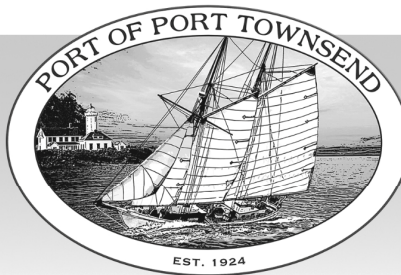


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**Commission Meeting  
1<sup>st</sup> Monthly Meeting Agenda  
November 8, 2023, 1:00 p.m.**

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

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
  - A. Approval of Business Meeting Minutes from October 24, 2023 ..... 3-6
  - B. Approval & Ratification of Warrants ..... 7-17
  - C. Resolution 803-23 Authorizing Sale of Vessels (Life's Dream, Wendy, and Silver Linings) and Rescinding 798-23 ..... 18-21
  - D. Resolution 805-23 Authorizing Executive Director to file a Sub-Application for a Building Resilient Infrastructure and Communities Program Grant with the State Military Department and Emergency Management Division for the Sea-Level Rise Project with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)..... 22-24
  - E. Authorize Executive Director to Execute Amendment #1 to Professional Engineering Service During Construction Agreement for the Point Hudson Breakwater Replacement Project with Mott MacDonald for \$44,210..... 25-31
  - F. Resolution 806-23 Authorizing Application for PIF Grant for Design/Engineering Phase of JCIA Eco Industrial Park ..... 32-42
- V. Continued Public Hearing Draft 2024 Operating & Capital Budget, rates, property tax levy and IDD tax levy ..... 43-111
  - A. 2024 Rate Cards
  - B. Resolution 802-23 establishing the 2024 Operating and Capital Budgets
  - C. Resolution 800-23 fixing the amount of general property tax to be levied for collection in the year 2024
  - D. Resolution 801-23 fixing the amount of IDD tax to be levied for collection in the year 2024
- VI. Public Hearing on Resolution 804-23 Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Acquisition of the Short's Family Farm and the Capital Projects Described in the 2024 Operating & Capital Budget..... 112-114

- VII. First Reading – none
- VIII. Second Reading
- IX. Regular Business
  - A. Quarter 3, 2023 IDD Levy Project Funding Report..... 115-118
  - B. Point Hudson Jetty Project Update .....
  - C. Jefferson County International Airport (JCIA) A3 Taxiway Connector Project Update .....
- X. Staff Comments
- XI. Commissioner Comments
- XII. Next Public Workshop and Regular Business Meeting:
  - Thursday, November 16, 2023 at Pavilion Building and via Zoom Intergovernmental Collaborative Group (ICG)
  - Tuesday, November 21, 2023 at Pavilion Building and via Zoom with Regular Business Meeting at 1:00 p.m.
- XIII. Executive Session – RCW 42.30.110(1)(i) Discussion with legal counsel about current or potential litigation.

Action is possible following the executive session

XIV. Adjournment

Informational Items

- Contract Update/Lease Brief ..... 119-127
- City Partnership Letter ..... 128
- Commission Meeting Schedule ..... 129-131

## PORT COMMISSION SPECIAL BUSINESS MEETING – Wednesday, October 24, 2023

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

Present: Commissioners Hasse, Hanke (via Zoom joined at 5:37 p.m.), and Petranek  
 Executive Director Berg  
 Director of Finance and Administration Berg  
 Director of Capital Projects & Port Engineer Klontz  
 Port Recorder Sanders  
 Via Zoom: Attorney Seth Woolsen

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:01:00)

Commissioner Petranek called the meeting to order at 5:30 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:43)

**Agenda was approved as amended by unanimous consent.**

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

Eric Taylor commented on the contractor's good work so far on the taxiway project.

Steve Emley commented on the airport lease rates and with concerns about the increased cost for pilots maintaining aircraft.

Kit Kittredge of Quilcene made comments in favor of predictable and affordable rates.

Commissioner Hanke joined the meeting via Zoom at 5:37 p.m.

IV. CONSENT AGENDA (Rec. 00:10:29)

A. Approval of Workshop and Regular Business Meeting Minutes from October 11, 2023

B. Approval & Ratification of Warrants

Warrant #067559 through #067561 and electronic payment in the amount of \$120,522.63

Warrant #067562 in the amount of \$1,225.33

Warrant #067563 in the amount of \$241,755.14

Electronic Debit in the amount of \$37,457.72

Electronic Debit in the amount of \$4,701.96

Electronic Debit in the amount of \$4,385.71

Electronic Debit in the amount of \$13,454.19

C. Appointment of Connie Anderson as Port Auditor effective January 1, 2024

**The Consent Agenda was approved as written by unanimous consent.**

V. PUBLIC HEARING (Rec. 00:11:27)

Commissioner Petranek opened and reviewed the procedures for the public hearing.

A. 2024 Rates (rate cards)

B. Resolution 802-23 establishing the 2024 Operating and Capital Budgets

- C. Resolution 800-23 fixing the amount of general property tax to be levied for collection in the year 2024
- D. Resolution 801-23 fixing the amount of IDD tax to be levied for collection in the year 2024

Director of Finance and Administration Abigail Berg presented an overview of the third draft of the 2024 budget reviewing the budget assumptions noting changes made from the second to third draft. There were questions and discussion about memorandum pg. 25, item 2 under the Capital Project budget where rather than list specific small capital projects that may total \$100,000, the projects would fall under the Executive Director's delegated purchasing authority. Under Port rates (pg. 26), Staff requested input on either enforcing its rule of placing a 25% premium on Boat Haven moorage rates for businesses or changing the rules to reflect current practice; the same applies to Point Hudson. There was no Commission objection to Eron Berg promulgating an amendment to Commission rules to conform to current practice. The next iteration of the budget would reflect a 5% increase for Northwest Administrative healthcare coverage. Staff then reviewed the organizational staffing changes (skiff operator for the pump out boat and a financial analyst) for which an organizational chart amendment would be made.

Executive Director Eron Berg reviewed the detailed memorandum on analysis of the prevailing ground lease rate at JCIA and how the rates are applied.

Public Testimony (Rec. 01:00:00)

Eric Taylor spoke in favor of lowering the prevailing ground lease rate at JCIA to \$0.065 cents a square foot as well as a desire for standard lease rate.

Public testimony was closed (Rec: 01:07:00).

Commission Deliberation (Rec: 01:07:15): There was interest in improved marketability through selling more hangar sites and developing an eco-industrial park. Regarding rates, ideas were to do a ten-year average versus the roller coaster CPI rates or split the difference between the pilots' recommended \$0.065 cents a square foot and the Director's proposed increase of \$.073 to \$0.07 cents. Aside from the budget process, the Port might rewrite leases and set rate terms in January to be more equitable. There was Commission recognition of the negative net operating income at the airport. Staff agreed to return at the next meeting with a prevailing ground lease rate of \$0.07 cents per square foot. In addition, there was interest in reviewing lease rate terms for consistency and yet some disagreement with a 3% fixed increase versus applying CPI.

Commissioners reopened public testimony (Rec: 01:50:00)

Eric Taylor spoke about concerns with the airport tenants paying all expenses of the airport and asked the Commission to freeze rates if there is no agreement to lower them.

Commissioners Deliberation (Rec 01:29:00)

Discussion centered on diverging opinions about asking airport lease tenants to pay an increase of roughly 9% compared with holding permanent moorage rates to a 3% increase. A suggestion was to consider a lower increase or freezing the CPI for 20 to 30 foot slips for



these typically are entry level or newer boat owners. There was some comfort with an increase of 4.6% and concerns about revenues not keeping pace with increased spending. Another concern was the Port adding a permanent position with temporary IDD project funding. Overall, even though we're spending more due to inflation, there was also recognition that we are doing a lot now with the various capital projects and seeking funding for these projects, much of which becomes an operating expense until the project is developed to a point of being eligible for grant funding.

Staff noted that net operating income is still healthy and available for reinvestment, even when there is no control over insurance costs and facilities and operational expenses. There was some discussion about the decision to add \$0.01 cent a square foot per year to airport lease rates over the last few years. No other budget changes were requested to be made, and the budget hearing continues to November 8.

VI. SECOND READING ~ none (Rec. 01:43:55)

VII. FIRST READING ~ none (Rec. 01:43:55)

VIII. REGULAR BUSINESS (Rec. 01:53:07)

A. Point Hudson Jetty Project Update

Director of Capital Projects & Port Engineer Klontz showed photos of the breakwater demolition which is about 90% complete. Some piling stubs have been difficult to remove. In two weeks, the beginning of piling construction would begin on the marina side adjacent to the Northwest Maritime Center.

B. Jefferson County International Airport (JCIA) A3 Taxiway Connector Project Update

Director of Capital Projects & Port Engineer Klontz showed photos and reported the laying of the foundation material for the taxiway. Temporary piping will improve drainage and he showed excavating to set the grade. So that the pilot community can have access to the runway in the daytime, the project will soon switch to night work.

IX. STAFF COMMENTS (Rec. 02:02:05)

Executive Director Berg, WPPA attendance at Small Ports Conference will be cancelled due to snow over the pass. Registration for the annual conference in Vancouver, WA is now open.

Director of Capital Projects & Port Engineer Klontz commented on the great facilities work on the new moorage office with move in scheduled for mid-November.

Administrative Assistant Joanna Sanders noted the calendar of upcoming meetings is included in each Commissioner's packet and reflects events where a quorum of the Commission is expected.

X. COMMISSIONER COMMENTS (Rec. 02:04:05)

Commissioner Hanke commented on the exciting capital projects in the jetty and taxiway improvements.

Commissioner Hasse commented on her appreciation of staff's investment in time to help her understand the budget. The new moorage office is also a great improvement.

Commissioner Petranek noted the November 16 Intergovernmental Collaborative Group meeting with the Port taking the lead on the agenda. The Recompete grant package did not contain an ICG letter of support for the projects.

XI. Next Public Workshop & Regular Business Meeting (Rec. 02:10:00):

Workshop: Wednesday, November 8, 2023 at 9:30 a.m. Regular Business Meeting: Wednesday, November 8, 2023 at 1:00 p.m. at the Pavilion Building & via Zoom.

XII. EXECUTIVE SESSION (Rec. 02:10:40)

At 7:43 p.m., the Commission went into Executive Session for ten minutes pursuant to RCW42.30.110(i) on discussion with legal counsel about current and potential litigation.

At 7:55 p.m., the Commission returned to open session. No action was taken.

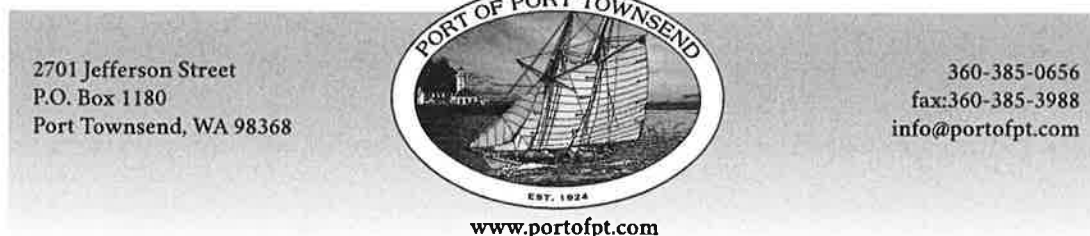
XIII. ADJOURNMENT (Rec. 02:10:45): meeting adjourned at 7:57 p.m., there being no further business before the Commission.

ATTEST:

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

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

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



## **WARRANT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the material has been furnished, the labor performed and the services provided, as described herein, and that this claim is a just and unpaid obligation of the Port of Port Townsend, and that this claim, in Warrant No. **067613** in the amount of **\$48.96** is declared **void** on this on this **8th** day of **November, 2023**.

For: **Accounts Payable**

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Commissioner Pam Petranek

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Commissioner Carol Hasse

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Commissioner Pete W. Hanke

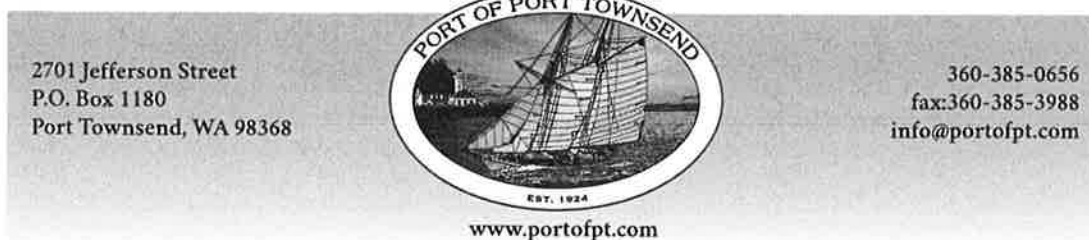
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S. Abigail Berg, Director of Finance  
And Administration

Port of Port Townsend (PTA)

Bank: W WARRANTS PAYABLE

| Check Number/<br>Invoice Number                        | Check Date<br>Invoice Date | Vendor Number<br>Invoice Amount      | Discount | Distribution<br>Amount | Check Amount |
|--|----------------------------|--------------------------------------|----------|------------------------|--------------|
| 0000067813   | REV 10/23/2023             | JC1002                               |          |                        | 48.96-       |
| Check Comment: Should have been made out to City of PT |                            |                                      |          |                        |              |
| CK000006781301   |                            |                                      |          |                        |              |
|  | 10/23/2023                 | 48.96-                               | 0.00     |                        |              |
| G/L Account:   | 168-0083-00                | WIP - RECONSTRUCT OLD COAST GRD BLDG |          | 48.96-                 |              |
|  | Bank W Total:              | 48.96-                               | 0.00     | 48.96-                 | 48.96-       |
|  | Report Total:              | 48.96-                               | 0.00     | 48.96-                 | 48.96-       |



## **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 067614 generated on October 23rd, 2023 in the amount of \$48.96 is ratified.

**Signed and Authenticated** on this 8th day of November, 2023.

For: **Accounts Payable**

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

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

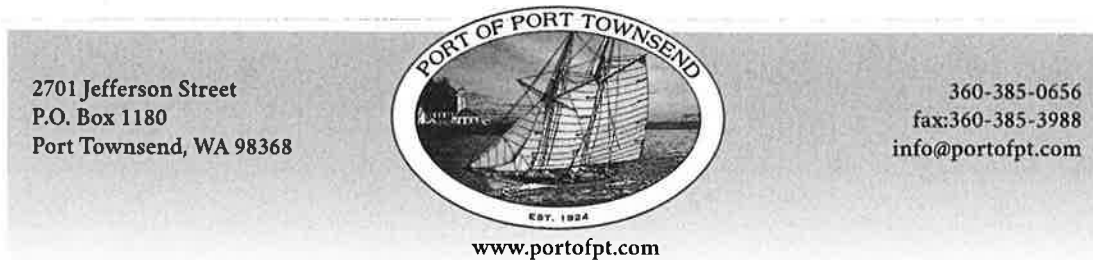
\_\_\_\_\_  
Commissioner Pete W. Hanke

\_\_\_\_\_  
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 |
| 0000067614                      | 10/23/2023 | CIT010 | City of Port Townsend |              |                |                  |                |
|                                 |            |        | 10/23/2023            | 10/23/2023   | 48.96          | 0.00             | 48.96          |
| <b>Report Total</b>             |            |        |                       |              | <u>48.96</u>   | <u>0.00</u>      | <u>48.96</u>   |

Check Entry Number: 001



## **WARRANT/ELECTRONIC PAYMENT APPROVAL**

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 067615 through No. 067619 generated on November 1, 2023 in the amount of \$35,962.26 and Electronic Payment in the amount of \$218,784.29, for a total amount of \$254,746.55 is **ratified.**

**Signed and Authenticated** on this 8th day of November, 2023.

For: **Payroll and Benefits**

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

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

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

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

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Port Townsend, WA 98368



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## **WARRANT APPROVAL**

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 067620 through No. 067686, are approved for payment in the amount of \$93,487.89 on this 8th day of November, 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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| 0000067620                      | 11/8/2023  | A1C050 | A-1 Coupling                                  |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | K37624-001                                    | 10/25/2023   | 137.45         | 0.00             | 137.45                  |
| 0000067621                      | 11/8/2023  | ADL050 | Ironclad Environmental                        |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 207985-0005                                   | 10/20/2023   | 2,139.58       | 0.00             | 2,139.58                |
| 0000067622                      | 11/8/2023  | AND010 | Carol Anderson                                |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | REFUND 11/3/22                                | 11/8/2023    | 64.00          | 0.00             | 64.00                   |
| 0000067623                      | 11/8/2023  | ARR010 | Arrow Lumber Port Townsend                    |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/28/23 STATEMENT                            | 10/28/2023   | 1,938.52       | 0.00             | 1,938.52                |
| 0000067624                      | 11/8/2023  | BER010 | William Berninger                             |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/2023 EXPENSE                               | 11/1/2023    | 33.54          | 0.00             | 33.54                   |
| 0000067625                      | 11/8/2023  | CAR001 | Carl's Building Supply                        |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/31/23 STATEMENT                            | 10/31/2023   | 5,423.26       | 0.00             | 5,423.26                |
| 0000067626                      | 11/8/2023  | CED005 | CED   |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 5948-1043304                                  | 10/18/2023   | 52.37          | 0.00             | 52.37                   |
|                                 |            |        | 5948-1044265                                  | 10/25/2023   | 274.91         | 0.00             | 274.91                  |
| Check 0000067626 Total:         |            |        |   |              | 327.28         | 0.00             | 327.28                  |
| 0000067627                      | 11/8/2023  | CER040 | Certified Laboratories                        |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 8399911                                       | 9/22/2023    | 721.99         | 0.00             | 721.99                  |
| 0000067628                      | 11/8/2023  | CHA070 | Scott Chaplin                                 |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | REFUND 10/13/23                               | 10/13/2023   | 35.36          | 0.00             | 35.36                   |
| 0000067629                      | 11/8/2023  | CHM030 | CSD Attorneys at Law                          |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 9/2023 STATEMENT                              | 10/20/2023   | 1,440.00       | 0.00             | 1,440.00                |
| 0000067630                      | 11/8/2023  | CIN020 | Cintas  |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 5179967583                                    | 10/16/2023   | 68.91          | 0.00             | 68.91                   |
| 0000067631                      | 11/8/2023  | CIT001 | City Of Port Townsend                         |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/18/23 FINAL BILL                           | 10/18/2023   | 30.00          | 0.00             | 30.00                   |
| 0000067632                      | 11/8/2023  | COA050 | Mott MacDonald                                |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 107620-12                                     | 10/13/2023   | 10,725.00      | 0.00             | 10,725.00               |
| 0000067633                      | 11/8/2023  | COO050 | Cooper Fuel                                   |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 11/1/23 STATEMENT                             | 11/1/2023    | 2,430.87       | 0.00             | 2,430.87                |
| 0000067634                      | 11/8/2023  | COU035 | Coultas Construction Managment Solutions, LLC |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 23-10P  | 11/1/2023    | 30,375.00      | 0.00             | 30,375.00               |
| 0000067635                      | 11/8/2023  | DLL010 | D L Logos                                     |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 4473  | 10/20/2023   | 20.07          | 0.00             | 20.07                   |
| 0000067636                      | 11/8/2023  | EDE005 | Edensaw Woods, LTD                            |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 0000633927-001                                | 10/19/2023   | 113.43         | 0.00             | 113.43                  |
|                                 |            |        | 0000635233-001                                | 10/31/2023   | 100.35         | 0.00             | 100.35                  |
| Check 0000067636 Total:         |            |        |   |              | 213.78         | 0.00             | 213.78                  |
| 0000067637                      | 11/8/2023  | FAM001 | Ferguson Enterprises #3007                    |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 1990343                                       | 10/23/2023   | 214.25         | 0.00             | 214.25                  |
| 0000067638                      | 11/8/2023  | FAS020 | Fastenal                                      |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | WAPOR95260                                    | 10/18/2023   | 535.80         | 0.00             | 535.80                  |
|                                 |            |        | WAPOR95334                                    | 10/25/2023   | 215.52         | 0.00             | 215.52                  |
|                                 |            |        | WAPOR95337                                    | 10/25/2023   | 212.57         | 0.00             | 212.57                  |
|                                 |            |        | WAPOR95409                                    | 10/31/2023   | 127.01         | 0.00             | 127.01                  |
| Check 0000067638 Total:         |            |        |   |              | 1,090.90       | 0.00             | 1,090.90                |
| 0000067639                      | 11/8/2023  | FER030 | Kristian Ferrero                              |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/2023 EXPENSE                               | 11/1/2023    | 165.58         | 0.00             | 165.58                  |
| 0000067640                      | 11/8/2023  | GRA005 | Grainger                                      |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 9862160828                                    | 10/5/2023    | 5,522.66       | 0.00             | 5,522.66                |

Port of Port Townsend (PTA)

| Bank Code: W - WARRANTS PAYABLE |            |        |                                 |              |                |                                 |
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| Check Number                    | Check Date | Vendor | Invoice Number                  | Invoice Date | Invoice Amount | Discount Applied Payment Amount |
| 0000067641                      | 11/8/2023  | GUA080 | Guardian Security Systems, Inc. |              |                | Check Entry Number: 001         |
|                                 |            |        | 1419217                         | 11/1/2023    | 184.86         | 184.86                          |
|                                 |            |        | 1419218                         | 11/1/2023    | 114.56         | 114.56                          |
|                                 |            |        | 1419219                         | 11/1/2023    | 278.21         | 278.21                          |
|                                 |            |        | 1419220                         | 11/1/2023    | 545.50         | 545.50                          |
|                                 |            |        | 1419221                         | 11/1/2023    | 196.38         | 196.38                          |
|                                 |            |        | 1419222                         | 11/1/2023    | 204.24         | 204.24                          |
| Check 0000067641 Total:         |            |        |                                 |              | 1,523.75       | 0.00 1,523.75                   |
| 0000067642                      | 11/8/2023  | GWA020 | Betty Gwaltney                  |              |                | Check Entry Number: 001         |
|                                 |            |        | REFUND 10/24/23                 | 10/24/2023   | 11.50          | 11.50                           |
| 0000067643                      | 11/8/2023  | HAS020 | Carol Hasse                     |              |                | Check Entry Number: 001         |
|                                 |            |        | 10/2023 EXPENSE                 | 11/1/2023    | 47.42          | 47.42                           |
| 0000067644                      | 11/8/2023  | HEA010 | Amber Heasley                   |              |                | Check Entry Number: 001         |
|                                 |            |        | REFUND 10/30/23                 | 10/30/2023   | 235.68         | 235.68                          |
| 0000067645                      | 11/8/2023  | HEG030 | David Heger                     |              |                | Check Entry Number: 001         |
|                                 |            |        | REFUND 10/24/23                 | 10/24/2023   | 159.99         | 159.99                          |
| 0000067646                      | 11/8/2023  | HEN002 | Henery Hardware                 |              |                | Check Entry Number: 001         |
|                                 |            |        | 462964                          | 10/24/2023   | 43.63          | 43.63                           |
|                                 |            |        | 761420                          | 9/26/2023    | 15.46          | 15.46                           |
|                                 |            |        | 761439                          | 9/26/2023    | 47.28          | 47.28                           |
|                                 |            |        | 761465                          | 9/26/2023    | 10.47          | 10.47                           |
|                                 |            |        | 761491                          | 9/27/2023    | 11.98          | 11.98                           |
|                                 |            |        | 761519                          | 9/27/2023    | 23.96          | 23.96                           |
|                                 |            |        | 761530                          | 9/27/2023    | 30.20          | 30.20                           |
|                                 |            |        | 761617                          | 9/28/2023    | 157.06         | 157.06                          |
|                                 |            |        | 761633                          | 9/29/2023    | 47.98          | 47.98                           |
|                                 |            |        | 761670                          | 9/29/2023    | 242.19         | 242.19                          |
|                                 |            |        | 761696                          | 9/30/2023    | 61.07          | 61.07                           |
|                                 |            |        | 761767                          | 10/2/2023    | 232.32         | 232.32                          |
|                                 |            |        | 761790                          | 10/2/2023    | 35.99          | 35.99                           |
|                                 |            |        | 761808                          | 10/2/2023    | 69.79          | 69.79                           |
|                                 |            |        | 761888                          | 10/3/2023    | 327.29         | 327.29                          |
|                                 |            |        | 761919                          | 10/4/2023    | 44.04          | 44.04                           |
|                                 |            |        | 761940                          | 10/4/2023    | 44.70          | 44.70                           |
|                                 |            |        | 762184                          | 10/9/2023    | 14.82          | 14.82                           |
|                                 |            |        | 762193                          | 10/9/2023    | 12.64          | 12.64                           |
|                                 |            |        | 762208                          | 10/9/2023    | 36.88          | 36.88                           |
|                                 |            |        | 762229                          | 10/10/2023   | 19.63          | 19.63                           |
|                                 |            |        | 762264                          | 10/10/2023   | 100.35         | 100.35                          |
|                                 |            |        | 762272                          | 10/10/2023   | 73.08          | 73.08                           |
|                                 |            |        | 762348                          | 10/12/2023   | 115.78         | 115.78                          |
|                                 |            |        | 762370                          | 10/12/2023   | 48.00          | 48.00                           |
|                                 |            |        | 762553                          | 10/16/2023   | 32.71          | 32.71                           |
|                                 |            |        | 762573                          | 10/16/2023   | 46.90          | 46.90                           |
|                                 |            |        | 762610                          | 10/17/2023   | 51.46          | 51.46                           |
|                                 |            |        | 762657                          | 10/18/2023   | 221.95         | 221.95                          |
|                                 |            |        | 762674                          | 10/18/2023   | 82.87          | 82.87                           |
|                                 |            |        | 762694                          | 10/18/2023   | 41.84          | 41.84                           |
|                                 |            |        | 762699                          | 10/18/2023   | 8.28           | 8.28                            |
|                                 |            |        | 762721                          | 10/19/2023   | 61.07          | 61.07                           |

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 |
|                                 |            |        | 762727                         | 10/19/2023   | 15.64          | 0.00 15.64                      |
|                                 |            |        | 762741                         | 10/19/2023   | 27.68          | 0.00 27.68                      |
|                                 |            |        | 762841                         | 10/20/2023   | 46.88          | 0.00 46.88                      |
|                                 |            |        | 762923                         | 10/23/2023   | 13.06          | 0.00 13.06                      |
|                                 |            |        | 762926                         | 10/23/2023   | 12.20          | 0.00 12.20                      |
|                                 |            |        | 762941                         | 10/23/2023   | 56.91          | 0.00 56.91                      |
|                                 |            |        | 762960                         | 10/24/2023   | 104.68         | 0.00 104.68                     |
|                                 |            |        | 763020                         | 10/24/2023   | 50.75          | 0.00 50.75                      |
|                                 |            |        | 763030                         | 10/24/2023   | 89.87          | 0.00 89.87                      |
|                                 |            |        | 763051                         | 10/25/2023   | 52.28          | 0.00 52.28                      |
|                                 |            |        | 763063                         | 10/25/2023   | 40.98          | 0.00 40.98                      |
|                                 |            |        | 763089                         | 10/25/2023   | 220.58         | 0.00 220.58                     |
|                                 |            |        | <b>Check 0000067646 Total:</b> |              | 3,023.04       | 0.00 3,023.04                   |
| 0000067647                      | 11/8/2023  | HOL080 | Holms Heritage Painting        |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 630263                         | 11/8/2023    | 1,636.50       | 0.00 1,636.50                   |
| 0000067648                      | 11/8/2023  | HRA030 | HRA VEBA Trust                 |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | YA20407 KF 11/23               | 11/8/2023    | 852.72         | 0.00 852.72                     |
|                                 |            |        | YA20407 BB 11/23               | 11/8/2023    | 812.42         | 0.00 812.42                     |
|                                 |            |        | <b>Check 0000067648 Total:</b> |              | 1,665.14       | 0.00 1,665.14                   |
| 0000067649                      | 11/8/2023  | JAM040 | Jamestown Networks             |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 10229                          | 11/1/2023    | 530.00         | 0.00 530.00                     |
| 0000067650                      | 11/8/2023  | JOH080 | Aron & Anneliese Johnson       |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | REFUND 10/24/23                | 10/24/2023   | 409.25         | 0.00 409.25                     |
| 0000067651                      | 11/8/2023  | KEN010 | Kendrick Equipment             |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | U51485                         | 10/25/2023   | 1,689.09       | 0.00 1,689.09                   |
| 0000067652                      | 11/8/2023  | KEN020 | Kennedy Jenks                  |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 167139                         | 10/24/2023   | 1,063.75       | 0.00 1,063.75                   |
| 0000067653                      | 11/8/2023  | LUN040 | Jeanni Lunde                   |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | UNIFORM EXPENSE                | 11/1/2023    | 354.68         | 0.00 354.68                     |
| 0000067654                      | 11/8/2023  | MAC035 | Daniel Macke                   |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | REFUND 10/13/23                | 10/13/2023   | 64.40          | 0.00 64.40                      |
| 0000067655                      | 11/8/2023  | NEE040 | John Neesz                     |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | REFUND 10/31/23                | 10/31/2023   | 71.94          | 0.00 71.94                      |
| 0000067656                      | 11/8/2023  | NEL040 | Gary Nelson                    |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | REFUND 10/26/23                | 10/26/2023   | 201.66         | 0.00 201.66                     |
| 0000067657                      | 11/8/2023  | OES001 | OESD 114                       |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 99924001038                    | 10/31/2023   | 4,526.80       | 0.00 4,526.80                   |
| 0000067658                      | 11/8/2023  | OLY005 | Olympic Synthetic Products     |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 344484                         | 10/25/2023   | 326.70         | 0.00 326.70                     |
| 0000067659                      | 11/8/2023  | PAC075 | Pacific Fishing LLC            |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 11670                          | 10/18/2023   | 1,269.00       | 0.00 1,269.00                   |
| 0000067660                      | 11/8/2023  | PEN060 | Peninsula Pest Control, Inc    |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 67649                          | 10/13/2023   | 545.50         | 0.00 545.50                     |
|                                 |            |        | 67767                          | 10/20/2023   | 92.74          | 0.00 92.74                      |
|                                 |            |        | 67771                          | 10/23/2023   | 81.83          | 0.00 81.83                      |
|                                 |            |        | <b>Check 0000067660 Total:</b> |              | 720.07         | 0.00 720.07                     |
| 0000067661                      | 11/8/2023  | PET025 | Petrack Lock & Safe            |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 21766                          | 10/26/2023   | 72.04          | 0.00 72.04                      |
|                                 |            |        | 21768                          | 10/30/2023   | 16.02          | 0.00 16.02                      |
|                                 |            |        | 21769                          | 10/31/2023   | 21.99          | 0.00 21.99                      |

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          |
|                                 |            |        | 21770                        | 10/31/2023   | 353.21         | 0.00             | 353.21                  |
|                                 |            |        | Check 0000067661 Total:      |              | 463.26         | 0.00             | 463.26                  |
| 0000067662                      | 11/8/2023  | PIN010 | Pinnacle Investigations Corp |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 88464                        | 10/22/2023   | 53.00          | 0.00             | 53.00                   |
|                                 |            |        | 88468                        | 10/22/2023   | 35.00          | 0.00             | 35.00                   |
|                                 |            |        | 88591                        | 10/29/2023   | 36.00          | 0.00             | 36.00                   |
|                                 |            |        | Check 0000067662 Total:      |              | 124.00         | 0.00             | 124.00                  |
| 0000067663                      | 11/8/2023  | PUD005 | PUD #1 of Jefferson County   |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/18/2023                   | 10/18/2023   | 52.17          | 0.00             | 52.17                   |
|                                 |            |        | 10/18/2023.2                 | 10/18/2023   | 45.83          | 0.00             | 45.83                   |
|                                 |            |        | 10/18/23                     | 10/18/2023   | 19.54          | 0.00             | 19.54                   |
|                                 |            |        | 7/11/2023                    | 7/11/2023    | 33.66          | 0.00             | 33.66                   |
|                                 |            |        | Check 0000067663 Total:      |              | 151.20         | 0.00             | 151.20                  |
| 0000067664                      | 11/8/2023  | QUI001 | Quill Corporation            |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 17767, 17062                 | 10/17/2023   | 484.15         | 0.00             | 484.15                  |
| 0000067665                      | 11/8/2023  | REI045 | James Kiel Reijnen           |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | REFUND 10272023              | 10/27/2023   | 167.18         | 0.00             | 167.18                  |
| 0000067666                      | 11/8/2023  | ROD030 | Rodda Paint                  |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 44179874                     | 10/24/2023   | 248.24         | 0.00             | 248.24                  |
| 0000067667                      | 11/8/2023  | ROO050 | Nathan Rooks                 |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | REFUND 7/1/23                | 7/1/2023     | 34.54          | 0.00             | 34.54                   |
| 0000067668                      | 11/8/2023  | SAF001 | Safeway, Inc.                |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/21/23 STATEMENT           | 10/21/2023   | 2,497.70       | 0.00             | 2,497.70                |
| 0000067669                      | 11/8/2023  | SAN035 | Joanna Sanders               |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/2023 EXPENSE              | 11/8/2023    | 28.43          | 0.00             | 28.43                   |
|                                 |            |        | 6/2023 EXPENSE               | 11/8/2023    | 2.36           | 0.00             | 2.36                    |
|                                 |            |        | 7/2023 EXPENSE               | 11/8/2023    | 29.48          | 0.00             | 29.48                   |
|                                 |            |        | Check 0000067669 Total:      |              | 60.27          | 0.00             | 60.27                   |
| 0000067670                      | 11/8/2023  | SHO010 | Shold Excavating Inc         |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 77212                        | 10/5/2023    | 163.37         | 0.00             | 163.37                  |
| 0000067671                      | 11/8/2023  | SIM040 | Jeff Simmons                 |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | REFUND 10/10/23              | 10/10/2023   | 45.72          | 0.00             | 45.72                   |
| 0000067672                      | 11/8/2023  | SMI010 | Sean Smith                   |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | UNIFORM EXPENSE              | 10/24/2023   | 165.82         | 0.00             | 165.82                  |
| 0000067673                      | 11/8/2023  | SNE020 | S-Net Communications         |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 194035                       | 11/1/2023    | 574.34         | 0.00             | 574.34                  |
| 0000067674                      | 11/8/2023  | SNO030 | Laura Snodgrass              |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/2023                      | 11/8/2023    | 63.04          | 0.00             | 63.04                   |
| 0000067675                      | 11/8/2023  | SOU055 | Sound Publishing, Inc        |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | PDN985260                    | 10/7/2023    | 171.46         | 0.00             | 171.46                  |
| 0000067676                      | 11/8/2023  | SPA070 | Chris Sparks                 |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 10/20/2023                   | 10/20/2023   | 267.67         | 0.00             | 267.67                  |
| 0000067677                      | 11/8/2023  | SUN020 | Sunrise Coffee               |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | 20231221                     | 10/24/2023   | 49.25          | 0.00             | 49.25                   |
| 0000067678                      | 11/8/2023  | US0000 | United States Postmaster     |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | ANNUAL BOX 1180              | 11/8/2023    | 424.00         | 0.00             | 424.00                  |
| 0000067679                      | 11/8/2023  | US0001 | United States Postal Service |              |                |                  | Check Entry Number: 001 |
|                                 |            |        | POSTAGE REFILL               | 11/8/2023    | 1,500.00       | 0.00             | 1,500.00                |
| 0000067680                      | 11/8/2023  | VER001 | Verizon Wireless, Bellevue   |              |                |                  | 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 |
|                                 |            |        | 9946949668                     | 10/15/2023   | 583.64         | 0.00 583.64                     |
|                                 |            |        | 9946949670                     | 10/15/2023   | 83.51          | 0.00 83.51                      |
|                                 |            |        | <b>Check 0000067680 Total:</b> |              | 667.15         | 0.00 667.15                     |
| 0000067681                      | 11/8/2023  | WAL085 | Trevor Walters                 |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | UNIFORM EXPENSE                | 11/8/2023    | 430.12         | 0.00 430.12                     |
| 0000067682                      | 11/8/2023  | WAS003 | Washington Public Ports Assn.  |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 023-590                        | 10/18/2023   | 410.00         | 0.00 410.00                     |
| 0000067683                      | 11/8/2023  | WAV040 | Wave Broadband                 |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 043328901-0010450              | 10/23/2023   | 104.67         | 0.00 104.67                     |
| 0000067684                      | 11/8/2023  | WES006 | Westbay Auto Parts, Inc.       |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 10/25/23 STATEMENT             | 11/25/2023   | 1,470.17       | 0.00 1,470.17                   |
| 0000067685                      | 11/8/2023  | WES060 | West Marine Pro                |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | 003950                         | 10/24/2023   | 72.21          | 0.00 72.21                      |
| 0000067686                      | 11/8/2023  | WHI040 | Harlen Whitting                |              |                | <b>Check Entry Number: 001</b>  |
|                                 |            |        | REFUND 10/13/23                | 10/13/2023   | 30.00          | 0.00 30.00                      |
|                                 |            |        | <b>Report Total:</b>           |              | 93,487.89      | 0.00 93,487.89                  |

|                     |   |
|---------------------|---|
| <b>MEETING DATE</b> | November 8, 2023  |
| <b>AGENDA ITEM</b>  | <input checked="" type="checkbox"/> Consent Agenda  |
| <b>AGENDA TITLE</b> | IV. C. Resolution 803-23 Authorizing Sale of Vessels – Life’s Dream (Johnson), Wendy/Monocracy (McCartney) and Silver Linings (Kiehl) |
| <b>STAFF LEAD</b>   | Eric Toews, Deputy Director   |
| <b>REQUESTED</b>    | <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion                        |
| <b>ATTACHMENTS</b>  | A. Resolution 803-23  |

## RESOLUTION NO. 803-23

### A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND RESCINDING RESOLUTION NO. 798-23 AND REAUTHORIZING THE SALE OF VESSELS LOCATED WITHIN THE PORT OF PORT TOWNSEND'S MOORAGE FACILITIES; DECLARING, WHERE TITLE REVERTS TO THE PORT OF PORT TOWNSEND, THAT THE VESSELS NOT NEEDED FOR PORT OF PORT TOWNSEND'S PURPOSES; AND AUTHORIZING THE EXECUTIVE DIRECTOR TO SELL OR OTHERWISE DISPOSE OF THE VESSELS.

**WHEREAS**, on September 27, 2023, the Commission of the Port of Port Townsend adopted Resolution No. 798-23 authorizing the sale of certain vessels within the Port's moorage facilities, declaring said vessels surplus to the Port's purposes, and authorizing the Executive Director to sell or otherwise dispose of said vessels; and

**WHEREAS**, Exhibit "A" incorporated within Resolution No. 798-23, detailed the names of the subject vessels, their respective owners, and the amounts owing upon each account; and

**WHEREAS**, Exhibit "A" to Resolution No. 798-23 contained errors in the balances due and owing to the Port, and therefore, Resolution No. 798-23 (including Exhibit "A") should be repealed and replaced by this Resolution No. 803-23 which sets forth the corrected amounts due and owing to the Port; and

**WHEREAS**, the owners of the vessels listed on Exhibit "A" hereto owe the Port of Port Townsend charges. These charges are listed on Exhibit "A" and have not been paid; and

**WHEREAS**, the Port of Port Townsend has followed the procedures in RCW 53.08.320; and

**WHEREAS**, the vessels listed on Exhibit "A" are not needed for Port of Port Townsend purposes;

### **NOW THEREFORE BE IT RESOLVED** as follows:

1. Resolution 798-23 is hereby repealed and replaced by this Resolution No. 803-23.
2. Pursuant to RCW 53.08.320, the Executive Director or the Executive Director's designee (hereinafter the "Executive Director") is hereby authorized to conduct a public sale of the vessels listed on Exhibit "A." The Executive Director shall sell the vessels to the highest and best bidder for cash. The Executive Director is further authorized, at the Executive Director's discretion, to determine a minimum bid requirement and/or require a letter of credit for the vessels to discourage the future abandonment of the vessels.
3. Pursuant to RCW 53.08.090, for those vessels listed on Exhibit "A" where title reverts to the Port of Port Townsend, the vessels are not needed for Port of Port Townsend purposes and therefore declared surplus property.

4 Pursuant to RCW 53.08.090, for those vessels listed on Exhibit “A” where title reverts to the Port of Port Townsend, the Executive Director is authorized to sell the vessels or otherwise dispose of the vessels at the Executive Director’s discretion.

**ADOPTED** by the Board of Commissioners on the 8th day of November 2023, and duly authenticated in open session by the signature of the Commissioners voting in favor thereof with the seal of the Commission affixed here to.

**ATTEST:**

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney



**EXHIBIT A**

| <u>VESSEL NAME</u> | <u>OWNER NAME</u> | AMOUNT<br>OWING |
|--------------------|-------------------|-----------------|
| Life's Dream       | Lorna Johnson     | 19,535.38       |
| Wendy (Monocracy)  | Chris McCartney   | 13,218.61       |
| Silver Linings     | Milton Kiehl      | 26,434.02       |
|                    |                   |                 |
|                    |                   |                 |

# PORT OF PORT TOWNSEND

## AGENDA COVER SHEET

|                     |   |
|---------------------|---|
| <b>MEETING DATE</b> | November 8, 2023  |
| <b>AGENDA ITEM</b>  | <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational   |
| <b>AGENDA TITLE</b> | IV. D. Resolution 805-23 Authorizing the Executive Director of the Port of Port Townsend or Designee to file a Sub-Application for a Building Resilient Infrastructure and Communities Program (BRIC) Grant for the Sea Level Rise Project with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of The Robert T. Stafford Disaster Relief And Emergency Assistance Act (Stafford Act) |
| <b>STAFF LEAD</b>   | Eron Berg, Executive Director   |
| <b>REQUESTED</b>    | <input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion  |
| <b>ATTACHMENTS</b>  | Resolution 805-23   |

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

Alternate action: Remove to regular business for discussion and move to approve Resolution 805-23 Authorizing the Executive Director of the Port of Port Townsend or Designee to file a Sub- Application for a Building Resilient Infrastructure and Communities Program (BRIC) Grant for the Sea Level Rise Project with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 Of The Robert T. Stafford Disaster Relief And Emergency Assistance Act (Stafford Act) .

## RESOLUTION NO. 805-23

### A Resolution of the Commission of the Port of Port Townsend

**AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PORT OF PORT TOWNSEND OR DESIGNEE TO FILE A SUB-APPLICATION FOR A BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES PROGRAM (BRIC) GRANT FOR THE SEA LEVEL RISE PROJECT WITH THE STATE OF WASHINGTON MILITARY DEPARTMENT, EMERGENCY MANAGEMENT DIVISION, FOR THE PURPOSE OF OBTAINING AND ADMINISTERING CERTAIN STATE AND FEDERAL FINANCIAL ASSISTANCE UNDER THE DISASTER RECOVERY REFORM ACT, SECTION 1234; AMENDED SECTION 203 OF THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (STAFFORD ACT)**

**WHEREAS**, The Port of Port Townsend in partnership with the City of Port Townsend filed a pre-application for a Building Resiliency in Communities (BRIC) grant on July 23, 2023 for the Sea Level Rise Project with the Washington State Military Department, Emergency Management Division (EMD); and

**WHEREAS**, the Washington State Military Department, Emergency Management Division invited the Port of Port Townsend to submit a grant application formally through the Federal Emergency Management Agency (FEMA) online grants portal, with a deadline of November 3, 2023; and

**WHEREAS**, the 2023 BRIC application imposes certain obligations and conditions upon the applicant Port, and requires the Port to submit supporting information including preliminary designs, cost estimates, data and community outreach efforts to be supplied and performed in a timely and responsive manner; and

**WHEREAS**, the Washington State Military Department, Emergency Management Division requires a resolution from the governing body of the submitting party designating the applicant agent for the grant application and if awarded, grant administration and payment processing; and

**WHEREAS**, the Port has complied with all requirements of the BRIC pre-application process, the Commission has met in open session and considered filing an application for the Sea Level Rise Project with the Washington State Military Department, EMD, and has concluded that it is in the public interest to advance and complete the project described in the application;

**NOW, THEREFORE, BE IT RESOLVED that:**

1. Port Executive Director, Eron Berg, or his designee is hereby authorized to execute for and on behalf of the Port of Port Townsend, a local government entity, state agency, special purpose district, or federally recognized tribe established under the laws of the State of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under the Disaster Recovery

Reform Act, Section 1234; amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act).

2. The Port of Port Townsend hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such state non-disaster mitigation.

**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:**

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney

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|---------------------|---|
| <b>MEETING DATE</b> | November 8, 2023  |
| <b>AGENDA ITEM</b>  | <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational |
| <b>AGENDA TITLE</b> | IV. E. Authorize Executive Director to execute Amendment #1 to Professional Engineering Service During Construction Agreement for the Point Hudson Breakwater Replacement Project with Mott MacDonald for \$44,210                        |
| <b>STAFF LEAD</b>   | Matt Klontz, Director of Capital Projects and Port Engineer   |
| <b>REQUESTED</b>    | <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion   |
| <b>ATTACHMENTS</b>  | Informational Memorandum<br>Amendment #1  |

**DATE:** 11/8/2023  
**TO:** Commissioners  
**FROM:** Matt Klontz  
**CC:** Eron Berg, Eric Toews, Abigail Berg  
**SUBJECT:** Amendment #1 to Professional Engineering Service during Construction Agreement: for Point Hudson Breakwater Replacement project

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### **ISSUE**

Should the Port Commission authorize the Port Director to execute Amendment #1 with Mott MacDonald for engineering services during the construction of the Point Hudson Breakwater project?

### **BACKGROUND**

The Port entered into a professional services agreement with Mott MacDonald in September 2022 for engineering service during the construction of the Point Hudson Breakwater. To date, these services have included reviewing contractor submittals, answering requests for information, issuing design changes, regularly attending weekly construction meetings, and updating permit documents. Port staff has remained involved during construction to provide overall project management.

### **DISCUSSION**

Orion Construction prepared a hydrographic survey following the completion of the North Breakwater. The survey revealed that the below-water ground conditions changed compared to the ground surface used for design. The change consequently required updating permit documents to:

1. Reflect the new structural excavation limits.
2. Reflect the new limits of dredging in the marina channel.
3. Increase the length of shoreline protection west of the south breakwater.

Updating the permit documents was additional work not included in the original scope of work with Mott MacDonald. Therefore, an amendment to the agreement is warranted.

### **FISCAL IMPACT**

The original agreement had a not-to-exceed limit of \$247,280. This amendment increases the budget by \$44,210. The resulting not-to-exceed amount is \$291,490. The US Economic Development Administration and the Port's Industrial Development District are funding the construction phase, which includes engineering services during construction.

### **ATTACHMENTS**

1. Draft Amendment #1

### **RECOMMENDATION**

Motion to authorize the Port's Executive Director to execute Amendment #1 with Mott MacDonald for \$44,210.

## PERSONAL SERVICES AGREEMENT AMENDMENT #1

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

### WITNESSETH:

1. On the 14th day of September 2022, the parties entered into a A/E Professional Services Agreement (the "Original Agreement") that was effective, nunc pro tunc, to August 1, 2022, whereby the PORT retained CONSULTANT to provide engineer services during construction in connection with the construction of the Point Hudson Breakwater replacement project.
2. On September 14, 2022, the Commission approved the Original Agreement.
3. The Original Agreement established a "not to exceed" compensation limit of \$247,280, consistent with the authority delegated to the Executive Director by the Port Commission.
4. During construction it was determined that the updates to permit documents were necessary. These services were not envisioned during the preparation of the original scope of work and therefore were not included in the Original Agreement.
5. The parties are agreed that the compensation of the Original Agreement, should be increased \$44,210 from \$247,380 to \$291,490 to services related to permit updating.

### NOW, THEREFORE:

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

2. Compensation. The Consultant shall be compensated for services provided and for expenses on the basis of the attached "Fee Schedule" attached hereto as **Exhibit "B"**. The total expenditure by the Port for this Agreement shall not exceed ~~\$245,000~~ \$291,490.

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

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

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

**CONSULTANT: Mott MacDonald, LLC**

\_\_\_\_\_  
Name:

**PORT: Port of Port Townsend**

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

**Approved as to Form:**

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





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## **PORT OF PORT TOWNSEND POINT HUDSON BREAKWATER REPLACEMENT PROJECT Additional CM Services Amendment**

### **DRAFT Scope of Work and Fee Estimate**

#### **Introduction**

This scope of work outlines the work, budget and schedule for Mott MacDonald (MM) to provide marine engineering services to the Point Hudson Breakwater Facility owned by Port of Port Townsend (PORT). Previous project scope covered engineering construction support services for the complete removal and replacement of the breakwaters (north and south) over 2 in-water construction seasons. This scope of work includes additional support for permitting and providing documentation to modify the existing permits. Breakwater design will be similar to the existing of closely spaced piles with a rock core. Design services were covered by a previous scope and budget. The first season construction will cover the north breakwater replacement and the second season will cover the replacement of the south breakwater.

#### **Scope Tasks:**

##### **Project Schedule**

Project completion date is anticipated to be March 31, 2024.

##### **Scope Assumptions and Exclusions**

This scope of work is based on the following assumptions:

- All previously agreed to scope assumptions apply not related to permit support.
- Regulatory Permitting. Permitting will be led by Ross Widener who will be contracted under a separate scope of work. This scope of work only supports his efforts.
- Unless otherwise stated, all deliverables to be delivered electronically in PDF format via email.
- No additional numerical modeling to be conducted.
- Data Collection: No new data collection is included.
- Construction Surveying. Contractor will be responsible for field surveying as outlined in the specifications which can be used for updating the permit documents.

#### **Scope Tasks**

## Task – Additional Permitting Support

This task consists of following construction management tasks.

- Permit Support
  - Attend meetings to discuss permitting updates related to the second season. Discuss impacts from construction including submittals and as-built conditions. Discuss impacts to expanded shoreline design.
  - Provide As-Built sections comparing JARPA vs design vs pre-construction vs post-construction surveys.
  - Provide figures for permitting updates.
- Permitting Document Modifications
  - Update JARPA drawings with updated construction surveys including expanding excavation footprint for increased flexibility during construction and accounting for construction tolerance.
  - Provide updated volumes and areas for the JARPA modification using updated construction surveys and expanded footprint. Provide updated volumes and areas based on each area that has changed.
- Design modifications
  - Modify the design to expand the shoreline protection between the south breakwater and the Maritime Center property.
  - Shoreline design will extend the existing cross section design.
  - Provide quantities for contractor estimating and provide multiple design iterations of the shoreline expansion.

**Deliverable:** Updated quantity calculations, updated sections, updated permit drawings, email Correspondence. Updated shoreline design plans and notes.

### Fee Estimate:

Estimated fee to complete the scope of work above is summarized below. Work will be conducted on a Time & Materials Basis per the previous agreed billing rates and shall not exceed the estimated fee without advanced written approval by the Port.

| Task                          | Fee      |
|-------------------------------|----------|
| Additional Permitting Support | \$44,210 |
| TOTAL BUDGET                  | \$44,210 |



## Billing Rates Table – Pacific Northwest 2023

| <b><u>Classification</u></b>   | <b><u>Billing Rate/hr</u></b> |
|--------------------------------|-------------------------------|
| Principal (Technical Director) | \$300.00                      |
| Principal Project Manager      | \$250.00                      |
| Principal Engineer             | \$210.00                      |
| Sr. Project Engineer           | \$190.00                      |
| Project Manager                | \$200.00                      |
| Project Engineer               | \$180.00                      |
| Engineer IV                    | \$165.00                      |
| Engineer III                   | \$140.00                      |
| Engineer II                    | \$130.00                      |
| Engineer I                     | \$120.00                      |
| Sr. Designer – CAD             | \$170.00                      |
| Designer V – CAD               | \$155.00                      |
| Designer IV – CAD              | \$120.00                      |
| Administrative                 | \$115.00                      |

*Note: Rates are subject to an escalation of 7% per year.*

Subconsultants and reimbursable expenses will be actual expenses incurred as a direct part of performing the work, plus ten percent (10%).

Vehicle Mileage – Auto      At IRS Rate

|                     |   |
|---------------------|---|
| <b>MEETING DATE</b> | November 3, 2023  |
| <b>AGENDA ITEM</b>  | <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational |
| <b>AGENDA TITLE</b> | VI. F. Resolution 806-23 Authorizing Application for PIF Grant for Design/Engineering Phase of JCIA Eco Industrial Park   |
| <b>STAFF LEAD</b>   | Deputy Director Eric Toews  |
| <b>REQUESTED</b>    | <input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion  |
| <b>ATTACHMENTS</b>  | Resolution 806-23<br>PIF Project Application  |

**MOTION:** As this item is on the Consent Agenda, no specific motion required.

**DATE:** 11/3/2023

**TO:** Port Townsend Port Commission

**FROM:** Eric Toews, Deputy Director

**SUBJECT:** Public Infrastructure Fund - Project Application Authorizing Resolution No. 806-23 – Port of Port Townsend JCIA Eco-Industrial Park – Phase I Design/Permitting

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**ISSUE:** Should the Executive Director be authorized to apply for and, if successful, to execute and file such agreements as may be needed with the Jefferson County Public Infrastructure Fund Board to secure a grant to support design, engineering and permitting for the JCIA Eco-Industrial Park?

**BACKGROUND & DISCUSSION:** Staff has prepared a grant funding request to help support design, engineering and permitting for an eleven (11), 1-acre lot Eco-Industrial Park at the JCIA. In 2002, the Port purchased 24-acres of undeveloped land adjacent to the JCIA (APN #001331005) with the intent of providing industrial land provided with adequate infrastructure to fulfill its economic and job creation mission. The Airport Layout Plan (ALP) map (part of the Airport Master Plan) was amended that same year to reflect this property acquisition.

In 2009, the Port applied for, and obtained, a change in zoning for the 24-acre site to the “Airport Overlay III” designation within the Airport Essential Public Facility (AEPF) zoning district. This change in zoning opened a pathway to permitting non-aviation related light industrial uses on the site. In 2010, the Port obtained a grant from the US Department of Commerce, Economic Development Administration, to fund a study to assess the economic and design feasibility of developing an ecologically friendly light industrial park on the property. Following an extensive public process featuring an Industrial Park Advisory Committee comprised of local government officials and community business leaders, a detailed feasibility study was completed in 2011. A key finding of the study was that the proposed project required a significant level of initial investment due to the high cost of installing infrastructure, but that it was nevertheless feasible with grant funding assistance and long break-even period. During the intervening years, the project languished, as the Port’s focus shifted away from pursuing new capital initiatives to repairing and replacing its existing aging infrastructure. In consequence, this project has only recently received renewed interest and attention.

Notably, Rain Shadow Woodworks, Inc., and Pacific Northwest Timbers, Inc. are both supporters of this project. These businesses work symbiotically together from their current leased locations in the Glen Cove Industrial Park. Rain Shadow has added 11 new jobs over just the past three years and is severely space constrained at its current location. Moreover, a new landowner and expiring leases for both Rain Shadow and Pacific Northwest Timbers will require both businesses to either close or relocate over the next three (3) years. Both businesses are keenly interested in relocating to an industrial park within the community where long-term leases at competitive rates can be negotiated. Port staff is also actively building other partnerships and identifying prospective tenants. The Port’s objective would be to pre-lease up to one-third of the sites in the park, with full lease up over the ensuing decade.

The proposed grant project would complete the design, engineering, and permitting of a master planned Eco-Industrial Park featuring eleven (11) 1-acre lots served with the full range of infrastructure necessary to support rural light industrial development, including:

- Three-phase power
- An internal loop road
- Native vegetation in both a central green space, together with perimeter buffering
- Pockets of shared on-street parking
- Shared driveways and truck maneuvering areas
- An off-site stormwater detention pond
- Vegetated bioretention areas for stormwater treatment
- An off-site community septic drain field

Detailed site design, 90% engineering, and permitting for this effort is expected to cost approximately \$450,000. The detailed design documents and permits resulting from this “Phase I” would position the Port to aggressively seek grant funding within the next few years. The Port is seeking \$350,000 (78%) in grant support from PIF, with the \$100,000 Port match (22%) from IDD monies.

The submission deadline for the PIF Project Application is November 8, 2023. The Funding Board meets to review applications on November 15. Thereafter, the PIF Board will make a recommendation to the Board of County Commissioners regarding which proposals to fund, and at what levels within available revenues.

**FISCAL IMPACT:** As the anticipated total cost of the design phase of this project is \$450,000, with \$350,000 requested from PIF, and \$100,000 in Port match.

**RECOMMENDATION:** Approve Port Commission Resolution 806-23 as presented.

**MOTION:** As this item is on the Consent Agenda, no specific motion required.

**ATTACHMENTS:**

1. Draft Port Commission Resolution No. 806-23; and
2. PIF Project Application.

## **RESOLUTION NO. 806-23**

### **A Resolution of the Commission of the Port of Port Townsend**

#### **AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PORT OF PORT TOWNSEND TO APPLY FOR A PUBLIC INFRASTRUCTURE FUND GRANT TO SUPPORT PHASE I (DESIGN) OF THE JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA) ECO-INDUSTRIAL PARK PROJECT AND EXPRESSING ITS COMMITMENT TO PROVIDING GRANT MATCHING FUNDS.**

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

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

**WHEREAS**, the Port wishes to partially fulfill its economic development and job creation mission by advancing design, engineering and permitting for an Eco-Industrial Park at the Jefferson County International Airport (JCIA), and to position itself to obtain construction grant funding to implement the project within the near-term; and

**WHEREAS**, the proposed project is consistent with, and helps to implement, the North Olympic Development Council's 2021-2025 Comprehensive Economic Development Strategy (CEDS) in that, upon completion, it will build on strong natural and intellectual capital and provide opportunities for local innovators to create and expand existing businesses and provide living wage jobs; and

**WHEREAS**, the JCIA Eco-Industrial Park project is also reflected in the Port of Port Townsend's 2024-2028 Capital Improvement Program (CIP) within the 2024 Operating and Capital Budget; and

**WHEREAS**, under the provisions of the Public Infrastructure Fund program, funding assistance is requested by the Port of Port Townsend to aid in financing the cost of Phase I (Design) of the JCIA Eco-Industrial Park Project; and

**WHEREAS**, the total cost for Phase I of the project, design, 90% engineering, and permitting, is estimated to require \$450,000; and

**WHEREAS**, the project described hereinabove is eligible for Public Infrastructure Fund Grant support under RCW 82.14.370, with the PIF Board request comprising approximately 78% (\$350,000) and the Port's share comprising roughly 22% (\$100,000), respectively, of total anticipated project costs (\$450,000); and

**WHEREAS**, the Port has Industrial Development District levy funding available in excess of the amounts necessary to meet its proposed grant match share, and therefore, has the funding to proceed with this capital project if successful in obtaining PIF Grant support;

**WHEREAS**, the Commission of the Port of Port Townsend considers it in the public interest to complete the project described in the Public Infrastructure Fund Project Application;

**NOW, THEREFORE, BE IT RESOLVED that:**

1. The Executive Director of the Port of Port Townsend is authorized to make formal application to the Jefferson County Public Infrastructure Fund Board for grant assistance and if awarded, to execute the resulting grant agreement.
2. Upon consultation with the Port's Director of Finance and Administration, the Commission has concluded, and assures the PIF Board, that Port matching funds of up to \$100,000 are available and have been authorized for the project referenced herein.
3. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above, including, project design, engineering, and project-specific land use and environmental permitting.
4. The Commission of the Port of Port Townsend acknowledges that the grant assistance, if approved, will be paid on a reimbursement basis, meaning that the Port will only request payment from the Jefferson County Administrator after eligible and allowable costs have been incurred and payment remitted to the Port's vendors.
5. The Commission of the Port of Port Townsend acknowledges the criteria to be used by the Public Infrastructure Fund Board in evaluating project applications, and expressly finds as follows:
  - a. The project has a high probability of creating and retaining jobs within the Airport Overlay III zone (in the Airport Essential Public Facility (AEPF) zone at JCIA), with an estimated 20 existing jobs likely to be supported, and up to 120 new jobs likely to be created by completing the 24-acre Eco-Industrial Park Development; and
  - b. The project directly supports the local economy by expanding the area and infrastructure needed for the light manufacturing sector of our local economy to flourish, while at the same time improving the financial performance of the Jefferson County International Airport (an essential public facility); and
  - c. The project will assist in retaining and creating jobs that sustain and enhance natural resource and value-added manufacturing, thereby enhancing an economic sector long identified by local policy plans as essential to preserving community character; and
  - d. The project is consistent with, and helps to implement, locally adopted project priorities; and
  - e. The proposed project will confer multiple benefits, including: expanding light industrial areas supported by adequate infrastructure, thereby providing new employment opportunities in unincorporated Jefferson County, and



diversifying the range of trades, types of manufacturing, and services hosted at the JCIA, consistent with Plan Policy ED-P-3.1.

6. This resolution becomes part of a formal application to the Public Infrastructure Fund Board for grant assistance.
7. The public was provided with an appropriate opportunity to comment on this application.

**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:**

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney



Jefferson County, Washington  
**Public Infrastructure Fund  
 Project Application**

**Return all Application Materials**  
 in Microsoft WORD/EXCEL to:  
 carolyn@co.jefferson.wa.us

Date: November 8, 2023

Project Title: Port of Port Townsend JCIA Eco-Industrial Park – Phase I Design/Permitting

Amount requested from PIF: \$350,000 Percent as Grant: 100%  
 Percent as Loan: 0%

Applicant: Port of Port Townsend Contact: Eric Toews

Address: P.O. Box 1180

City, State, Zip: Port Townsend, WA 98368

Phone: 360-385-0656 Fax: \_\_\_\_\_

E-mail: eric@portofpt.com

Responsible Official: Eron Berg, Executive Director

Signature: \_\_\_\_\_

1. Briefly describe your project. When did you start work on it? Who is involved? What is the scope of the project?

The Port proposes to advance design, engineering and permitting for an ecologically friendly light industrial park on an undeveloped 24-acre parcel of Port-owned land adjacent to the Jefferson County International Airport. Upon completion, the project will provide up to eleven (11) one-acre “pad-ready” sites provided with supporting infrastructure to attract new businesses and to allow existing businesses in our community to expand.

Work on this project began in 2002, when the Port of Port Townsend acquired 24 acres of undeveloped land adjacent to the Port-owned Jefferson County International Airport (JCIA). The Port identified the need for more industrial land provided with adequate infrastructure to further its economic development and job creation mission. To this end, the Port included the property within the boundary of its Airport Layout Plan (ALP) in 2002. This opened a pathway to rezone the property from rural residential to Airport Essential Public Facility

(AEPF) Overlay III in 2009. The 2009 change in zoning allows for rural-scale light industrial development compatible with surrounding rural uses and densities.

In 2010, the Port of Port Townsend obtained a Financial Assistance Award from the U.S. Department of Commerce, Economic Development Administration (EDA) (under its Economic Adjustment Assistance Program) to fund a study to assess the economic and design feasibility of developing an ecologically friendly light industrial park on the site. The key purposes of the study were to:

- Assess the demand for use of a light industrial facility at this location;
- Develop profiles of likely facility users; and
- Formulate a conceptual design for future site development.

In 2011, the Port selected a consultant team to help prepare the feasibility study and formed an Industrial Park Advisory Committee consisting of local government and industry stakeholders to provide input throughout the process. In August 2011, the detailed feasibility study was completed. A key finding of the study was that the project required a high level of initial investment (due to infrastructure development costs) but was nevertheless feasible with grant funding and a long break-even period. In the intervening years, the Port's focus shifted away from pursuing new capital initiatives to repairing and replacing its existing aging infrastructure (e.g., JCIA runway, marina breakwaters, boat yard stormwater, etc.). In consequence, this project has only recently received renewed focus and attention.

The scope of the present project is to refine and finalize the site layout and design, advance utility and site engineering to a 90% level (including an updated engineer's estimate of probable construction costs) and obtain necessary permits. The project deliverable will include detailed design documents, positioning the Port to aggressively seek grant funding for construction.

2. How does the project satisfy, in whole or in part, the jurisdiction's economic development strategy?

The project is consistent with, and helps to implement, the North Olympic Peninsula Comprehensive Economic Development Strategy (CEDS), as well as Jefferson County's Comprehensive Plan. Upon completion, the JCIA Eco-Industrial Park will build on strong natural and intellectual capital and provide opportunities for local innovators to create and expand existing businesses and provide living wage jobs. It is expected that the Eco-Industrial Park will attract businesses that support higher wage jobs through value-added processing and manufacturing.

Additionally, the zoning for the 24-acre subject site was changed by Jefferson County (the Airport Overlay III Zone applied within the AEPF Zone) in 2002 with the express intent of facilitating rural-scale light industrial development compatible with surrounding rural uses and densities. Policy ED-P-3.1 of Jefferson County's Comprehensive Plan states:

*“Support the efforts of the Port of Port Townsend in diversifying the Jefferson County International Airport (JCIA) to provide for a broader number of trades, manufacturing, and services, this may include, but is not limited to, the siting of appropriately scaled aviation and non-aviation-related industrial/manufacturing activities in the Airport Essential Public Facilities District.”*

In sum, the project directly supports the Port's economic development and job creation mission, while helping to implement both the CEDS and the County's Comprehensive Plan.

3. Is this project a documented county-wide priority? If so, where does it rank?

Yes. While not specifically ranked in a project array, Policy ED-P-3.1 documents clear support for diversifying trades, manufacturing and services at the JCIA as a priority for Jefferson County. The proposed project (design, engineering, permitting) is a necessary prerequisite to seeking future construction grant funding to bring this vision to reality.

4. Summarize efforts taken to date regarding the project in terms of specific steps/studies and dates of action, where appropriate.

a. Is the project part of a plan (capital facilities, growth management, business development, etc.)?

The proposed project is reflected in the Port's 5-Year Capital Improvement Plan (CIP) incorporated within the 2024 Operating & Capital Budget.

b. What engineering reports and feasibility studies have been prepared, and when?

A detailed JCIA Eco-Industrial Park Feasibility Study was prepared by a consultant team lead by AE-COM in 2011. This study may be accessed at:

<https://portofpt.com/wp-content/uploads/JCIA-Feasibility-Aug2011-electronic2.pdf>

Appendices to this study may be found at:

[https://portofpt.com/wp-content/uploads/JCIAEcoParkFeasStdy.Appen\\_.pdf](https://portofpt.com/wp-content/uploads/JCIAEcoParkFeasStdy.Appen_.pdf)

c. Summarize efforts you've taken to date regarding the project in terms of:

1. Securing funding for this project from local, state or federal programs or foundations.

The 2011 Feasibility Study was funded by the US Department of Commerce, Economic Development Administration. A key recommendation of the study was to identify and secure grant funding. The request now before the PIF Board seeks funding to advance design, engineering, and permitting for the Eco-Industrial Park, thereby positioning the Port to aggressively seek grant funding to build the project within the next 2-3 years.

2. Specify sources, including local match and dollar amounts. If there are conditions attached to any of these secured funding sources, please specify.

The total anticipated cost for the design phase of the project is \$450,000. Of this total amount, the Port is seeking \$350,000 in PIF assistance, with \$100,000 in Port match (Industrial Development District (IDD) levy monies).

d. Are there other efforts you have made that are unique to this project?

Yes. A RECOMPETE grant proposal was advanced earlier this year which, if successful, would fund both the design phase, as well as construction.

5. What are the anticipated outcomes of this project in terms of the criteria identified below? Quantify information where possible.

- a. How will this project improve local infrastructure capacity?

The proposed project is to design, engineer, and permit a master planned Eco-Industrial Park featuring eleven (11) 1-acre lots served with the full range of infrastructure necessary to support rural light industrial development, including: three-phase power; an internal loop road; native vegetation in both a central green space, together with perimeter buffering; pockets of shared on-street parking; shared driveways and truck maneuvering areas; an off-site stormwater detention pond; vegetated bioretention areas for stormwater treatment; and an off-site community septic drainfield.

- b. How many businesses do you plan on serving with this project?

The Port estimates that six (6) to fifteen (15) separate businesses could be served within the industrial park. With buildings of up to 10,000 square feet on eleven (11) one-acre lots within the park, it is possible that some tenants may wish to lease multiple lots within the park. Similarly, it is possible that some lots may play host to multiple lessees with smaller space requirements (e.g., a 10,000 sf building demised to accommodate two separate tenants).

- c. How many full-time, permanent jobs will this project create or retain?

1. Retain: Construction and lease-up of the completed Eco-Industrial Park will safeguard more than twenty (20) existing jobs in Jefferson County.
2. Create in 1-3 years: Assuming funding is secured and both project phases (i.e., phase I design/engineering; phase II construction) are completed within the 2025-2026 timeframe, it is expected that up to sixty (60) new jobs would be generated by the end of 2026 (i.e., with spaces pre-leased prior to completion).
3. Create in 3-5 years: Final lease-up of sites within the industrial park over the period 2027-2029 would be anticipated to generate a further sixty (60) jobs (i.e., 140 total, retained, created in years 1-3, and created in years 3-5).

- d. What is the size of the population that will benefit by these infrastructure improvements?

To the extent that the infrastructure improvements to be facilitated by this project would support family-wage jobs in a community with a profound jobs/housing imbalance, the improvements would benefit the entire population of Jefferson County. At full build-out and lease-up, the 140 jobs created/retained would represent approximately 1.1% of Jefferson County's 2021 labor force of 12,850.

6. How many months will the work on this project take to complete?

Project design, engineering and permitting is expected to require 12-14 months, with detailed design documents completed and permits in hand by the end of 2024.

7. Are there other factors significant to this project that we should be aware of, such as health and safety, emergency declaration, "bird in hand" efforts, volunteer efforts, etc.?

Yes. Rain Shadow Woodworks, Inc., and Pacific Northwest Timbers, Inc. are both supporters of this project. These businesses work symbiotically together from their current

leased locations in the Glen Cove Industrial Park. Rain Shadow has added 11 new jobs over just the past three years and is severely space constrained at its current location. Moreover, a new landowner and expiring leases for both Rain Shadow and Pacific Northwest Timbers will require both businesses to either close or relocate over the next three (3) years. Both businesses are keenly interested in relocating to an industrial park within the community where long-term leases at competitive rates can be negotiated.

The Port is actively building other partnerships and identifying prospective tenants, even as this application is being prepared. The Port's objective would be to pre-lease up to one-third of the sites in the park, with full lease up over the ensuing decade.

|                     |  |
|---------------------|--|
| <b>MEETING DATE</b> | November 8, 2023   |
| <b>AGENDA ITEM</b>  | <input checked="" type="checkbox"/> Continue Public Hearing  |
| <b>AGENDA TITLE</b> | V. Draft 2024 Operating & Capital Budget, rates, property tax levy & IDD tax levy  |
| <b>STAFF LEAD</b>   | Finance Director Abigail Berg  |
| <b>REQUESTED</b>    | <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input checked="" type="checkbox"/> Discussion   |
| <b>ATTACHMENTS</b>  | <ol style="list-style-type: none"> <li>1. Finance Director Memorandum Draft of the 2024 Budget</li> <li>2. Draft 2024 Operating &amp; Capital Budget</li> <li>3. Draft 2024 Rates (rate cards)</li> <li>4. Resolution 802-23 establishing the 2024 Operating and Capital Budgets</li> <li>5. Resolution 800-23 fixing the amount of general property tax to be levied for collection in the year 2024</li> <li>6. Resolution 801-23 fixing the amount of IDD tax to be levied for collection in the year 2024</li> </ol> |

**DATE:** 11/8/2023  
**TO:** Port Commission  
**FROM:** Abigail Berg, Director of Finance & Administration & Eron Berg, Executive Director  
**SUBJECT:** 4th Draft of 2024 Operating and Capital Improvement Program (CIP) budgets, and Proposed Rates

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*Note: Changes to the 1<sup>st</sup> Draft Informational Memo are noted in **bold green** font for the 2<sup>nd</sup> Draft budget. Changes to the 2<sup>nd</sup> Draft Informational Memo are noted in **bold orange** font for the 3<sup>rd</sup> Draft budget. Changes to the 3<sup>rd</sup> Draft Informational Memo are noted in **bold aqua blue** font for the 4<sup>th</sup> Draft budget.*

## **ISSUE**

Having been presented with four (4) drafts of the 2024 Operating and Capital budgets and discussed them at recent Port commission meetings, is the Commission prepared to adopt the 2024 budget, rates, and relevant resolutions?

## **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 4<sup>th</sup> 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 **4th** draft budget that shows actual activity for 2021 and 2022, the 2023 budget, the 2023 YTD July plus 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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.
8. The JCIA Lease revenue was adjusted after the Commissions' recent rate discussions on the prevailing ground lease rate and further review of that line-item projection. It was noted that the prior number was not correct, and this increased JCIA total revenues by approximately \$14,000 which is in alignment with the currently proposed 7 cents per square foot.

#### 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 2<sup>nd</sup> 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 2<sup>nd</sup> draft budget.**

**11. As mentioned at the 10/24 meeting, the Northwest Administrator's healthcare premium changes were received after that meeting packet was prepared. The estimated cost increase for employee benefits of approximately \$9,000 was added to this draft.**

### **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 2<sup>nd</sup> 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)  |
|                 | \$ -       | \$ -       |

- 4. The capital project for the JCIA Eco-Industrial Park was added to the 4<sup>th</sup> draft in the amount of \$450,000; this would be for design, engineering, and permitting in 2024. The**

Port is hoping for PIF funding from Jefferson County with match dollars paid by the IDD reserve.

#### **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 3<sup>rd</sup> 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<sup>™</sup> (\$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 2<sup>nd</sup> draft. **This changed in the 2<sup>nd</sup>, and then again in the 3<sup>rd</sup> draft.**

**PORT RATES – No changes from 1<sup>st</sup> draft, except as noted below. No changes from the 2<sup>nd</sup> draft, however, there is a discussion regarding JCIA prevailing ground lease rate following the draft Operating and Capital budget document. JCIA prevailing ground lease was changed to 7 cents per square foot.**

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 dark 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 1<sup>st</sup> draft was performed. This item was discussed at the 10/11 meeting when the 3<sup>rd</sup> draft budget was presented; the Commission agreed that the rules should be changed to align with current practice.**
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.
11. 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 1<sup>st</sup> draft was performed. This was discussed at the 10/11 meeting when the 3<sup>rd</sup> draft budget was presented; the Commission agreed that the rules should be changed to align with current practice.**
2. Hold on increases to Live-abroad Background Check Fee.
3. Hold on increases to Nightly Electric, and Metered Electric Base Fee since these are in alignment with surrounding marinas.
4. Remove Back Row rate under RV PARK – YEAR-ROUND and include with normal hook-up sites.
5. 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.
4. **Changed the prevailing ground lease rate to 7 cents per square foot.**

*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.

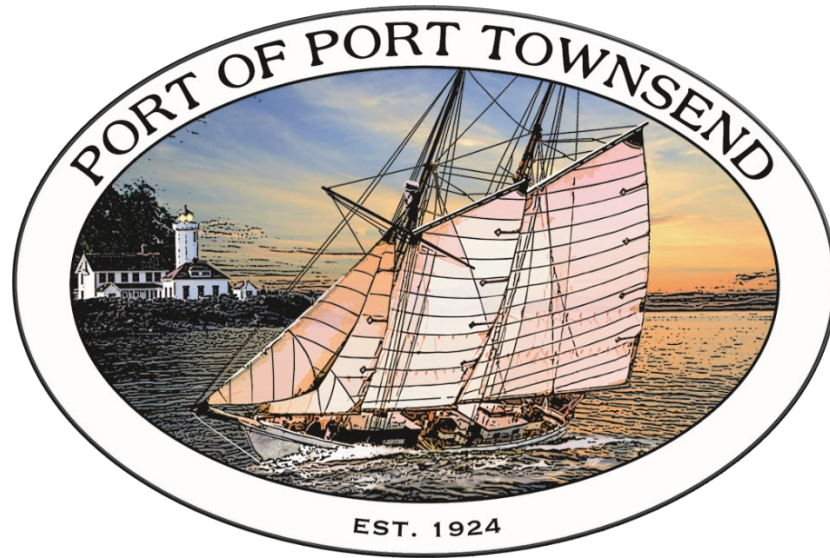
*MISCELLANEOUS RATES & FEES*

1. Clarified the name for the rate, Miscellaneous Storage (with agreement), to Misc. Storage on leased prop. w/agrmt. (agreement). 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**

After closing the Public Hearing, Port staff recommends the Commission make the following motions:

1. Adopt the 2024 Rate Cards.
2. Adopt Resolution 802-23 establishing the 2024 Operating and Capital Budgets.
3. Adopt Resolution 800-23 fixing the amount of general property tax to be levied for collection in the year 2024.
4. Adopt Resolution 801-23 fixing the amount of IDD tax to be levied for collection in the year 2024.



# 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 100<sup>th</sup> 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 35; the 2024 projects are 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   |
| • JCIA Eco-Industrial Park – design, engineering, permitting .....               | \$450,000   |
| • Boat Haven Linear Dock Replacement - design.....                               | \$400,000   |
| • Boat Haven Treatment Compliance Upgrade – permitting/design .....              | \$250,000   |
| • Port Wide Dock Renovations.....  | \$250,000   |
| • Sea-level 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:..... \$11,640,000

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 100<sup>th</sup> 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

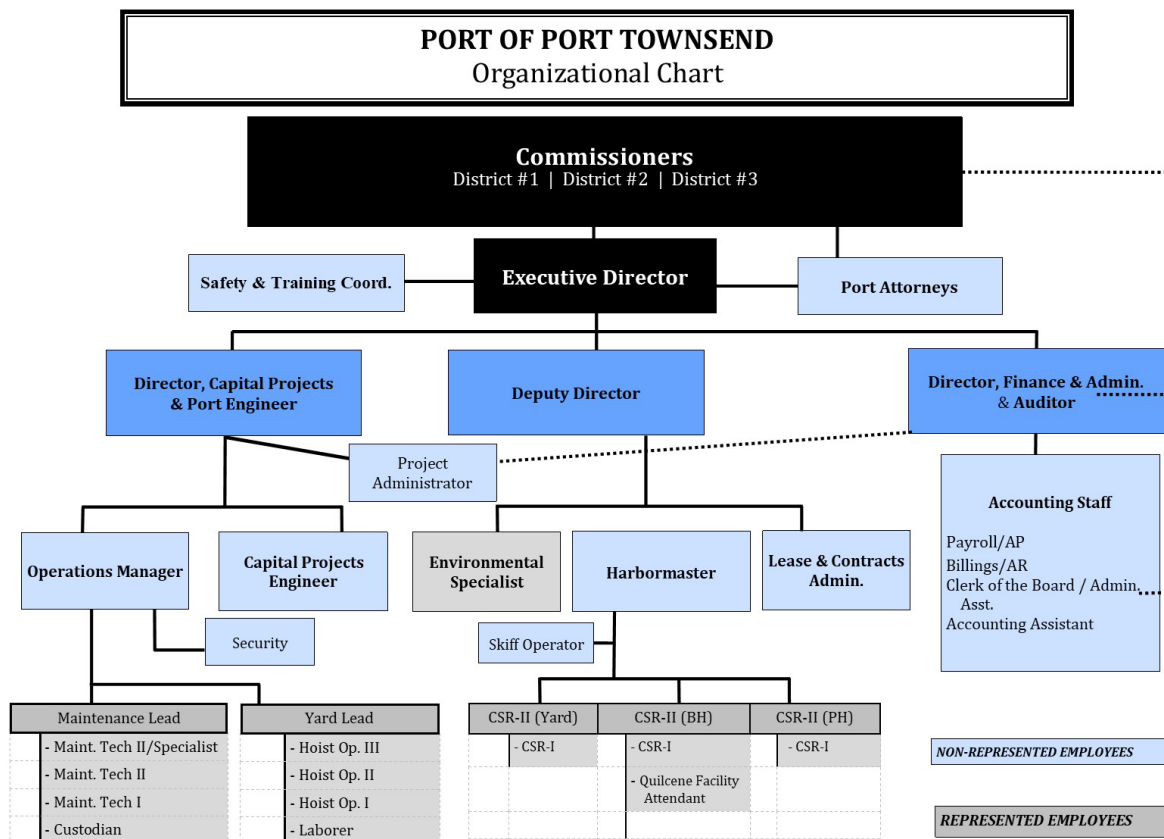
## About Us

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.



Draft 10/27/2023

## 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.
- Continue to market the Port to successfully attract 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 \$8,335,132, a 11.4% 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. 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 35.3%, Boat Haven Moorage 25.8%, Point Hudson 20.6%, PTBH properties 12.6%, Airport 2.6%, 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 \$7,093,094 in 2024, a 7.2% 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 FTE increase for a project administrator, and the 4.6% COLA for port staff effective January 1, 2024, as well as potential step and merit increases throughout the year. 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 \$1,996,955 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 \$1,242,038, this is an increase of 6.6% 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 37 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

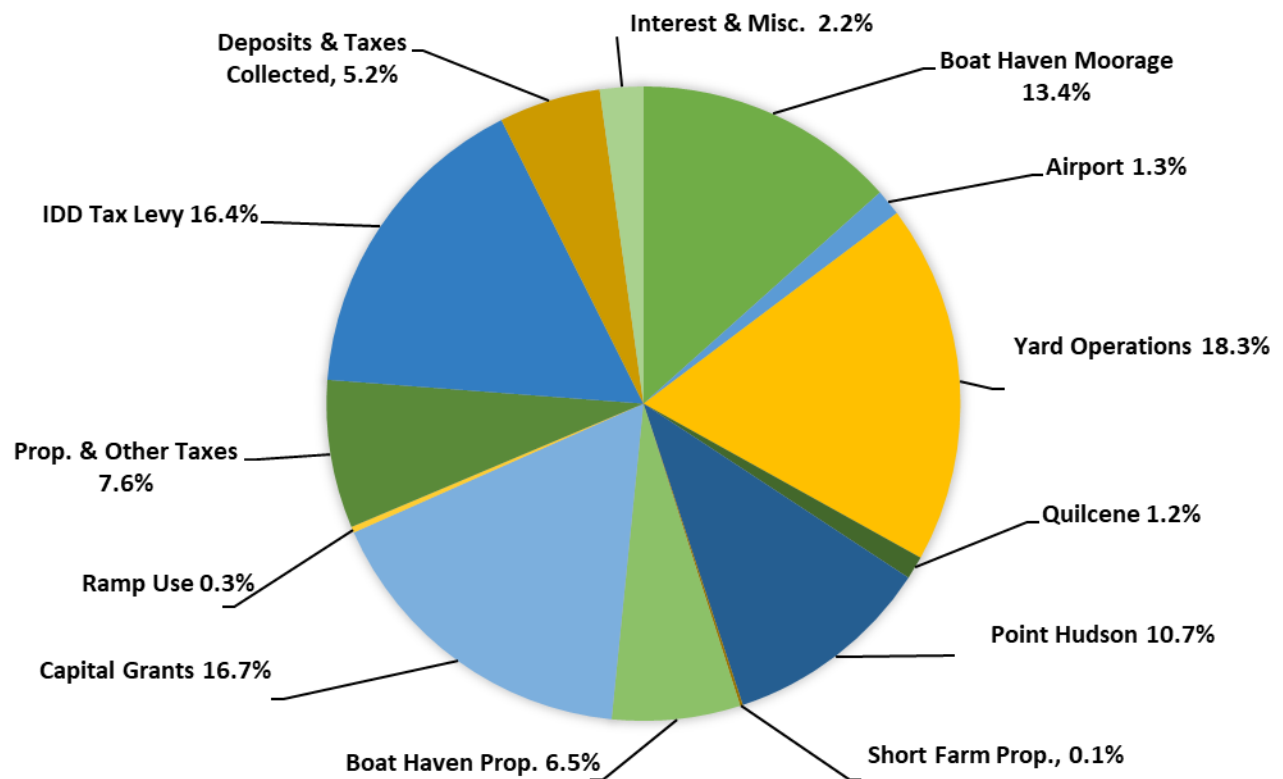
The budgeted number in the amount of \$75,454 as presented on page 12, represents the estimated increase in cash for 2024 port activity overall. This number is also reflected in the cashflow on page 40 as "Net Inflow/Outflow – Change in Cash Balance."

### Estimated Ending Cash

The ending cash balances are estimated to total \$10,132,728, including \$8,689,705 in Reserves and \$1,443,023 in Unreserved Cash. The estimated composition of ending reserves for year ending 2024 is as follows:

| <u>Estimated Ending Cash Reserves for 2024</u> |                    |
|--|--------------------|
| IDD Levy Capital Reserve                       | \$6,214,993        |
| Port-Wide Capital Reserve                      | 191,438            |
| Operations Reserve                             | 1,773,274          |
| Emergency Reserve                              | 500,000            |
| Unemployment Reserve                           | 10,000             |
|  | <u>\$8,689,705</u> |

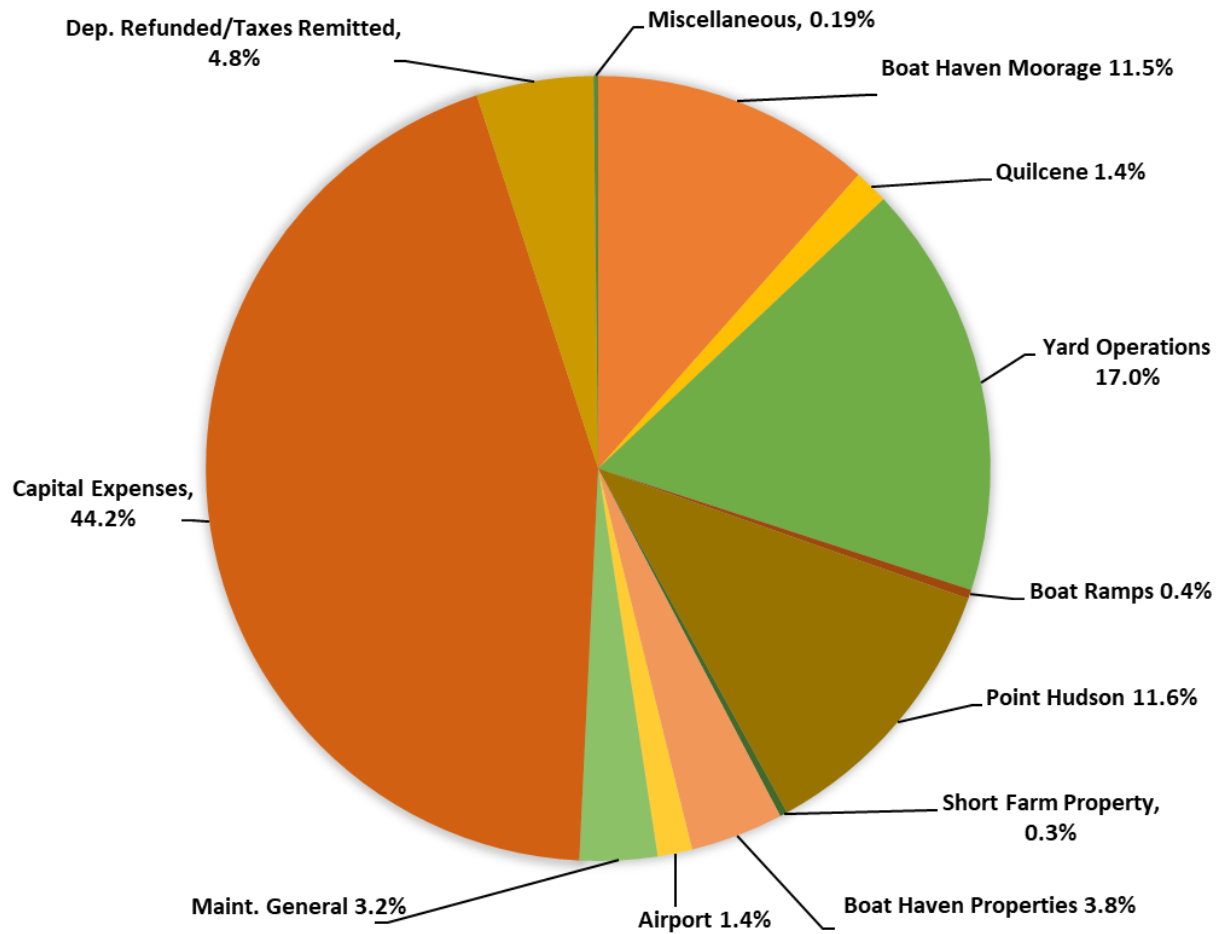
## Graphic Summary of Budget

**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                    | 214,715              | 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%  |
|                            | <b>\$ 16,056,906</b> |       |



## 2024 "WHERE THE MONEY GOES"



### 2024 Budget - All Outgoing Resources

|                              |                      |       |
|------------------------------|----------------------|-------|
| Boat Haven Moorage *         | \$ 1,845,396         | 11.5% |
| Yard Operations *            | 2,724,317            | 17.0% |
| Point Hudson *               | 1,857,628            | 11.6% |
| Boat Haven Properties        | 612,221              | 3.8%  |
| Quilcene                     | 226,296              | 1.4%  |
| Boat Ramps                   | 59,666               | 0.4%  |
| Airport                      | 228,155              | 1.4%  |
| Short Farm Property          | 49,689               | 0.3%  |
| Maint. General               | 510,514              | 3.2%  |
| Capital Expenses             | 7,067,000            | 44.2% |
| Dep. Refunded/Taxes Remitted | 770,121              | 4.8%  |
| Miscellaneous                | 30,450               | 0.19% |
|                              | <b>\$ 15,981,453</b> |       |

\* 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

### 4th DRAFT

|   | 2021 Actual           | 2022 Actual         | 2023 Budget           | 2023 YTD July +<br>remaining budget | 2024 Budget           | 2023 YTD-2024<br>Bdgt Variance |
|---|-----------------------|---------------------|-----------------------|-------------------------------------|-----------------------|--------------------------------|
| <b>OPERATING REVENUES</b>                     |                       |                     |                       |                                     |                       |                                |
| 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                             | 214,715               | 24,052                         |
| Short Farm Property                           | -                     | -                   | -                     | -                                   | 22,300                | 22,300                         |
| Ramp Use                                      | 52,437                | 48,277              | 52,367                | 46,404                              | 48,909                | 2,505                          |
| <b>Total Operating Revenues</b>               | <b>\$ 7,125,815</b>   | <b>\$ 7,410,955</b> | <b>\$ 7,480,100</b>   | <b>\$ 7,782,246</b>                 | <b>\$ 8,335,132</b>   | <b>\$ 552,886</b>              |
| <b>OPERATING EXPENDITURES</b>                 |                       |                     |                       |                                     |                       |                                |
| 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                             | 834,785               | (32,998)                       |
| 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                         |
| <b>Total Operating Expenditures</b>           | <b>\$ 5,486,640</b>   | <b>\$ 6,397,033</b> | <b>\$ 6,492,375</b>   | <b>\$ 6,617,224</b>                 | <b>\$ 7,093,094</b>   | <b>\$ 475,870</b>              |
| <b>NET OPERATING INCOME</b>                   | <b>\$ 1,639,174</b>   | <b>\$ 1,013,923</b> | <b>\$ 987,725</b>     | <b>\$ 1,165,022</b>                 | <b>\$ 1,242,038</b>   | <b>77,016</b>                  |
| <b>OTHER INCREASES IN FUND RESOURCES</b>      |                       |                     |                       |                                     |                       |                                |
| 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)                       |
| 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)                          |
| <b>Total Incr. in Other Fund Resources</b>    | <b>\$ 4,074,496</b>   | <b>\$ 5,231,377</b> | <b>\$ 9,141,359</b>   | <b>\$ 12,633,265</b>                | <b>\$ 7,721,775</b>   | <b>\$ (4,772,562)</b>          |
| <b>OTHER DECREASES IN FUND RESOURCES</b>      |                       |                     |                       |                                     |                       |                                |
| 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                           | 7,067,000             | (1,944,000)                    |
| Election Expense                              | 15,674                | 17,561              | 15,500                | 15,500                              | 15,500                | -                              |
| <b>Total Other Decr. in Fund Resources</b>    | <b>\$ 6,549,109</b>   | <b>\$ 3,748,036</b> | <b>\$ 11,858,200</b>  | <b>\$ 11,307,833</b>                | <b>\$ 8,888,359</b>   | <b>\$ 2,339,250</b>            |
| <b>Net Other Incr./Decr. in Fund Resource</b> | <b>\$ (2,474,613)</b> | <b>\$ 1,483,341</b> | <b>\$ (2,716,841)</b> | <b>\$ 1,325,432</b>                 | <b>\$ (1,166,584)</b> | <b>\$ (7,111,812)</b>          |
| <b>Increase/(Decrease) in Cash</b>            | <b>\$ (835,438)</b>   | <b>\$ 2,497,263</b> | <b>\$ (1,729,116)</b> | <b>\$ 2,490,454</b>                 | <b>\$ 75,454</b>      | <b>\$ (7,034,796)</b>          |

# 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, will experience 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, the moorage staff compensation will be impacted by a 4.6% COLA, potential step increases, 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 \$158,895. Most of this is related to salaries & wages, general & administrative, maintenance costs, and contract services.



## Boat Haven Moorage

4th DRAFT

|                                    | 2021 Actual        | 2022 Actual        | 2023 Budget        | 2023 YTD July +<br>remaining<br>budget | 2024 Budget        | 2023 YTD to<br>2024 Bdg<br>Variance |
|------------------------------------|--------------------|--------------------|--------------------|--|--------------------|-------------------------------------|
| <b>OPERATING REVENUES</b>          |                    |                    |                    |  |                    |                                     |
| 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                                  |
| <b>Total Operating Revenues</b>    | <b>\$1,917,967</b> | <b>\$2,015,492</b> | <b>\$2,048,710</b> | <b>\$ 2,057,921</b>                    | <b>\$2,152,585</b> | <b>\$ 94,664</b>                    |
| <b>OPERATING EXPENSES</b>          |                    |                    |                    |  |                    |                                     |
| 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                                 | 76,481             | 5,596                               |
| 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                                  | 7,277              | (2,168)                             |
| 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                                | 515,723            | 59,253                              |
| <b>Total Operating Expenses</b>    | <b>\$1,490,415</b> | <b>\$1,526,566</b> | <b>\$1,648,707</b> | <b>\$ 1,686,501</b>                    | <b>\$1,845,396</b> | <b>\$ 158,895</b>                   |
| <b>NET OPERATING INCOME</b>        | <b>\$ 427,552</b>  | <b>\$ 488,926</b>  | <b>\$ 400,003</b>  | <b>\$ 371,420</b>                      | <b>\$ 307,189</b>  | <b>\$ (64,231)</b>                  |



## 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 construction phase planned for 2024.

The two heavy revenue generators for the Port, Boat Haven Moorage, and the Yard, will experience 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 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 \$221,684 is projected in the 2024 budget, and with the estimated increase in operating revenue, the net effect is a profit of \$218,324.



## Boat Haven Yard

| 4th DRAFT                      | 2023 YTD July + |             |             |                  |             | 2023 YTD to 2024<br>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          | 205,635     | 10,157                            |
| 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           | 16,737      | (4,865)                           |
| 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            | 10,640      | 2,692                             |
| 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          | 705,007     | 109,168                           |
| Total Operating Expenses       | \$2,017,157     | \$2,317,737 | \$2,379,729 | \$ 2,502,633     | \$2,724,317 | \$ 221,684                        |
| NET OPERATING INCOME           | \$ 289,039      | \$ 328,058  | \$ 198,862  | \$ 325,486       | \$ 218,324  | \$ (107,162)                      |



## 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 \$86,497, most of which is due to increased general & administrative costs, contract services, general liability, property, and marina insurance, and repair & maintenance costs. However, there are many other reductions anticipated that will offset some of those increases.



## Point Hudson

**4th DRAFT**

|                                       | 2021 Actual        | 2022 Actual         | 2023 Budget         | 2023 YTD July +<br>remaining budget | 2024 Budget         | 2023 YTD to 2024<br>Bdgt Variance |
|---------------------------------------|--------------------|---------------------|---------------------|-------------------------------------|---------------------|-----------------------------------|
| <b>OPERATING REVENUES</b>             |                    |                     |                     |                                     |                     |                                   |
| 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                            |
| <b>Total Operating Revenues</b>       | <b>\$1,690,255</b> | <b>\$1,532,331</b>  | <b>\$1,521,485</b>  | <b>\$ 1,501,411</b>                 | <b>\$1,715,272</b>  | <b>\$ 213,861</b>                 |
| <b>OPERATING EXPENSES</b>             |                    |                     |                     |                                     |                     |                                   |
| 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                              | 54,060              | (9,172)                           |
| 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                              | 28,380              | (8,411)                           |
| 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                               | 1,082               | (303)                             |
| 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                             | 410,950             | 89,284                            |
| <b>Total Operating Expenses</b>       | <b>\$1,698,230</b> | <b>\$1,734,389</b>  | <b>\$1,759,020</b>  | <b>\$ 1,771,131</b>                 | <b>\$1,857,628</b>  | <b>\$ 86,497</b>                  |
| <b>NET OPERATING INCOME</b>           | <b>\$ (7,976)</b>  | <b>\$ (202,058)</b> | <b>\$ (237,535)</b> | <b>\$ (269,720)</b>                 | <b>\$ (142,356)</b> | <b>\$ 127,364</b>                 |



## 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 \$2,632 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.

| 4th DRAFT                        | 2023 YTD July +<br>remaining<br>budget 2024 Budget |                   |                   |                   |                    | 2023 YTD to<br>2024 Bdg<br>Variance |
|----------------------------------|--|-------------------|-------------------|-------------------|--------------------|-------------------------------------|
|                                  | 2021 Actual  | 2022 Actual       | 2023 Budget       |                   |                    |                                     |
| <b>OPERATING REVENUES</b>        |  |                   |                   |                   |                    |                                     |
| 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                                  |
| <b>Total Operating Revenues</b>  | <b>\$ 819,708</b>                                  | <b>\$ 770,203</b> | <b>\$ 922,134</b> | <b>\$ 969,673</b> | <b>\$1,050,151</b> | <b>\$ 80,478</b>                    |
| <b>OPERATING EXPENSES</b>        |  |                   |                   |                   |                    |                                     |
| 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            | 17,819             | (3,771)                             |
| 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            | 18,192             | (5,038)                             |
| 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             | 4,328              | (1,343)                             |
| 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           | 251,598            | 41,083                              |
| <b>Total Operating Expenses</b>  | <b>\$ 496,026</b>                                  | <b>\$ 527,834</b> | <b>\$ 592,220</b> | <b>\$ 609,589</b> | <b>\$ 612,221</b>  | <b>\$ 2,632</b>                     |
| <b>NET OPERATING INCOME</b>      | <b>\$ 323,682</b>                                  | <b>\$ 242,369</b> | <b>\$ 329,914</b> | <b>\$ 360,084</b> | <b>\$ 437,930</b>  | <b>\$ 77,846</b>                    |

## 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 \$7,332. 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, except for capital expenditures estimated for the marina dredge, ramp upgrade, bathroom remodel, and parking improvement projects that are on the docket.



## Quilcene

| 4th DRAFT                         | 2023 YTD July +   |                   |                    |                    |                    | 2023 YTD to 2024  |
|-----------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|-------------------|
|                                   | 2021 Actual       | 2022 Actual       | 2023 Budget        | remaining budget   | 2024 Budget        | Bdgt Variance     |
| <b>OPERATING REVENUES</b>         |                   |                   |                    |                    |                    |                   |
| 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)              |
| <b>Total Operating Revenues</b>   | <b>\$ 172,256</b> | <b>\$ 175,104</b> | <b>\$ 175,567</b>  | <b>\$ 188,055</b>  | <b>\$ 188,558</b>  | <b>\$ 503</b>     |
| <b>OPERATING EXPENSES</b>         |                   |                   |                    |                    |                    |                   |
| 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             | 20,399             | 2,905             |
| 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              | 2,911              | (1,945)           |
| Enviro Salaries & Wages           | 743               | 614               | -                  | 230                | 674                | 444               |
| Enviro Payroll Taxes              | 89                | 83                | -                  | 34                 | 71                 | 37                |
| Enviro Employee Benefits          | 263               | 187               | -                  | 73                 | 180                | 107               |
| 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             | 45,175             | 3,680             |
| <b>Total Operating Expenses</b>   | <b>\$ 168,630</b> | <b>\$ 160,395</b> | <b>\$ 197,178</b>  | <b>\$ 218,845</b>  | <b>\$ 226,296</b>  | <b>\$ 7,332</b>   |
| <b>NET OPERATING INCOME</b>       | <b>\$ 3,626</b>   | <b>\$ 14,710</b>  | <b>\$ (21,611)</b> | <b>\$ (30,790)</b> | <b>\$ (37,738)</b> | <b>\$ (6,829)</b> |



## 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 \$4,792. Most of that increase is for general liability, property, and marina insurance.



| 4th DRAFT                       | 2023 YTD July +   |                   |                  |                   |                    | 2023 YTD to 2024  |
|---------------------------------|-------------------|-------------------|------------------|-------------------|--------------------|-------------------|
|                                 | 2021 Actual       | 2022 Actual       | 2023 budget      | remaining budget  | 2024 Budget        | Bdgt Variance     |
| <b>OPERATING REVENUES</b>       |                   |                   |                  |                   |                    |                   |
| 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)             |
| <b>Total Operating Revenues</b> | <b>\$ 52,437</b>  | <b>\$ 48,277</b>  | <b>\$ 52,367</b> | <b>\$ 46,404</b>  | <b>\$ 48,909</b>   | <b>\$ 2,505</b>   |
| <b>OPERATING EXPENSES</b>       |                   |                   |                  |                   |                    |                   |
| 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             | 1,958              | 122               |
| 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             | 2,183              | (249)             |
| 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               | 902                | (41)              |
| 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            | 11,718             | 944               |
| <b>Total Operating Expenses</b> | <b>\$ 53,593</b>  | <b>\$ 53,145</b>  | <b>\$ 52,616</b> | <b>\$ 54,874</b>  | <b>\$ 59,666</b>   | <b>\$ 4,792</b>   |
| <b>NET OPERATING INCOME</b>     | <b>\$ (1,156)</b> | <b>\$ (4,868)</b> | <b>\$ (249)</b>  | <b>\$ (8,470)</b> | <b>\$ (10,757)</b> | <b>\$ (2,287)</b> |

### Jefferson County International Airport (JCIA)

JCIA revenues are estimated to increase by \$24,052 when compared to 2023 YTD July actuals plus remaining budget. The largest increase is anticipated in Lease revenue because the majority of JCIA lease tenants are due for base rate adjustments.

Expenses are estimated to be less by \$2,619, 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.



## Jefferson County International Airport (JCIA)

| 4th 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          | 167,379     | 25,722           |
| 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       | \$ 214,715  | \$ 24,052        |
| 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            | 4,658       | 519              |
| 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           | 10,188      | (2,414)          |
| 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            | 902         | (113)            |
| 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           | 51,442      | 10,719           |
| Total Operating Expenses       | \$ 209,201      | \$ 188,005  | \$ 232,599  | \$ 230,774       | \$ 228,155  | \$ (2,619)       |
| NET OPERATING INCOME           | \$ (42,206)     | \$ (2,633)  | \$ (51,353) | \$ (40,111)      | \$ (13,440) | \$ 26,671        |

## 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 will be performed in early 2024 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.

| <b>4th DRAFT</b>                | <b>2023 YTD July +</b> |                    |                    |                         |                    | <b>2023 YTD to 2024</b> |
|---------------------------------|------------------------|--------------------|--------------------|-------------------------|--------------------|-------------------------|
|                                 | <b>2021 Actual</b>     | <b>2022 Actual</b> | <b>2023 Budget</b> | <b>remaining budget</b> | <b>2024 Budget</b> | <b>Bdgt Variance</b>    |
| <b>OPERATING REVENUES</b>       |                        |                    |                    |                         |                    |                         |
| 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                  |
| <b>Total Operating Revenues</b> | <b>\$ -</b>            | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>             | <b>\$ 22,300</b>   | <b>\$ 22,300</b>        |
| <b>OPERATING EXPENSES</b>       |                        |                    |                    |                         |                    |                         |
| Salaries & Wages                | -                      | -                  | -                  | -                       | 5,078              | 5,078                   |
| Payroll Taxes                   | -                      | -                  | -                  | -                       | 538                | 538                     |
| Employee Benefits               | -                      | -                  | -                  | -                       | 1,358              | 1,358                   |
| Maint Salaries & Wages          | -                      | -                  | -                  | -                       | 10,881             | 10,881                  |
| Maint Payroll Taxes             | -                      | -                  | -                  | -                       | 1,153              | 1,153                   |
| Maint Employee Benefits         | -                      | -                  | -                  | -                       | 2,911              | 2,911                   |
| Insurance                       | -                      | -                  | -                  | -                       | 19,927             | 19,927                  |
| Utilities                       | -                      | -                  | -                  | -                       | 2,500              | 2,500                   |
| Marketing & Advertising         | -                      | -                  | -                  | -                       | -                  | -                       |
| General & Administrative        | -                      | -                  | -                  | -                       | 5,343              | 5,343                   |
| <b>Total Operating Expenses</b> | <b>\$ -</b>            | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>             | <b>\$ 49,689</b>   | <b>\$ 49,689</b>        |
| <b>NET OPERATING INCOME</b>     | <b>\$ -</b>            | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>             | <b>\$ (27,389)</b> | <b>\$ (27,389)</b>      |





## 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.



### 4TH DRAFT

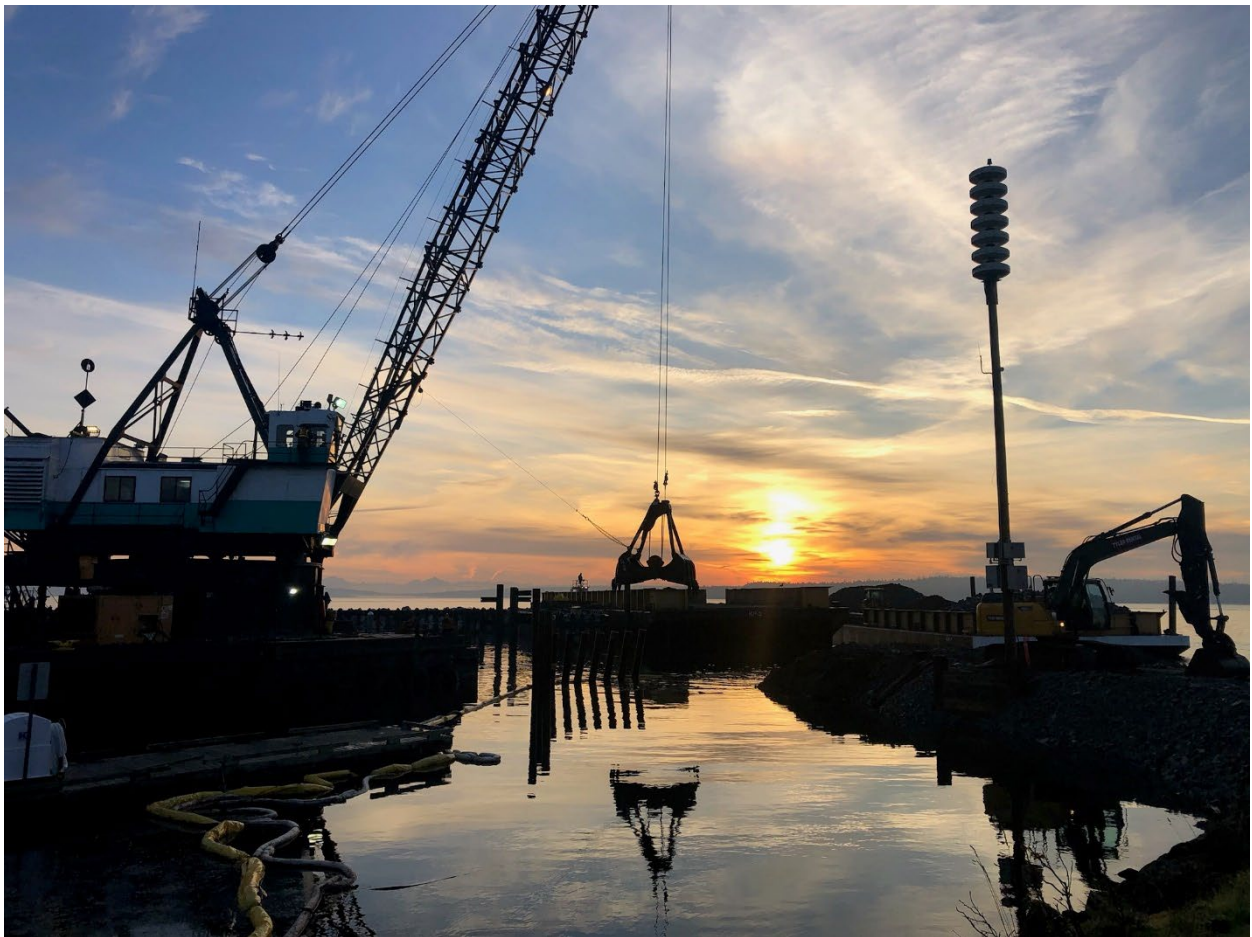
|                                 | 2021 Actual    | 2022 Actual    | 2023 Budget    | 2023 YTD July +<br>remaining budget | 2024 Budget    | 2023 YTD to 2024<br>Budget variance |
|---------------------------------|----------------|----------------|----------------|-------------------------------------|----------------|-------------------------------------|
| <b>OPERATING EXPENSES</b>       |                |                |                |                                     |                |                                     |
| 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                              | 67,497         | (1,586)                             |
| 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                               |
| <b>Total Operating Expenses</b> | <b>377,478</b> | <b>493,703</b> | <b>401,542</b> | <b>426,475</b>                      | <b>510,514</b> | <b>84,039</b>                       |



# CAPITAL BUDGET 2024 – PROJECT SCOPE

## 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 in the 2024 budget, amounting to just over \$11,640,000 in capital expenditures and approximately \$4,573,000 in unsecured anticipated grants and other funding. We have \$4,379,946 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. The following 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 above ground fueling system, and construct in 2025. The design cost estimate is \$200,000 and replacement work is estimated to cost \$572,000.

### Eco-Industrial Park

This project will advance design and permitting for an ecologically friendly, light industrial park on an undeveloped 24-acre parcel of Port-owned land adjacent to the Jefferson County International Airport. Upon completion, the project will provide up to eleven (11) one-acre “pad ready” sites with supporting infrastructure to attract new businesses and to allow existing businesses in our community to expand. Design, engineering, and permitting is estimated for 2024 at \$450,000 with as yet unsecured PIF grant from Jefferson County and match from the IDD reserve.

### Stormwater Management

The Stormwater system at JCIA requires regular capital 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

### 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 federal 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. Capital 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

This project will restore the RV campground in the upland area above the Herb Beck Marina. The campsites will include utility connections (water, septic, power) and will implement low-impact development techniques such as gravel surfacing instead of asphalt pavement at each campsite. This project estimate is for \$200,000 and will be funded with NOI.

### 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

#### Sea Level 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 reserve. 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 locations nearing the end of their service life as part of ongoing capital 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 application 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's Boat Haven 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.

#### Point Hudson 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.

#### Point Hudson Marina Revetment Repair

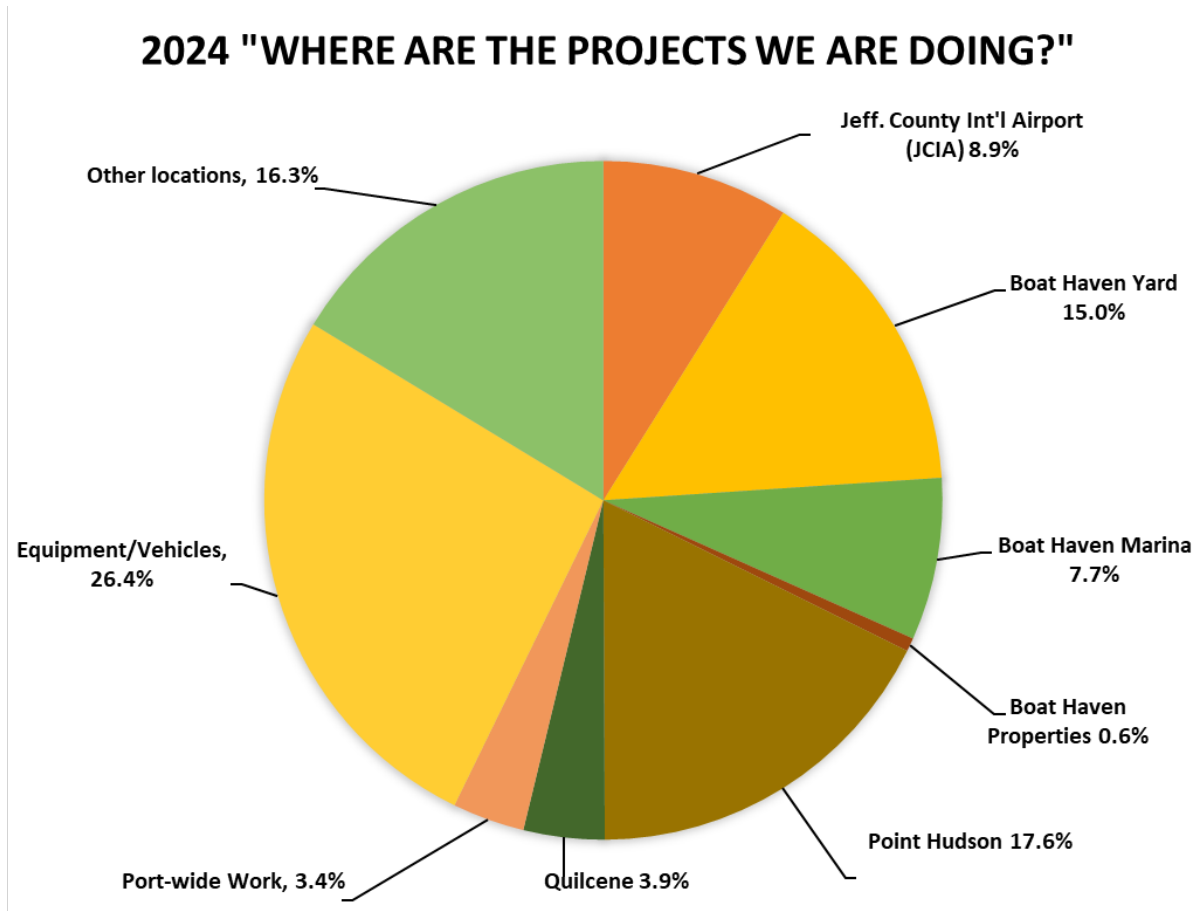
In 2023, sections of the bulkhead in the Point Hudson marina washed away during severe winter storms. This project repairs the damaged revetment (retaining wall) slopes.

#### 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 – GRAPHIC



### 2024 Budget - Capital Projects

|                                   |                      |       |
|-----------------------------------|----------------------|-------|
| Jeff. County Int'l Airport (JCIA) | \$ 1,037,000         | 8.9%  |
| Boat Haven Yard                   | 1,750,000            | 15.0% |
| Boat Haven Marina                 | 900,000              | 7.7%  |
| Boat Haven Properties             | 75,000               | 0.6%  |
| Point Hudson                      | 2,050,000            | 17.6% |
| Quilcene                          | 450,000              | 3.9%  |
| Port-wide work <sup>1</sup>       | 400,000              | 3.4%  |
| Equipment/Vehicles <sup>2</sup>   | 3,078,000            | 26.4% |
| Other locations <sup>3</sup>      | 1,900,000            | 16.3% |
|                                   | <b>\$ 11,640,000</b> |       |

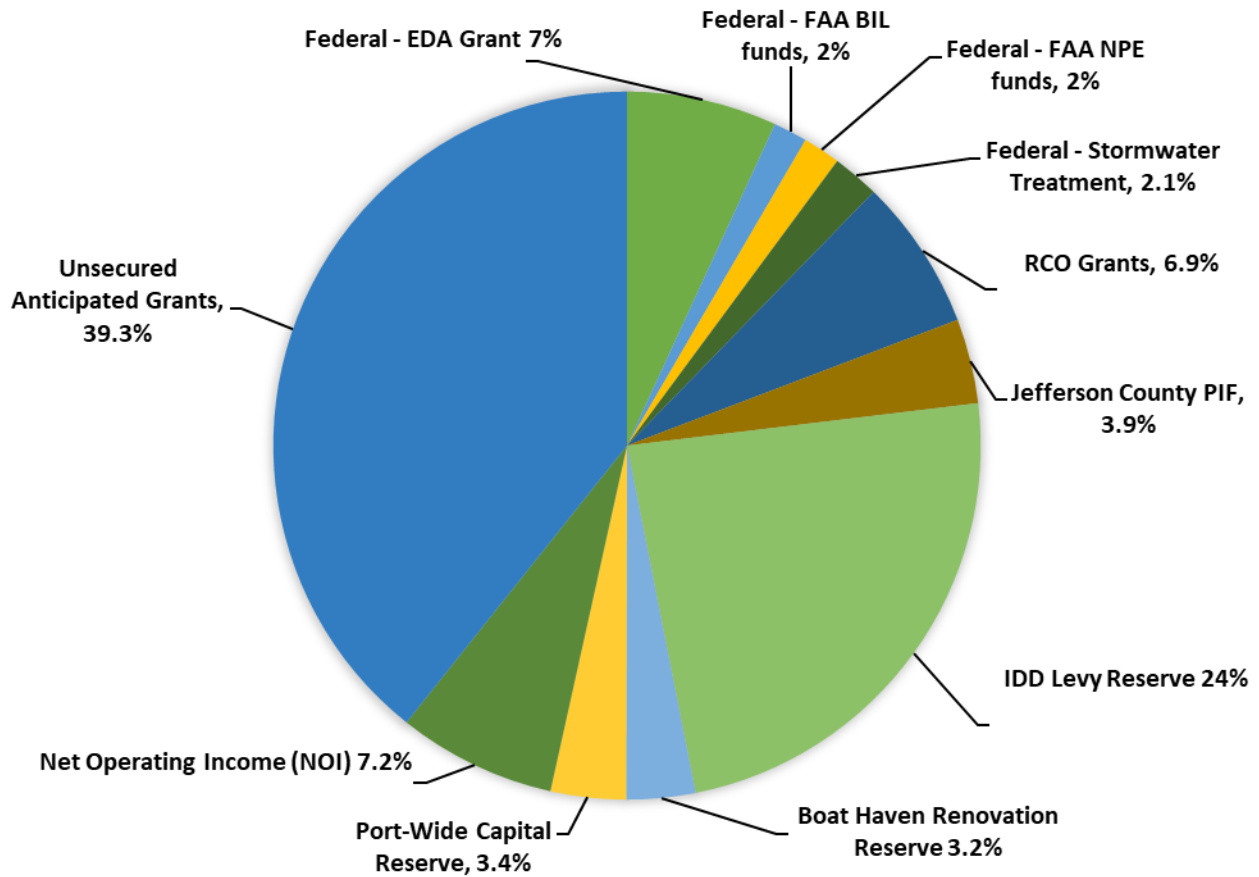
<sup>1</sup> Includes piling replacement, dock renovations, and yard, parking and RV resurfacing.

<sup>2</sup> 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.

<sup>3</sup> Includes Sea Level Rise project, Gardiner Boat Launch w/Seasonal Float, and various unplanned/emergency repair projects.

# CAPITAL PROJECT FUNDING FOR 2024 - GRAPHIC

## 2024 "HOW ARE PROJECTS FUNDED?"



### 2024 Budget - Capital Project Funding

|                                |                      |       |
|--------------------------------|----------------------|-------|
| Federal - EDA Grant            | \$ 800,000           | 6.9%  |
| Federal - FAA BIL funds        | 180,000              | 1.5%  |
| Federal - FAA NPE funds        | 199,800              | 1.7%  |
| Federal - Stormwater Treatment | 250,000              | 2.1%  |
| RCO Grants                     | 807,254              | 6.9%  |
| Jefferson County PIF           | 450,000              | 3.9%  |
| IDD Levy Reserve               | 2,770,685            | 23.8% |
| Boat Haven Renovation Reserve  | 367,061              | 3.2%  |
| Port-Wide Capital Reserve      | 400,000              | 3.4%  |
| Net Operating Income (NOI)     | 842,200              | 7.2%  |
| Unsecured Anticipated Grants   | 4,573,000            | 39.3% |
|                                | <b>\$ 11,640,000</b> |       |

# 5-YEAR CAPITAL IMPROVEMENT PROGRAM

11/08/2023 - 4th DRAFT

|  | note | 2024<br>estimate | 2025<br>estimate | 2026<br>estimate | 2027<br>estimate | 2028<br>estimate | Total 5 year<br>estimate |
|--|------|------------------|------------------|------------------|------------------|------------------|--------------------------|
| <b>JEFFERSON COUNTY INTERNATIONAL AIRPORT (JCIA)</b>                         |      |                  |                  |                  |                  |                  |                          |
| 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                  |
| Eco-Industrial Park - <i>Design/Engineering/Permitting</i>                   |      | 450,000          | -                | -                | -                | -                | 450,000                  |
| 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                  |
| <b>BOAT HAVEN</b>  |      |                  |                  |                  |                  |                  |                          |
| BH Main Breakwater Project   |      |                  |                  |                  |                  | -                |                          |
| <i>Permitting &amp; 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 &amp; 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 &amp; 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

11/08/2023 - 4th DRAFT

|   | note | 2024<br>estimate  | 2025<br>estimate | 2026<br>estimate  | 2027<br>estimate | 2028<br>estimate  | Total 5 year<br>estimate |
|---|------|-------------------|------------------|-------------------|------------------|-------------------|--------------------------|
| <b>POINT HUDSON</b>   |      |                   |                  |                   |                  |                   |                          |
| 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                |
| <b>QUILCENE</b>   |      |                   |                  |                   |                  |                   |                          |
| 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                |
| <b>OTHER CAPITAL</b>  |      |                   |                  |                   |                  |                   |                          |
| Sea Level 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 Renovations  | 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                |
| <b>UNPLANNED / EMERGENCY REPAIRS</b>  |      |                   |                  |                   |                  |                   |                          |
| 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                |
| <b>Total Estimated Project Expenses</b>                                     |      | <b>11,640,000</b> | <b>9,171,500</b> | <b>40,983,500</b> | <b>9,625,000</b> | <b>67,810,000</b> | <b>139,230,000</b>       |

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

## Capital Funding Sources

11/08/2023 - 4th DRAFT

| FUNDING SOURCES  | note | 2024<br>estimate   | 2025<br>estimate   | 2026<br>estimate   | 2027<br>estimate | 2028<br>estimate   | Total 5 year<br>estimate |
|--|------|--------------------|--------------------|--------------------|------------------|--------------------|--------------------------|
| <b>GRANTS -- Secured</b>   |      |                    |                    |                    |                  |                    |                          |
| 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)  |      | -                  | -                  | -                  | -                | -                  | -                        |
| <b>TOTAL PROJECTED GRANT FUNDS USE</b>   |      | <b>(2,687,054)</b> | <b>(2,253,700)</b> | <b>(2,604,446)</b> | <b>(314,200)</b> | <b>(5,795,000)</b> | <b>(13,654,400)</b>      |
| <b>PORT WIDE CAPITAL RESERVE</b>   |      |                    |                    |                    |                  |                    |                          |
| Gardiner Launch Ramp w/Seasonal Float - Construction                                   |      | (400,000)          | -                  | -                  | -                | -                  | (400,000)                |
| <b>BOAT HAVEN RESERVE</b>  |      |                    |                    |                    |                  |                    |                          |
| BH Main Breakwater Project   |      | (200,000)          | -                  | -                  | -                | -                  | (200,000)                |
| BH Linear Dock Replacement   |      | (167,061)          | -                  | -                  | -                | -                  | (167,061)                |

## Capital Funding Sources, page 2

11/08/2023 - 4th DRAFT

|   | 2024 | 2025               | 2026               | 2027               | 2028               | Total 5 year        |
|---|------|--------------------|--------------------|--------------------|--------------------|---------------------|
| FUNDING SOURCES   | note | estimate           | estimate           | estimate           | estimate           | estimate            |
| <b>IDD LEVY RESERVE</b>   |      |                    |                    |                    |                    |                     |
| 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)           |
| Eco-Industrial Park - Design/Engineering/Permitting                                       |      | (100,000)          | -                  | -                  | -                  | (100,000)           |
| 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)          | (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)           | (375,000)           |
| <b>TOTAL PROJECTED IDD LEVY FUNDS USE</b>   |      | <b>(2,770,685)</b> | <b>(2,871,100)</b> | <b>(2,864,254)</b> | <b>(805,800)</b>   | <b>(9,836,839)</b>  |
| <b>NET OPERATING INCOME (NOI)</b>   |      |                    |                    |                    |                    |                     |
| 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)           | (125,000)           |
| BH Building/Facility Preservation   |      | (25,000)           | (25,000)           | (100,000)          | (100,000)          | (350,000)           |
| Quilcene Campground   |      | (200,000)          | -                  | -                  | -                  | (200,000)           |
| Port Wide - Dock Renovations  |      | (250,000)          | (250,000)          | (250,000)          | (250,000)          | (1,250,000)         |
| Port Wide - Yard/Parking/RV Resurfacing   |      | (75,000)           | (75,000)           | (75,000)           | (75,000)           | (375,000)           |
| Port Equipment/Vehicle Replacement (NOT Travelift)  |      | (145,000)          | -                  | (120,000)          | (100,000)          | (525,000)           |
| Small Capital Projects  |      | (100,000)          | (100,000)          | (100,000)          | (100,000)          | (500,000)           |
| <b>TOTAL PROJECTED NOI FUNDS USE</b>  |      | <b>(842,200)</b>   | <b>(541,700)</b>   | <b>(703,300)</b>   | <b>(680,000)</b>   | <b>(3,782,200)</b>  |
| <b>Total Funding Sources Secured</b>  |      | <b>(7,067,000)</b> | <b>(5,666,500)</b> | <b>(6,172,000)</b> | <b>(1,800,000)</b> | <b>(28,040,500)</b> |

## Capital Funding Sources, page 3

**11/08/2023 - 4th DRAFT****FUNDING SOURCES**

|  | note  | 2024<br>estimate    | 2025<br>estimate   | 2026<br>estimate    | 2027<br>estimate   | 2028<br>estimate    | Total 5 year<br>estimate |
|--|---|---------------------|--------------------|---------------------|--------------------|---------------------|--------------------------|
| <b>Unsecured Anticipated Grants and other funding</b>                  |   |                     |                    |                     |                    |                     |                          |
| Eco-Industrial Park - Design/Engineering/Permitting (PIF)              |   | (350,000)           | -                  | -                   | -                  | -                   | (350,000)                |
| 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   |   | -                   | (500,000)          | (500,000)           | -                  | -                   | (1,000,000)              |
| PH Utility Rehabilitation (Mains)                                      | Seeking RCO grant for \$1M for these projects combined. | -                   | -                  | -                   | -                  | -                   | -                        |
| PH Pavement Preservation (Grind & Overlay)                             |   | -                   | -                  | -                   | -                  | -                   | -                        |
| PH Cantilevered Esplanade  |   | -                   | -                  | -                   | (375,000)          | (3,275,000)         | (3,650,000)              |
| Sea Level 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)              |
| <b>Total Unsecured Anticipated Grants</b>                              |   | <b>(4,573,000)</b>  | <b>(3,505,000)</b> | <b>(34,811,500)</b> | <b>(7,825,000)</b> | <b>(60,475,000)</b> | <b>(111,189,500)</b>     |
| <b>Total Funding Sources Secured &amp; Unsecured</b>                   |   | <b>(11,640,000)</b> | <b>(9,171,500)</b> | <b>(40,983,500)</b> | <b>(9,625,000)</b> | <b>(67,810,000)</b> | <b>(139,230,000)</b>     |

5 Year Capital Improvement Plan Notes:

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

## 5-Year Projected Cash Flow

|   |      | 2024              | 2025              | 2026              | 2027              | 2028              |
|---|------|-------------------|-------------------|-------------------|-------------------|-------------------|
|   | note | Projection        | Projection        | Projection        | Projection        | Projection        |
| <b>11/08/2023 4th DRAFT</b>                           |      |                   |                   |                   |                   |                   |
| Revenues - Operations                                 | a    | 8,335,132         | 8,776,894         | 9,242,069         | 9,731,899         | 10,247,690        |
| 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         |
| <b>Total INFLOW</b>                                   |      | <b>16,056,907</b> | <b>15,997,383</b> | <b>16,824,758</b> | <b>13,689,299</b> | <b>18,409,895</b> |
| Expenses - Operations                                 | d    | 7,093,094         | 7,554,145         | 8,045,165         | 8,568,100         | 9,125,027         |
| Expenses - Bond Principal & Interest                  | e    | 1,020,788         | 1,024,288         | 484,838           | 1,399,350         | -                 |
| Expenses - Capital Projects (secured funding)         | f    | 7,067,000         | 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           |
| <b>Total OUTFLOW</b>                                  |      | <b>15,981,453</b> | <b>15,061,516</b> | <b>15,534,917</b> | <b>12,617,023</b> | <b>17,326,591</b> |
| <b>Net INFLOW / OUTFLOW -- Change in Cash Balance</b> |      | <b>75,454</b>     | <b>935,867</b>    | <b>1,289,841</b>  | <b>1,072,277</b>  | <b>1,083,304</b>  |
| <b>Projected Beginning Year Cash</b>                  |      | <b>10,057,274</b> | <b>10,132,728</b> | <b>11,068,595</b> | <b>12,358,437</b> | <b>13,430,713</b> |
| <b>Total Ending Year Cash &amp; Investments</b>       |      | <b>10,132,728</b> | <b>11,068,595</b> | <b>12,358,437</b> | <b>13,430,713</b> | <b>14,514,017</b> |
| <b>Total Ending Cash Reserves</b>                     |      | <b>8,689,705</b>  | <b>8,818,156</b>  | <b>8,960,946</b>  | <b>9,823,559</b>  | <b>9,687,791</b>  |
| <b>Total Unreserved Cash</b>                          |      | <b>1,443,023</b>  | <b>2,250,439</b>  | <b>3,397,490</b>  | <b>3,607,154</b>  | <b>4,826,227</b>  |
| <b>RESERVE BALANCES</b>                               |      |                   |                   |                   |                   |                   |
| <b>IDD Levy Reserve</b>                               | h    | 6,214,993         | 5,978,182         | 5,748,217         | 6,230,096         | 5,705,096         |
| <b>Port Wide Capital Reserve</b>                      | i    | 191,438           | 441,438           | 691,438           | 941,438           | 1,191,438         |
| <b>Boat Haven Renovation</b>                          | j    | -                 | -                 | -                 | -                 | -                 |
| <b>Operating Reserve</b>                              | k    | 1,773,274         | 1,888,536         | 2,011,291         | 2,142,025         | 2,281,257         |
| <b>Emergency Reserve</b>                              | l    | 500,000           | 500,000           | 500,000           | 500,000           | 500,000           |
| <b>Unemployment Reserve</b>                           |      | 10,000            | 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 TAXES

## 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 using 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 2<sup>nd</sup> 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 budgeted 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      |

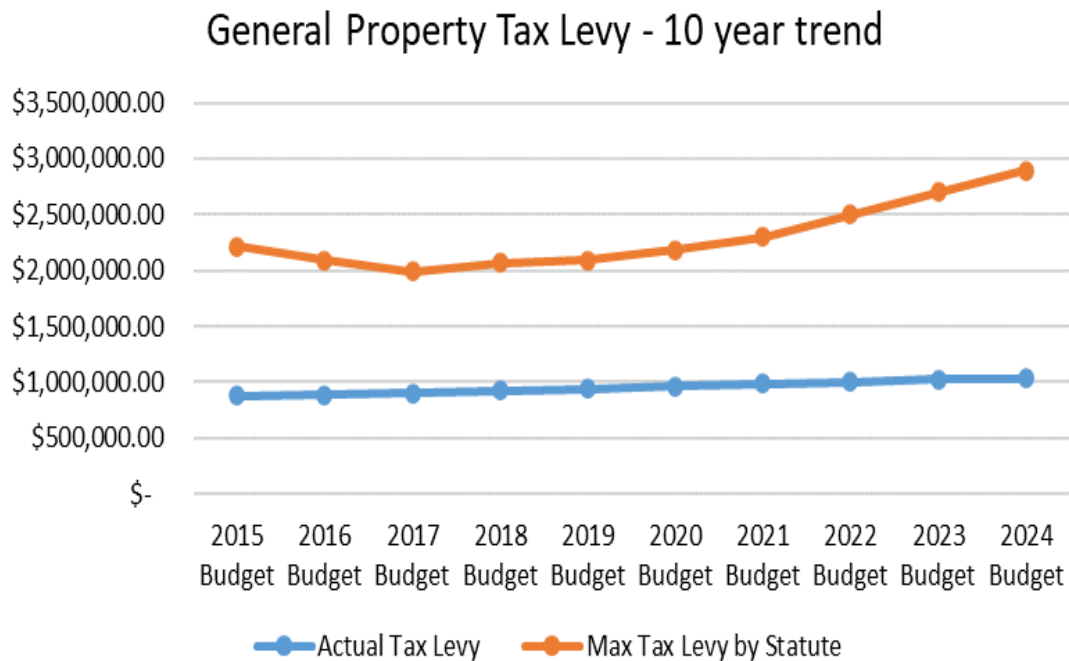
The Port Commission has decided to levy the same amount in 2024 as for the prior two (2) years - \$2,634,289. The same AV is used for purposes of calculating the IDD levy; the levy rate is estimated to be \$0.287 per \$1,000 of AV.

## 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.

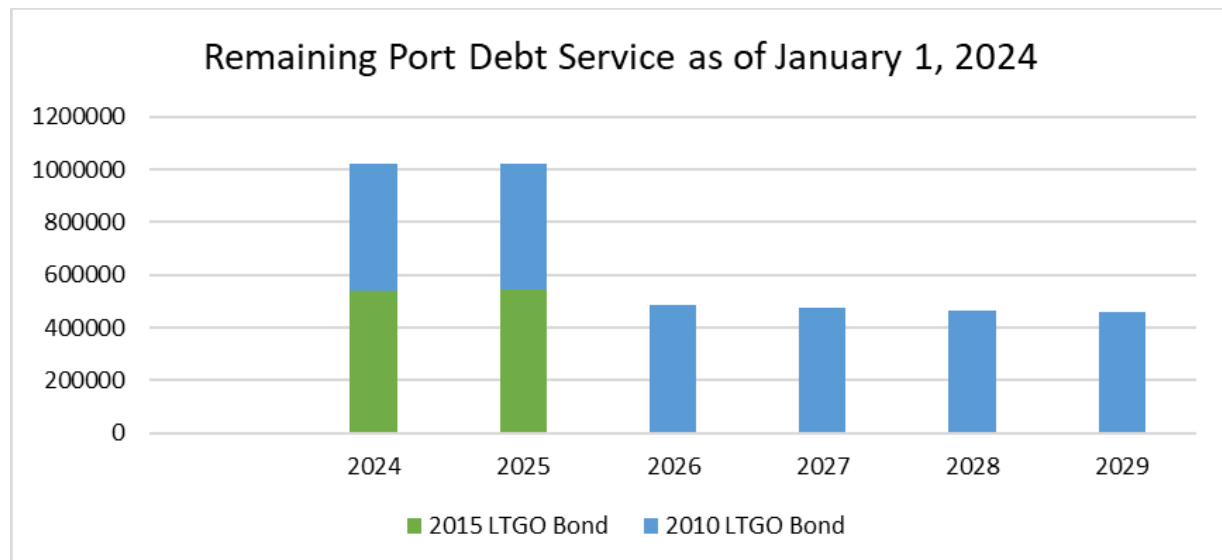




## DEBT SERVICE (legal obligation)

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 |
| <b>totals</b>            | <b>\$ 3,395,000</b> | <b>\$ 534,263</b>   |               |
| <b>collective total</b>  |                     | <b>\$ 3,929,263</b> |               |



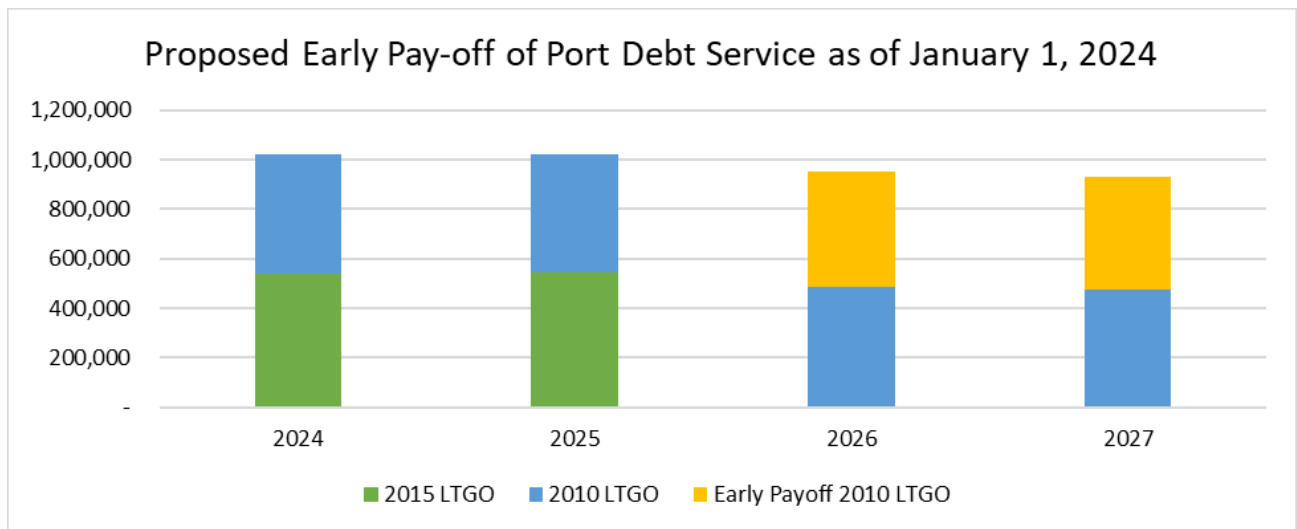
### Schedule and Purpose of Debt:

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<br>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 Business   | \$ 6.97  | /ft/mo*     |
| Overwide Vessels (18'+ wide)   | same as perm. rate /ft/mo*<br>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 - 4th 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<br>OR SLIP LENGTH, WHICHEVER IS GREATER.  |   | new or additions to current<br>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 Business  | \$ 7.43 /ft/mo*<br>same as perm. rate /ft/mo* | \$ 0.46  |
| 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<br>OR SLIP LENGTH, WHICHEVER IS GREATER.  |                          |
|   | 2023 Rates               |
| <b>ELECTRICAL FEES</b>  |                          |
| 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            |
| <b>WINTER GUEST MONTHLY, based on availability</b> <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*         |
| <b>SUMMER GUEST MONTHLY, based on availability</b> <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*         |
| <b>STORAGE ONLY</b>   |                          |
| 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*                  |
| <b>Also see Miscellaneous Rates and Fees for other fees that apply.</b>   |                          |
| *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 |                          |

\*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 - 4th 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<br>OR SLIP LENGTH, WHICHEVER IS GREATER.    | new or additions to current<br>removed or proposed removal |          |
|   | 2023 Rates   | increase |
| <b>ELECTRICAL FEES</b>  |  |          |
| 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  | \$ -     |
| <i>(subject to change with utility increases) - INCR. EFF. 7/5/2024 TO \$0.1112</i> |  |          |
| Non-metered Electrical  | \$ 1.80 ft/mo  | \$ 0.08  |
| <b>WINTER GUEST MONTHLY, based on availability</b> <i>(Oct. 1 – Apr. 30:)</i>       |  |          |
| 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  |
| <b>SUMMER GUEST MONTHLY, based on availability</b> <i>(May 1 – Sept. 30:)</i>       |  |          |
| 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  |
| <b>STORAGE ONLY</b>   |  |          |
| 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.

| 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                       |
| <b>70/75 TON LIFTS</b>                    |                                  |
| 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 **        |
| <b>70/75 TON REPAIR STORAGE</b>           |                                  |
| Daily                                     | \$ 0.82 /ft/day                  |
| Monthly                                   | \$ 0.66 /ft/day*                 |
| <b>Covered Storage</b>                    |                                  |
| 70' Covered Shed                          | \$ 75.00 /day*                   |
| Electrical Rate:                          | \$ 5.25 /day                     |
| <b>Electrical Rate:</b>                   |                                  |
| (applicable year-round)                   | \$ 1.68 /day                     |
|   | \$ 33.30 /mo*                    |
| <b>300 TON TRAVEL LIFT</b>                |                                  |
| 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**         |
| <b>300 TON REPAIR YARD</b>                |                                  |
| Daily                                     | \$ 1.31 /ft/day                  |
| Monthly                                   | \$ 1.06 /ft/day*                 |
| <b>300 TON ELECTRIC</b>                   |                                  |
| 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 - 4th 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                    |
| <b><u>70/75 TON LIFTS</u></b>                        |                           |                                 |                             |
| 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                     |
| <b><u>70/75 TON REPAIR STORAGE</u></b>               |                           |                                 |                             |
| Daily  | \$                        | 0.86 /ft/day                    | \$ 0.04                     |
| Monthly  | \$                        | 0.69 /ft/day*                   | \$ 0.03                     |
| <b>Covered Storage:</b>                              |                           |                                 |                             |
| 70’ Covered Shed                                     | \$                        | 75.00 /day*                     | \$ -                        |
| Electrical Rate                                      | \$                        | 5.49 /day                       | \$ 0.24                     |
| <b>Trailer Vessel - non-working</b> \$ 10.00 /ft/mo* |                           |                                 |                             |
| <b>Electrical Rate:</b>                              |                           |                                 |                             |
|  | \$                        | 2.00 /day                       | \$ 0.32                     |
| (applicable year-round)                              | \$                        | 42.00 /mo*                      | \$ 8.70                     |
| <b><u>300 TON TRAVEL LIFT</u></b>                    |                           |                                 |                             |
| 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                     |
| <b>Trimaran hulls</b> 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                     |
| <b><u>300 TON REPAIR YARD</u></b>                    |                           |                                 |                             |
| Daily  | \$                        | 1.37 /ft/day                    | \$ 0.06                     |
| Monthly  | \$                        | 1.11 /ft/day*                   | \$ 0.05                     |
| <b><u>300 TON ELECTRIC</u></b>                       |                           |                                 |                             |
| 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 - 4th 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. <b>Workyard</b> 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 |

\* 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

## 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 - 4th DRAFT

## POINT HUDSON

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.

4.6%

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 <sup>1</sup> |
| Dry Camp                  | \$ | 36.38 /night <sup>1</sup> |
| 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 |
|-------------------------------|----|------------|

\*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 - 4th 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) <sup>1</sup> | \$ | 73.00 | \$ | 86.00 | \$6.00 | \$9.00 |
| Nightly - Hookup (range) <sup>1</sup>             | \$ | 61.00 | \$ | 75.00 | \$5.00 | \$9.00 |

RV PARK – WINTER (October 1 – April 30)

|   |    |       |    |       |        |        |
|---|----|-------|----|-------|--------|--------|
| Nightly – Premium Waterfront (range) <sup>1</sup> | \$ | 50.00 | \$ | 62.00 | \$4.35 | \$6.35 |
| Nightly - Hookup (range) <sup>1</sup>             | \$ | 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

|                           |    |                           |    |      |
|---------------------------|----|---------------------------|----|------|
| Back Row                  | \$ | 53.05 /night <sup>1</sup> | \$ | 2.33 |
| Dry Camp Partial Hookup   | \$ | 38.05 /night <sup>1</sup> | \$ | 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 |
|------------------|----|------------|----|------|

\*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'               |
| <b>PERMANENT MOORAGE</b>  | <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*                  |
| <b>GUEST MONTHLY</b>  | <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*                 |
| <b>ELECTRICAL FEES</b>  |                                 |
| 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>   |                                 |
| <b>WATER FEES</b>   |                                 |
| 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>   |                                 |
| <b>LAUNCH RAMP</b>  |                                 |
| 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>   |                                 |
| <b>STORAGE</b>  |                                 |
| 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 - 4th DRAFT

## HERB BECK MARINA - QUILCENE

4.6%

360.765.3131 or 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

|   | 2024 Rates                      | increase |
|---|---------------------------------|----------|
| NIGHTLY MOORAGE   | \$ 1.00 ft/nt                   | \$ -     |
| TEMPORARY TIE-UP  | \$ 7.00                         | \$ -     |
|   | \$ 13.00 over 35'               | \$ -     |
| <b>PERMANENT MOORAGE</b>  | <i>6 month Minimum</i>          |          |
| 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  |
| <b>GUEST MONTHLY</b>  | <i>1 mo. min. - 6 month max</i> |          |
| 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*                 |          |
| <b>ELECTRICAL FEES</b>  |                                 |          |
| 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               |          |
| <i>(subject to change with utility rate increase) INCR. EFF. 7/5/2023 TO \$0.1082</i>   |                                 |          |
| <b>WATER FEES</b>   |                                 |          |
| 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  |
| <i>(subject to change with utility rate increase)</i>   |                                 |          |
| <b>LAUNCH RAMP</b>  |                                 |          |
| 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>   |                                 |          |
| <b>STORAGE</b>  |                                 |          |
| 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  |
| <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>   |                                 |          |

\*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* |
| <b><u>TIE-DOWNS</u></b>                                       |                    |
| 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<br>/1000 # of max loaded gross weight  | \$ 0.34            |
| <b><u>VEHICLE PARKING</u></b>                                 |                    |
| Weekly (7 or more days)<br>(rate includes WA State Sales Tax) | \$ 35.00 1.        |
| Monthly<br>(rate includes Leasehold Tax)                      | \$ 80.00 *         |
| 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 - **4th DRAFT**

**JEFFERSON COUNTY  
INTERNATIONAL AIRPORT**

**4.6%**

new or additions to current  
removed or proposed removal

Service Rates - Effective January 1, 2024\*  
Approved by Port Commission on xx/xx/2023

|   | 2024 Rates         | increase  |
|---|--------------------|-----------|
| Prevailing Ground Lease Rate*<br>* Effective December 1, 2023 | \$ 0.07 /sq ft/mo* | \$ (0.01) |
| <b><u>TIE-DOWNS</u></b>                                       |                    |           |
| 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<br>/1000 # of max loaded gross weight  | \$ 0.36            | \$ 0.02   |
| <b><u>VEHICLE PARKING</u></b>                                 |                    |           |
| Weekly (7 or more days)<br>(rate includes WA State Sales Tax) | \$ 35.00 1.        | \$ -      |
| Monthly<br>(rate includes Leasehold Tax)                      | \$ 80.00 *         | \$ -      |
| 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   |                 |
| <b>UNION WHARF,<br/>CITY DOCK &amp;<br/>EVENT FACILITIES</b>                           |                 |
| 360-385-2828 or 360-385-6211   |                 |
| Service Rates – Effective January 1, 2023<br>Approved by Port Commission on 11/09/2022 |                 |
|  | 2023 Rates      |
| <b><u>NIGHTLY MOORAGE (3 night maximum stay)</u></b>                                   |                 |
| Vessels up to 35'  | \$ 31.00 /night |
| Vessels 35'-79'  | \$ 47.00 /night |
| Vessels over 80' (Union Wharf only, advanced notice required)                          | \$ 2.10 /ft/nt  |
| <b><u>TEMPORARY TIE-UP (up to 4 hours)</u></b>   |                 |
| Under 35' length   | \$ 10.00        |
| Over 35' length  | \$ 20.00        |
| <b><u>COMMERCIAL VESSEL PASSENGER FEES</u></b> - See Miscellaneous Rates               |                 |
| <b><u>EVENT FACILITIES RENTAL – UNION WHARF &amp; CITY DOCK</u></b>                    |                 |
| Daily Rental Fee <sup>1</sup>  | \$ 345.00 /day  |
| <b><u>EVENT FACILITIES -POINT HUDSON MARINA ROOM</u></b>                               |                 |
| Daily <sup>1</sup> Rental Fee  | \$ 150.00 /day  |
| <b><u>EVENT FACILITIES - Point Hudson Pavillion</u></b>                                |                 |
| 5 Hour Rental  | \$ 500.00       |
| Full Day 8am-11pm  | \$ 1,000.00     |
| Damage & Cleaning Deposit (refundable)   | \$ 500.00       |
| (All Pavilion rental rates for RV & Yacht groups 50%)                                  |                 |
| <sup>1</sup> 8:00 a.m. to 11:00 p.m.   |                 |

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

\*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<br>2023 Rate Schedule - FINAL                   |             |                   | Port of Port Townsend<br>2024 Rate Schedule - 4th DRAFT               |                     |                   |
|---|-------------|-------------------|---|---------------------|-------------------|
| MISCELLANEOUS RATES & FEES  |             |                   | MISCELLANEOUS RATES & FEES  |                     |                   |
| Service Rates – Effective January 1, 2023                             |             |                   | Service Rates – Effective January 1, 2024                             |                     |                   |
| Approved by Port Commission on 11/10/2022                             |             |                   | Approved by Port Commission on xx/xx/2023                             |                     |                   |
| <b>PORT LABOR RATES &amp; FEES</b>                                    |             |                   | <b>PORT LABOR RATES &amp; FEES</b>                                    |                     |                   |
| Port Labor Rate   | \$ 76.07    | /hr/person        | Port Labor Rate   | \$ 80.00            | /hr/person        |
| Overtime Labor Rate   | \$ 114.66   | /hr/person        | Overtime Labor Rate   | \$ 120.00           | /hr/person        |
| Docking Fee   | \$ 2.50     | /ft/day           | Docking Fee   | \$ 2.62             | /ft/day           |
| Relocate Vessel by Hand   | \$ 86.00    |                   | Relocate Vessel by Hand   | \$ 89.96            |                   |
| Relocate Vessel w/ Port Skiff   | \$ 173.09   |                   | Relocate Vessel w/ Port Skiff   | \$ 181.05           |                   |
| Emergency Pumps   | \$ 144.43   |                   | Emergency Pumps   | \$ 151.07           |                   |
| Bail Skiff Fee  | \$ 58.43    |                   | Bail Skiff Fee  | \$ 61.12            |                   |
| <b>MISCELLANEOUS RATES &amp; FEES</b>                                 |             |                   | <b>MISCELLANEOUS RATES &amp; FEES</b>                                 |                     |                   |
| Miscellaneous Storage (with agreement)                                | \$ 0.27     | /sq ft*           | Misc. Storage on leased prop. w/agmt                                  | \$ 0.28             | /sq ft*           |
| Mini Storage Units  | \$ 1.17     | /sq ft/mo*        | Mini Storage Units  | \$ 1.22             | /sq ft/mo*        |
| Food Truck Rate (may be subject to tax)                               | \$ 39.69    | /day              | Food Truck Rate (may be subject to tax)                               | \$ 41.52            | /day              |
| Commercial Vessel Pass. Fee   | \$ 1.21     | /person           | Commercial Vessel Pass. Fee   | \$ 1.27             | /person           |
| (payable monthly in season)   |             |                   | (payable monthly in season)   |                     |                   |
| Kayak or Rowing Shell   | \$ 29.77    | /mo*              | <del>Kayak or Rowing Shell</del>                                      | <del>\$ 31.14</del> | <del>/mo*</del>   |
| Top rack kayak or rowing shell  | \$ 22.05    | /mo*              | <del>Top rack kayak or rowing shell</del>                             | <del>\$ 23.06</del> | <del>/mo*</del>   |
| Wherry Parking - Boat Haven   | \$ 45.00    | /mo*              | <del>Wherry Parking - Boat Haven</del>                                | <del>\$ 47.07</del> | <del>/mo*</del>   |
| <b>WORK FLOAT MOORAGE/LIFT PIER ACCESS (Reserve with Yard Office)</b> |             |                   | <b>WORK FLOAT MOORAGE/LIFT PIER ACCESS (Reserve with Yard Office)</b> |                     |                   |
| Daily Rate, includes Top Side Access                                  | \$ 2.37     | /ft/day, \$50 min | Daily Rate, includes Top Side Access                                  | \$ 2.48             | /ft/day, \$50 min |
| Lift Pier Access/Top Side Usage                                       | \$ 55.13    | 2 hours           | Lift Pier Access/Top Side Usage                                       | \$ 57.67            | 2 hours           |
| <b>LAUNCH RAMP</b>  |             |                   | <b>LAUNCH RAMP</b>  |                     |                   |
| 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)   |                     |                   |
| <b>COMMERCIAL TRUCK FEE</b>   |             |                   | <b>COMMERCIAL TRUCK FEE</b>   |                     |                   |
| Daily   | \$ 210.00   | **                | Daily   | \$ 220.00           | **                |
| Monthly   | \$ 630.00   | **                | Monthly   | \$ 660.00           | **                |
| Annual (Rolling Calendar)   | \$ 1,590.00 | **                | Annual (Rolling Calendar)   | \$ 1,660.00         | **                |
| <b>PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP</b>                          |             |                   | <b>PORT HADLOCK DOCK-DINGHY/SKIFF TIE-UP</b>                          |                     |                   |
| Dock  | \$ 28.67    | Monthly           | Dock  | \$ 30.00            | Monthly           |
| Beach   | \$ 23.15    | Annual            | Beach   | \$ 25.00            | Annual            |
|   | \$ 166.48   |                   |   | \$ 175.00           |                   |
|   | \$ 103.64   |                   |   | \$ 110.00           |                   |

4.6%

new or additions to current  
removed or proposed removal

change

Listed on location specific  
rate cards.

\*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<br>2023 Rate Schedule - FINAL  |                                      |                |                | Port of Port Townsend<br>2024 Rate Schedule - 4th 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<br>Offense                       | 2nd<br>Offense | 3rd<br>Offense |  | 1st<br>Offense                          | 2nd<br>Offense     | 3rd<br>Offense |                             |          |          |
| <b>VIOLATION FEES</b>  |                                      |                |                | <b>VIOLATION FEES</b>  |   |                    |                |                             |          |          |
| 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      |                | <b>Non-payment of Parking</b>  | <b>\$ 32.95</b>                         | <b>\$ 109.83</b>   |                |                             |          |          |
| 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        |                | \$ -                        |          |          |
| <b>WAIT LIST FEES</b>  |                                      |                |                | <b>WAIT LIST FEES</b>  |   |                    |                |                             |          |          |
| Sign-up Fee  | \$ 100.00                            |                |                | Sign-up Fee  | \$ 100.00                               |                    |                | \$ -                        |          |          |
| Renewal Fee or Pass Fee  | \$ 50.00                             |                |                | Renewal Fee or Pass Fee  | \$ 50.00                                |                    |                | \$ -                        |          |          |
| <b>GOODS &amp; AMENITIES</b>   |                                      |                |                | <b>GOODS &amp; AMENITIES</b>   |   |                    |                |                             |          |          |
| Notary Service   | \$ 13.00                             |                |                | <b>Cost for Port goods and merchandise as established by staff.</b>  |   |                    |                | \$ -                        |          |          |
| Laundry Soap   | \$ 1.00                              | /ea**          |                | <b>Laundry Soap</b>  | <del>\$ 1.75</del>                      | /ea**              |                | <del>\$ 0.75</del>          |          |          |
| Dryer Sheets   | \$ 1.00                              | /ea**          |                | <b>Dryer Sheets</b>  | <del>\$ 1.75</del>                      | /ea**              |                | <del>\$ 0.75</del>          |          |          |
|  | <b>Wash</b>                          | <b>Dry</b>     |                |  | <b>Wash</b>                             | <b>Dry</b>         |                |                             |          |          |
| Laundry  | \$ 2.75                              | \$ 2.00        |                | <b>Laundry</b>   | <del>\$ 2.75</del>                      | <del>\$ 2.00</del> |                | \$ -                        |          |          |
|  | <b>90 sec.</b>                       | <b>3 mins.</b> |                |  | <b>90-sec.</b>                          | <b>3-mins.</b>     |                |                             |          |          |
| Showers  | 25c                                  | 50c            |                | <b>Showers</b>   | <del>25c</del>                          | <del>50c</del>     |                |                             |          |          |
| <b>RESTROOM/LAUNDRY KEY FOBS (tenants only)</b>  |                                      |                |                | <b>RESTROOM/LAUNDRY KEYS &amp; FOBS (tenants only)</b>   |   |                    |                |                             |          |          |
| 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                     |          |          |
| <b>LEASE &amp; LICENSE FEES</b>  |                                      |                |                | <b>LEASE &amp; LICENSE FEES</b>  |   |                    |                |                             |          |          |
| 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                    |          |          |
|  |                                      |                |                | <b>Notary Service (moved from above)</b>   | \$ 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. 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 8<sup>th</sup> 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:**

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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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 8<sup>th</sup> 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:**



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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney

## **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 8<sup>th</sup> 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:**

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney

|                     |   |
|---------------------|---|
| <b>MEETING DATE</b> | November 3, 2023  |
| <b>AGENDA ITEM</b>  | <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input type="checkbox"/> Informational                              |
| <b>AGENDA TITLE</b> | VI. Public Hearing Resolution 804-23 Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Acquisition of the Short's Family Farm and the Capital Projects Described in the 2024 Operating and Capital Budget |
| <b>STAFF LEAD</b>   | Deputy Director Toews   |
| <b>REQUESTED</b>    | <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion   |
| <b>ATTACHMENTS</b>  | Resolution No. 804-23 Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Acquisition of the Short's Family Farm and the Capital Projects Described in the 2024 Operating and Capital Budget                |

**ISSUE PRESENTED:** This is a housekeeping measure. Following receipt and consideration of public testimony, the Commission is asked to approve Resolution 804-23 to ensure the Capital Projects and the 2024 Operating and Capital Budget are made part of the 2024 Comprehensive Scheme.

Notice of the open-record public hearing was published in both the Port Townsend-Jefferson County Leader and Peninsula Daily News.

**ATTACHMENTS:** Resolution 804-23

**MOTION:** None required at this time – this is a public hearing and first reading. Following close of the public hearing to receipt of testimony, the Commission may deliberate upon the testimony received, and discuss and direct changes as needed. At the November 21, 2023 meeting, the Commission would approve Resolution 804-23 Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to Incorporate the Acquisition of the Short's Family Farm and the Capital Projects Described in the 2024 and Capital Budget.

Please note: The Comprehensive Scheme of Harbor Improvements Updated in October 2020 Update is not an attachment in this packet, however, it can be found online at <https://portofpt.municipal.codes/CSH>

**RESOLUTION NO. 804-23**  
**A Resolution of the Commission of the Port of Port Townsend**

**Amending the Port of Port Townsend's Comprehensive Scheme of Harbor Improvements to  
Incorporate the Acquisition of the Short's Family Farm and the Capital Projects Described  
in the 2024 Operating & Capital Budget**

**WHEREAS**, on October 14, 2020, the Port of Port Townsend adopted an updated Comprehensive Scheme of Harbor Improvements (CSHI) via Resolution No. 724-20; and

**WHEREAS**, RCW 53.20.010 and RCW 53.20.020 allow for changes to be made to the Port of Port Townsend's CSHI; and

**WHEREAS**, pursuant to RCW 53.20.010 and RCW 52.20.020, notice of a public hearing to accept public testimony on proposed amendments to the CSHI was published on October 18 and 25, 2023, in the Port Townsend-Jefferson County Leader, and on October 21 and 28, 2023, in the Peninsula Daily News, respectively; and

**WHEREAS**, on November 8, 2023, after public hearing, the Port of Port Townsend adopted its 2024 Operating & Capital Budget which describes and provides budget authorization for specific capital projects throughout the Port;

**WHEREAS**, also on November 8, 2023, the Commission conducted an open-record public hearing to accept public testimony on the proposed CSHI amendments that would reflect the Port's acquisition of the Short's Family Farm and the capital projects reflected in the Port's 2024 Operating and Capital Budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Port Townsend as follows:

The Port of Port Townsend Comprehensive Scheme of Harbor Improvements is hereby amended and updated to reflect the acquisition of the 253-acre Short's Family Farm and to incorporate the capital projects as set forth in the 2024 Operating & Capital Budget.

**ADOPTED** in open session at a meeting of the Board of Commissioners of the Port of Port Townsend on the 8<sup>th</sup> day of November 2023, and duly authenticated by the signatures of the Commission and the seal of the Commission affixed hereto.

**ATTEST:**

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney

|                     |  |
|---------------------|--|
| <b>MEETING DATE</b> | November 8, 2023   |
| <b>AGENDA ITEM</b>  | <input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational |
| <b>AGENDA TITLE</b> | IX. Quarter 3, 2023 IDD Levy Project Funding Report  |
| <b>STAFF LEAD</b>   | Abigail Berg, Director of Finance and Administration   |
| <b>REQUESTED</b>    | <input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion   |
| <b>ATTACHMENTS</b>  | Informational Memorandum<br>IDD Levy Quarter-to-date Report  |

**DATE:** 11/8/2023  
**TO:** Port Commission  
**FROM:** Abigail Berg, Director of Finance & Administration  
**SUBJECT:** IDD Levy Financial Report, YTD Qtr. 3, 2023

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**ISSUE**

Provide a report to the Commission.

**BACKGROUND/DISCUSSION**

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

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

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

For reference, attached is a copy of 2023 Capital Budget (2023-2027) that lists the projects, and funding for each of them. Added to this listing by Commission approval during the May 24, 2023 Commission meeting was \$250,000 towards the Water Walk/Sealevel Rise project.

**FISCAL IMPACT**

The largest project planned for use of IDD levy funding this year is the Point Hudson Jetty replacement, in the 2<sup>nd</sup> year of this 2-year phased project, which is 71% of the IDD levy funded 2023 capital budget. Projects worked on this quarter include the reconstruction of the old Coast Guard Building, the BH Stormwater Compliance project, the Northwest Yard Expansion project, the Herb Beck Marina Boat Launch Replacement project, the Cupola Building remodel at Point Hudson (part of the budgeted Point Hudson Building Preservation), as well as the two (2) Sperry buildings in Boat Haven, TAKU and Key City Fish, that are slated for capital maintenance work this year. Year-to-date, total IDD expenditures are \$403,076. As we move into the 4<sup>th</sup> quarter and the advancement of the Point Hudson South Jetty replacement, we anticipate this number to increase substantially.

**RECOMMENDATION**

NA



**IDD Tax Levy Activity**  
as of end of Quarter 3, 2023

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

Approved by voters November 5, 2019

First year of collection 2020

Base Year AV 2019

Annual maximum millage rate per \$1,000

total estimated IDD Levy (updated April 2023)

\$ 5,988,145,402

\$ 0.45

\$ 16,902,767

Annual millage rate

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

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

Estimated remaining balance to tax

0.135

0.254

0.371

0.306

\$ 868,941

\$ 2,543,225

\$ 5,375,711

\$ 7,446,160

\$ 809,354

\$ 2,443,643

\$ 5,077,932

\$ 7,712,221

\$ 16,093,413

\$ 14,459,124

\$ 11,824,835

\$ 9,190,546

|   | 2020           | 2021                | 2022                | 2023                |                  |
|---|----------------|---------------------|---------------------|---------------------|------------------|
| Revenues  | actuals        | actuals             | actuals             | annual budget       | ytd actual       |
| Total IDD Revenue   | 868,941        | 1,674,283           | 2,832,486           | 2,634,289           | 2,070,450        |
| <b>CAPITAL EXPENDITURES</b>                                 |                |                     |                     |                     |                  |
| <b>Jefferson County Int'l Airport</b>                       |                |                     |                     |                     |                  |
| JCIA Underground Fuel Tank Replacement                      |                |                     |                     | 10,000              |                  |
| <b>Boat Haven</b>   |                |                     |                     |                     |                  |
| Boat Haven Linear Dock Electrical (55%)                     | 22,899         |                     |                     |                     |                  |
| Main Stormwater Pump Station Repairs                        |                | 53,497              |                     |                     |                  |
| Sperry Bldgs. Capital Maintenance                           |                | 30,117              | 30,783              | 50,000              | 4,408            |
| Reconstruct Old Coast Guard Bldg. (Moorage/Yard office)     |                | 4,396               | 215,146             | 150,000             | 176,120          |
| NORTHwest Yard Expansion (25-feet)                          |                |                     | 66,586              | 104,000             | 11,461           |
| BH Stormwater Treatment Compliance Upgrade                  |                |                     | 6,334               | 111,955             | 157,796          |
| BH Linear Dock Replacement                                  |                |                     |                     | 85,000              |                  |
| BH Navigation Channel Marina Dredging                       |                |                     |                     | 25,000              |                  |
| <b>Point Hudson</b>   |                |                     |                     |                     |                  |
| PH Replacement of North & South Jetties                     | 194,646        | 191,369             | 66,543              | 2,925,000           |                  |
| PH Bldg. Preservation (Cupola Bldg. Remodel) <sup>(b)</sup> |                |                     |                     | 450,000             | 32,567           |
| <b>Quilcene</b>   |                |                     |                     |                     |                  |
| Herb Beck Marina Boat Launch Replacement <sup>(c)</sup>     |                |                     | 16,412              |                     | 14,724           |
| Herb Beck Marina Maint. Dredge <sup>(c)</sup>               |                |                     | 20,062              | 20,000              | 6,000            |
| <b>Other Projects</b>                                       |                |                     |                     |                     |                  |
| Port-wide Piling Replacement <sup>(d)</sup>                 |                | 8,622               |                     | 150,000             |                  |
| Mats Mats Bay Facilities & Boat Ramp Rehab                  |                |                     |                     | 30,000              |                  |
| Waterwalk project <sup>(e)</sup>                            |                |                     |                     | 250,000             |                  |
| <b>total IDD Capital Expenses</b>                           | <b>217,545</b> | <b>288,001</b>      | <b>421,866</b>      | <b>4,360,955</b>    | <b>403,076</b>   |
| <b>Unused Current Year Remaining Levy To Date</b>           | <b>651,396</b> | <b>1,386,282</b>    | <b>2,410,620</b>    | <b>(1,726,666)</b>  | <b>1,667,374</b> |
| <b>Ending IDD Reserve Account Balance</b>                   | <b>651,396</b> | <b>\$ 2,037,679</b> | <b>\$ 4,448,298</b> | <b>\$ 6,115,672</b> |                  |

## IDD Tax Levy Activity Notes

### Quarter 3, 2023, page 2

#### Notes:

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

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

(c) *In the summer of 2021 the Port carried out the "Quilcene, we're listening" survey to determine what improvements the community wanted at the Herb Beck Marina location. Subsequently, the 2022 budget included two (2) placeholders for \$100k each, one for dredging the marina entrance and one for, as then a yet unidentified project. Work was performed by Mott MacDonald in 2022 to include condition assessment of the floats, launch ramp, piles, breakwater, and marina entrance, as well as grant application assistance. The boat launch project is moving forward sooner than anticipated (it was budgeted for 2024/2025) since RCO awarded a Boating Facilities grant for \$1.1m with a project start date of August 15, 2023. Funding for the dredge project is being sought.*

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

(e) *At the May 24, 2023 Commission meeting, the Commission motioned to support the Waterwalk and Sea Level Rise projects with up to \$250,000 in IDD funds as match to the \$50,000 ARPA funds granted to the Port by Jefferson County.*

|                     |  |
|---------------------|--|
| <b>MEETING DATE</b> | November 8, 2023   |
| <b>AGENDA ITEM</b>  | <input type="checkbox"/> Consent <input type="checkbox"/> 1 <sup>st</sup> Reading <input type="checkbox"/> 2 <sup>nd</sup> Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational |
| <b>AGENDA TITLE</b> | Informational Items  |
| <b>STAFF LEAD</b>   | Eron Berg, Executive Director  |
| <b>REQUESTED</b>    | <input type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion  |
| <b>ATTACHMENTS</b>  | <ul style="list-style-type: none"> <li>• Contract Update/Lease Brief</li> <li>• City Partnership Letter</li> <li>• Port Commission Schedule</li> </ul>   |

## PORT OF PORT TOWNSEND INFORMATIONAL MEMO

**DATE:** November 2, 2023

**TO:** Commissioners

**FROM:** Sue Nelson, Lease & Contracts Administrator

**CC:** Eron Berg, Executive Director

**SUBJECT:** **November 8, 2023, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 786-23

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| Name  | Dates                 | Description  | Amount<br>Not to Exceed:       |
|---|-----------------------|--|--------------------------------|
| WA State Reference Network<br>(City/Port agreement) | 10/9/2023 – 10/8/2026 | City/Port joint agrmnt-<br>GPS connectivity through<br>Seattle Pub Utilities | \$1,225.33 (50%<br>setup fees) |
|   |                       |  |                                |
|   |                       |  |                                |
|   |                       |  |                                |
|   |                       |  |                                |

**DATE:** 11/2/2023  
**TO:** Commission  
**FROM:** Sue Nelson, Lease & Contracts Administrator  
**SUBJECT:** November 8, 2023 Lease Update

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### **ISSUE**

The purpose of this memo is to keep the Commission informed about existing, planned, and potential leases.

### **BACKGROUND**

As of the beginning of this month the Port has 43 land leases, 40 building leases, 39 rentals.

### **DISCUSSION**

Leases expiring in 2023:

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

*New Agreements:*

- Short Farm Lease – 1-year, 29,460 sf land
- Short Farm Residential Lease – 6-year with one 5-year option, 2,280 sf home (Roger & Sandy Short)
- Short Farm Residential Land Lease, 6-year lease, 21,632 sf land (William Short)
- Short Farm Residential Land Lease, 1-year, 6,300 sf land (Kevin Short)
- Legato Maritime, LLC, Nomura Bldg., office 2D. Renting office through April 30, 2024, during Sail Port Townsend's off-season.

*Lease/Rental Amendments:*

*Exercising Options:*

- Northwest Maritime Center, exercising last of three 1-year options. Lease expires 1/31/25. (Provided 90+ days' notice.) Would like to discuss a new lease.
- Port Townsend Furniture Clinic, exercising last one-year option. Lease expires 1/31/25. (Provided 90+ days' notice.) Would like to discuss a new lease.

*Assignments/Assumptions:*

*Terminated/Expired Agreements:*

- Sail Port Townsend, seasonal office space, Nomura Bldg., #2-D. Will rent again May 1, 2024.

*License & Use Agreements:*

- Jumping Mouse, "Turkey Trot", Sat., Nov 18. Fundraiser run, Larry Scott Trailhead

***August Rent Increases:***

- ***CPI Increase (9%):*** Quilcene Harbor Yacht Club; WDFW (Cupola Annex); Shanghai Restaurant; Blue Moose Café; Aurora Aircraft (maintenance hangar)
- ***Market Rate Increase:***
- ***Annual Increase:***
- ***Step Increase:***
- ***Recurring Annual License Fee:***

***Miscellaneous:***

- Scheduled tenant meetings include a meeting with Bob Frank, Admiral Ship Supply and a Zoom meeting with CERB and SEA Marine

**ATTACHMENTS**

1. 2023 Lease List

**RECOMMENDATIONS**

For information only.

| Boat Haven - PROPERTY                        |                | NOVEMBER 2023    |                        |  |
|--|----------------|------------------|------------------------|--|
| LEASE NAME                                   | Lease Amount   | Lease Expiration | NEXT CPI/MR STEP Incr. | REMARKS  |
| Admiral Ship Supply                          | 2,027.54       | 1/31/2025*       | 2/1/2024               | *One 5-yr option available.  |
| Andersen Machine Shop                        | 306.77         | 9/30/2027        | 10/1/2024              | Land lease.  |
| Andersen Machine Shop                        | 64.99          | Mo/Mo            | 6/1/2024               | 228 sf additional land for storage adjacent shop. 30 day notice for increases.               |
| Armstrong Consolidated LLC (Washington)      | 10,079.68      | Mo/Mo            | 1/1/2024               | 30-day notice for rate increases.  |
| Armstrong Consolidated LLC (Washington)      | 495.39         | Mo/Mo            | 1/1/2024               | Additional space upstairs.   |
| Armstrong Consolidated LLC (10th St)         | 3,422.92       | 8/31/2024*       | N/A                    | Assignment.* Exercised last 1-yr option, exp 8/31/24.  |
| Armstrong Consolidated LLC (10th St land)    | 795.79         | Mo/Mo            | 9/1/2024               | Land rental-ground in front of building.   |
| Blue Moose Café                              | 839.78         | 10/31/2026*      | 11/1/2024              | *5-yr option available. 24-mo step to market. <b>CPI applied.</b>                            |
| Crown Castle (cell tower)                    | 16,149.96/yr   | 6/30/2025*       | 6/1/2024               | *One 5-yr option remains. Pay one mo in arrears..  |
| Crown Castle - AT&T Sub-Lease                | 1,000.17       |                  | 9/1/2023               | Annual lease renewal. 6.5% annual increase 9/2019-9/2022. Pay one mo in arrears.             |
| Eagle Harbor Marine                          | 274.59         | Mo/Mo            | 9/1/2023               | Land rental. 30-day notice for rent increases.   |
| EDC Team Jefferson                           | 911.27         | Mo/Mo            | 7/1/2024               | 2nd floor Nomura Bldg (767 sf). 30-day notice for rent increases.                            |
| Fine Yacht Interiors                         | 1,423.59       | 5/31/2025*       | 6/1/2024               | *One 3-yr option remains. Exercised 2nd option 6/1/22-5/31/25. 4% max CP                     |
| Flye, Todd dba On The Flye                   | 397.08         | 1/31/2025        | 2/1/2024               | Land lease-temporary structure. No options remain.   |
| Goolden, Leo (Sampson Boat Co)               | 1,132.90       | Mo/Mo            | 5/1/2024               | 30-day notice for increases. ( M/V Tally Ho project-up to 2 yrs.)                            |
| Haven Boatworks                              | 1,421.81       | Mo/Mo            | 1/1/2024               | Former J&S Bldg., Haines St. 30-day notice for rent increases.                               |
| Haven Boatworks                              | 1,701.29       | Mo/Mo            | 8/1/2023               | Back half J&S (former Johnson Fab). Rent-free access+ LET, 7/1-7/15/23 to clean bldg.        |
| Horus Horizon Marine LLC                     | 1,565.48       | Mo/Mo            | 9/1/2024               | Temporary agreement, until plans are firm for BY expansion. Boat finisher/maint.             |
| Jefferson County (Commission Bldg)           | 2,012.56       | 9/30/2026        | 10/1/2024              | 5-yr. 180 day termination notice-either party.   |
| Jeremy Johnson Photography                   | 186.53         | Mo/Mo            | 9/1/2024               | 2nd floor office #2F, Nomura Building.   |
| Jochems Property Mgmt.                       | 326.47         | 10/31/2026       | 1/1/2024               | Land lease. CPI every two years, next 1/1/2024.  |
| Katz, Alan                                   | 1,081.33       | Mo/Mo            | 6/1/2024               | Land lease, business w/temporary shelters. Amended agreement-incr land by 480 sf/            |
| Key City Fish Co. (10th Street-seafood mrkt) | 2,631.36       | 8/31/2028*       | 9/1/2024               | Seafood market. One 5-yr option. Builndg & land lease. CPI-Yr2/MR-Yr 5                       |
| Key City Fish Co. (Haines PL-refrigeration)  | 852.58         | 11/30/2024*      | 12/1/2023              | *Two 5-yr options available.   |
| Kimmel's Crab Shack                          | 2,472.02       | 4/30/2049        | 5/1/2024               | Land lease.  |
| Legato Maritime LLC                          | 210.63         | 4/30/2024        | N/A                    | Renting Nomura Bldg #2D thru 4/30/24 during Sail PT's off season.                            |
| Marine Surveys & Assessments Cooperative     | 1,601.70       | 1/31/2028*       | 2/1/2024               | * One 5-yr option. Annual CPI/MR beg year 3 and every 3 years after.                         |
| NW Maritime Center (Marine Thrift)           | 665.31         | 1/31/2025*       | 2/1/2024               | Exercised last 1-year option. Would like new lease at end of term.                           |
| NW School of Wooden BoatBuilding             | 606.22         | 6/30/2026*       | 7/1/2024               | *One 5-yr option available. 25% of prevailing rate. Amend 1 adds non-exclusive kitchen use   |
| Octopus Gardens Diving                       | 1,232.00       | 6/30/2026        | 7/1/2024               | 24 mo. stepped rent to achieve market rate.  |
| Olympic Boat Transport LLC                   | 54.72          | Mo/Mo            | 2/1/2024               | Relocated crane next to Pete's Marine.   |
| Pete Stein & Compass Woodwork                | 107.17         | Mo/Mo            | 6/1/2024               | 40'x8' land & 7'x8' land for equipment.  |
| Pete's Marine Metals                         | 1,706.29       | 7/31/2024*       | 8/1/2024               | *One 1-yr option remaining.  |
| Port Townsend Fuel Dock LLC                  | 915.65         | 6/30/2024*       | N/A                    | *One 5-yr term remains. 2% flowage fee pays rent.  |
| PT Furniture Clinic                          | 668.19         | 1/31/2025*       | 2/1/2024               | *Exercised last one-year option. Would like new lease at end of term.                        |
| PT Sailing Association                       | 642.39         | 11/30/2027*      | 12/1/2023              | *5-year, 2 week +5-year option building lease, Annual CPI; MR beg. year 3 and every 3 years. |
| Port Townsend Shipwrights, Inc.              | 8,299.11       | 7/31/2050        | 8/1/2024               | MR incr 8/1/30-every 10 yrs/ann CPI. Amend 2: Adds land from Baird bldgs purchase            |
| PT Rigging (Kulin & Vizzini)                 | 557.35         | 3/31/2030        | 4/1/2024               | Land lease.  |
| PT Rigging                                   | 734.40         | Mo/Mo            | 10/1/2024              | 2,720 sq ft of land, abutting leasehold for rigging work and related storage                 |
| Pt Townsend Yacht Club                       | 295.44         | 2/28/2026        | 3/1/2027               | Land lease.  |
| Revision Marine                              | 2,238.81       | 12/31/2024       | 1/1/2024               | Bldg/Land lease.   |
| Sail Port Townsend                           | 208.86         | Mo/Mo            | 5/1/2024               | Seasonal use-back in Nomura Office. Off-season, will return 5/1/24.                          |
| Sands, Guy & Kim (PT Brewing Co.)            | 3,746.09       | 5/31/2026*       | 6/1/2024               | *Two 5-yr options remain. Bldg & Land.   |
| Sands, Guy & Kim (PT Brewing Co)             | 176.58         | Mo/Mo            | 10/1/2024              | 600 sf outdoor dining area.  |
| Scow Bay Boats                               | 568.26         | 9/30/2026        | 10/1/2024              | Land lease-temporary structure. Exercised only 3-year option, 10/1/23-9/30-26.               |
| Sea J's Café (Estate of Florence Jevne)      | 1,220.74       | Mo/Mo            | 6/1/2024               | Mo/Mo Building & Land agreement.   |
| Sitewise Design PLLC                         | 174.65         | Mo/Mo            | 6/1/2024               | Mo/Mo building agreement for small office 2-H in Nomura Bldg..                               |
| Skookum Corporation                          | 937.89         | 3/31/2026*       | 4/1/2024               | Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.            |
| Stephens Marine                              | 56.16          | Mo/Mo            | 2/1/2024               | Temp storage of equipment. Will move to Jochems building soon.                               |
| Sunrise Coffee                               | 207,666.00     | 9/30/2031*       | 10/1/2024              | *Two 5-yr options available. Deposit balance-6 installments.                                 |
| Takaki, Jennifer (Marina Café)               | 659.20         | 12/31/2026       | 7/1/2024               | 5-year lease, stepped rent to achieve MR in 18 mos. Deposit in full.                         |
| Takaki, Jennifer (Marina Café)               | 116.54         | Mo/Mo            | 10/1/2024              | 396 sf outdoor dining ara.   |
| The Shop Cooperative                         | 5,979.83       | 5/31/2026*       | 6/1/2024               | *One 5-yr option. Assigned from Pete Stein & Compass Woodwork.                               |
| Tree Ring, LLC                               | 142.44         | Mo/Mo            | 3/1/2024               | New month/month agreement-small office (2-G) upstairs, Nomura Bldg.                          |
| University of WA - Sea Grant                 | 363.44         | Mo/Mo            | 4/1/2024               | Office 2-E, Nomura Bldg. Added 100 sf storage space.   |
| U. S. Coast Guard                            | 5,653.93       | 8/31/2024        |                        | Annual leaseA29:E56 renewal & step increases. SLA 003 extends lease 10 mos thru 7/30/24.     |
| Welti, Rebecca                               | \$105.00/1xfee | 7/31/24*         |                        | *auto-renews. Art installation, pocket park off of Benedict                                  |

| Point Hudson - PROPERTY                  | NOVEMBER 2023  |                  |                     |  |
|--|----------------|------------------|---------------------|--|
| LEASE NAME                               | Lease Amount   | Lease Expiration | NEXT CPI/STEP Incr. | REMARKS  |
| Best Coast Canvas                        | 2,154.87       | 7/31/2024*       | 8/1/2024            | Armory Bldg. *Exercised last 1-yr option thru 7/31/24.                           |
| Brion Toss Yacht Rigging                 | 967.66         | 8/31/2024        | 9/1/2024            | Armory Bldg. 5-yr lease, no options.   |
| Brooks, Cindy                            | 41.20          | Mo/Mo            | 7/1/2024            | 54 sf floor in Armory Bldg thru June to work on wherry for 70/48 race            |
| Cashin, Andrew                           | 195.30         | Mo/Mo            | 5/1/2024            | Renting portion of Archive Room in Main Bldg                                     |
| Commanders Beach House                   | 2,391.40       | 4/30/2025        | 5/1/2024            | Assignment to D & N Dionne.  |
| Doc's Marina Grill / TNT Restaurants LLC | 3,351.24       | 4/30/2027        | 5/1/2024            | Last 5-yr option 5/1/22-4/30-27. Wants new 10-yr lease.                          |
| Fortune Teller Art                       | 385.50         | Mo/Mo            | 8/1/2024            | Office #2, Main Bldg., Point Hudson. 30 day notice increases.                    |
| GatheringPlace                           | N/A            | 7/31/2004        | N/A                 | Southern half of duplex. Leasehold exempt - Non-profit                           |
| Hanson of Port Townsend Inc.             | 398.94         | 5/31/2024*       | 6/1/2024            | Armory Bldg. *One 1-yr option remains: <del>6/22</del> , <del>6/23</del> , 6/24. |
| Hudson Point Café                        | 1,727.14       | 6/30/2025*       | 7/1/2024            | Main Bldg. *One 5-yr option available.   |
| Hudson Point Café Office #10, Main Bldg. | 283.80         | Mo/Mo            | 7/1/2024            | Main Bldg. Restaurant view office.   |
| Hudson Point Café Office #8              | 270.60         | Mo/Mo            | 7/1/2024            | Main Bldg. Restaurant storage, non-view office.                                  |
| Hudson Point Café                        | 117.73         |                  |                     | Main Bldg - common area fee-restroom cleaning/stocking                           |
| Impact Naval Architects, LLC             | 283.80         | Mo/Mo            | 9/1/2024            | Office #1, Main Bldg. Moved from Duplex, due to upcoming renovations             |
| Marine Resources Consultants Inc.        | 567.74         | 9/30/2024*       | N/A                 | Armory Bldg. *Used last option.  |
| Marine Science Center                    | 105.00/1 x fee | auto-renew       | N/A                 | Use of Union Wharf for "Guenther" whale display. One-time license fee.           |
| Mark Kielty Design                       | 283.80         | Mo/Mo            | 8/1/2024            | Main Bldg., small view office.   |
| Mark Kielty Design                       | 7.77           |                  |                     | PH Main Bldg - common area fee-restroom cleaning/stocking                        |
| Northwest Maritime Center                | 1,444.50       | 6/30/2051        | 7/1/2024            | Former Landfall site-plan to build 3000 sf classroom.                            |
| Northwest Maritime Center (Swan Hotel)   | 516.00/yr      | auto renew       | 6/1/2024            | License-encroachment. MR every 3-yrs. Port may term w/180-day notice             |
| Puget Sound Express                      | 1,157.40       | 12/31/2025       | 1/1/2024            | No options remain.   |
| Schooner Martha Foundation               | 838.11         | 12/31/2024*      | 1/1/2024            | *One 5-yr option available.  |
| SEA Green Partners d/b/a SEA Marine      | 2,508.25       | 4/30/2027*       | 5/1/2024            | *One 5-yr option. Armory Bldg-Upstairs sail loft space.                          |
| Shanghai Restaurant                      | 2,818.44       | 10/31/2026       | 11/1/2024           | No options remain. <b>CPI applied.</b>   |
| Shanghai Restaurant                      | 174.90         |                  |                     | PH Main Bldg - common area fee-restroom cleaning/stocking                        |
| Shannon Partners LLC (SEA Marine)        | 3,591.94       | 9/30/3038        | 10/1/2024           | New lease. Rent increase to set amount 7/1/27; MR/5-years,CPI/annual             |
| The Artful Sailor                        | 554.40         | 11/30/2024*      | 12/1/2023           | Armory Bldg. *Exercised last option.   |
| The Artful Sailor                        | 468.48         | Mo/Mo            | 3/1/2024            | Armory Bldg-NW end of bldg.  |
| U.S. Customs                             | 3,236.16       | 12/20/2027       | 12/20/2024          | Hospital Bldg. Accepted 5-yr option 12/2022 - 12/2027.                           |
| Washington Dept. of Fish & Wildlife      | 8,430.97       | 3/21/2024*       | N/A                 | Hospital Bldg. *One 5-yr option.   |
| Washington Dept. of Fish & Wildlife      | 1,649.06       | Mo/Mo            | 11/1/2024           | Cupola Annex-storage. <b>CPI applied.</b>  |
| Washington Dept of Fish & Wildlife       | 15.32          | Mo/Mo            | 6/1/2024            | Small storage area in Sail Loft for spare boat motor.                            |



| JCIA - PROPERTY                       | NOVEMBER 2023 |                  |                      |   |
|---------------------------------------|---------------|------------------|----------------------|---|
| LEASE NAME                            | Lease Amount  | Lease Expiration | NEXT CPI/ Step Incr. | REMARKS   |
| A Hangar Condo Association            | 1,159.05      | 11/20/2045       | 12/1/2023            | Land lease. Hangars 'E' & 'F'.  |
| Aurora Aircraft Maint & Restoration   | 596.85        | 10/31/2026*      | 11/1/2024            | *One 5-yr option remains. CPI applied.  |
| Aurora Aircraft Maint & Restoration   |               | 12/31/2023       | N/A                  | Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease. |
| Broderson, Dennis                     | 63.53         | 2/28/2016        | 3/1/2024             | T-hangar pad LEASE  |
| Browning, Scott & Lori                | 100.00/yr     | ann. auto renew  | 8/1/2024             | Periodic tree & shrub removal.  |
| Dow Jeffery & Jorja                   | 394.76        | 12/31/2028       | 8/1/2024             | Land lease. Hangar 'D'.   |
| Eber, Lorenz                          | 80.00         | Mo/Mo            | 1/1/2024             | T-hangar pad, #T-404(P)   |
| Erickson, Warren & Karen              | 189.28        | 7/26/2057        | 3/1/2024             | Land lease. Hangar '4-B'.   |
| G Hangar Condo Assoc.                 | 610.88        | 6/9/2047         | 7/1/2024             | Land lease.   |
| Grandy, Richard                       | 189.84        | 7/26/2057        | 3/1/2024             | Land lease. Hangar '4-A'.   |
| H-Hangar Corp., Inc.                  | 567.84        | 6/22/2049        | 7/1/2024             | Land lease.   |
| Hangar C Group LLC                    | 542.64        | 4/30/2053        | 12/1/2023            | Settled 2/25/21: Amend #6: Ext. term.   |
| Hood Canal Aviation LLC/Jim Piper     | 189.28        | 7/26/2057        | 3/1/2024             | Land lease. Hangar '4-C'.   |
| JEFFCO Hangar Assoc., Inc.            | 713.52        | 11/30/2041       | 12/1/2023            | 11,369 sf, hangar site 'I'.   |
| Jeff. Co. Airport Condo Owners Assoc. | 1,939.10      | 7/26/2057        | 3/1/2024             | Assignment of NW Hangar's Lease for sites #7 & 8.   |
| K-Hangar Assoc. @ JCIA                | 578.34        | 4/25/2049        | 5/1/2024             | Land lease.   |
| L Hangar Condo Assoc @JCIA            | 667.38        | 10/31/2048       | 10/1/2024            | Land lease.   |
| LBG Development, LLC                  | 500.00 fee    | 4/15/2024*       | N/A                  | lease.  |
| LBG Development, LLC                  | 500.00 fee    | 4/15/2024*       | N/A                  | lease.  |
| Lemanski, Tom & Linda                 | 80.00         | Mo/Mo            | 3/1/2024             | T-hangar pad, T-405. 2023 adopted rate applied (8¢/sf)  |
| Morrison, Neil/Lark Leasing           | 189.85        | 4/30/2053        | 5/1/2024             | Land lease. Hangar 'N-North'.   |
| Morrison, Neil                        | 189.85        | 4/30/2053        | 5/1/2024             | Land lease. Hangar 'N-South'.   |
| Northwest Custom Hangars, LLC(Ward)   | 500.00 fee    | 4/15/2024*       | N/A                  | lease   |
| Port Townsend Aero Museum             | 430.98        | 7/31/2052*       | 5/1/2024             | *One 25-yr option. Museum bldg-land lease.  |
| Port Townsend Aero Museum             | 369.40        | 7/31/2052*       | 5/1/2024             | *One 25-yr opt. Museum bldg-land lease (expan.).  |
| Port Townsend Aero Museum             | 635.38        | 7/31/2052*       | 5/1/2024             | *One-25 yr option. Maintenance bldg-land lease.   |
| Port Townsend Aero Museum             | 252.64        | 4/30/2053        | 5/1/2024             | M' Hangar. Separate land lease.   |
| Port Townsend Aero Museum             | 80.00         | Mo/Mo            | 5/1/2024             | T-hangar pad, T-400(S).   |
| Port Townsend Aircraft Services       | 319.47        | 6/30/2035*       | 7/1/2023             | *Two 10-yr options.   |
| Pratt Sr., David                      | 80.00         | Mo/Mo            | 3/1/2024             | (8¢/sf)   |
| Puget Sound Express-J Hangar Lease    | 400.00        | 10/1/2050        | 10/1/2024            | Assignment-Land lease to Puget Sound Express.   |
| Roethle, Garth                        | 80.00         |                  | 4/1/2024             | Purchased T-hangar from Northup Estate. #406-M  |
| Spruce Goose                          | 249.21        | 9/30/2029*       | 10/1/2023            | *Two 5-yr options. CPI/MR apply.  |
| Station Prairie                       | 610.40        | 4/30/2072        | 5/1/2024             | applied   |
| Townshend, Brendon                    | 63.53         | 2/28/2026        |                      | Assigned T-hangar pad 402-O from Daniel Scheall   |
| Wexman, Scott & Diana Levin           | 275.20        | 3/31/2053        | 4/1/2024             | Land lease. Hangar 'O'.   |
|                                       |               |                  |                      |   |

| QUILCENE - PROPERTY        | NOVEMBER 2023     |                  |                      |  |
|----------------------------|-------------------|------------------|----------------------|--|
| LEASE NAME                 | Lease Amount      | Lease Expiration | NEXT CPI/ Step Incr. | REMARKS  |
|                            |                   |                  |                      |  |
| Canterbury, Ray            | <i>fluctuates</i> | N/A              |                      | <i>Water rights.</i>   |
| Coast Seafoods             | \$ 5,747.69       | 12/31/2039       | 1/1/2024             | Land lease.  |
| Coast Seafoods             | <i>fluctuates</i> |                  |                      | <i>Water.</i>  |
| Quilcene Harbor Yacht Club | \$ 561.35         | 10/31/2027*      | 11/1/2024            | *One 5-yr option. Rent + 106/hrs in-kind labor. Non-exclusive use of deck. <b>CPI applied.</b> |
| Quilcene Harbor Yacht Club | <i>fluctuates</i> |                  |                      | <i>Water.</i>  |
| Quilcene Village Store     | \$ 130.88         | Mo/Mo            | 9/1/2024             | Rental of kayak rack & ground it sits on. Mo-to-mo.  |
|                            |                   |                  |                      |  |

| CHIMACUM - PROPERTY                            |              | NOVEMBER 2023    |                      |   |
|--|--------------|------------------|----------------------|---|
| LEASE NAME                                     | Lease Amount | Lease Expiration | NEXT CPI/ Step Incr. | REMARKS   |
| Short Farm - Farm Lease                        | \$0.00*      | 8/31/2024        | N/A                  | 1-year farmland lease (29,460 sf) Rent-free as per sale agreement). LET charged on entire value.  |
| Short Farm - Residential Lease (Roger & Sandy) | 0.00*        | 8/31/2029**      | 9/1/2024             | 2,280 sf bldg. *Rent-free, as per sale agreement, until 9/1/24 (LET charged on value until then). Beg. 9/1/24 rent @ \$1,000/mo + LET. **One 5-year option. |
| Short Farm - Mobile Home (William)             | 0.00*        | 8/31/2029        | 9/1/2024             | 21,632 sf,*Rent free, as per sale agreement, until 9/1/2024 (LET charged on valued until then). Beg 9/1/24 rent @ \$200/mo + LET.                           |
| Short Farm - Mobile Home (Kevin)               | \$0.00*      | 8/31/2024        | N/A                  | 6,300 sf. Rent free, as per sale agreement.   |

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November 2, 2023

City Council  
City of Port Townsend  
250 Madison Street, Suite 2  
Port Townsend, WA 98368

RE: Thank you

Dear Councilmembers:

At your regular business meeting two weeks ago, you took action on two items of particular interest to the port. I am writing today to thank you for taking those actions and to specifically acknowledge the effort and work of your staff in preparing those items for your consideration.

The actions I am referencing are the adoption of Ordinance 3321 refining the Sims Gateway Development Plan and the expansion of uses in the M-II(B) zone for the Junior Officers' Quarters at Point Hudson. Both of these actions are the culmination of much work by staff and will allow the port to advance projects that will utilize existing port properties to benefit the community.

The update to the Sims Gateway Development Plan was a significant amount of work for city staff. John Mauro and Steve King invested much time and energy to staff a robust public engagement process that resulted in multiple recommendations to advance the proposed refinement. I know that the city team has more projects on the list than time to complete them and want you to know how much the port appreciates their work and your work on this issue.

The same is true for John and Emma Bolin with the text amendment to allow the Junior Officers' Quarters to be restored and used as it was originally built. This change will immediately result in port planning for a new HVAC system, windows, roofing, painting, refinishing and other system improvements that will allow that building to be rented out and result in its longevity being assured for another generation to appreciate.

The port enjoys its close working relationship with the city, from council to staff, and particularly appreciate the time, attention and focus given to issues and requests that are import to our mission. We know that our successes are greatest when fulfilled in partnership – thank you for collaborating with the port.

Sincerely,

  
Eron Berg  
Executive Director

| <b>Date/Time</b>                 |          | <b>Item/Topic</b>   | <b>Location</b>   | <b>Absent</b> |
|----------------------------------|----------|---|-------------------|---------------|
| <b>Fri., Nov. 10</b>             |          | <i>Holiday – Port Offices Closed</i>  |                   |               |
| <b>Wed., Nov. 16<br/>5 pm</b>    | Meeting  | Intergovernmental Collaborative Group   | Pav               |               |
| <b>Tues., Nov. 21<br/>1 pm</b>   | Meeting  | Adopt 2024 Budget (and rates, resolutions), if not adopted in previous meeting<br>Qtr. 3 IDD Levy report (tentative - may be pushed to 1 <sup>st</sup> meeting in December)<br>Point Hudson Jetty Project Update<br>Contract Update   | Pav               |               |
| <b>Thur-Fri. Nov.<br/>23-24</b>  |          | <i>Holiday – Port Offices Closed</i>  |                   |               |
| <b>Dec. 6-8</b>                  |          | WPPA Annual Meeting – Quorum of Commission  | Vancouver, WA     |               |
| <b>Dec. 13<br/>9:30 am</b>       | Workshop | WPPA, Governance and Management Guide – Chapter 10 Transparency and Ethics<br>Commission Roundtable<br>Public Comments  | Pav               |               |
| <b>Dec. 13<br/>1 pm</b>          | Meeting  | Point Hudson Jetty Project Update<br>2024 legislative priorities by Insight Strategies<br>Contract Update/Lease Brief   | Pav               |               |
| <b>Mon-Tues, Dec.<br/>25-26</b>  |          | <i>Holiday – Port Offices Closed</i>  |                   |               |
| <b>Mon., Jan. 1</b>              |          | <i>Holiday – Port Offices Closed</i>  |                   |               |
| <b>Wed., Jan. 10<br/>9:30 am</b> | Workshop |   | Pav               |               |
| <b>Wed., Jan. 10<br/>1 pm</b>    | Meeting  | 2024 Organizational Topics (Election of Commission Officers, Committee Assignments, Review Commission Meeting Procedures, Delegation of Management Authority, Commission Annual Retreat<br>Meeting of the Industrial Development Corporation of the Port of Port Townsend (Election of Officers, Minutes approval, review financial statement 2023) | Pav               |               |
| <b>Mon., Jan. 15</b>             |          | <i>Holiday – Port Offices Closed</i>  |                   |               |
| <b>Wed., Jan 17<br/>Time TBD</b> | Meeting  | Short Farm Steering Committee   | WSU Kively Center |               |
| <b>Wed., Jan. 24<br/>5:30 pm</b> | Meeting  |   | Pav               |               |
| <b>Wed., Feb. 14</b>             | Workshop |   | Pav               |               |

|  |          |                               |                      |  |
|--|----------|-------------------------------|----------------------|--|
| <b>9:30 am</b>                           |          |                               |                      |  |
| <b>Wed., Feb. 14<br/>1 pm</b>            | Meeting  |                               | Pav                  |  |
| <b>Wed., Feb. 21<br/>Time TBD</b>        | Meeting  | Short Farm Steering Committee | WSU Kively<br>Center |  |
| <b>Wed., Feb. 28<br/>5:30 pm</b>         | Meeting  |                               | Pav                  |  |
| <b>Wed., Mar. 13<br/>9:30 am</b>         | Workshop |                               | Pav                  |  |
| <b>Wed., Mar. 13<br/>1 pm</b>            | Meeting  |                               | Pav                  |  |
| <b>Wed., Mar. 27<br/>5:30 pm</b>         | Meeting  |                               | Pav                  |  |
| <b>Wed., Apr. 10<br/>9:30 am</b>         | Workshop |                               | Pav                  |  |
| <b>Wed., Apr. 10<br/>1 pm</b>            | Meeting  |                               | Pav                  |  |
| <b>Wed.,<br/>Apr.17/18<br/>Times TBD</b> | Meeting  | Short Farm Steering Committee | WSU Kively<br>Center |  |
| <b>Wed., Apr. 24<br/>5:30 pm</b>         | Meeting  |                               | Pav                  |  |
| <b>Wed., May 8<br/>9:30 am</b>           | Workshop |                               | Pav                  |  |
| <b>Wed., Mar. 8<br/>1 pm</b>             | Meeting  |                               | Pav                  |  |
| <b>Wed., May 14<br/>Time TBD</b>         | Meeting  | Short Farm Steering Committee | WSU Kively<br>Center |  |
| <b>Wed., May 22<br/>5:30 pm</b>          | Meeting  |                               | Pav                  |  |
| <b>Wed., May 29<br/>Time TBD</b>         | Meeting  | Short Farm Steering Committee | WSU Kively<br>Center |  |
| <b>Wed., June 5</b>                      | Meeting  | Short Farm Steering Committee |                      |  |

|                                   |          |  |                                    |  |
|-----------------------------------|----------|--|------------------------------------|--|
| <b>Wed., Jun. 12<br/>9:30 am</b>  | Workshop |  | Pav                                |  |
| <b>Wed., Jun. 12<br/>1 pm</b>     | Meeting  |  | Pav                                |  |
| <b>Wed., June 19<br/>Time TBD</b> | Meeting  | Short Farm U of W Student Presentation | TriArea or<br>WSU Kively<br>Center |  |
| <b>Wed., June 26<br/>5:30 pm</b>  | Meeting  |  | Pav                                |  |
| <b>Wed., Jul. 10<br/>9:30 am</b>  | Workshop | Short Farm                             |                                    |  |
| <b>Wed., Jul. 10<br/>1 pm</b>     | Meeting  |  | Pav                                |  |
| <b>Wed., Aug. 14<br/>9:30 am</b>  | Workshop |  | Pav                                |  |
| <b>Wed., Aug. 14<br/>1 pm</b>     | Meeting  |  | Pav                                |  |
| <b>Wed., Aug. 28<br/>5:30 pm</b>  | Meeting  | Cancelled                              |                                    |  |