At the collection site, the employee may, though it is not required, list any medications they are taking only on the back of the employee copy of the chain-of custody form to serve as a memory aid.

B.1.5.6 Prior to making a final decision to verify or report a positive test result, the medical review officer (MRO) shall give the employee an opportunity to discuss the test results. If the MRO determines

there is a legitimate medical explanation for the positive test result, he or she shall take no further action and report the test result as negative.

B.1.6 Pay-status - Employees shall be paid for all time pertaining to the administration of alcohol and controlled substances tests, including overtime. All time used by employees under this section will be considered time worked for purposes of wages, overtime, seniority, and other benefits.

B.1.7 Referral, Evaluation and Treatment:

B.1.7.1 Any employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40 will be evaluated by a Substance Abuse Professional (SAP). A SAP is a licensed physical psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

Assessment by a SAP does not shield an employee from disciplinary action or reinstatement with the Port. The Executive Director shall determine the penalty for performance-based infractions and violation of policy provisions. Depending on the circumstances a last-chance agreement, demotion, termination, or other disciplinary action may be taken.

If an employee is allowed to return to duty, he/she must properly follow the rehabilitation program prescribed by the SAP, the employee must pass return-to-duty drug and alcohol tests and be subject to unannounced follow-up tests for a period of one to five years. The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

B.1.7.2 Selection of SAP: The SAP shall meet the qualifications established in federal regulations.

B.1.7.3 Rehabilitation: Rehabilitation programs will be available through established health insurance programs.

a) **Continuation of Pay:** A leave of absence shall be allowed for treatment on an in-patient or out-patient basis. Employees participating in rehabilitation programs shall be entitled to use their accumulated vacation, holiday, and other accrued leave time.

b) **Return to non-safety-sensitive duties:** The Employer may make reasonable efforts to re-assign employees who are participating in an out-patient rehabilitation program to duties within their job description which do not require the performance of safety-sensitive functions, or to another position for which he/she is qualified that does not require the performance of safety-sensitive functions.

B.1.8 Consequences for Employees:

B.1.8.1 The Employer may take appropriate disciplinary action up to and including termination against employees for a violation of the prohibitions listed in the Prohibition section. Depending on the circumstances, the employee may be placed on a "last-chance agreement" which in addition to disciplinary action will set forth the conditions of employment.

B.1.8.2 An employee who has tested positive for alcohol (0.04 or greater), or controlled substances, and is consequently prohibited from performing a safety-sensitive function shall be given a verbal explanation of the charges and the factual basis prior to being removed from the safety-sensitive

function. Said employee shall be placed in Suspension with Pay status pending the completion of the investigation.

B.1.8.3 No employee shall refuse to take a directed alcohol or drug test or to provide urine. If the employee should refuse to take an alcohol test, there will be a presumption that the employee has a positive reading of 0.04 or greater alcohol concentration. If the employee should refuse to take a drug test or to provide urine, there shall be a presumption that the employee tests positive for one of the five controlled substances. Any employee refusing to take a drug and alcohol test will be subject to termination.

Providing False Information and/or Attempting to Contaminate or Alter a Urine Specimen: Any employee providing false information about a urine specimen and/or attempting to contaminate a urine specimen will be subject to termination.

Refusal or Failure to Comply with Treatment Recommendations: Any employee refusing or failing to comply with treatment and after-care recommendations will be subject to termination.

B.1.8.4 An employee who receives an alcohol reading in the 0.02 to 0.039 range shall be retested at 15 minute intervals thereafter.

An employee who receives a final alcohol reading in the 0.02 to 0.039 range, shall be assigned to a non-safety sensitive position for the duration of the shift, as available.

B.1.9 Call-in Procedure - With the exception of employees on call, employees who are called in to work outside of their regularly scheduled hours shall be provided the opportunity to acknowledge they have consumed alcohol within the previous four hours or have reason to believe that their alcohol concentration level would be 0.02 or greater. These employees will not be required to submit to an alcohol test, be subject to disciplinary action, or be assigned to perform a safety-sensitive function.

B.1.10 Union Representation - The Employer shall afford employees the right to union representation, if requested, whenever an employee is directed to submit to an alcohol or controlled substances test. All discipline stemming from this policy is subject to the grievance and arbitration procedures in the collective bargaining agreement.

Employee Assistance Programs

Represented Port employees have access through their healthcare coverage, to an Employee Assistance Program (EAP) which includes assistance with confidential counseling, legal support, financial information, work-life resources, etc. Non-represented employees do not have this broad benefit included in their healthcare coverage; however, non-represented employees do have access to assistance with alcohol and drug abuse counseling and rehabilitation through that healthcare coverage.

FOR EMPLOYEES COVERED BY FEDERAL ALCOHOL AND CONTROLLED SUBSTANCES REGULATIONS

B.2 Statement of Purpose: - The provisions of this section are intended to comply with the Omnibus Transportation Employees Testing Act of 1991 (the Act) and relevant Department of Transportation regulations, including those of the Federal Highway Administration (FHA). This section does not apply to non-CDL holders, but rather only to employees who perform Safety Sensitive Functions (CDL holders).

B.2.1 Required Random Alcohol and Controlled Substance Tests: In addition to the circumstances described in section B.1.3 above, drivers covered by federal alcohol and controlled substances testing regulations will be tested for alcohol and/or controlled substances use on a random basis as follows:

B.2.1.1 a) Rate of testing: The employer will conduct random alcohol and

controlled substances testing of covered employees as a participant in the Association of Washington Cities' Consortium. The AWC will determine the rate of testing in accordance with law.

b) Selection method: The selection of drivers shall be determined by a random number table of a computer-based random number generator that is matched with a driver's unique identification number. Each driver shall have an equal chance of being tested each time the selections are made. The dates for random testing will also be selected on a random basis.

c) Restrictions on random alcohol testing: A driver shall only be randomly tested for alcohol while the driver is performing safety-sensitive functions (items a. through g. defined in the Definition section above), just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

d) Application to drivers on leave: When drivers are off work due to long-term lay-offs, illnesses, injuries or vacations, the Employer will skip that employee and select the next person appearing on the list of individuals selected at random. The Employer shall not notify any driver to submit to a test while the driver is off work due to these extended leave periods.

B.2.2 Notice Requirements:

B.2.2.1 For each employee covered by federal alcohol and controlled substances testing regulations, the Employer shall provide detailed educational materials to each covered employee that explains federal regulations and the Employer's policies. At a minimum, the materials shall include:

- a) The categories of drivers who are subject to these regulations;
- b) Information about safety sensitive functions to make clear what period of the work day the driver is required to be in compliance;
- c) Specific information on conduct that is prohibited;
- d) The circumstances under which an employee may be tested for alcohol and/or controlled substances;
- e) The procedures that will be used to test for the presence of alcohol or controlled substances;
- f) The requirement that a driver submit to a test;
- g) An explanation of what constitutes a refusal to submit to a test;
- h) The consequences for drivers found to have violated a prohibition in this policy; including the requirement that the driver be immediately removed from safety sensitive functions;
- i) The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04;
- j) Information on the effects of alcohol and controlled substances;
- k) The person designated by the Employer to be contacted for questions or additional information; and,
- l) The employees' right to representation in relation to alcohol and controlled substances testing under the collective bargaining agreement.

B.2.2.2 The Employer shall ensure that each covered employee is informed of these requirements and that the Employer retains a statement signed by each covered employee that he or she has received a copy of the materials described in this section.

ACKNOWLEDGMENT OF RECEIPT

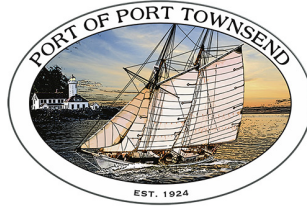
I, _____ acknowledge receipt of the Port of Port Townsend's Drug & Alcohol Abuse Policy.

I understand that I am responsible for reading and abiding by the policies contained in the Drug and Alcohol Abuse Policy. I further understand that failure to abide by those policies will be grounds for discipline, up to and including discharge.

Signature of Employee

Date

Print Name



AMENDMENT TO PORT RULES & REGULATIONS

ISSUED BY: Eron Berg, Executive Director

DATED: October 16, 2023

EFFECTIVE: Immediately

SUMMARY: This amendment updates rules for ultralight operations at the airport, when the aircraft is landing on foot (e.g., paramotors), to avoid potential collisions.

RULE:

10.02.060 Ultralight Vehicle operation regulations

A. *General Rules.* No person, FBO, group or association shall operate any ultralight on the airport without being licensed by one of the three licensing agents recognized by the FAA, which are as follows: the United States Ultralight Association (USUA); the Associated Sports Connection (ASC); and the Experimental Aviation Association (EAA).

B. *Hours of Operations.* No person may operate an ultralight vehicle within the airport except between the hours of sunrise and sunset. Ultralight operations shall be conducted during VFR weather conditions which require a minimum of three (3) miles visibility and a minimum ceiling of 1000 feet AGL.

C. *Communications/UNICOM.* The operator of an ultralight vehicle is encouraged to install and use a functioning VHF radio, monitor and communicate on frequency 123.0 MHz his/her intentions prior to arriving or departing the Airport.

D. *Landing and Takeoff Area.* Wheeled uUltralights are to operate on the runway (08/2009/27) in use by conventionally certified aircraft and should use no more than half of the active runway when landing and taking off. When ultralight and certified aircraft are jointly using a runway, ultralight pilots must pay particular attention to safely timing operations in respect to traffic. Ultralight aircraft that are landed on the pilot's feet may land in the grassy area where the AWOS is located, when otherwise not in use. This is the field south of the airport ramp.

E. *Right-of-Way.* Each person operating an ultralight vehicle shall maintain vigilance to see and avoid ultralights and all other aircraft and shall yield the right of way to all other aircraft. No

person may operate an ultralight vehicle in a manner that creates a collision hazard with respect to any aircraft.

F. *Traffic Pattern and Rules.* The ultralight traffic pattern [for landing on the runway](#) shall be 510 feet MSL (400 hundred feet AGL), remain south of the runway, entering and departing the pattern at mid-field to and from the south. Ultralights will use a right-hand pattern for [08-09](#) and a left-hand pattern for [2627](#). [For ultralight aircraft approaching from the south, and landing on the midfield grass, maintain 510' altitude and fly a base leg directly over the threshold of the landing main runway. Proceed from that base leg to the grass landing area starting your descent after well clear of the main runway. For ultralight aircraft approaching from the north and landing on the midfield grass, fly a north pattern at 510' MSL in the same direction as the GA aircraft on the other side of the field. See Exhibit A for details.](#) The airport manager shall have the right to change, alter, or adjust the ultralight traffic pattern to insure safety and minimum impact in respect to noise and to foster good relationships with persons living near the airport.

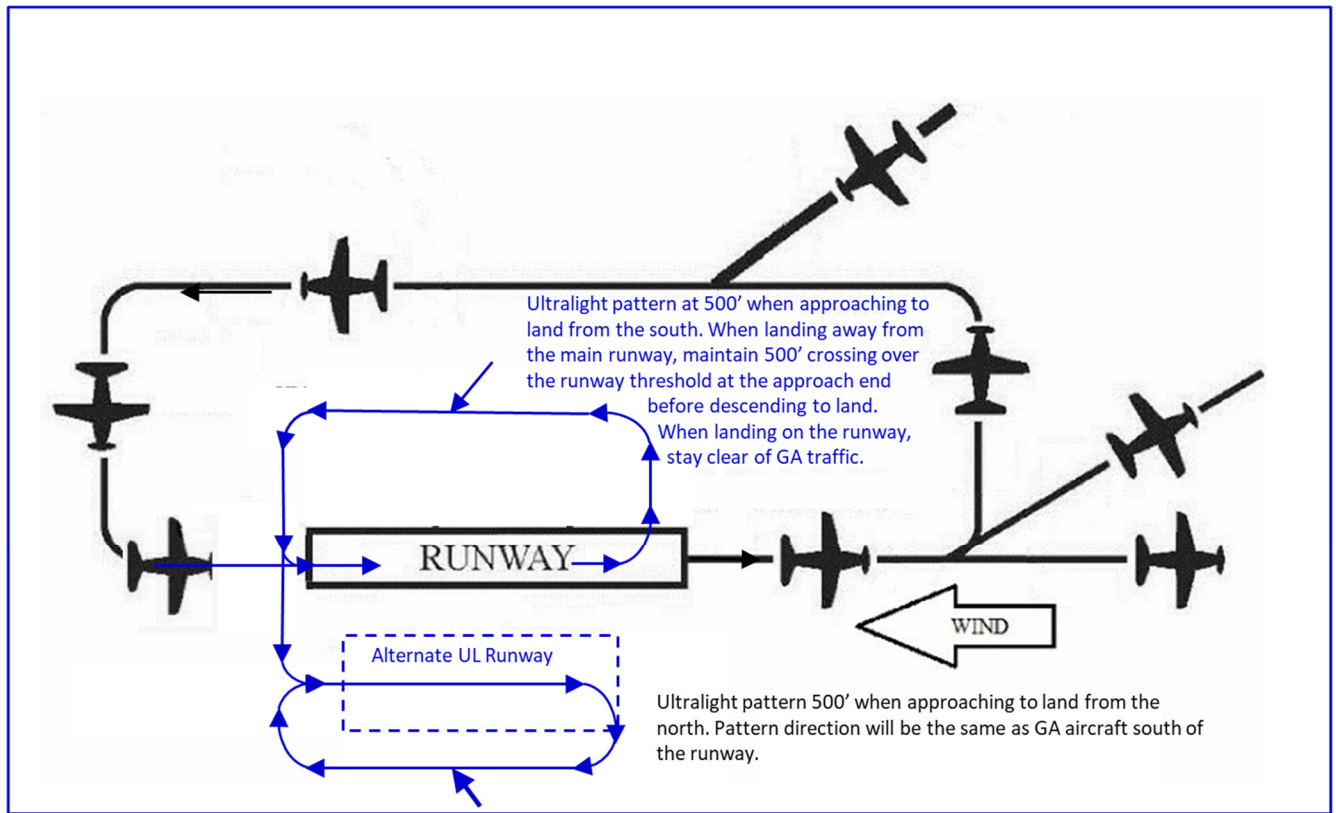
G. *Suspension of Operations.* The Airport Manager may suspend or restrict any or all operations at the airport for reasons of safety or adverse weather conditions whenever such action is deemed necessary by him/her.

H. *Notice to Airmen (NOTAM).* Prior to any event, Fly-in, display or demonstration which has an unusual concentration of ultralight activity a NOTAM shall be [posted](#) with the FAA and the Unicom operator advised. Request for NOTAM by event, fly-in, display or demonstration sponsors shall be made to the airport manager a minimum of one day prior to the function.

I. *Pilot Qualifications/Ability.* Ultralight operators should have in his/her possession a license issued by one of the three licensing agents recognized by the FAA, which are as follows: USUA; ASC; or EAA. Ultralight operators shall have knowledge of appropriate airspace regulations and the airport's operating guidelines as established in the Airman Information Manual. All persons, whether they are FAA certified airmen or not, are responsible for compliance with Federal Air Regulations. The ultralight operator shall be aware of wake turbulence caused by aircraft, helicopters, and wind over both natural and man-made objects on the land (i.e. trees, buildings, etc.). No student ultralight operator may solo without first having approval from a basic flight instructor (BFI) or advanced flight instructor (AFI).

J. *Equipment Qualifications.* All ultralights are suggested to be equipped with the following: a functioning VHF radio; a muffler system in proper working condition; a properly operating and accurate altimeter; and, a properly operating flashing beacon. [Formerly JCIA Rules & Regulations, Part 2, Section 6.]

Exhibit A: Ultralight and GA Patterns at JCIA



Date/Time		Item/Topic	Location	Absent
Wed., Oct. 25 5:30 pm	Meeting	Cancelled/Rescheduled to 10/24/23	Pav	
Oct. 26-27		WPPA Small Ports' Seminar	Campbell's Resort	PP
Wed., Nov. 8 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 9 Port Purchasing and Contracting Commissioner Roundtable Public Comments	Pav	
Wed., Nov. 8 1 pm	Meeting	2 nd Reading/Public Hearing Draft 2024 Operating and Capital Budget, rates, property tax levy and IDD tax levy (and associated Resolutions 801-23, 802-23, 803-23) Resolution 804-23 Amending Comprehensive Scheme of Harbor Improvements WDFW Point Hudson Lease (Tentative) Resolution Designating Applicant Agent for a Sub- Application with the State of Washington Military Department, Emergency Management Division (Building Resilient Infrastructure and Communities Program) Amendment #1 Professional Services Agreement for Mott McDonald Contract Update/Lease Brief	Pav	
Fri., Nov. 10		<i>Holiday – Port Offices Closed</i>		
Wed., Nov. 16 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Tues., Nov. 21 1 pm	Meeting	Adopt 2024 Budget (and rates, resolutions), if not adopted in previous meeting Qtr. 3 IDD Levy report (tentative - may be pushed to 1 st meeting in December) Point Hudson Jetty Project Update Contract Update	Pav	
Thur-Fri. Nov. 23-24		<i>Holiday – Port Offices Closed</i>		
Dec. 6-8		WPPA Annual Meeting	Pav	
Dec. 13 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 10 Transparency and Ethics Commission Roundtable Public Comments	Pav	
Dec. 13 1 pm	Meeting	Point Hudson Jetty Project Update 2024 legislative priorities by Insight Strategies Contract Update/Lease Brief	Pav	

Mon-Tues, Dec. 25-26		<i>Holiday – Port Offices Closed</i>		
Mon., Jan. 1		<i>Holiday – Port Offices Closed</i>		
Wed., Jan. 10 9:30 am	Workshop		Pav	
Wed., Jan. 10 1 pm	Meeting	2024 Organizational Topics (Election of Commission Officers, Committee Assignments, Review Commission Meeting Procedures, Delegation of Management Authority, Commission Annual Retreat Meeting of the Industrial Development Corporation of the Port of Port Townsend (Election of Officers, Minutes approval, review financial statement 2023)	Pav	
Mon., Jan. 15		<i>Holiday – Port Offices Closed</i>		
Wed., Jan 17 Time TBD	Meeting	Short Farm Steering Committee	WSU Kively Center	
Wed., Jan. 24 5:30 pm	Meeting		Pav	
Wed., Feb. 14 9:30 am	Workshop		Pav	
Wed., Feb. 14 1 pm	Meeting		Pav	
Wed., Feb. 21 Time TBD	Meeting	Short Farm Steering Committee	WSU Kively Center	
Wed., Feb. 28 5:30 pm	Meeting		Pav	
Wed., Mar. 13 9:30 am	Workshop		Pav	
Wed., Mar. 13 1 pm	Meeting		Pav	
Wed., Mar. 27 5:30 pm	Meeting		Pav	
Wed., Apr. 10 9:30 am	Workshop		Pav	
Wed., Apr. 10 1 pm	Meeting		Pav	

Wed., Apr.17/18 Times TBD	Meeting	Short Farm Steering Committee	WSU Kively Center	
Wed., Apr. 24 5:30 pm	Meeting		Pav	
Wed., May 8 9:30 am	Workshop		Pav	
Wed., Mar. 8 1 pm	Meeting		Pav	
Wed., May 14 Time TBD	Meeting	Short Farm Steering Committee	WSU Kively Center	
Wed., May 22 5:30 pm	Meeting		Pav	
Wed., May 29 Time TBD	Meeting	Short Farm Steering Committee	WSU Kively Center	
Wed., June 5	Meeting	Short Farm Steering Committee		
Wed., Jun. 12 9:30 am	Workshop		Pav	
Wed., Jun. 12 1 pm	Meeting		Pav	
Wed., June 19 Time TBD	Meeting	Short Farm U of W Student Presentation	TriArea or WSU Kively Center	
Wed., June 26 5:30 pm	Meeting		Pav	
Wed., Jul. 10 9:30 am	Workshop	Short Farm		
Wed., Jul. 10 1 pm	Meeting		Pav	
Wed., Aug. 14 9:30 am	Workshop		Pav	
Wed., Aug. 14 1 pm	Meeting		Pav	

Wed., Aug. 28 5:30 pm	Meeting	Cancelled		
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